



# Student Handbook 2020-2021

## **Mission Statement**

Springdale Preparatory School is a co-educational, multicultural middle and upper school where students develop academic excellence, critical thinking, integrity, and respect for themselves and others. Through curiosity, creativity, and intercultural understanding, students become life-long learners and innovative leaders. Students cultivate a world awareness and self-confidence necessary to become responsible and compassionate global citizens.

## *Values: Respect. Lifelong Learning. Innovation.*

**Respect.** All aspects of life at Springdale will reflect an immense sense of respect. This will begin with all students' respect for themselves and their peers while at work and at play. This includes respect for elders, whether faculty, administration, and other school professionals or those outside of the school walls, like interscholastic opponents, parents, and others in the community.

**Lifelong Learning.** As our students build on what they learn each day, they will become lifelong learners who take every opportunity to advance their minds. They will be taught to be inquisitive, take academic risks and seek solutions. They will understand that learning never ends and they will be prepared to learn for a lifetime, at Springdale, in college and in their adult lives.

**Innovation.** Students at Springdale Preparatory School will become innovators. They won't just hear about learning, they will experience it. Transformational learning will allow students to recreate moments in history or make models to demonstrate theories. It's this innovative model that will enable all students to be thinkers and doers as they develop their own revolutionary ways to build a better world.



### **Honor Code**

As a member of the Springdale community, I maintain a high level of respect and integrity.

I uphold the Honor Code in letter and spirit. I do not lie, cheat, deceive, steal, vandalize, or commit forgery.

I encourage fellow students who commit honors offenses to acknowledge such offenses.

I make this pledge in the spirit of honor and trust.

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# Springdale Preparatory School Calendar 2020-2021

July 2020						
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 2020						
S	M	T	W	T	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

September 2019						
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		

October 2020						
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 2020						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
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		

## Important Academic Dates

**August**  
17-31 Faculty & Staff In-Service

**September**  
1 First day of Fall Semester  
7 Labor Day Break for All

**November**  
6 End Quarter 1  
23-27 Thanksgiving Break for All  
30 Faculty & Staff In-Service, No school for students

**December**  
1 Classes Resume  
21-31 Winter Break for All

**January**  
1 Winter Break for All  
4 Faculty & Staff In-Service, No school for students  
5 Classes Resume  
18 Dr Martin Luther King Jr Day Break for All  
28-29 Student-Led Conferences, End Quarter 2

**February**  
1 First day of Spring Semester  
15 Presidents' Day Break for All

**March**  
26 End Quarter 3  
29-31 Spring Break for All

**April**  
1-5 Spring Break for All  
6 Faculty & Staff In-Service, No school for students  
7 Classes Resume

**May**  
31 Memorial Day Break for All

**June**  
10 Early Release for Students, Faculty & Staff In-Service  
10 Underclassmen Convocation and Awards  
11 End of Spring Semester, End Quarter 4  
11 Commencement Ceremonies for Class of 2021  
11 Last day of school for all students  
14-18 Faculty & Staff In-Service

January 2021						
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 2021						
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20	21	22	23	24	25	26
27	28					

March 2021						
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20	21	22	23	24	25	26
27	28	29	30	31		

April 2021						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2020						
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			

Key	
	School is Closed
	Faculty and Staff In-Service
	12:30pm dismissal for students
	*1/2 day faculty and staff in-service
	Student Led Conferences or Awards

Total of 176 Instructional Days  
6 Flex Days  
The school year will end early if flex days are not used

2020-2021

### DAILY ACADEMIC SCHEDULE

Time	Course
8:30-9:20	Period 1
9:23-10:13	Period 2
10:16-11:06	Period 3
11:09-11:59	Period 4
12:02-12:52	Period 5 (MS & 9th and 10th Lunch and Advisory)
12:55-1:45	Period 6 (11th & 12th Lunch and Advisory)
1:48-2:38	Period 7
2:41-3:31	Period 8

On Fridays, middle school students are released at 12:30.

### ACADEMICS

Springdale Preparatory School is a candidate school for the International Baccalaureate (IB) Diploma Programme and pursuing authorization as an IB World School.

IB World Schools share a common philosophy—a commitment to improve the teaching and learning of a diverse and inclusive community of students by delivering challenging, high quality programmes of international education that share a powerful vision.

Candidate status gives no guarantee that authorization will be granted. For further information about the IB and its programmes, visit [www.ibo.org](http://www.ibo.org).

#### **Assessment Policy**

Letter grades are used on Springdale transcripts. Plus (+) notations are used as refinements of the passing grades A,B,C, and D.

Springdale students participate in a variety of assessments including projects, debates, experiments, oral presentations, tests, quizzes, and essays. Teachers use both formative and summative assessments to have a clear picture of a student's knowledge, skill,

and/or ability related to the subject or course. Reassessment opportunities are available to each student for every course to ensure that students have mastered the learning expectations.

