STUDENT/FAMILY ACTIVITIES HANDBOOK



SPRINGFIELD TOWNSHIP HIGH SCHOOL

Revised 7/2026

Table of Contents

Table of Contents **1**
Message from our Assistant Principal **2**
Introduction **3**
SDST Philosophy of Extracurricular Activities **3**
Instructional Focus - Professional Practices **4**
Requirements for Participation **5**
Eligibility Requirements **5**
Behavior and Citizenship **6**
Code of Conduct 6
Attendance at Extracurricular Activities 6
Categories of Conduct Violations 8
Activities Department Procedures **16**
Club Proposal and Approval Process 16
Activities Travel 17
Insurance Options 17
Suspension from an Activity 17
Dismissal from an Activity 19
Due Process 19
Advisor / Student / Family Relations: **20**
Communication 20
Order of Communication 20
Family - Advisor Meetings 20
Spectator Game/Event Attendance 22
Appendix: **22**
Spectator Code of Conduct: 22
Important Links **22**

Message from our Assistant Principal

Welcome to an exciting new school year at Springfield Township High School! As your Assistant Principal overseeing Student Activities, I am thrilled to present our Student Activities Handbook, a comprehensive guide to the many opportunities available to enrich your high school experience.

Our school prides itself on fostering a vibrant community where every student has the chance to explore their interests, develop new skills, and create lasting memories. From clubs and sports teams to student government and special events, our diverse array of activities is designed to cater to a wide range of passions and talents.

Participating in extracurricular activities is a vital part of the high school journey. It not only enhances your academic life but also helps build character, leadership, and lifelong friendships. Whether you're looking to dive into a favorite hobby, discover a new interest, or take on a leadership role, there's something here for everyone.

Mr. Pierre LaRocco, M.Ed., Assistant Principal

STHS ACTIVITIES VISION STATEMENT

"To cultivate an inclusive and dynamic environment where every student is empowered to explore their passions, develop leadership skills, and foster lifelong connections through diverse and enriching extracurricular activities. We strive to inspire a sense of community, creativity, and personal growth, preparing our students to thrive in an ever-evolving world."

Introduction

The Springfield Township High School Student Activities Handbook is designed to inform students and families of the rules, regulations, and information for participation in the STHS student activities program. Participation in student activities is a privilege of honor, responsibility, sacrifice, and commitment.

Participation in STHS Student Activities, as a privilege and not a right, also comes with unique opportunities as well as expectations. Those who choose to participate will be expected to follow the rules, regulations, and Code of Conduct established by the STHS and the STHS Activities Department, along with additional rules and expectations of the advisors for their respective activities.

Students who participate in STHS student activities are expected to represent the School District of Springfield Township, their activity, family, and community in a positive manner. It is expected that all participants, advisors, staff, families, and supporters conduct themselves in a manner that will uphold a positive image of our program and the School District of Springfield Township at all times.

Springfield Township High School is committed to providing a wide range of extracurricular activities, encouraging students to engage, grow, and excel in various interests beyond the “classroom”.

SDST Philosophy of Extracurricular Activities

The Board recognizes the educational values inherent in student participation in extracurricular activities and supports the concept of student organizations for such purposes as building social relationships, developing interests in a specific area, and gaining an understanding of the elements and responsibilities of good citizenship. See Board Policy No. 122.

Instructional Focus - Professional Practices

As practitioners, teachers, and advisors alike, we are committed to continuous improvement of SDST teaching practices, leadership practices, and organizational practices because they are the preconditions for higher levels of student achievement. The following four pillars should be the building blocks of the district's professional practices; they frame what must be done in every "classroom" and system-wide to ensure success for all students, without exception.

PILLAR #1: CULTURE OF TRUST, RELATIONSHIPS, AND COLLABORATION
Build trust and relationships with open communication that promotes effective collaboration among all partners in the teaching and learning community.

PILLAR #2: RESPONSIVE TEACHING AND LEARNING
Curriculum, instruction, and learning are shaped by a growth mindset and guided by principles of differentiation.

PILLAR #3: HIGH EXPECTATIONS FOR ALL
Beliefs and practices reflect universally held high standards and shared responsibility for continuous growth and improvement.

PILLAR #4: WELCOMING AND SAFE CLIMATE FOR LEARNING AND WORK
Learning occurs in safe environments that support the needs of all students and adults and provide a welcoming environment where positive academic and prudent personal risk-taking are encouraged.

Requirements for Participation

Consideration for participation in a student activity requires that a student meet the following conditions:

1. Satisfy all STHS eligibility and academic standards
2. Adhere to the codes of conduct of STHS, the Activities Department, and your individual activity

Eligibility Requirements

In order to participate in extracurricular activities, events, or athletics,

- a student must be present at least 1/2 of the school day with a valid excuse OR
- a student must not miss more than 90 minutes of the day unexcused OR
- a student must have prior absence approval from the administration in an extenuating circumstance.

Academic Eligibility is determined both weekly and by marking period:
A student must maintain a passing average above 65%, in each course, ***every week***. Eligibility shall be cumulative from the beginning of a grading period, and is reported by the teaching staff on a weekly basis. Each Monday, STHS runs an Interim Progress Report (IPR) listing all students with failing grades. From this list, advisors are notified if they have any student failing a course or courses. We use the following system for students that have not maintained passing averages.

- Week 1 Student: If a student is failing a course, or courses, for the first week they are designated as a Week 1 Student. This simply signifies that this is the first week they are failing this specific course. This Week 1 designation is purely a warning to notify the student that they are currently carrying a failing grade(s).

- Week 2 Student: if a student is failing the same course(s) for the second consecutive week, the student cannot participate in activities for one week.

Students are encouraged to take advantage of the tutoring center and Lunch and Learn Office Hours with their teachers to re-establish good academic standing.

