

Robertson County Schools

SPRINGFIELD HIGH SCHOOL

STUDENT HANDBOOK

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



2026-2027

Principal

Dr. Chris Tucker

Assistant Principals

Mrs. Brittany Beck

Mrs. Arielle Dyer

Mr. Jeff Haines

Mrs. Hannah Thomas

Director of Schools

Dr. Danny Weeks

Assistant Director of Schools

Mrs. Melanie Dickerson

Mr. Steve Sorrells

ROBERTSON COUNTY SCHOOLS

Mission Statement

To ensure each student is prepared to succeed in life.

Vision Statement

Robertson County Schools will enable all students to reach and exceed high academic standards, empowering them to succeed in a technologically advanced and culturally diverse society.

Core Beliefs

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

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

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

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

High Expectations: We believe high expectations result in high performance and are the right of every individual connected to our school community. Equality, appropriate levels of challenge and accountability are necessary in a culture of high expectations. We support this belief through the decisions we make and the resources we provide. We expect success - wasted time and mediocrity are unacceptable.

Respect: We believe respect is dependent upon feeling safe, supported, engaged and valued. We know fairness, equality, truth, and civility are precursors to earning one's respect. We recognize and appreciate everyone's voice. We value diversity in individuals' backgrounds, experiences, approaches and ideas.

Knowledge: We believe operating without accurate knowledge is educational malpractice. It is our responsibility to continually seek current and relevant knowledge to guide our practices. We believe this is how we reach excellence. It is also our responsibility to transfer the need for knowledge to our students. A life-long learner seeks improvement for self and for the community as a whole. Knowledge sustains our journey.

PROTECT YOUR TECH!



STUDENT LAPTOP POLICY

Students are financially responsible for repairs unless enrolled in the Laptop Protection Plan.

Laptop protection Plan covers accidental damage and **must be purchased before any Incident.**

Students without the plan are not eligible for loaner laptops.

Unpaid repair costs or missing coverage may lead to restricted access to school technology services.

Please consider purchasing the Protection Plan for peace of mind!

Repair Costs*

Keyboard	\$50.00
USB-C Charging Port / Motherboard	\$100.00
Screen	\$75.00
Bezel	\$25.00
LCD Plate	\$50.00
Hinges	\$25.00
Base Plate	\$50.00
Trackpad	\$35.00
USB Ports	\$25.00

*Prices may be revised to align with market costs.



Robertson County Schools Approved Revision 2026-27 Calendar

Revised 12/8/2025

JULY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST 19 DAYS						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 21 DAYS						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

OCTOBER 17 DAYS Q1: 47 DAYS						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 16 DAYS						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 14 DAYS Q2: 40 DAYS S1: 87 DAYS						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3: Independence Day
Observance

3: Admin Day
(6 hours)
- No Students
4: ½ Student Day
(full day for teachers)
6: PD Day (6 hours)
- No Students

4: Q1 Prog Reports
7: Labor Day
- Schools Closed

12-16: Fall Break
- Schools Closed
23: Q1 Report Cards

2: Parent-Teacher
Conferences
3: PD Day (3 hours)
- No Students
20: Q2 Prog Reports
25-27: Thanksgiving
- Schools Closed

18: ½ Day for
students and staff
21-31: Winter Break
- Schools Closed

JANUARY 17 DAYS						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 19 DAYS						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MARCH 15 DAYS Q3: 44 DAYS						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 22 DAYS						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MAY 15 DAYS Q4: 44 DAYS S2: 88 DAYS Y1: 175 + 5 SP=180 DAYS						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1: Winter Break
- Schools Closed
4: PD Day (3 hours)
- No Students
5: Admin Day
(6 hours)
- No Students
8: Q2 Report Cards
18: MLK, Jr. Day
- Schools Closed

5: Q3 Prog Reports
15: Presidents' Day
- Schools Closed

1: Parent-Teacher
Conferences
2: PD Day (3 hours)
- No Students
15-19: Spring Break
- Schools Closed
25: Q3 Report Cards
26: Good Friday
- Schools Closed

23: Q4 Prog Reports

21: Report Card Day
- ½ Day for
students & staff
31: Memorial Day

18 - Juneteenth
Observance

Q1	Q2	Q3	Q4	
Admin Days	Professional Development Days	System Holiday	Progress Reports/Report Cards	Abbreviated Days (½ Days)

*Includes 15 hours of PD

*uses 5 stockpiled days; 8 days remain

Welcome to Springfield High School!

OUR PURPOSE

To serve our community by preparing students to thrive in an ever-changing world.

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

CHANGES TO THIS NOTICE

We reserve the right to revise or change this document and the policies herein. The current policies and procedures are posted on the system's website and include the effective date 7.31.2026.

Robertson County Schools follows the guidelines set forth by the State Department of Education and The CDC.

Scheduling:

Springfield High School operates on a block scheduling system. Students will take four classes in the fall semester and four classes in the spring semester. Classes are approximately 90 minutes (about 1 and a half hours) in length. In addition to these four classes, there is a 30-minute multi-purpose "skinny block" class designed to support remediation, intervention, and enrichment activities twice a week.

**Doors open daily at 7:50 am. School is dismissed at 3:25 pm.

Academic Progress Reporting:

Students will receive progress reports every 4.5 weeks in addition to weekly updates in PowerSchool. Students will receive report cards once every 9 weeks. Midterms are given in October and March, and final exams are given in December and May.

Food Service Programs:

ALL students will be served free breakfast and lunch. Breakfast is served starting at 7:50 am.

Principal	Dr. Chris Tucker chris.tucker@rcstn.net
Assistant Principal- 12 th Grade	Mrs. Hannah Thomas hannah.locke@rcstn.net
Assistant Principal- 11 th Grade	Mrs. Arielle Dyer arielle.dyer@rcstn.net
Assistant Principal- 10 th Grade	Mr. Jeff Haines jeff.haines@rcstn.net
Assistant Principal- 9 th Grade	Mrs. Brittany Beck Brittany.beck@rcstn.net

A-D Counselor	Mrs. Emmalen Mays emmalen.mays@rcstn.net
E-K Counselor	Mrs. Janine Wade Janine.wade@rcstn.net
L-Q Counselor	Ms. Lori Duncan Lori.duncan@rcstn.net
R-Z Counselor	Mr. Tommy Cunningham Tommy.cunningham@rcstn.net
Counseling Secretary	Mrs. Shannon Payne Shannon.payne@rcstn.net

Attendance	Mrs. Anne Proctor Anne.proctor@rcstn.net
Bookkeeper	Mrs. Wendy Funk Wendy.funk@rcstn.net
Registrar	Mrs. Andrea Jenkins Andrea.jenkins@rcstn.net
Nurse	Mrs. Kacie Gregory, BSN Kacie.gregory@rcstn.net
R-ISS Instructor	Mrs. Christine Hale Christine.hale@rcstn.net
Athletic Director	Mr. Jeff Haines Jeff.haines@rcstn.net

Springfield High School Fight Song

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



Springfield High School Alma Mater

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

that may be a violation of this policy. Reports may be made anonymously; however, such complaints may affect the school's ability to issue formal disciplinary action.