A	A <b>superior</b> proficiency in the subject has been demonstrated
B	A <b>high</b> level of proficiency in the subject has been demonstrated
C	<b>Competence</b> in the subject has been demonstrated
D	The <b>minimum requirements</b> have been met
F	<b>Failed</b> to meet the requirements

IB Scale	Letter Grade	% range	Weight
7	A+	97-100	4.33
6	A	90-96	4.0
5	B+	87-89	3.33
4	B	80-86	3.0
3	C+	77-79	2.33
	C	70-76	2.00
2	D+	67-69	1.33
	D	60-66	1.0
1	F	59 and below	

Springdale’s mission emphasizes developing academic excellence, critical thinking, integrity, and respect for ourselves and others and our assessment policy directly aligns with these skills. Springdale grading policy weights the aforementioned categories to reflect the learning process, with cumulative assessments weighing the most for student academic excellence. As with all work, Springdale understands that learning is a process and the opportunity to redo an assignment will almost always be given, exceptions include, but are not limited to, honor code violations. The student's grade is not a result of behavior, but a true indicator of the academic excellence displayed for that particular subject. The intention of an earned grade is never punitive, but rather simply a visual symbol from which the student can judge their performance against a set of standards. Classes that are pass/fail will be explicitly stated in the course syllabus. In classes where grades are given, the following weights are used.

Summative assessment 60%

Formative assessment 30%

Learner Habits 10%

Grades are reported on end-of-trimester report cards and once during each mid-trimester review. It is expected and encouraged that parents and students take an active role in



monitoring their grades outside of this time frame via Powerschool. Grades are earned against explicit criteria for success and/or set standards.

### *Summative Assessment*

Summative Assessments at Springdale are always criterion-referenced, never norm-referenced. Criterion-referenced assessments are formed from a set of standards(criterion) given to the students prior to each unit, assignment or task. Each student's work is judged based solely on their performance in relation to identified levels of attainment, rather than based on their performance relative to others in the class. A student could conceivably do the best in the class on an assignment, but still not receive an A because they do not meet the benchmark. Examples of summative assessment include cumulative exams, final papers, presentations, or projects.

### *Formative Assessment*

Formative assessments at Springdale allow students and teachers to **think critically** about their teaching and learning. As teaching and learning are so intimately linked, formative assessments are used to periodically check on progress toward the standard(s) being assessed. Students reflect on their progress and the efforts needed to master the standards on summative assessments. Formative assessment may include informal conversations, exit slips, quizzes, student conferences, presentations, etc. The point of formative assessment is to gather, analyze, interpret, and then utilize the findings to improve student learning and help students meet the overarching objectives. Formative assessment informs instruction, while summative assessments summarize knowledge, skills and/or abilities in relation to the course standard(s).

### *Learner Habits*

Our habits grade allows students to track progress of skills that are not explicitly assessed via standards, but play a vital role in the success of a student and build towards student success in college. This grade fosters the ability to act with integrity and respect within the parameters of the community guidelines. These include things like promptness to class, preparedness for class, advocating for themselves respectfully such as asking for help and contributing positively to the classroom community. These grades might include homework completion, contributing to a Socratic seminar or group discussion, studying for an exam, or completion of daily expectations. Students and teachers will conference about the learner habits grade to highlight and support areas for improvement. Springdale believes independent practice of taught skills, review of old and new material, and critical thinking about the subject/topic has to take place outside of the class in order for a student to be fully prepared for the lessons that the teacher has prepared. Independent practice assignments, like homework, are essential to the success

of the student. The ability to study well and prepare independently for class is a habit and, as such, is included in the learner habits category.

### **Academic Honesty**

Academic Honesty guidelines outline expectations for student academic conduct. The guidelines support the expectations of the International Baccalaureate Organization and communicate to students and faculty a set of values recognized by the Springdale Preparatory School Honor Code.

Springdale staff will make students aware of what constitutes academic dishonesty in their respective classes and how it undermines the learning process. Teachers will be firm and fair as a guide toward teaching students how to use the words and ideas of others appropriately to support their own oral and written communication. Springdale staff will be vigilant about preventing and identifying malpractice at all grade levels and in all subjects.

Students shall not engage in any form of academic dishonesty at any time; including collusion, duplication of work, plagiarism, and all other forms of cheating. They will learn correct methods of source citation for passages, data, graphs, images, computer programs, and ask teachers for guidance. Ignorance of standard practice shall not excuse responsibility for proper source citation, so as long the expectation had been taught. Our Honor Code requires students to pledge work they submit is their own, with work or thoughts of others properly attributed, and expects students to inform a staff member if they are aware of academic dishonesty by others. Students are encouraged to form study groups, provided the teacher has made clear the expectations for collaboration.

Springdale staff will always investigate alleged malpractice. Allegations deemed invalid or without sufficient evidence will merit no further investigation. If an allegation is found to be valid, consequences will be assigned based on the severity of the infraction. Examples of consequences may be, but are not limited to detention; zero for work; possible replacement assignment, In-School Suspension or Out-of-School Suspension. For any infraction, teachers will refer the student to the Dean of Students for a conference and possible consequences. Parents will be informed in writing by the Associate Dean of Academics and Instruction (IB Coordinator). Multiple infractions will be considered a major offense of the Honor Code and may be cause for dismissal. On any IB assessments, if malpractice is confirmed, the IBO will be notified. If malpractice is suspected, but cannot be verified, the IB Coordinator is still required to submit evidence of malpractice in relation to examinations to the International Baccalaureate Curriculum and Assessment Centre (IBCA). The IB reserves the option to randomly check student submitted work for authenticity.