If there is a cost associated with an activity an ineligible student may miss, the decision will be determined, on a case by case basis, by the administrative team.

The only way to re-establish eligibility is to show up on a Monday eligibility report as passing the course(s). Ineligible students will not participate in the activity the entire week from Monday through Saturday.

Behavior and Citizenship

Springfield Township High School believes that good conduct is closely related to a positive environment for learning and an effective activities program. As activities are an extension of the classroom, it is expected that students follow the rules and regulations governing student conduct in school, during the time spent in travel to and from school, and while participating in school-sponsored events.

Such rules shall require that students:

- Conform to standards of socially expected behavior
- Respect the rights, person, beliefs, and property of others
- Preserve the degree of order necessary to the program in which they are engaged
- Respond positively, appropriately, and promptly to those adults charged with the responsibility of monitoring students.

Students are expected to adhere to SDST behavioral and attendance policies. An activities advisor may establish and publish, with the approval and consent of the Assistant Principal, rules that complement those rules/policies that have been instituted by the School and activities department.

Code of Conduct

Students are expected to conform to the code of conduct for Springfield Township High School. Students that show patterns of inappropriate behaviors will be referred to MTSS (Multi-tiered Systems of Support). Violations of that code, which result in a suspension (in-school or out-of-school), will affect a student's participation. When a student has been suspended out of school, the student may not visit any district campus for the duration of the suspension, nor may the student participate in any school-sponsored extracurricular activities, including practices or competitions. Students may be eligible to resume participation in activities on the day that they resume regular school attendance.

When a student is assigned to an after-school detention or is suspended in-school, participation in extracurricular activities is also restricted. The student may not participate in any extracurricular activities, including practices or competitions. Students may be eligible to resume participation in activities on the day following the completion of the after-school detention or in-school suspension. It is the responsibility of the student to communicate with the advisor of any such detention or suspension.

Attendance at Extracurricular Activities

Students who wish to participate in an after-school event must be in attendance in accordance with our attendance policy, which is located on the school website and page 8 of this document. If there is a delayed start to the school day, the student is expected to be at

school on time. The same can be said if the school schedule changes for the day. Friday attendance will affect eligibility for weekend activities.

Exceptions for absences may be made when prior approval has been granted by the administration. Examples of excused and unexcused absences may include, but are not limited to:

Excused Absences	Unexcused Absences
● Religious observance or instruction ● Illness of the student ● Medical or dental appointment ● Death in the family ● Quarantine ● Special Academic Pursuit / Testing (i.e. College Visit, College Orientations, SAT Testing, ACT Testing, AP Testing, etc.) ● Educational or Co-curricular trips ● Absences with prior administrative approval	● Babysitting ● Hair appointments ● Shopping trips ● Fishing or hunting trips ● Gainful employment ● Community service (without prior approval) ● Absences that are personal in nature ● Any trip without prior administrative approval

Categories of Conduct Violations

Note: Administrative discretion may be used depending upon the severity of the incident and/or the student's disciplinary record/previous offenses. The following code of conduct is to be used as a baseline; advisors and activities may institute additional rules with the approval of the Activities Department. Any and all disciplinary actions administered within the prescribed actions below, with the exception of activity dismissals, and given pursuant and in accordance with this Handbook are given at the discretion of the Advisor and/or Assistant Principal. Due process for dismissals is outlined on page 20.

Attendance:

LEVEL	Behavior / May Look Like	Prescribed Action
I	Late to activity ● Arriving after the start of an activity without a valid excuse or lack of communication ahead of time with the advisor ● Unexcused absence for the entire or majority of an activity	**1st Offense** ● Advisor discusses behavior with the student and documents the behavior. ● Advisor discusses and finds a solution/strategy & issues a verbal warning ● Advisor notifies the parent/guardian and Assistant Principal **2nd Offense** ● Advisor revisits previous discussion with the student, documented notes, and solution/strategy ● Advisor issues and assigns consequence: eligible to participate, ineligible for first ½ of next event ● Advisor notifies the parent/guardian and Assistant Principal **3rd Offense** ● Advisor revisits previous discussion with the student, document notes, and solution strategy ● Advisor issues and assigns consequence: eligible to participate, ineligible for next event ● Advisor notifies parent/guardian and Assistant Principal
II	Unexcused Absence from an activity without notice or Late to the bus for a trip without prior notification ● Unexcused absence for the entire or majority of an activity (without prior notice to the advisor) ● Unexcused absence for the entire or majority of an activity (with prior notice to the advisor) ● Leaving an event without the advisor's permission ● Arriving after the identified arrival time for a bus departure ● Not attending or failing to inform the advisor of an in-school/out-of-school suspension or after-school detention	**1st Offense** ● Meeting with the student, parents/guardians, advisor and Assistant Principal to discuss behavior, document notes, and develop a solution strategy. ● Advisor and Assistant Principal issues and assigns consequence: ineligible for one (1) week ● *Note: Any subsequent offense of any level, combined with a level 2 offense, may result in a level 2, 2nd offense consequence.* **2nd Offense** ● Meeting with the student, parents/guardians, advisor and Assistant Principal to discuss behavior, document notes, and develop a solution strategy. ● Advisor and Assistant Principal issues and assigns consequence: ineligible for two (2) weeks. ● *Note: any subsequent offense of any level, combined with a level 2 offense may result in a level 2, 3rd offense consequence.* **3rd Offense** ● Meeting with the student, parents/guardians, advisor and Assistant Principal to discuss behavior, document notes, and develop a solution strategy. ● Advisor and Assistant Principal issues and assigns consequence: ineligible three (3) weeks.