Preventions and Intervention Response

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

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

Reprisal, Retaliation, and False Accusations

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

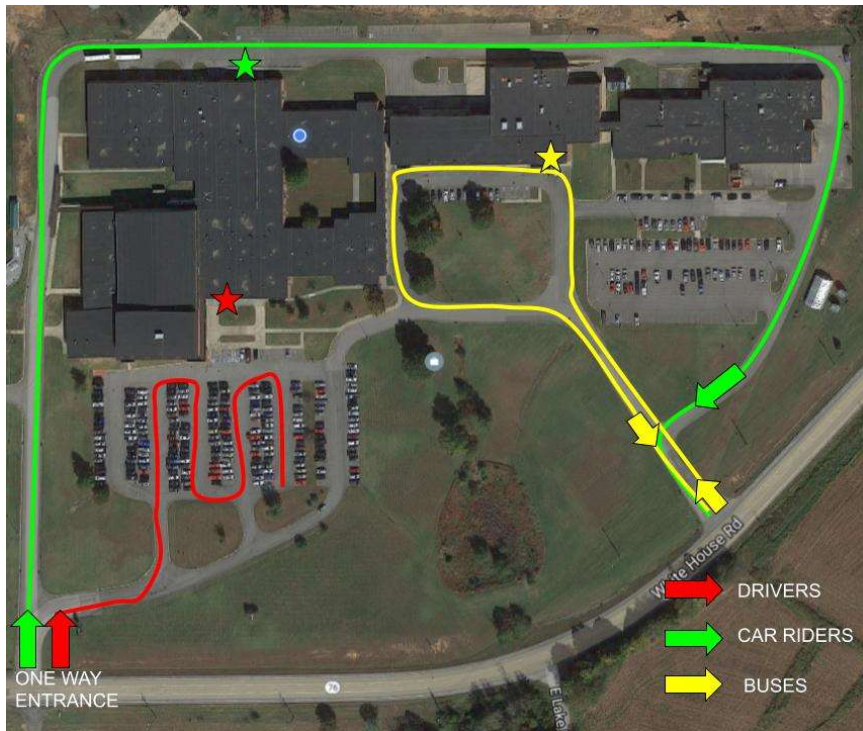
District Contact, Dr. Myles Hebrard, Supervisor of Student Services

Phone: 384-5588 Email: myles.hebrard@rcstn.net

SHS Bell Schedule 26-27

Doors Open	7:50	
Breakfast	Breakfast on the go at 8:10	Students report directly to class after getting breakfast
1 st Block	8:25 - 9:57	W: 8:25-9:44
2 nd Block	10:03 - 11:34	W: 9:50-11:09
Homeroom	11:15-11:34	Wednesday Only
3 rd Block	11:40 - 1:42	
A Lunch	11:40 - 12:05	
B lunch	12:10 -12:35	
C Lunch	12:45 - 1:10	
D Lunch	1:15 - 1:42	
4 th Block	1:48 - 3:25	Students dismissed at 3:25

Arrival to SHS-Traffic Flow



ROBERTSON COUNTY SCHOOLS' BULLYING AND HARASSMENT PROCEDURE (RCS Board Policy 6.304)

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

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

Other acts of violent behavior may include:

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

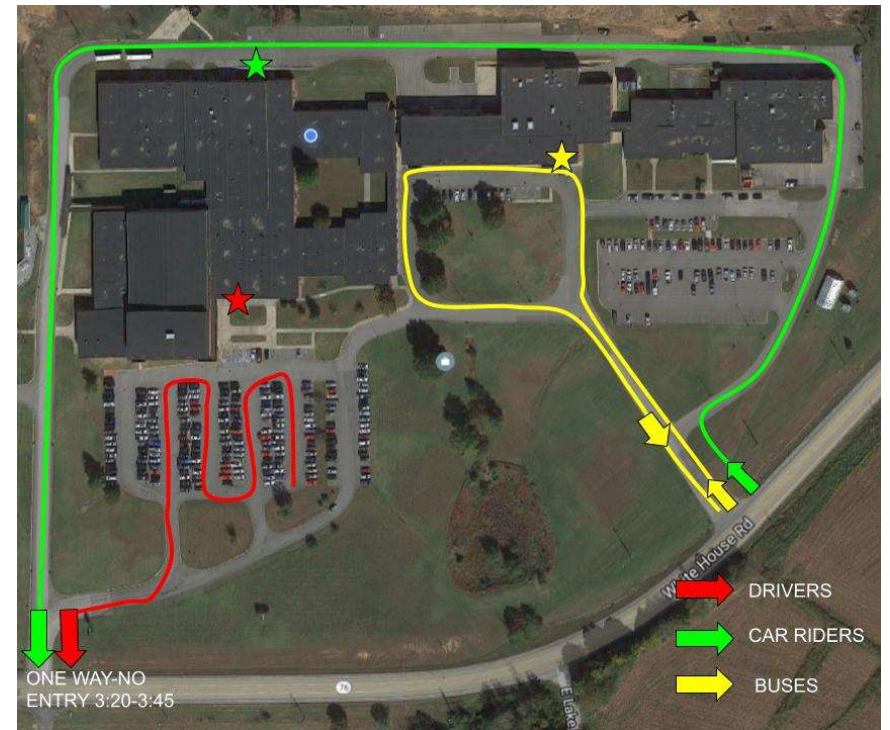
Reporting and Investigations

The policy requires the principal and /or principal's designee, at each school to be responsible for investigating and resolving complaints alleging violation of this policy. They are responsible for determining whether an alleged act constitutes a violation of this policy. They shall conduct a prompt, thorough, and complete investigation of each alleged incident. Once determined as the result of an investigation that the policy has been violated, within the parameters of the Federal Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant and accused student(s) and to the Director of Schools. Documentation of all alleged violations of the bullying policy will be kept for historic reference.