The following definitions have been provided by IBO.org.

Plagiarism is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism.

Collusion is defined as supporting academic misconduct by another student, for example allowing one's work to be copied or submitted for assessment by another.

Misconduct during an IB examination includes taking unauthorized material into an examination room, disruptive behaviour and communicating with others during the examination.

Communication about the content of an examination 24 hours before or after the examination with others outside their school community is also considered a breach to IB regulations.

Duplication of work is defined as the presentation of the same work for different assessment components and/or Diploma Programme requirements.

### **Attendance**

The Springdale Community believes that in order for a student to benefit from a well-rounded education, it is necessary for the student to participate in classroom and co-curricular activities. Successful participation in these activities requires regular and punctual attendance. It is the responsibility of a parent/guardian of a student to make sure the student is in school and to notify the attendance office for any absence, late arrival, or early dismissal *regardless of whether classes are held in-person or virtually*. For boarding students, please refer to our Boarding Handbook for attendance reporting requirements. Attendance can be submitted by parents and families at this website: <https://springdaleps.org/attendance/>

The school administration reserves the right to determine and regulate what is appropriate student attendance. Students will be expected to coordinate with their teachers to determine an appropriate schedule to complete make-up work. Excessive absences affecting academic performance will result in additional consequences to be determined by the administration.

### **Truancy and Tardiness**

Truancy is an unauthorized absence by a student. This applies to an unauthorized absence for more than 25 minutes from a class. Truancy is considered a violation of the Springdale Honor Code. Tardiness is less than 25 minutes late to class without permission. Consistent and/or excessive tardiness is considered a violation of the Honor Code.

### **Field Trips**

Students can expect to attend off-campus experiences related to or meant to enhance course content. Springdale Preparatory School assumes travel and entry costs associated

with attendance on the experience. Any optional add-ons or spending money will be the financial responsibility of the parent.

\*Please see Covid-19 section for an addendum to this policy for the 2020-2021 school year.

### **Virtual Class Participation**

Springdale upholds our uniform requirements in virtual class settings. Students will be either in Daily Uniform or in Spirit Dress and may only dress down on Fridays.

Students will be seated at a desk or table to participate in class. Lying down while in class is not permitted. Cameras increase involvement and engagement and therefore must be on while class is in session, and should remain on.

Students are expected to be on time and prepared for virtual classes. Absences and/or tardiness is recorded in the same way as live instruction. If your student will be absent or tardy, please inform the school. Repeated unexcused absences and/or tardiness are subject to our discipline policy.

Virtual classes and the class chat record may be recorded. Students will uphold the Code of Conduct in this setting. Violations are subject to the Discipline Policy.

### **Inclement Weather Policy**

We follow CCPS for closing, late opening, and early dismissal. For our day students from neighboring counties, we understand that weather conditions can vary among different regions. Therefore, if a parent feels unsafe traveling to school on a day deemed safe for Carroll County students by CCPS, they may voluntarily keep their student home for an excused absence. Students will be expected to coordinate with their teachers to determine an appropriate schedule to complete their make-up work.

### **Graduation Requirements**

Students in grades 9 through 12 must meet the following graduation requirements (26.5 credits) to earn a Springdale Preparatory School diploma:

<b>Subject Area</b>	<b>Credits</b>
English	4
Math	4
Social Sciences	3
Science	4
World Languages	2
Health	.5
Critical Thinking	1
Fine Arts	1
Physical Education	1
Electives	6

The Guidance Department along with the Dean of Academics and Instruction with input from faculty advisors assist students in scheduling courses to meet graduation requirements.

In addition to credit requirements, students are also expected to earn 75 service hours prior to graduation.

For students transferring to Springdale after the start of the 9th grade year, credit will be awarded based on a review of student transcripts.

## **CODE OF CONDUCT**

### **Honor Code**

It is standard practice at most colleges and on standardized tests to have students copy and sign the honor code to validate that their thinking is their own. Therefore, in order to best prepare our students for this, Springdale students will be expected to copy, sign, and date the following honor code on all formal papers, tests, quizzes. All honor code infractions will be subject to disciplinary action.

**As a member of the Springdale community, I maintain a high level of respect and integrity.**

**I uphold the Honor Code in letter and spirit. I do not lie, cheat, deceive, steal, vandalize, or commit forgery.**

**I encourage fellow students who commit honor offenses to acknowledge such offenses.**

**I make this pledge in the spirit of honor and trust.**

### **Student Code of Conduct**

The Springdale Preparatory School community supports a safe and supportive environment. The Code of Conduct calls on Springdale Preparatory School students to conduct themselves with honor, integrity, and regard for others.

In keeping with our Honor Code, students should be aware of the following guidelines.

- Students pledge to conduct themselves with respect and integrity in all areas of their lives. Lying, cheating, stealing, and inflicting physical, mental, or emotional harm are examples of offenses.
- Students pledge to present information from printed or other sources with proper attribution. Knowingly misrepresenting one's work is academically dishonest.
- Students pledge to encourage peer scholars to abide by the Honor Code.