Program / Team Rules:

LEVEL	Behavior / May Look Like	Prescribed Action
I	Inappropriate behavior that is disruptive or hinders your or other's ability to learn or perform; Dress Code Violations; and any of the following behaviors - Note, this may not be an exhaustive list: ● Being inattentive, disruptive, or distracting to self or others ● Non-adherence to team rules or norms ● Inappropriate dress / not adhering to the prescribed dress code	**1st Offense** ● Advisor discusses behavior with the student and documents notes. ● Advisor discusses and finds a solution strategy & issues a verbal warning ● Advisor notifies the parent/guardian and Assistant Principal **2nd Offense** ● Advisor revisits previous discussion with the student, documented notes, and solution strategy ● Advisor issues and assigns consequence: ineligible for first ½ of next event ● Advisor notifies the parent/guardian and Assistant Principal **3rd Offense** ● Advisor revisits previous discussion with the student, document notes, and solution strategy. ● Advisor issues and assigns consequence:, ineligible for next event ● Advisor notifies parent/guardian and Assistant Principal
II	Elevated Level I Offense. Actions that may be damaging or disruptive to the activity image, culture and/or community ● Elevated actions from the list above ● Open defiance of school or team rules ● Actions unbecoming of a SDST student that may take place on or off school property or in/outside of the school day while representing the team, including, but not limited to: ○ Disrespectful engagement with members of the community ○ Public behavior that a reasonable person would consider offensive to standards of decency ○ Suggestive or taunting statements made to teammates, opponents, or members of the staff or community	**1st Offense** ● Meeting with the student, parents/guardians, advisor and Assistant Principal to discuss behavior, document notes, and develop a solution strategy. ● Advisor and Assistant Principal issues and assigns consequence: ineligible for next activity. ● *Note: Any subsequent offense of any level, combined with a level 2 offense, may result in a level 2, 2nd offense consequence.* **2nd Offense** ● Meeting with the student, parents/guardians, advisor and Assistant Principal to discuss behavior, document notes, and develop a solution strategy. ● Advisor and Assistant Principal issue and assign consequence; ineligible for next competition; student must complete two (2) practices before resuming competition eligibility. ● *Note: any subsequent offense of any level, combined with a level 2 offense may result in a level 2, 3rd offense consequence.* **3rd Offense** ● Meeting with the student, parents/guardians, advisor and Assistant Principal to discuss behavior, document notes, and develop a solution strategy. ● Advisor and Assistant Principal issues and assigns consequence; ineligible for next competition; student must complete four (4) practices before resuming competition eligibility.
III	Accessing off-limits areas ● Entering restricted areas	**1st Offense** ● Meeting with the student, parents/guardians, advisor and Assistant Principal to discuss behavior, document notes, and develop a solution strategy. ● Advisor and Assistant Principal issues and assign consequences: ineligible for activity; ineligible for next event. **2nd Offense** ● Meeting with the student, parents/guardians, advisor, Assistant Principal, and Principal to discuss behavior, document notes, and develop a solution strategy. *When applicable, activities suspension will match the OSS duration determined by school administration and above consequences will begin once they return to school

IV	Participating in or initiating a severe disturbance or prank ● Malevolent school disturbance ● Any act taken with the intent cause unwanted fear or disorder for others ● Creating a disturbance that severely interrupts activities or events	**1st Offense** ● Meeting with the student, parents/guardians, advisor and Assistant Principal to discuss behavior, document notes, and develop a solution strategy. ● Advisor and Assistant Principal issue and assign consequence: ineligible for activity; ineligible for next event. **2nd Offense** ● Meeting with the student, parents/guardians, advisor, Assistant Principal, and Principal to discuss behavior, document notes, and develop a solution strategy. *When applicable, activities suspension will match the OSS duration determined by school administration and above consequences will begin once they return to school

Disorderly / Disrespectful / Insubordinate Language or Conduct

LEVEL	Behavior / May Look Like	Prescribed Action
I	Negative attitudes or actions ● Ignoring, arguing, failing to follow directions	**1st Offense** ● Advisor discusses behavior with the student and document meeting. ● Advisor discusses and finds a solution strategy & issues a verbal warning ● Advisor notifies the parent/guardian and Assistant Principal **2nd Offense** ● Advisor revisits previous discussion with the student, documented notes, and solution strategy ● Advisor issues and assigns consequence: ineligible for activity. ● Advisor notifies the parent/guardian and Assistant Principal **3rd Offense** ● Advisor revisits previous discussion with the student, documents meeting, and solution strategy. ● Advisor issues and assigns consequence: ineligible for activity ● Advisor notifies parent/guardian and Assistant Principal
II	Negative attitudes or actions intended to defy a request by an adult or undermine the authority of a advisor or an adult ● Refusing to follow directions ● Talking back ● Use of profane language in a way that undermines the authority of the advisor or other adult ● Leaving an event without the advisor's permission	**1st Offense** ● Meeting with the student, parents/guardians, advisor and Assistant Principal to discuss behavior, document notes, and develop a solution strategy. ● Advisor and Assistant Principal issue and assign consequence: ineligible for activity; ineligible for next event. **2nd Offense** ● Meeting with the student, parents/guardians, advisor, Assistant Principal, and Principal to discuss behavior, document notes, and develop a solution strategy. *When applicable, activities suspension will match the OSS duration determined by school administration and above consequences will begin once they return to school
III	Elevated Level II offense. Recurring offenses after repeated unsuccessful interventions. Forgery, Counterfeiting, or Lying. Verbal Assault of a student or staff member. Unacceptable language, gestures, or actions. ● Repeated backtalk, or refusal to comply with reasonable requests ● Open defiance of school or team/activity rules ● Providing false information, documentation, or forgery (lying / forged notes) ● Words meant to demean or hurt	**1st Offense** ● Meeting with the student, parents/guardians, advisor and Assistant Principal to discuss behavior, document notes, and develop a solution strategy. ● Advisor and Assistant Principal issues and assigns consequence: ineligible for activity; ineligible for next event; **2nd Offense** ● Meeting with the student, parents/guardians, advisor, Assistant Principal, and Principal to discuss behavior and carry out team/activity dismissal procedures. *When applicable, activities suspension will match the OSS duration determined by school administration and above consequences will begin

	another, including the misuse of social media ● Abusive language ● Using, or demonstrating, vulgar, perverse, and/or offensive language or gestures directed at others (including opponents, teammates, fans, advisors, officials, staff members, etc.)	once they return to school