All school employees are required to report alleged violations of this policy to the principal and/or principal's designee. All other members of the school community including students, parents, volunteers, and visitors, are encouraged to report any act

another student or school employee *		
<i>*Designates zero tolerance offense</i>		

Dismissal from SHS-Traffic Flow



Clubs and Organizations

AFJROTC - MSgt. Doug Holland, Chief Edward Pohl
Art – Emily Ellis-Head, Robyn Towry
Band – Jonathan Wiggins
BETA – Alex Neblett, Jennifer Wilkerson, Hannah Thomas, Michael Lamb
Chem Club – Jennifer Wilkerson
Choir – John McMeen
Civic Engagement – Andrew James
Culinary Arts- Tiffany Russell, Kenya Dossett
FBLA – Alex Neblett
FCCLA – Madison Koenig
FCA – Daniel Owsley, Andrea VanVleet, Christine Hale
FFA – Julie Newberry
HOSA – Dr. Ryan Footit, Alicia Morris
Junior Civitan – Emily Ellis-Head
Key Club – Jennifer Wilkerson
Math Club – Tamara Lane
Mindfulness Club - Chris Long
Mock Trial –Kristin Selph
National English Honor Society- Erin Burke, Michelle Donegan
National Honor Society – Jennifer Mayo, Josh Hager
Pep Club – Kate Bradley
Spanish National Honor Society – Rachel Bishop
Recycling Club-Audrey Puentes
Renaissance –Hannah Thomas, Alex Neblett
School Newspaper – Rachel Bishop, Kasey Neidert
Skills USA – Danielle Richards
Student Council –Josh Hager, Hannah Thomas
TSA – Stephanie Murrell

-Use, possession, sale, distribution, and/or being under the influence of alcohol -Use, possession, sale, or distribution of drug paraphernalia* -Use, sale, distribution, and/or being under the influence of drugs* -Possession of unauthorized substances including marijuana, stimulant drugs, and prescription drugs not prescribed to the student (e.g., any controlled substance, controlled substance analogue, or legend drug)* -Use or transfer of unauthorized substances * -Credible victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing) -Credible electronic threat to cause bodily injury or death to	parent(s)/guardian(s) and his/her right to appear at a hearing.	
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-Continuation of unmodified Level I, II, and III misbehaviors -Death threat -Extortion -Bomb threat -Possession, use, and/or transfer of dangerous weapons (which include but are not limited to firearms and knives with blades greater than four inches) -Assault that results in bodily injury upon any student, teacher, principal, administrator, any other employee of the school, or a school resource officer* -Aggravated assault* -Consensual or nonconsensual sexual contact -Vandalism (\$100 or more) -Theft, possession, and/or sale of stolen property (\$200 or more) -Arson	-The school administrator/designee confers with appropriate staff members and with the student. -The school administrator/designee hears the accusations and allows the student the opportunity to explain his/her conduct. -The parent(s)/guardian(s) are notified. -Law enforcement officials are contacted when warranted. -The incident is reported, and recommendations are made to the Director of Schools/designee. -The school administrator/designee notifies the staff members and parent(s)/guardian(s) of the resolution. -If the student's placement is to be changed, adequate notice of the changes shall be given to the student and his/her	Expulsion Alternative school Other hearing authority or Board action which results in appropriate placement
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SHS Athletic Directory

Football – Dustin Wilson

Girls Soccer – Audrey Puentes

Cross Country – Gary Lennon

Golf – Andrew James

Volleyball – Kenya Dossett

Boys Basketball – Lane Murphy

Girls Basketball – John Palmer

Track – TBD

Baseball – Ronnie Matthews

Softball – Daniel Owsley

Tennis – Curtis Holland & Michael Lamb

Boys Soccer – Luke Glover

Wrestling – Chris Holzer

Cheerleading – Madison Koenig

Athletic Eligibility Information

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

WHO TO SEE FOR HELP:

If I am sick at school:	Ask your teacher for a pass to the school nurse.
If I miss a day and need it excused, or I need to check out early:	Bring your excuse to the front office before the bell to begin school rings at 8:25. All checkout notes need to be given to the front office at the beginning of the day. They must have a parent number on them for verification.
If I am 18 and need to check out without a note from home:	You must speak directly with an administrator for permission. Admin must speak with a parent/guardian. This can occur once per semester.
If I have a question about attendance:	See Mrs. Proctor in the front office
If I need to use the phone:	Ask your teacher to write a note for you to use the phone in the front office or speak with an assistant principal.
If I am struggling in my classes or need help with my homework/assignment:	Speak with your teacher and schedule time for tutoring before or after school
If I am not being challenged in my classes, or if I feel my classes are too difficult:	Speak with your teacher and/or your counselor.
If I want to make sure I am on track to graduate, or if I don't know what I want to do after I graduate:	Speak with your school counselor.
If I am having emotional issues:	Speak with a counselor, teacher, or administrator that you trust
If I feel that I don't fit in, I am being treated unfairly, or I am being picked on/bullied:	Speak with a counselor, teacher, or administrator that you trust
If I do not have anywhere to live, or if I do not have enough to eat:	Speak with your school counselor and/or a teacher you trust.
If I need to buy a parking pass:	Speak with Mrs. Proctor in the front office. We will also sell passes for \$10 at Open House.
If I want to buy a yearbook:	Speak with Mrs. Neidert or a member of the yearbook staff. You may also purchase a yearbook online via our school website.
If I am not sure if I am eligible to play sports:	Speak with the athletic director, Mr. Haines, or the coach of your sport.
If I want to join a club or extracurricular activity:	We encourage you to participate in several extracurricular activities while you are in high school. Please talk with the teacher who sponsors an activity that interests you.
If I am having a conflict with a teacher, coach, or administrator:	Anytime you have a conflict with an adult, you should first speak directly to that individual. If you are unable to resolve your differences, the counseling department is trained to help with situations like these. If you are unable to reach a resolution, speak to an assistant principal or the athletic director if it involves a sports issue. If those options do not work, speak with one of the five principals.