## **Student Dress Code**

The dress and grooming of students should always be modest, neat and clean, and consistent with Springdale Preparatory School values. Hairstyles and facial hair must be neat and clean, and neutrally colored. Dorm parents, faculty, and staff are empowered to make final decisions regarding appropriateness of dress.

There are three types of dress days at Springdale Preparatory School: Daily School Uniform, School Spirit Dress, and Dress Down Day. Students should be aware that Special Dress will become part of the 2021-2022 school year. Details about Special Dress uniform expectations will be delivered to families before the 2022-2023 school year.

Students should be in their daily uniform unless otherwise notified by administration.

### *Daily School Uniform*

Most days, students will be in our standard uniform, which students and parents can source from LandsEnd.com. Only the items available on the Lands End website are considered within uniform guidelines.

When in uniform, all bottoms with belt loops must be worn with a belt. Shirts must be tucked neatly into bottoms. Students must wear Springdale collared shirts daily. Any visible undershirt must be either black or white. Shoes are subject to administrative approval, reasonable judgement should be exercised. No flip flops, Heelys, cleats, or spiked heels may be worn. Hats, bandanas and other head coverings, excluding those worn for religious purposes, may not be worn.

Students may wear khaki shorts between the dates of April 1st and November 1st. In colder weather, students may wear in-tact black or white knee-high socks, tights and/or leggings beneath their skirts. Students may wear Springdale sweatshirts or fleece with the academic logo on top of their collared shirt. Hoods on hooded sweatshirts are not to be worn on the head while indoors.

### *School Spirit Days*

Any competition day, students are invited to wear any Springdale top, including tee-shirts, sweatshirts, and sports jerseys. All bottoms and shoes must follow Daily School Uniform expectations.

### *Dress Down Days*

When announced, students are invited to wear casual dress. All clothing worn on these days must be neat, in good condition, clean, modest, and in good taste. All clothing must have the proper fit, length and coverage. Dorm parents, faculty, and staff are empowered to make final decisions regarding appropriateness of dress.

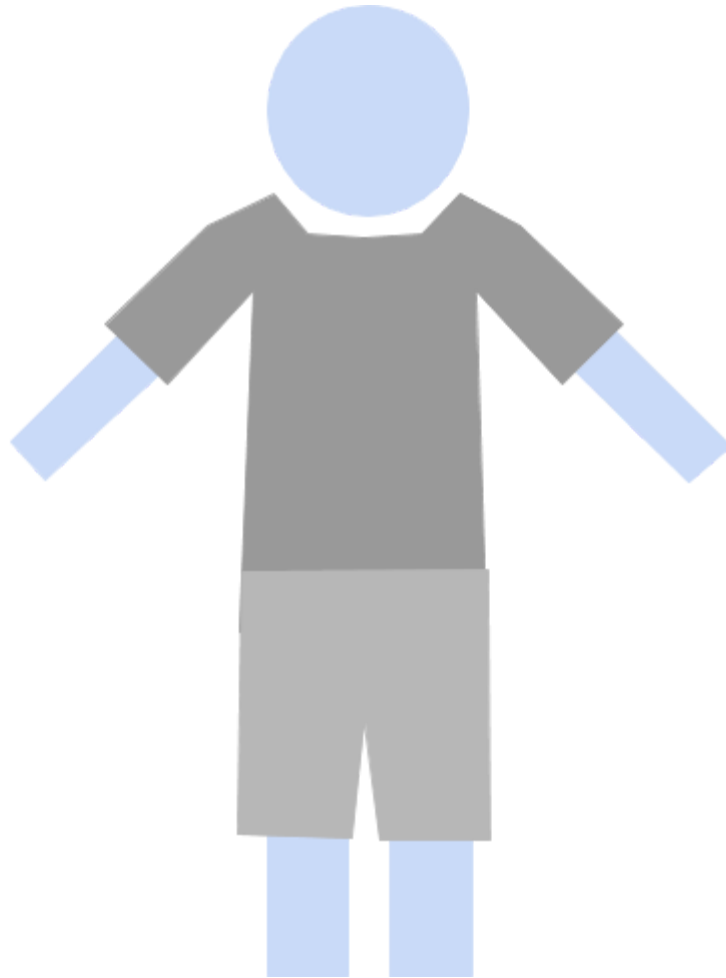
The following are never acceptable:

- Bare midriff, spaghetti straps, strapless shirts, tank-tops, visible under-clothing.
- Clothing with logos or phrases of a sexual or offensive nature.
- Clothing that promotes the use of tobacco, alcohol, or illegal drugs.

Piercings and Other Body Modifications:

- Students with excessive piercings may be asked to remove one or more at staff discretion. Nose piercings and gauges are not permitted.
- Students may be asked to cover visible ink art or tattoos.

In addition to any explicit rule above, the following photo should be used as a guideline for appropriate dress on Dress Down Days:



*adapted from the Roanoke County School Board*



## **DISCIPLINE**

It is up to the discretion of faculty and staff to determine what constitutes a major or a minor infraction. A parent/guardian may be notified for minor infractions, and will always be notified for major infractions. Repeated offense of minor infractions may result in more severe disciplinary action.