Defacing School Property / Vandalism / Theft:

LEVEL	Behavior / May Look Like	Prescribed Action
VI	Theft, attempt of theft, or receiving stolen property or selling or buying of stolen property ($150.00 and below). Damaging, vandalizing, altering, and/or taking of any school, or individual property that can be replaced or repaired at minimal cost ($150.00 and below). ● Theft of any property, uniforms, or school equipment ● Writing on walls, desks, floors, or other property ● Altering of school-owned property ● Negligent damage to property or devices ● Malevolent destroying or defacing of property ● Reckless disregard for property, uniforms, or school equipment	**1st Offense** ● Meeting with the student, parents/guardians, advisor and Assistant Principal to discuss behavior, document notes, and develop a solution strategy. ● Advisor and Assistant Principal issues and assigns consequence: ineligible for activity; ineligible for next event; **2nd Offense** ● Meeting with the student, parents/guardians, advisor, Assistant Principal, and Principal to discuss behavior and carry out team/activity dismissal procedures. *When applicable, activities suspension will match the OSS duration determined by school administration and above consequences will begin

- ***Police notification may be possible depending on the severity of the infraction***

Student Fighting / Safety / Assault:

LEVEL	Behavior / May Look Like	Prescribed Action
I	Horseplay or throwing of objects. ● Throwing dangerous objects ● Reckless play that can lead to injury ● Unwanted play or behavior	**1st Offense** ● Advisor discusses behavior with the student and documents notes ● Advisor discusses and finds a solution strategy & issues a verbal warning ● Advisor notifies the parent/guardian and Assistant Principal **2nd Offense** ● Advisor revisits previous discussion with the student, documented notes, and solution strategy ● Advisor issues and assigns consequence, ineligible for first ½ of next competition/event (or comparable consequence) ● Advisor notifies the parent/guardian and Assistant Principal **3rd Offense** ● Advisor revisits previous discussion with the student, document notes, and solution strategy. ● Advisor issues and assigns consequence: ineligible for next competition/event ● Advisor notifies parent/guardian and Assistant Principal *When applicable, activities suspension will match the OSS duration determined by school administration and above consequences will begin
II	Player fighting (inside and outside of competition). ● Fighting or physical retaliation ● Player ejection from a	**1st Offense** ● Meeting with the student, parents/guardians, advisor and Assistant Principal to discuss behavior, document notes, and develop a solution strategy.

	competition/event	● Advisor and Assistant Principal issues and assigns consequence: ineligible for next activity. ● *Note: Any subsequent offense of any level, combined with a level 2 offense, may result in a level 2, 2nd offense consequence.* **2nd Offense** ● Meeting with the student, parents/guardians, advisor and Assistant Principal to discuss behavior, document notes, and develop a solution strategy. ● Advisor and Assistant Principal issues and assigns consequence: eligible for practice; ineligible for next competition; student must complete two (2) practices before resuming competition eligibility. ● *Note: any subsequent offense of any level, combined with a level 2 offense may result in a level 2, 3rd offense consequence.* **3rd Offense** ● Meeting with the student, parents/guardians, advisor and Assistant Principal to discuss behavior, document notes, and develop a solution strategy. ● Advisor and Assistant Principal issues and assigns consequence: eligible for practice; ineligible for next competition; student must complete four (4) practices before resuming competition eligibility. ● *Note: any subsequent offense of any level, combined with a level 2 offense may result in a level 3, 1st offense consequence.* *When applicable, activities suspension will match the OSS duration determined by school administration and above consequences will begin
III	Attempting to harm another. ● Malicious attack on another person with the intent to harm ● Engaging in any physical behavior that has the potential to harm another	**1st Offense** ● Meeting with the student, parents/guardians, advisor and Assistant Principal to discuss behavior, document notes, and develop a solution strategy. ● Advisor and Assistant Principal issues and assigns consequence: ineligible for practice; ineligible for next competition; student must complete four (4) practices/activities before resuming competition eligibility. **2nd Offense** ● Meeting with the student, parents/guardians, advisor and Assistant Principal to discuss behavior, document notes, and develop a solution strategy. ● Advisor and Assistant Principal issues and assigns consequence: ineligible for practice; ineligible for next competition; student must complete six (6) practices/activities before resuming competition eligibility. **3rd Offense** ● Meeting with the student, parents/guardians, advisor, Assistant Principal, and Principal to discuss behavior, document notes, and develop a solution strategy. ● Carry out team dismissal procedures. *When applicable, activities suspension will match the OSS duration determined by school administration and above consequences will begin
IV	Physical Assault. Reckless Endangerment. ● An unlawful attack by one person on another ● Intentionally, knowingly, or recklessly causing bodily injury ● Deliberately disregarding safety rules	**1st Offense** ● Meeting with the student, parents/guardians, advisor, Assistant Principal, and Principal to discuss behavior, document notes, and develop a solution strategy. ● Carry out team dismissal procedures. *When applicable, activities suspension will match the OSS duration determined by school administration and above consequences will begin

- ***Police notification may be possible depending on the severity of the infraction***