-Leaving school campus without permission -Abusive language -Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing) -Disrespect to teachers and staff	takes appropriate disciplinary action and notifies the staff member and parent(s)/guardian(s) of the action. -The record of offense and disciplinary action shall be maintained by the school administrator/designee.	
MISBEHAVIORS: LEVEL IV		
This level of misbehavior includes acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board. The minimum disciplinary action by the school's administration is suspension to the Director of Schools/designee. If a student's action poses a threat to the safety of others in the school, a teacher, school administrator, school employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or death to another person.		
<i>Student Conduct</i>	<i>Disciplinary Procedures</i>	<i>Disciplinary Options</i>

	-The record of offense and disciplinary action shall be maintained by the school administrator/designee.	
MISBEHAVIORS: LEVEL III		
This level includes acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.		
<i>Student Conduct</i>	<i>Disciplinary Procedures</i>	<i>Disciplinary Options</i>
-Continuation of unmodified Level I and II misbehaviors -Fighting -Use, possession, sale, distribution, and/or being under the influence of tobacco products/e-cigarettes/vaping paraphernalia -Vandalism (under \$100) -Theft, possession, and/or sale of stolen property (under \$200) -Threats to others	-The student is referred to the school administrator/designee for appropriate disciplinary action. -The school administrator/designee meets with the student and the staff member. -The school administrator/designee hears the accusation made by the staff member and allows the student the opportunity to explain his/her conduct. -The school administrator/designee	In-school suspension Detention Restitution from loss, damage, or stolen property Out-of-school suspension Social adjustment classes Referral to outside agency Suspension from school-sponsored activities or from riding the bus

Springfield High School Policies, Procedures, & Information

Acceptable Use Policy

Robertson County Schools diligently strive to provide all students with access to technology in the schools. All students and employees shall sign an acceptable use policy if they wish to have access to or use technology equipment in our school system. When using any Robertson County Schools Technology Resources including computers and the Internet, students shall not:

- Send, display, or download offensive messages or pictures
- Duplicate software (disk, CD music or data)
- Use obscene language
- Attempt to bypass system protection
- Harass, insult, embarrass or attack others (Cyber-bullying)
- Use the network or systems for commercial use
- Damage computers, computer systems, computer networks, or other district equipment
- Buy or sell on the Internet
- Download music or software for non-educational purposes or personal use
- Attempt to enter administrative network areas or other network areas not related to specific classroom
- Violate copyright laws
- Use other users' passwords
- Trespass in other users' files, folders or work
- Intentionally waste limited Resources
- Load software not specifically licensed to Robertson County Schools
- Disregard internet safety practices
- Use a third-party Internet provider while on school property (personal hotspot)
- Attach non-approved devices to the school network (personal router)

If a student is part of a 1:1 laptop program, student/parent understand that they are responsible for equipment that is school issued including all accessories. This equipment is treated the same as textbooks issued according to board policy (Student Fees and Fines 6.709, Care of School Property 6.311).

An optional protection plan can be purchased for \$35. This protection plan covers accidental damage and theft. This plan does not cover negligence.

All data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/students have no expectation of privacy with regard to such.

Safety instruction – Students will be given appropriate instruction in internet safety, security, appropriate online behavior and cyberbullying awareness. All data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/Students have no expectation of privacy with regard to such data. I understand that any or all of the following sanctions could be imposed if I violate any of the policies and procedures regarding the use of Robertson County Schools Technology Resources, including the Internet.

Loss of access to Internet and or use of computers or other technology resources
Additional disciplinary action to be determined at the school or district level in line with existing practice regarding inappropriate language or behavior
Legal action, when applicable

Sanctions listed above may also apply when activity away from school is harmful to or involves other students/staff and/or causes a disruption with regular school business.

The information above is an overview of Board Policy #4.406. You can review the entire board policy at http://www.rcstn.net/board_of_education/policies. Board policy will be enforced in all Robertson County Schools.

Personal Device Policy

Students are not permitted to bring personal laptops to school for use.

MISBEHAVIORS: LEVEL II		
This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These misbehaviors do not represent a direct threat to the health and safety of others but have educational consequences serious enough to require corrective action on the part of administrative personnel.		
<i>Student Conduct</i>	<i>Disciplinary Procedures</i>	<i>Disciplinary Options</i>
-Continuation of unmodified Level I misbehaviors -School truancy -School tardiness -Using forged notes or excuses -Disruptive behavior -Abusive language -Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing) -Disrespect to teachers and staff	-The student is referred to the school administrator/designee for appropriate disciplinary action. -The school administrator/designee meets with the student and the staff member. -The school administrator/designee hears the accusation made by the staff member and allows the student the opportunity to explain his/her conduct. -The school administrator/designee takes appropriate disciplinary action and notifies the staff member and parent(s)/guardian(s) of the action.	Teacher/schedule change Peer counseling Referral to school counselor Referral to outside agency In-school suspension Transfer Detention Suspension from school-sponsored activities or from riding the school bus Out-of-school suspension

-Failure to carry out directions -Wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment -Abusive language -Disruptive behavior -Disrespect to teachers and staff -Other conduct warranting discipline	-The teacher/staff member employs appropriate disciplinary options. -The teacher/staff member informs the student's parent(s)/guardian(s). -The record of the offense and disciplinary action shall be maintained by the teacher/ staff member.	
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ATTENDANCE

Absent Note Procedure

- Students who missed the previous day or any part of the previous day should bring their excused note to the front office
 - A note from a parent, guardian, or doctor should be given to the office staff, complete with dates, reason for absence(s), signature, and a phone number for verification.
 - All notes are expected to be turned in within three school days of the last absence.
- Students are allowed to excuse 2 days each semester for the 26-27 school year with a parent/guardian note. A parent note for a tardy or early dismissal will count as one of these days. This is a district approved attendance process.
- If a student has missed 3 consecutive days due to illness, a doctor's note may be required.
- All other notes must be from a doctor, court, or proof of a death in the family.

***Parents and students should check their PowerSchool regularly to keep up with recorded absences.

Permission to Leave Campus

Attendance begins when the student arrives on campus. To leave campus after a student has arrived, the student must give the attendance office a written notice by a parent before 1st block and the student must sign out in the main office when dismissed. All notes should be given to the office before 1st period and will be verified before a student can leave.

Check-Out Procedure

Any student leaving campus for any reason after he or she has arrived at school must sign out through the main office.

Students who require an early check-out should turn in a permission note to the front office with date, time of check-out, reason, signature of parent or guardian, and phone number for verification upon arrival to school. **If verification cannot be obtained, the student will not be allowed to check out.**

Students checking out early should be called to the main office at the appropriate time and sign out before leaving the building. Students must leave school grounds after signing out.

An appropriate note should be turned into the office the following day to excuse the previous check-out/early dismissal. **If a parent/guardian is signing out their student in person, they must notify the secretary at this time if the early dismissal is being excused by a parent note.**

Any student leaving campus without signing out will be considered skipping school.

Make-up Work

Students are allowed to make up work from an absence. It is the responsibility of each student to initiate the desire to make up the work on the day they return to class. Excused absences include illness, death in the family, court appearance, medical examinations, religious holidays, college visits if they are pre-approved.