Examples of major infractions:

- Failure to uphold the Honor Code on formal assignments
- Repeated uncooperative behavior
- Disrespectful acts toward any school or community member or school property
- Disregard for the dignity, rights, safety, or well-being of fellow students
- Possession of dangerous weapons
- Use, and/or possession of any substance, or the intent to distribute
- Any activity which causes a fire hazard (smoking, hot pots, incense, etc.)
- Certain violations of the Technology Acceptable Use Policy

### **Bullying and Harassment**

Springdale Preparatory School is committed to maintaining an environment for all members of the school community that is free from all forms of harassment. The school does not tolerate harassment of individuals based on age, color, creed, mental disability, nationality, physical disability, race, religion, sex, sexual orientation or on the basis of any other condition or characteristic protected by federal, state, or local law.

Harassment of any member of the school community is considered misconduct and will be subject to disciplinary action, up to and including suspension and dismissal. Conduct intended to affect or interfere with an individual's academic or work performance, or which creates an intimidating, hostile, or offensive learning or working environment, is prohibited. Sexual harassment by anyone, whether in the school, at work assignments outside the school, at school sponsored functions, or elsewhere is subject to immediate dismissal.

Any individual who believes they have been harassed in violation of this policy has the responsibility to discuss it immediately with any school administrator. Springdale Preparatory School will take immediate action to thoroughly investigate any complaints of harassment.

### **Tobacco, Drug, and Alcohol**

Possession, sale, and ingestion of tobacco products, unauthorized prescriptions or illegal drugs, and alcohol while under school jurisdiction is strictly prohibited. Products associated with these substances may be confiscated and may be subject to legal action by local authorities.

Springdale Preparatory School reserves the right to request drug screening by way of urine or blood samples of any student that appears to be under the influence of drugs or

alcohol either on campus or at a school-sponsored event. Students or parents refusal to comply with a screening may be subject to immediate dismissal. Licensed Drug Testing Centers will provide all drug and alcohol screening services for Springdale Preparatory School.

The school is committed to helping students overcome their substance abuse habits.

Honor Code violations are subject to remediation and consequences. Examples may be, but are not limited to:

- A mark of “0” for an assignment-for violations of academic integrity
- Mandatory Study Hall
- Community service assignment
- Dorm Restriction or Suspension (See Boarding Handbook)
- Detention
- Lunch Duty
- In or Out of School Suspension
- Saturday School
- Dismissal

## **ACADEMIC SUPPORT**

### **Access and Inclusion Policy**

Springdale provides students with disabilities appropriate academic adjustments and auxiliary aids and services that are necessary to afford an individual with a disability an equal opportunity to participate in the school's program. Springdale makes adjustments to approaches to teaching including differentiated content, processes, and products as are reasonably necessary to assure individual access. Springdale curriculum includes explicit instruction in executive functioning and time management for all students. In addition to general classroom teachers, Springdale employs academic support with the aim to help those students who would benefit from small- group or one-on-one access to the material. Springdale Preparatory School does not provide assistive technology or therapeutic support. It is the responsibility of the parents to provide any necessary therapy, and to provide and maintain all assistive technology devices.

At any time, students and parents can bring their 504, IEP, or results from educational evaluations to administration for review. Springdale will always attempt to collaborate with students and parents to provide reasonable accommodations using the documentation and evaluations as a guide.

Accommodations extended to students during the academic year are also possible for IB assessments. For students sitting for IB exams, Springdale administration will be responsible for communicating the students' needs during an exam session. Types of accommodations may include but are not limited to: extended time, small group testing, assistive devices, and/or breaks.

### **Guidance and Counseling**

The Counseling Services Office provides individualized counseling services including academic, college, career, personal, peer, assessment and referral, college financial aid, and counseling for students with disabilities. Counselors strive to establish relationships conducive to self-exploration, the development of problem solving and relationship skills, the acceptance of personal responsibility, and effective educational and vocational planning. Parents/guardians are encouraged to contact counselors when assistance is needed. Counselors may advocate for student needs, schedule meetings between parents and faculty, and make referrals for outside services.

### **Advisory**

Springdale's Advisory curriculum addresses academic success, emotional well-being, and college and career planning. Advisors review advisees' academic performance regularly, recommend strategies for academic success, review individual skills and career interests assessments, develop relationships, and promote emotional and social wellness.

Springdale's Advisory Course is integrated into the overall experience of all SPS students, and addresses academic success, college and career planning, life skills and

emotional well-being. Advisors encourage advisees to consider college and career paths in keeping with the advisees' interests and skills, connect advisees to internships, apprenticeships, or volunteer opportunities in fields of interest, encourage advisees to articulate post-secondary plans, and maintaining regular communication with advisees' families about student accomplishments and progress. The Advisory Course provides a framework to integrate and evaluate each of these areas, with academic goal setting on Mondays, college and career exploration on Tuesdays, socioemotional well-being on Wednesdays, and academic review on Thursdays.