Harassment / Bullying / Sportsmanship

LEVEL	Behavior / May Look Like	Prescribed Action
I	N/A	
II	Alarming, or annoying, unwanted behavior, behavior that is unrelated to the activity. ● Engaging in conduct that knowingly annoys another with the intent to annoy or harass ● Unwanted contact, texting, or messaging others	**1st Offense** ● Meeting with the student, parents/guardians, advisor and Assistant Principal to discuss behavior, document notes, and develop a solution strategy. ● Advisor and Assistant Principal issues and assigns consequence: ineligible for activity; ineligible for next event. **2nd Offense** ● Meeting with the student, parents/guardians, advisor, Assistant Principal, and Principal to discuss behavior, document notes, and develop a solution strategy. ● Carry out team dismissal procedures. *When applicable, activities suspension will match the OSS duration determined by school administration and above consequences will begin once they return to school
III	Unwanted electronic, verbal, written, or physical action, or series of actions, directed at a student(s) that is severe, persistent or pervasive. Harassment; sexual, racial, ethnic, and/or gender based. ● Slurs or insensitive remarks ● Threats or bullying, including cyber-bullying ● Pushing, shoving, or unwarranted physical contact	**1st Offense** ● Meeting with the student, parents/guardians, advisor and Assistant Principal to discuss behavior, document notes, and develop a solution strategy. ● Advisor and Assistant Principal issues and assigns consequence: ineligible for activity; ineligible for next event. **2nd Offense** ● Meeting with the student, parents/guardians, advisor, Assistant Principal, and Principal to discuss behavior, document notes, and develop a solution strategy. ● Carry out team dismissal procedures. *When applicable, activities suspension will match the OSS duration determined by school administration and above consequences will begin once they return to school
IV	Severe harassment / bullying or sexual, racial, ethnic, and/or gender intimidation. Hazing activities, as outlined by Board Policy 247 and additionally outlined on page 21 - any activity that recklessly or intentionally endangers others. ● Severe or repeated Level III infraction ● A threatening strike, kick or physical contact ● Creating a threatening environment ● Team initiation activities ● Endangering the mental health, physical health or safety of another student	**1st Offense** ● Meeting with the student, parents/guardians, advisor and Assistant Principal to discuss behavior, document notes, and develop a solution strategy. ● Advisor and Assistant Principal issues and assigns consequence: ineligible for activity; ineligible for next event. **2nd Offense** ● Meeting with the student, parents/guardians, advisor, Assistant Principal, and Principal to discuss behavior, document notes, and develop a solution strategy. ● Carry out team dismissal procedures. *When applicable, activities suspension will match the OSS duration determined by school administration and above consequences will begin once they return to school

- ***Police notification may be possible depending on the severity of the infraction***

Serious Infractions

LEVEL	Behavior / May Look Like	Prescribed Action
III	Tobacco / e-cigarettes / look-alikes. ● Possession, use, sale, or distribution of tobacco products, or paraphernalia or look-alikes (including e-cigarettes, vaporizers, etc.)	**1st Offense** ● Meeting with the student, parents/guardians, advisor and Assistant Principal to discuss behavior, document notes, and develop a solution strategy. ● Advisor and Assistant Principal issues and assigns consequence: ineligible for activity; ineligible for next event **2nd Of** ● Meeting with the student, parents/guardians, advisor, Assistant Principal, and Principal to discuss behavior, document notes, and develop a solution strategy. ● Carry out team dismissal procedures. *When applicable, activities suspension will match the OSS duration determined by school administration and above consequences will begin once they return to school
IV	Drug / Alcohol Possession ● Possessions, use, sale, or distribution or drugs, alcohol, or paraphernalia and look-alikes	**1st Offense** ● Meeting with the student, parents/guardians, advisor and Assistant Principal to discuss behavior, document notes, and develop a solution strategy. ● Advisor and Assistant Principal issues and assigns consequence: ineligible for activity; ineligible for next event **2nd Offense** ● Meeting with the student, parents/guardians, advisor, Assistant Principal, and Principal to discuss behavior, document notes, and develop a solution strategy. ● Carry out team dismissal procedures. *When applicable, activities suspension will match the OSS duration determined by school administration and above consequences will begin once they return to school
IV	Extortion / Severe Threats ● Obtaining something through force or threats ● Threatening someone through violence, property, or harm to reputation ● Declaration of intent to commit a crime of violence against another with the intent of threatening a person, building, facility, or public or private habitat ● Placing any person or public in fear of imminent serious bodily injury ● Threatening to commit any offense involving violence	**1st Offense** ● Meeting with the student, parents/guardians, advisor and Assistant Principal to discuss behavior, document notes, and develop a solution strategy. ● Advisor and Assistant Principal issues and assigns consequence: ineligible for activity; ineligible for next event; (when applicable, activities suspension will match the OSS duration determined by school administration and above consequences will begin once they return to school) **2nd Offense** ● Meeting with the student, parents/guardians, advisor, Assistant Principal, and Principal to discuss behavior, document notes, and develop a solution strategy. ● Carry out team dismissal procedures. *When applicable, activities suspension will match the OSS duration determined by school administration and above consequences will begin once they return to school

- ***Police notification may be made for these infractions with potentially legal consequences.***

Further Descriptions of Expectations:

Hazing (SDST Board Policy 247)
Hazing is defined as any activity that intentionally or recklessly endangers the mental or physical health or safety of a student for the intention of initiating, admitting, or affiliating a student with an organization and/or for the purpose of continuing or enhancing membership or status in an organization. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if the student participates willingly.

The SDST does not condone any form of initiation (i.e. hazing) as part of any school-sponsored interscholastic sports team activity regardless of whether the conduct occurs on or off school property or outside of school hours. The School District has adopted a policy prohibiting the involvement of students, volunteers, and employees in any hazing activity; no student, advisor, volunteer or district employee shall plan, encourage, assist, engage in, or ignore any hazing activity.

Drug and Alcohol
SDST wishes to eliminate the improper use of drugs, behavior-altering substances and performance-enhancing substances in our schools, on school property, on school conveyances and at school sponsored events. In keeping with the district objective, the activities department believes activities can play a vital role in promoting and maintaining a drug-free environment. Students violating team policy will first be dealt with according to the general policy. All drug, alcohol and steroid violations are Level IV, code of conduct violations.