Tardies

Tardy is defined as the failure to be at a designated location at a specified time. This includes arriving to school late, leaving school early, or being late to class during the school day. Once a student accumulates 5 unexcused tardies consequences will be assigned.

Per district policy, 8 unexcused tardies will count as 1 unexcused absence.

If a student is tardy to school, they should visit one of the designated areas to receive a note.

- Enter main lobby
- Enter cafeteria
- Enter CTE wing

Consequences

- 5 tardies - 3 days of detention, parent contact
- 10 tardies – 1 day ISS, parent meeting requested
- 15 tardies – 2 days ISS
- 20 tardies – 3 days ISS, no participation in athletics, extracurricular activities, and field trips. Final warning that another 5 tardies and the student will lose the opportunity to attend prom and attend extracurricular activities
- 25 tardies – loss of the opportunity to attend prom and other extracurricular activities

Truancy

Good attendance is vital to making satisfactory progress toward graduation. State compulsory attendance laws require schools to monitor attendance and to enact proactive interventions to ensure students attend school.

Zero-tolerance acts as defined by Law or Board of Education Policy:

- Possession/use/transfer/under the influence of illegal substances, including, marijuana, stimulant drugs, prescription medication not prescribed to the student, or drug paraphernalia.
- Assault, threatening to assault, or committing aggravated assault upon any student, teacher, or system employee.
- Possession/use/transfer of dangerous weapons.
- Unauthorized possession of a firearm as defined in 18 USC 921.
- Who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention
- threats of mass violence on school property or a school-related activity.

MISBEHAVIORS: LEVEL I		
This level includes minor misbehavior on the part of the student which impedes orderly classroom guidelines or interferes with the orderly operation of the school, but which can usually be handled by an individual teacher/staff member.		
<i>Student Conduct</i>	<i>Disciplinary Procedures</i>	<i>Disciplinary Options</i>
-Classroom disturbances -Classroom tardiness -Cheating and lying -Violation of hands-off expectations --- keep hands, feet, and objects to oneself	-The teacher/staff member intervenes immediately. -The teacher/staff member determines what offense was committed and its severity. -The teacher/staff member determines who committed the offense and if the student understands the nature of the offense.	Verbal reprimand Special assignment Restricting activities Counseling Withdrawal of privileges Issuance of demerits Detention

In-School Suspension

Restorative ISS will be assigned to students according to the Robertson County Schools Discipline Tiers.

Students must complete the 3-level restorative process before they can return to class (upon completion of time assigned).

If a student is checked out of school when he/she is serving ISS, he/she must complete the remainder of the ISS time on the day they return.

Upon accumulating 10 days of ISS, a student will be placed at the ASPIRE program for two days. Further infractions will result in additional days at ASPIRE.

Students assigned to ISS are not allowed to participate in any activity during the school day.

Should a student leave school during their time in ISS, the remaining time will be completed the next day the student is in school.

Lunch will be eaten in the ISS room, and bathroom breaks will be assigned by the instructor.

Students must surrender cell phones, smart watchers, speaker or any electronic device that the ISS instructor deems necessary. All electronic devices will be locked in a secure location until the student is dismissed from ISS.

Suspension

The state law provides that any administrator of a public school in the state is authorized to suspend a student from attendance at school, from any school-sponsored activity, from driving on campus, or riding a school bus for good and sufficient reasons. A suspended student cannot attend school events or be involved in any extracurricular activity.

Zero-Tolerance

In order to ensure a safe and secure learning environment free of drugs, drug paraphernalia, violence and dangerous weapons, any student who engages in the following behaviors will be subject to a suspension for a period of not less than one calendar year. The Director of Schools shall have the authority to modify the suspension requirement on a case-by-case basis.

Parents, not the school, are responsible for their child's attendance until the child reaches his or her 18th birthday, according to Tennessee Code Annotated (TCA) 55-50-321 and TCA 49-6-3017. Parents may be subject to legal fines and/or imprisonment if charges are filed.

Robertson County School Board Policy 6.200: An accumulation of 8 unexcused early dismissals and/or unexcused early checkouts throughout the entire school year will be considered one day's unexcused absence.

District consequences for truancy (annually)

- 10 unexcused absences – loss of prom privilege and driving privileges revoked, file truancy with Robertson County Juvenile Court
- 15 unexcused absences – removal from athletic/extracurricular participation
- 25 or more unexcused absences – loss of the privilege to participate in graduation

Robertson County Schools Progressive Truancy Plan

Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide prevention-oriented support to assist with satisfactory attendance. These supports shall include schoolwide prevention-oriented supports.

Tier II of the progressive truancy plan shall be implemented after the student accumulates five (5) unexcused absences, but before referral to juvenile court, and includes the following:

1. A conference with the student and the student's parent(s)/guardian(s);
2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and the Attendance Supervisor/designee. The contract shall include:
 - a. A specific description of the school's attendance expectations for the student;
 - b. The period for which the contract is effective; and
 - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court.

3. Regularly scheduled follow-up meetings to discuss the student's progress; and
4. A school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

Tier III shall be implemented if the truancy interventions under Tier II are unsuccessful. Interventions shall address students' needs in an appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

Tier IV shall be implemented if truancy interventions under Tier III and II are unsuccessful.

Morning Arrival

Doors open at 7:50

Car riders will enter the building through the back doors of the cafeteria and remain in the cafeteria or small theater until 8:10. At 8:10, breakfast will be served, and students will report directly to their first block class where they must remain.

Student drivers will enter the building through the main gym lobby and remain in the gym until 8:10. At 8:10, breakfast will be served in the cafeteria, and students will report directly to their first block class where they must remain.

Bus riders will enter the building at the D-Hall Theater entrance and remain in the large auditorium until 8:10. At 8:10, breakfast on the go will be served in the cafeteria and outside of the large theater, and students will report directly to their first block class where they must remain.

After School Procedures

By 3:40 pm, students are expected to be out of the building and off school grounds, unless in a designated area (i.e., tutoring or detention) with coaches/advisors/teachers or attending a school-sponsored activity. Failure to comply may result in disciplinary action.

Car Riders will be picked up from the back entrance of the building by the cafeteria. Please be aware of your surroundings, and parents should be mindful of students walking across. Refer to the map for pick-up and drop-off procedures.

BEHAVIOR EXPECTATIONS & DISCIPLINE

Student Behavior

The exercise of self-control, self-discipline, and self-direction are essential to positive school behaviors and success in the future. The school has an obligation to observe and respect the rights of individual students and the student body as a whole and attempt to maintain a safe environment for all. As with any organization, cooperation and the observation of the rights of others are essential if the goals for the organization are to be accomplished. To this end, each student is responsible for his/her own behavior and must respect the rights of others.