**Study Hall**

A supervised study hall is available to all Springdale students from the hours of 3:30-5:30 pm, Monday-Thursday, in the media center by request. Mandatory study hall is required for students who receive a sustained course average of 70 or below for two or more weeks, or those who, in the opinion of faculty would benefit from supervised study, are required to attend study hall or make alternate tutoring arrangements with their teachers. Student athletes may be required to attend study hall as a part of their athletic contracts.

**Media Center/CCPL**

The SPS media center contains resources to support students in their academic programs. SPS has partnered with Carroll County Public Library to provide additional access to resources for our students. All students are eligible for a CCPL library card, enabling them to check out library materials and access electronic databases. Students are expected to adhere to the guidelines in the Information Technology Acceptable Use Policy.

Students are expected to exercise care with library materials and will be held financially responsible for lost or damaged items.

## **TECHNOLOGY**

Springdale understands that technology can promote collaboration, problem solving, and information fluency. We strive to create an environment that fosters appropriate digital citizenship and we expect students to be safe, legal, and responsible with all of their digital interactions. Please see the Technology Acceptable Use Policy for full guidelines.

### **Computers**

Springdale Preparatory School requires parents to provide a personal laptop for their student(s).

Students are responsible for the general care of any SPS computer they use, and are to report any use issues to the staff or administration. At the administration's discretion, loss or damage to SPS technology resources may be the financial responsibility of the parents. Students must immediately report damage or loss, including theft, to Springdale Preparatory School administration.

Students and parents are not permitted to repair, alter, modify or replace school property without express authorization from administration. Similarly, SPS will not repair, alter, or modify student property under any circumstances. Students and parents are responsible for the personal care and repair of their devices.

Computers and their accessories must be returned to the Springdale Preparatory School at the request of the school, at the end of the academic year, or if a student ceases to be a registered student at Springdale Preparatory School.

\*Please see Covid-19 section for an addendum to this policy for the 2020-2021 school year.

### **Internet**

Students are required to use the SPS Student Wireless Network when using personal computers. Use of the internet to support research, school work, and the opportunity for collaborative work is a privilege which is monitored, and privacy should not be assumed. The use of personal hotspots, or the transmission of material in violation of the Code of Conduct will be considered an Honor Code violation for which appropriate disciplinary action will be issued, including but not limited to revocation or suspension of on-campus technology usage.

### **G-Suite™**

Each SPS student will be issued a G-Suite™ account for email communication, work submission, and collaboration. To maintain a secure network, students will keep their account information private. Using another student's login information, or sharing one's own will be considered an Honor Code violation.

### **Cell Phones/Communication Devices**

In the current digital age, Springdale Preparatory School staff understands the prevalence of technology in our students' lives. However, research has shown that students are distracted by merely the presence of cell phones on their person. To best educate our scholars, Springdale Preparatory School has an "Away For The Day" policy.

To keep the focus on academics and to reduce unnecessary distractions, the school enforces the following:

- Cell phones and all mobile devices (including smart watches) shall be TURNED OFF when entering school campus
- Cell phones and all mobile devices shall be kept in a student's backpack – not in clothing pockets
- Cell phones and all mobile devices are not allowed to be used in a classroom, library, common areas, or restrooms
- Cell phones and all mobile devices can be turned back on at the end of the school day and used to communicate directly with parents/friends who are assisting in transportation
- Cell phones and all mobile devices are not allowed to be used during transition times or between classes
- If a student needs to make an emergency call during the day, they are to do so from the office

**Any electronic or communication device in view and on-site will be confiscated, logged, and securely held until the end of the school day, at which point it can be collected by the parent or dorm parent. Repeat offenders will be sanctioned in line with our existing behaviour policy.**

Should parents need to contact their child(ren), the appropriate phone number is (443) 671-0072. Should parents not receive an immediate answer and it is an emergency, parents should contact the Administrator on Call.

## **GENERAL INFORMATION**

### **Admissions**

Springdale Preparatory School is a college preparatory school that welcomes all students in Grades 6-12 to apply. Admission is determined based on a range of factors, including academic history, demonstrated character, English language proficiency, and capacity for the rigors of a college-preparatory curriculum. Springdale does not discriminate in violation of the law on the basis of race, sex, color, religion, national origin, ancestry, or disability which is unrelated to the ability to enjoy the benefits of the school's programs, facilities, or services.

Springdale Preparatory School provides International Baccalaureate exposure for all students. As students enter the 11th and 12th grade, faculty and administration will support the student and parents in deciding if the student is an IB Diploma Candidate, IB Course Candidate, or a traditional SPS Diploma Candidate. Students are co-seated for all programs, with appropriate differentiation and expectations toward the desired diploma goal.

Upon application for admission to the school, it is expected that the guardians of prospective students fully disclose disabilities or exceptional needs that require accommodations. Students with existing 504 plans or IEPs should include the most recent copy of the plan and accommodations in their admissions application packet.

### **Language Policy**

English is the language of instruction (Language A) for all courses except Language B courses. Professional development is provided for staff to learn instructional strategies to use in assisting students in their classes for whom English is not their first language.