In addition to the activities policy, when violations occur within the school purview, school discipline measures will occur concurrently. For all incidents in which the student incurs school discipline and suspension, the student is excluded from extracurricular activity by the school discipline section of the policy, and the following activities procedures will be in effect:

- First Offense - Upon returning from the school suspension, the student will be subject to the consequences of a Level 4, 1st. Offense.
- Second Offense - The student will be subject to the consequences of a Level 4, 2nd Offense.

Tobacco
SDST wishes to provide a tobacco-free environment. All forms of tobacco are banned on school property or at school activities. In keeping with this policy, the athletic department prohibits the use of tobacco products by advisors, students, and support personnel while taking part in a school-sponsored activity, whether or not on school district property. Violations of this policy will be dealt with in accordance with the athletic department procedures detailed in the code of conduct chart above.

Activities Department Procedures

Club Proposal and Approval Process

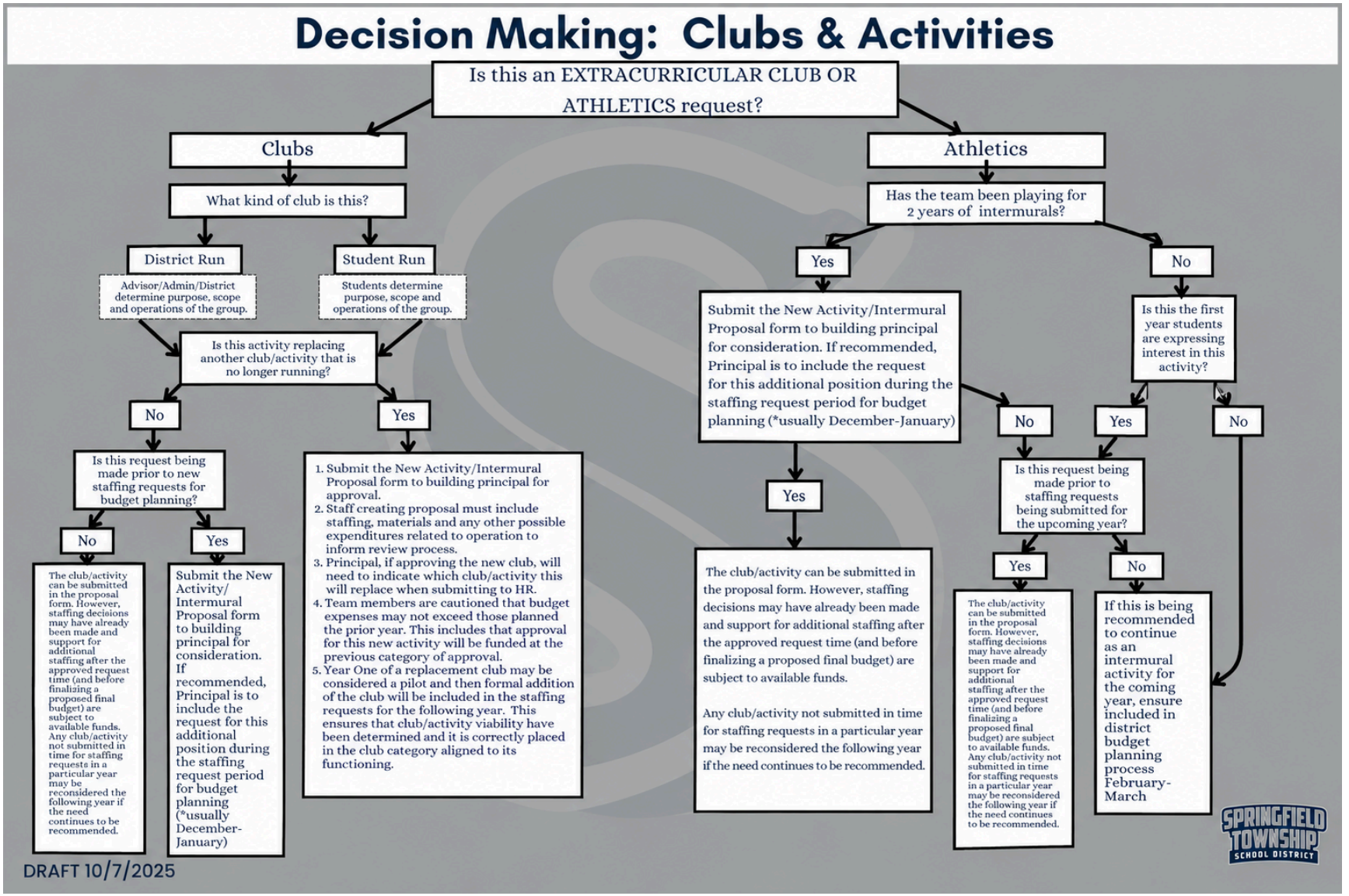
All requests to establish a new club begin by determining whether the club will be **district-run** or **student-run**. For a district-run club, the advisor, administration, or district determines the club's purpose, scope, and operations. For a student-run club, students determine the club's purpose, scope, and operations. Once the type of club has been identified, both types follow the same proposal and review process.

The next consideration is whether the proposed club will replace an existing club or activity that is no longer operating. When a new club is intended to serve as a replacement, a **New Activity/Intramural Proposal Form** must be submitted to the building principal for approval. The proposal must identify all anticipated expenses, including staffing, materials, and any other costs associated with operating the club. If the principal approves the proposal, the principal must identify the club or activity being replaced when submitting the request to Human Resources.