Bus Expectations

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

- Students shall remain back from the roadway while awaiting the arrival of the bus.
- Students will refrain from throwing things and playing at a bus stop.
- Students shall enter the bus in an orderly fashion and go directly to a seat.
- Students shall keep their hands, arms and head inside the bus.
- There shall be no shouting, roughhousing, or throwing things on the bus.
- All articles such as athletic equipment, books, musical instruments, and so forth must be kept out of the aisles.
- The emergency door must be used for an emergency only. Students shall not touch safety equipment on the bus.
- There shall be no smoking/vaping at any time on school buses.
- Students who must cross the street at a bus stop shall not do so until they receive a signal from a bus driver.
- All directions given by the bus driver are to be followed.
- Disciplinary issues on the bus will be referred to SHS administration where normal consequences will apply for misbehavior.
- Bus transportation is a privilege and students who do not abide by the rules for riding will be removed from the bus.

Smoking/Tobacco

Smoking/Tobacco is NOT permitted anywhere on school grounds. This includes vapes and e-cigarettes. THC pens are subject to zero-tolerance and will result in a Discipline Hearing Authority (DHA), and one year at RCPA.

You must sign Robertson County's Acceptable Use policy to use any school-owned technology—including the Internet—at Springfield High School. This policy will be signed electronically when student registration is complete. School computers are monitored and privacy regarding internet use should not be expected by users. Our technology department actively checks for inappropriate use of our school technology and internet.

Individual students visiting the library are expected to bring a pass from their classroom teacher. This includes the lunch period. All students must sign-in at the circulation desk.

Use of the School Phone

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

Visitors

All visitors are required to report to the main office, sign in and get permission for their visit and acquire a visitor's pass that must be worn the entire time they are on campus.

Care of School Property

Be aware of your school and take pride in it. Keep it clean and orderly. If a student writes on a desk or locker, or damages any other property, the student may be required to reimburse the school for the cost of repair or replacement and may be subject to school discipline.

Buses will be called as they arrive, so those that are still waiting on their bus will report to the large theater to wait. No students will be in the hallway, and only two will be allowed in the restroom at a time.

ACADEMICS

Administrative Appointments

If a parent/guardian would like to speak with an administrator they may set up an appointment by calling the school, 615-384-3516, or e-mailing the administrator, a 24-hour notice is ideal but not always necessary. This ensures that an administrator will be available to speak with the parent/guardian.

Academic Integrity Policy

Each Springfield High School student is expected to do his or her own work, including homework, assignments, essays, lab work, exams, and projects.

You can be sure of maintaining this academic integrity if you do the following:

- Cite sources from which you directly take any ideas, information, or images that you use in your work.
- Cite sources from which you paraphrase anyone else's ideas in your own words and style.
- Refuse to share your own work or receive the work of others unless approved by the teacher.
- Work with others only when that collaboration has been approved by the teacher.
- Participate fully in collaborative efforts and projects.

Failure to follow any of the above constitutes cheating or plagiarism and will not be tolerated. The range of possible consequences will include the following:

- A zero for that work with no makeup credit.
- Grade reduction.
- Assigned another assignment with a grade penalty.
- Parent contact and/or conference.
- Referral to school administration.

Credit Recovery

Credit recovery is a service that provides students with an opportunity to make up lost credits. Credit recovery is a technology-based remediation program, which uses computer-aided instruction, practice, and mastery of tests. Assigned remediation and tasks must be completed to satisfaction to receive credit. The CR grade will not replace the original grade but will be designated as a recovered credit.

Exams

For students in grades 9-12, mid-term and final exams shall be given in all courses, except fine arts and 2 physical education classes. Mid-term and final exams shall count as 20% of the final course grade (Board Policy 4.7001)

End of course (EOC) exams are required to graduate for the following courses: Algebra I, Algebra II, Geometry, English I, English II, Biology, and US History. These count for 15% of the student's final grade. These exams are usually held a few weeks before the end of each semester. This does not take the place of a teacher's final exam.

Exam exemptions are eligible for students who meet the following criteria for final exams (not EOCs):

- Students have no more than a combined total of five (5) tardies and/or early dismissals.
- A student served a day of in school suspension (ISS)
- No out of school suspensions (OSS)
- The student has an A (90% or higher) in the course with no more than three (3) excused absences in the course.
- The student has a B (80% or higher) in the course with no more than two (2) excused absences in the course.

A student may choose to sit for an exam, and will be held harmless academically, and the exam grade will not lower the student's grade that qualified the exemption.

This does not apply to midterms or 9-week courses, it only applies to final exams for 18-week courses.

Grade Classification

Student's eligibility for various student privileges is based on the number of years spent in high school. For purposes of staying on track for the four-year graduation plan, students are encouraged to earn the cumulative minimum credits per school year.

Students will be classified according to the number of credits earned:

- Freshman: less than 6 credits
- Sophomore: 6, but less than 12 credits
- Junior: 12, but less than 20 credits
- Senior: 20 or more credits

Students will not be reclassified until the end of an academic year. However, during the fourth academic year, an underclassman may be reclassified to senior standing.

Sportsmanship

Good sportsmanship is expected of all Springfield High School students. Springfield High School encourages students to support our teams with enthusiasm and to be courteous to our opponents and their fans. Remember, they are our guests. The sportsmanship displayed by SHS has a great deal to do with the way others feel toward our school.

Student Activities

Students are encouraged to join those clubs or organizations in which they can participate and still maintain an acceptable level of academic accomplishment. There are many benefits gained by the students while participating in a co-curricular activity. Students who participate in activity programs tend to have higher grade-point averages, better attendance records, and fewer discipline problems. In addition, students learn self-discipline, build self-confidence and develop skills needed to be productive citizens in today's society. Studies have concluded that colleges and future employers select students who have participated in activities over non-participants because active students are more likely to accept the challenges and responsibilities needed to become successful in life.

Substitute Teachers

Substitute teachers are to be given the same respect as a regular classroom teacher. Any student failing to maintain a proper decorum with a substitute teacher will seek disciplinary action. The responsibility is on the student to treat a substitute with the respect and courtesy that due all persons at Springfield High School.

Using the Library or Computer Labs

Library books may be checked out for a period of three weeks. A fine of 10 cents per day is charged for overdue books. The maximum fine is \$3.00. Some reference materials may be checked out with librarian permission for overnight use.