Spanish is the only Language B course offered in our middle school for all grade levels. The following Language B courses are currently offered, though we expect to expand this offering: Spanish ab initio. Other world languages offered for credit are French, Italian, German, Arabic, Russian, and Chinese based on students' needs and teacher's availability. Students are assessed to determine their placement in advanced Language B classes.

Students attending Springdale Preparatory School speak many languages and come from a variety of ethnic and cultural backgrounds. Opportunities for students to develop cultural understandings of their own and other cultures are provided through curricular, co-curricular and extra-curricular activities. Examples include units of instruction, field trips to embassies and cultural centers, ethnic heritage celebrations and clubs representing different nationalities.

### **Health Requirements**

Springdale Preparatory School works in cooperation with state and local health agencies to prevent, control, and contain communicable diseases. Communicable diseases can be a serious concern for both the afflicted person and the school community. Each communicable disease case shall be judged on its own merits following the policies and procedures established by Springdale Preparatory School. A parent/guardian must immediately notify the school office if



they suspect or know that their child has been exposed to or has a communicable disease that may present a health threat to their child or others.

### **Medications**

When a student is taking prescribed or non-prescribed medication at school, a parent/guardian is to notify the main office. The student's medication must be stored in the Main Office along with the written instructions for usage. The student may carry inhalers only with written verification from a physician. All medication must be picked up at the end of the year.

### **Change of Address**

The school requires that whenever there is a change of address, email address, phone number or parents name, this information be reported promptly to the Registrar.

### **Visitors**

All visitors who enter the campus during school hours must sign in at the main office and obtain a visitor's pass. Any person without authorization will be asked to leave the campus immediately. Visitors to campus during the pandemic should be expected to comply with requirements stated in the Covid-19 Addendum.

### **Dining Services**

The cafeteria provides a full lunch to each student. Meals are prepared by Springdale Preparatory School's Executive Chef. These meals are included in students' tuition and do not incur an extra cost. Please report any allergies or dietary needs to the main office.

### **Student Insurance**

Springdale Preparatory School does not provide medical insurance. All parents/guardians are responsible for obtaining medical coverage for their child while enrolled at Springdale Preparatory School. Should your child need medical attention, parents/guardians are responsible for paying all related costs.

### **Privately Owned Vehicles**

Limited on-campus parking is available to students. Any student driving a car or motorcycle to school and parking on campus is required to register the vehicle with the front office and must carry valid insurance.

Springdale Preparatory School is not responsible for theft, accidents or other damage to vehicles parked on campus. Parking privileges may be revoked at the discretion of administration. The administration reserves the right to search a student vehicle and/or call local authorities if the situation warrants.

### **Financial Conditions**

If a student account is past due, Springdale reserves the right to refuse admission to classes or participation in school or extracurricular school activities until the amount outstanding is paid in full. Similarly, Springdale may decline to provide transcripts, recommendations or other written or oral communication on behalf of the student to any party, except as required by law, if any installment for Tuition and Fees is outstanding.

If any Costs or other outstanding debts are not paid on a timely basis a late payment fee of \$25 will be assessed and recorded on the student's account on a monthly basis.

## **CONFIDENTIALITY**

In order to protect the dignity, character, and future of all students, Springdale Preparatory School holds all school communications about students and/or school, civic, or home life confidential and for the information of proper members of the staff only. Exceptions may be made when a release is requested by the student and/or parents or if ordered to do so by court order.

Academic information, which includes grades, will be released as an official transcript when the school receives a signed request form from the student and/or parent/guardian. Academic information and test scores may be released to approved educational and financial institutions at the discretion of the administration, or at the request of students and parents.

The school also protects the confidentiality of counselor-student discussions, whether the counselor is one formally appointed by the school or is a staff member chosen by the student. The school recognizes the staff member so chosen as a counselor and requires him/her to act as such, professionally and within the guidelines of the school. The school does not recognize the right of any outside person to inquire or demand to know the content or nature of such counselor-student conferences.

While a student is at school, he/she may be photographed or videotaped by members of the school staff, by parents, and by others for usage in school publications and marketing materials. Parents/guardians who would like to limit the photographing and videotaping of their student should contact the school administration.

## **Appendices**

Leadership and Staff list

Contact List

Boarding Handbook

Athletics Handbook

Acceptable Use Policy

Signature Pages

## **Leadership**

President/Head of School

Ashley Yuan

Deputy Head of School

Lorraine Fulton

Associate Dean, Curriculum & Instruction

Erin Holden

Dean of Students

Tyrone Johnson

Dean of Residential Life and International Services

Dan Warlick

## Springdale Contact List

School Office Hours: 8:00AM – 4:00PM

Main Office: 855-405-8600

<b>Area</b>	<b>Contact Person</b>	<b>Email</b>
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World Languages	Aileen Chun	<a href="mailto:aileen.chun@springdaleps.org">aileen.chun@springdaleps.org</a>
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# Springdale Preparatory School

2020 - 2021

## Athletics Handbook



# Athletics Department Core Staff

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Jason Lawson  
Head Tennis Coach  
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# About the Athletics Department

## MISSION

Springdale Preparatory School seeks to provide a broad range of interscholastic activities for both male and female students in Grades 7–12 that will support the Springdale Preparatory School Philosophy, “preparing students of all ages and grades for enduring success, beginning with a foundation of respect for students, faculty, and the world around them.” Personal traits, including commitment, discipline, team cooperation, individual leadership, sportsmanship, and consideration of others, are emphasized and vital to the success of the Springdale athletics program.