A replacement club is generally expected to operate within the funding level established for the previous club or activity. Its expenses may not exceed the amount planned during the prior year, and the new club will initially be funded within the previous activity's approval category. The first year of a replacement club may be considered a pilot year. This allows the school to determine whether the club is viable and whether it has been placed in the category that most accurately reflects its purpose and operation. If the club is recommended to continue, its formal addition will be addressed through the staffing request process for the following school year.

When a proposed club is not replacing another club or activity, the timing of the request becomes important. Proposals submitted before the annual staffing and budget-planning process should be sent to the building principal for consideration. If the principal recommends the club, any request for an additional staffing position will be included in the school's regular staffing request process, which typically occurs in **December**.

A club proposal may still be submitted after the staffing request period; however, staffing decisions may already have been made. Any support for additional staffing will depend on the availability of funds and the status of the district's proposed budget. When staffing or funding cannot be provided during the current planning cycle, the club may be reconsidered for the following school year, provided that the need for the activity continues to be recommended. For this reason, club proposals should be submitted as early as possible in the annual planning process.


Decision Making: Clubs & Activities
Is this an EXTRACURRICULAR CLUB OR ATHLETICS request?
Clubs
What kind of club is this?
District Run
Advisor/Admin/District determine purpose, scope and operations of the group.
Student Run
Students determine purpose, scope and operations of the group.
Is this activity replacing another club/activity that is no longer running?
No
Is this request being made prior to new staffing requests for budget planning?
No
The club/activity can be submitted in the proposal form. However, staffing decisions may have already been made and support for additional staffing after the approved request time (and before finalizing a proposed final budget) are subject to available funds. Any club/activity not submitted in time for staffing requests in a particular year may be reconsidered the following year if the need continues to be recommended.
Yes
Submit the New Activity/ Intermural Proposal form to building principal for consideration. If recommended, Principal is to include the request for this additional position during the staffing request period for budget planning (*usually December-January)
Yes
1. Submit the New Activity/Intermural Proposal form to building principal for approval.
2. Staff creating proposal must include staffing, materials and any other possible expenditures related to operation to inform review process.
3. Principal, if approving the new club, will need to indicate which club/activity this will replace when submitting to HR.
4. Team members are cautioned that budget expenses may not exceed those planned the prior year. This includes that approval for this new activity will be funded at the previous category of approval.
5. Year One of a replacement club may be considered a pilot and then formal addition of the club will be included in the staffing requests for the following year. This ensures that club/activity viability have been determined and it is correctly placed in the club category aligned to its functioning.
Athletics
Has the team been playing for 2 years of intermurals?
Yes
Submit the New Activity/Intermural Proposal form to building principal for consideration. If recommended, Principal is to include the request for this additional position during the staffing request period for budget planning (*usually December-January)
Yes
The club/activity can be submitted in the proposal form. However, staffing decisions may have already been made and support for additional staffing after the approved request time (and before finalizing a proposed final budget) are subject to available funds.
Any club/activity not submitted in time for staffing requests in a particular year may be reconsidered the following year if the need continues to be recommended.
No
Is this request being made prior to staffing requests being submitted for the upcoming year?
Yes
The club/activity can be submitted in the proposal form. However, staffing decisions may have already been made and support for additional staffing after the approved request time (and before finalizing a proposed final budget) are subject to available funds. Any club/activity not submitted in time for staffing requests in a particular year may be reconsidered the following year if the need continues to be recommended.
No
If this is being recommended to continue as an intermural activity for the coming year, ensure included in district budget planning process February-March
No
Is this the first year students are expressing interest in this activity?
Yes
No
SPRINGFIELD TOWNSHIP SCHOOL DISTRICT
DRAFT 10/7/2025

Activities Travel

It is expected that all students will use the transportation provided by the school district to travel TO and FROM activitives. There are several reasons for this procedure but foremost are safety, security, and legal liability. The school district realizes that there are exceptions or extenuating circumstances that may be approved by the Advisor and Assistant Principal. For those circumstances, the following procedures must be followed:

- All students wishing to ride home from an event with their family may do so, but only with their parent(s) or legal guardian.
- Parents/Guardians must notify the Advisor and Assistant Principal in writing at least 24 hours prior to the contest indicating their intent to take their child home from an event.
- Students who require another family to transport them from an event must have written permission from both the student's parent(s)/guardian and written permission from the family that intends to transport them. These permissions must be submitted to both the Advisor and Assistant Principal at least 24 hours prior to the contest.

Student that miss the bus and arrive at an activity are not permitted to participate unless the Advisor and Assistant Principal gave prior approval to the student's parent/guardian.

Insurance Options

The School District of Springfield Township ***does not*** provide free accident insurance coverage for its students. Medical expenses incurred while participating on SDST interscholastic sports teams may be covered through the following options:

- Private insurance plan
- Voluntary SDST Student Accident Insurance Plan
- Pennsylvania's Children Health Insurance Program (CHIP)
- Pennsylvania's Medical Assistance Program (MAP)

Suspension from an Activity

The advisor of the activity and the Assistant Principal, may mandate suspensions from an activity. The advisor and Assistant Principal will confer with one another before such action is taken. Causes for suspension include violations of activity, activity department, and school district rules and/or policies. (See Categories of Conduct Violations chart above)

If a student is under investigation for dismissal from an activity, the advisor and Assistant Principal may instate a suspension until the investigation is complete as per the Due Process procedure.

A student who is suspended from an activity or loses eligibility to participate in the activity shall not be subject to ridicule or embarrassment.

Dismissal from an Activity

Removal of a student from an activity may be made by the advisor of the activity and/or the Assistant Principal, for severe or repeated violations of activity, department, school or district rules and/or policies (see Categories of Conduct Violations chart above). The advisor and Assistant Principal will confer with each other before such action is taken.

If a student is under consideration for a dismissal from a team or activity, they have the right to due process.

A student who is dismissed from an activity or loses eligibility to participate in an activity shall not be subjected to ridicule or embarrassment.