Report cards and records may be held if students fail to return books to the library.

Students taking material from the library without permission will be prohibited from checking further materials out.

Food and drink are not permitted in the learning media center.

A fine of \$1.00 will be charged for any damages to or removal of bar codes.

given at school do not include medications taken daily or twice daily as these medications can be administered at home. Medications taken three or more times each day will be considered.

- This does not include, as needed or PRN medications such as albuterol multi-dose inhalers or epi-pens which a student, with a physician's order, may carry on their person. A physician's order must be on file with the school nurse.
- Emergency Medication: Epi-pens and inhalers may be kept with the student. Students carrying epi-pens or inhalers must have a physician's order stating they can use the epi-pen/inhalers without supervision. This physician's order must be accompanied by written permission from the parent or guardian.

Motor Vehicle Regulations

- Parking permits will be issued at the beginning of the year.
- The permit will cost \$10.00 and must be displayed as directed in the vehicle. Parking permits may be obtained anytime during the school year from Mrs. Proctor. Students parking on campus without a permit the first time will receive a \$10.00 ticket.
 - Multiple violations will result in the vehicle being towed at the expense of the owner.
- Students may not be in the parking lot or use cars during the school day without permission from administration.
- Students must enter the building when they arrive at school and not remain in their cars.
- Students must not park in a designated faculty, staff, visitor or handicap space (unless prior approval given for handicap.)
- Students must park within the designated lines of a parking spot.
- All individuals driving on school property must drive in a safe manner and observe the 10 MPH speed limit.
- Violators of these expectations may lose driving privileges on school property, and extreme cases may be cited by the Robertson County Juvenile Court.

Provisions for Textbooks

Each student will be furnished a textbook(s) for appropriate classes. Some textbooks are online only. At the end of the term, all books previously distributed to the student will be returned to the teacher

If a book has been in any way unduly abused or lost, the student will be billed for the damage or loss of the book. Each student is asked to write his/her name and the issuing teacher's name in the book. Report cards will be held for missing or damaged textbooks.

Grading Scale

Academic grades shall reflect the student's progress toward the attainment of the knowledge and skills in the subject area. Academic grades shall not be reduced as punishment for inappropriate behavior, except in such incidents where the student's grade is affected by cheating or failure to complete work. Attendance shall not be a factor in determining academic grades, except that credit for assignments may be denied or the value reduced for unexcused absences.

In grades 7-12, academic grades shall be expressed by the following:

A=90-100%

B=80-89%

C=70-79%

D=60-69%

F=Below 60%/No evidence

Grades may include a plus or minus except that no plus or minus shall be added to the final grade in any course.

The grade of a student who has made satisfactory progress but has failed to complete assigned work may be recorded as incomplete (I). If the work is not completed within the time designated by the teacher, the grade for that work will then become an "F".

Grades given at the end of each nine-week period will be determined from daily work, homework, written assignments and tests. The teacher will weigh the value of grades given for various assignments and tests within the applicable period in computing the grade. This procedure will enable the teacher to allow for individual student differences in the grading process.

Graduation Requirements

To meet the requirements for graduation, a student shall have attained an approved attendance, conduct, and subject matter record which covers a planned program of education, and such record shall be kept on file in the high school as documented by the student cumulative record.

The program of studies shall include areas and content in these areas within State Board of Education. Regulations and shall be flexible enough to facilitate progress from one stage of development to another, thus providing for more effective student adjustment.

The pattern of courses which shall be required of all students in grades nine (9) through twelve (12) shall be in accordance with the Rules and Regulations of the State Board of Education and the Board of Education.

Before graduation, every student shall [1] achieve the specified 22 units of credit; [2] take the required end of course exams; have satisfactory records of attendance and conduct, and complete an 11 examination in the 11th grade (ACT)

SUBJECT	REQUIREMENTS
English Language Arts	4 Credits – English 9,10,11,12
Mathematics	4 Credits – Must include Algebra I, II, Geometry, and higher-level course
Science	3 Credits – Physical Science, Biology, Chemistry or Physics
Social Studies	3 Credits – World History or AP Human Geography, American History, .5 credit of Government and Civics and .5 credit of Economics
Physical Education	1.5 Credits
Fine Arts	1 Credit – Art, Theater, Music, Band
Foreign Language	2 Credits
Personal Finance	.5 Credit
Electives Focus	3 Credits – Math and Science, Career and Technical Education, Fine Arts, Humanities
Electives	4 or more
Computer Science	1 credit- for the class of 2028 and under, must pass one semester.

Early Graduation

Students wishing to graduate early must be approved by Central Office and must confer with their school counselor. They must be considered a College and Career Ready Graduate to be able to graduate early.

Graduation (Commencement Exercises)

All students enrolled in the current school year and that have met all requirements for graduation shall be allowed to participate in commencement exercise. Any student under suspension, expulsion, or assignment to the alternative school may not be permitted to participate in commencement exercises (School Board Policy 4.451).

A Hall- Purple D-Hall- Orange V-Hall- Green Guidance- Yellow
B Hall- Blue E- Hall- Red Front Office- Pink

Lunch Period Procedures

- Students are to report to the cafeteria for lunch at their designated time.
- Students are not permitted to leave school for lunch.

Courtesy and good manners are expected in the cafeteria. Students should go directly to the end of the line; saving a place in line for a friend is not allowed. Throwing food is NOT permitted. Leave your table clean, throwing away trash, uneaten food, etc. If one needs to use the restroom, you must check with the lights on the wall, two boys and two girls at one time. If both lights are on, there are two people out, and you must wait until the next person returns.

Student Clinic

- The school nurse is available Monday-Friday.
- Students will not be sent home unless presenting a fever of 100.0 or greater, vomiting, or any other communicable illness (Board Policy).
- The purpose of the clinic is to provide first aid for minor injuries, sudden illness, and prescribed medical treatment. The clinic is supplied with cots, bandages, and other medical supplies. The clinic does not supply or dispense any form of medication.
- All students must have a medical history form on file with the nurse before being allowed to visit the clinic. You must have a pass from SmartPass to go to the clinic.

Medicines

(RCS Board Policy 6.405)

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

All Medications must be:

- Stored in a locked box in a secure area;
- Brought to school by a parent or guardian in a properly labeled pharmacy container (prescription drugs), or unopened bottle (over the counter medications);
- Accompanied by written permission from the parent/guardian.
- All medications require a physician's order demonstrating the necessity for such medication and the need to administer such medication, at school, during school hours (8:25 am to 3:25 pm). Medications to be

Subsequent offenses will be treated under 4th offense guidance and may result in more serious consequences.