Activity Dismissal Procedures:

There will be an in-person meeting, and a letter detailing dismissal will be sent to parent(s)/guardian(s).

Due Process

The following procedure has been developed by the STHS Activities Department to provide due process in the event a student is under consideration for dismissal from an activity:

- The advisor and Assistant Principal will notify the student and the student's parent/guardian of the possibility of dismissal, its proposed date/time of effect, and the infraction that prompted the consideration of this consequence. This notification may take place in-person, by a phone call, or via email.
- The student and their parent/guardian will then be afforded the opportunity to reply to the charge and present evidence.
- If requested, such a conference will be held as soon as possible as mutually agreed upon by the school district official, the student, and their parent/guardian.

Nothing within this section denies a student or parent/guardian of their right to then appeal to the building Principal, Assistant Superintendent, Superintendent, School Board, or the courts, or to be represented by counsel at any stage of the process.

Advisor / Student / Family Relations:

An effective working relationship among the advisor, student, and family benefits the quality of each person's experience and contributes significantly to the entire program's success. Establishing this relationship requires that each of the three stakeholders understands their role in the process and communicates openly and honestly with each other.

Communication

In a time of question concerning an appropriate topic, the following procedures are to be followed in the attempt to resolve the problem:

- Avoid telephone and email discussions if possible. Speak in-person (at an appropriate time; see below) with the other individual(s) so that the most complete communication takes place.
- The first level of contact should always be between the student and the advisor, however this contact should be made at a time other than during an event. Speaking privately with the advisor or in a place away from other activity members is preferred.
- If the problem is not resolved at this primary-level meeting, a conference which includes the advisor, student and parent/guardian may take place. However, none of these persons should be confronted immediately before or after an event to discuss the matter.
- Always call or email to set up an appointment. If the advisor cannot be reached in this manner, the parent/guardian should contact the activities office to obtain assistance in reaching the advisor.
- If a resolution still is not gained after this conference, contact the Assistant Principal for input as to how to proceed. The Assistant Principal will give due process and consideration to all of the involved parties while attempting to bring the matter to a reasonable conclusion. SDST Board Policy 906 ("Public Complaints") may be initiated at this point if dissatisfaction with the Assistant Principal's ruling occurs.

Order of Communication

1. Student meets with the advisor
2. Student meets with Assistant Principal
3. Parent/Guardian meets with the advisor
4. Parent/Guardian meets with Assistant Principal
5. Communication with Building Principal
6. Communication with Assistant Superintendent
7. Communication with Superintendent

Family - Advisor Meetings

It is anticipated that communication between any of the parties can easily and respectfully be conducted throughout the year. However, the most critical time for the working relationship to be employed is when a concern or conflict arises about an expectation or

comprehension of a policy/procedure. The meeting time should be scheduled ahead of time and must not interfere with an event or meeting times.

Topics that are ACCEPTABLE as appropriate for discussion are:

1. The student's school attendance or academic performance.
2. The student's behavior in school, with the activity, or in the general public as it pertains to the activity's reputation.
3. The student's role in the activity.
4. The application of district, department, and activity philosophies, procedures, rules, and expectations for the student.
5. Suggestions to improve a student's skill acquisition, knowledge, and attitudes relevant to the activity.

However, there are also topics which are not appropriate for discussion. These include certain prerogatives for which the advisor alone has jurisdiction with the bounds of the school district philosophies, regulations, and policies.

Topics that are NOT ACCEPTABLE as appropriate for discussion are:

1. Other students' roles in the activity.
2. Selection, placement, and determination of position in the activity.
3. Establishment and enforcement of all guidelines and rules related to the activity.
4. Appointment of dates and procedures.
5. Preparation and execution of all travel arrangements for the activity.
6. Creation and implementation of activity strategies.
7. Management or determination of all awards.

Spectator Game/Event Attendance

- During events, all spectators must remain in the spectator seating area where available.
- If no spectator seating area is available, spectators must remain within a designated area.
- For reasons of safety and the smooth operation of the activity, those who are within an unauthorized visiting area without permission and/or those who have been denied permission to visit will be considered to be trespassing and may be subject to removal from the event and possibly face prosecution.

The SDST Administration congratulates all students who make the choice to participate in activities and wishes all students a great experience!

We hope you have an enjoyable time filled with great memories and friendships, highlighted by great school spirit, as we support all student, and school activities.

Appendix:

Spectator Code of Conduct:

Parents/Guardians are to be responsible for their words and actions while attending school activities and program events. The parents or legal guardians of the student shall be required to follow the Code of Conduct set forth as follows:

1. I will demonstrate positive behavior and not engage in unsportsmanlike conduct with any advisor, parent, participant, official or any other attendee.
2. I will be supportive of our advisors and programs and not engage in any conversation or action that is detrimental to the activity culture or counterproductive to district and/or activity initiatives and goals.
3. I will be positive with others and not encourage my child, or any other person,to engage in any behavior that would endanger the health, safety or well-being of others, as well as not to engage in negative conduct with any advisor, parent, player, participant, official, or any other attendee.
4. I will use appropriate language and not engage in the use of profanity nor encourage my student or any other person to engage in the use of profanity.
5. I will treat any advisor, parent, participant, official or any other attendee with respect at all times regardless of sex, creed, color, national origin, sexual orientation, or ability.
6. I will have positive interactions with others and not engage in verbal or physical threats or abuse aimed at any advisor, parent, participant, official or any other attendee.
7. I will allow the advisores to advisor and the students to participate and will not shout instructions, advise or direct students from the stands nor the sidelines.
8. I will allow the officials to officiate and not address the officials from the sidelines in any manner.

It is important to understand that any violation of this code of conduct could result in being banned from attending any STHS Activities Program event or banned from SDST Property.

Important Links

- SDST Board Policies