Dress Code

Students shall dress and groom in a clean, neat, and modest manner so as not to distract or interfere with the operation of the school, during the school day and any school events on school property. Any clothing that exposes underwear or body parts is prohibited. These are the concerns set forth by Robertson County Board of Education policy 6.310.

- No head coverings, except for religious head coverings and coverings for medical reasons
- No bare midriff, revealing necklines
- No shorts, or jeans or jeans with holes more than three and one-half (3.5) inches above the fold of the knee
- No tube, tank, see through tops
- No sagging pants
- No attire promoting alcohol, tobacco products or drugs,
- No dusters or trench coats
- No clothing containing advertising for objectionable causes or offensive language
- No gang related clothing
- No outer clothing which resembles lounge wear, pajamas, or underwear
- No spikes, chains, piercings, or other items that cause a safety concern
- Shoes/sandals must be worn at all times (tied/fastened)

When a student is attired in a manner that violates the school dress code or is likely to cause disruption or interference with the operation of the school, the teacher and/or principal shall take appropriate action within the Discipline Matrix included in this handbook.

Emergency Drills

Emergency drills are an important process that requires all our attention. Everyone is expected to follow all emergency guidelines when practicing emergency drills.

Hallway Procedures

No student is allowed in the hallways, lobby, gym restrooms, parking lot, or outside of the building without a hall pass. Any student found in these areas without a hall pass is subject to disciplinary action. Students may not leave and be in the hallways the first 10 minutes of class or the last 10 minutes of the class.

Hall Pass Colors:

Students must attend graduation practice, the day before the ceremony, to participate in graduation. If they do not attend or attend on time, they will not be allowed to participate.

Honors & State Distinction

Any student who completes all graduation requirements with a minimum grade point average of 3.5 shall graduate with “Honors”.

Any student will be recognized as graduation with “Distinction” who completes all graduation requirements with a minimum grade point average of 3.0 and one of the following criteria:

- *Earn a nationally recognized industry certification
- *Participate in at least one of the Governor’s Schools
- *Participate in one of the state’s All State musical organizations
- *Be selected as a National Merit Finalist or Semi-Finalist
- *Attain a score of 31 or higher composite score on the ACT
- *Attain a score of 3 or higher on at least two advanced placement exams
- Earn 12 or more semester hours of transcript postsecondary credit.

Any student who scores at or above all the subject area readiness benchmarks on the ACT or equivalent score on the SAT shall graduate with “State Honor”. Students achieving such will be recognized at their individual commencement.

Senior Class Rank

A four-point Quality Point System will be used for determining student grade point averages (GPAs) and for ranking students. Seniors who take at least eight (8) courses designated as Advanced, AP, and/or Dual Enrollment shall be ranked according to their cumulative grade point average above students who do not take at least 8 advanced level courses.

An unofficial standing will be calculated at the end of the fall term of the senior year, followed by a final, official ranking at the end of the third nine weeks. Students must be enrolled full time at the home base school to be eligible for ranking among the top high school seniors. Credits earned prior to entering the 9th grade will not be included in the computation of GPA and class ranking.

Tennessee Ready Graduate

In order to be recognized as a College and Career Ready (CCR) Graduate, students must meet one of the following criteria:

- Earn an ACT composite of 21 or higher; or
- 32 on the Armed Services Vocational Aptitude Battery (ASVAB)

- Complete a Level 3 Industry Certification (IC)
- Complete a Level 2 Industry Certification and an additional IC
- Achieve 1 passing Early Post Secondary Opportunity (Passing DE or 3 or higher on the AP Exam)

Meeting or not meeting “College and Career Ready” status does not impact a student’s ability to graduate, but does indicate that a student developed the skills needed for likely success in postsecondary education, military service, or entering the workforce.

Valedictorian/Salutatorian

To be ranked as valedictorian or salutatorian, a student must be enrolled in the high school at least four of the seven semesters proceeding the final semester and must be ranked among those students who have taken at least eight (8) courses designated as Advanced courses, AP, and/or Dual Enrollment. In the event that multiple students have the same GPA, students who have taken at least 5 officially recognized *advanced courses will be ranked above students who have not taken advanced courses.

If after considering advanced courses, the final scores of students highest composite ACT score (on file at the time of calculation) will be used to determine final ranking. In the event that multiple students are equal on all of these outlined criteria, multiple valedictorians will be recognized.

*Advanced course are those courses which have been designated as such by the Director of Schools/Designee and have a quantitative and qualitative difference from the regular course.

ACT Information

The Tennessee Department of Education requires all students to have at least one ACT score on file to be eligible to graduate from high school. The ACT is a key metric in assessing students’ postsecondary readiness.

ACT preparation is embedded into most curriculums at Springfield High School. Additional ACT prep opportunities are provided to students via optional workshops and dedicated ACT prep programs implemented during our extra time and support block known as Overtime.

For more information about ACT, please contact school ACT Coordinator Erin Burke at erin.burke@rcstn.net or speak to your school counselor

National ACT Test Dates

Test Date	Registration Deadline	Deadline for Late Registration
September 19, 2026	August 14, 2026	September 1, 2026
October 17, 2026	September 11, 2026	September 29, 2026
December 12, 2026	November 6, 2026	November 29, 2026
February 27, 2027	January 22, 2027	February 9, 2027
April 10, 2027	March 5, 2027	March 23, 2027
June 12, 2027	May 7, 2027	May 25, 2027
July 10, 2027	June 4, 2027	June 22, 2027

Visit www.act.org for more information

Bookkeeping

We accept cash and checks for payment. If a check is returned from the bank, the parent/guardian will be responsible for the check plus a \$15.00 returned check fee. You may also sign up to make payments online at <https://rcstn.schoolcashonline.com>

Cell Phone Policy

Robertson County Board Policy 6.312

Students in grades 6 – 12 may possess personal communication devices and personal electronic devices so long as such **devices are turned off and stored in backpacks, purses, or personal carryalls**. Such devices include but are not limited to: wearable technology such as eyeglasses, rings, or watches that have the capability to record, live stream or interact with wireless technology; cell phones; laptops; tablets; and mp3 players.

At no time shall a student operate a cellular device with video or picture taking capabilities in a locker room, classroom, bathroom, or other location where such operation may violate the privacy right of another person. Violation of this policy may result in confiscation of the device and other disciplinary actions. At no time shall the school be responsible for preventing theft, loss or damage to devices brought onto school property.

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

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

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

4th offense—Confiscation of device; return at end of semester or \$40 fine.