## PARTICIPATION PHILOSOPHY

It is the intent of the Springdale Preparatory School to provide the opportunity for students in Grades 7–12 to participate in as many interscholastic athletics activities as possible. While some of our sports require a limitation of numbers, others are open to all. We encourage our students to be aware of opportunities to participate and take advantage of them.

Fall sports start and tryout dates usually occur in early to mid-August. Winter sports start and tryout dates usually occur in mid-October. Spring sports start and tryout dates usually occur in late January or early February. These dates will be communicated effectively beforehand to the Springdale community.

## ATHLETICS DEPARTMENT GOALS

The primary goals of the Springdale athletics program are to accentuate the development of the whole student and to achieve a personal level of excellence in the areas of fitness, team commitment, and sportsmanship.

When a student chooses to become a member of a team, the choices he or she makes impact personal goals and the goals of the team. For this reason, athletics is one of the most significant tools in the educational process of character development and helps to encourage students to lead by example.

While each program has goals specific to the nature of the sport, all Springdale sports programs share the following three goals:

1. **Work to Improve:** Improving through practice and game experience is vital to success.

2. **Work to Have Fun:** Fun is a function of commitment. An athlete is having “fun” when he or she is improving both as an individual and as a member of a team.
3. **Work to championships:** All Springdale athletes should be preparing for the day when, as varsity athletes, they have the opportunity to compete for championships.

### **SPORTSMANSHIP**

Athletes, parents, and coaches should exhibit good sportsmanship at all times and adhere to the following sportsmanship guidelines during competition:

1. ALWAYS cheer in a positive manner. Positive cheering leads to positive results.
2. Do not talk to officials before, during, or after the competition.
3. Accept the call of an official with grace. We want athletes and coaches to concentrate on what is about to happen, not on what already has.
4. Never communicate with Springdale coaches and athletes, or coaches and athletes from visiting schools, from the start of warm-up until the end of competition, other than to cheer their efforts.
5. Fans should be seated in bleachers or remain in designated areas away from the team and areas.

As part of Springdale’s guidelines for sportsmanship, and in accordance with Springdale’s Technology Acceptable Use Policy, the school expects the members of its community to engage in positive behavior while using electronic forms of communication— blogs, sports vents, social networking sites, email, texting, tweeting, etc.—in regard to communication about SPS athletics. Students, parents, coaches, and fans should not engage in any activity that is harmful to others, being mindful that they are representatives of our school.

### **COMMUNICATION POLICY**

Open communication between student-athletes and coaches is a cornerstone to success in athletics. Young people must learn to communicate directly with their coaches and other people in positions of authority on all matters of concern. Student-athletes should speak **directly** with coaches about absences, academic matters that affect team involvement, and any issue relating to performance, injury, playing time, and participation. Often this style of communication does not come naturally to young people and must be encouraged at all times by teammates, team captains, coaches, and parents.

Parents should not circumvent this communication process by contacting coaches, or other members of the school’s administration, about any of the above matters if their child has not

made an attempt to speak directly to his or her coach. Parents should contact an athletics director when they feel their child did not reach a resolution to a matter by speaking to his or her coach directly or have concerns at a programmatic level.

## **ATHLETICS COUNCIL**

The Springdale Athletics Council is made up of the varsity head coaches, the head strength coach, athletic trainer, the director of athletics, and the executive of athletics. The council meets regularly during the school year for the purpose of discussing current athletics topics and issues. The executive director represents this council on Springdale's core administrative staff. Agenda items should be brought to the attention of the director of athletics in order to be considered for review by the Athletics Council.

## **PRACTICE AND GAME COMMITMENT**

Springdale athletics programs require a five- or six-day per week commitment, depending on the sport and level. Any exception to this policy must be authorized by the varsity head coach and director of athletics.

Sunday competition and practices are highly discouraged. Morning practices and/or weight room sessions on a school day are prohibited without authorization from the director of athletics.

Trips related to athletics or fine arts that occur outside the Springdale community are not excused. Unexcused absences from practices and games will affect a student-athlete's role on the team and will result in diminished participation, suspension, and/or dismissal from the team.

## **DEVELOPMENT OF AN ATHLETE**

In order for athletes to improve, they must be guided by their coaches and support personnel (strength coaches and athletics trainers) in the areas of strength, conditioning, agility, skill, and mental preparation. This preparation begins at the middle school level and continues into the high school years. In order to be a consistently competitive athletics program, sub-varsity athletes should receive training that is well structured, disciplined, and fun. The disciplined athlete should improve in a sport if the following tenets are observed:

1. The middle school and sub-varsity programs emphasize an improvement of fundamentals.
2. Full commitment, a positive attitude, and good sportsmanship are a minimum expectation for playing time.

3. Coaches, athletes, and parents are willing to risk not winning at the sub-varsity level or pre-qualifying stage of the varsity season in order to prepare all members of the team for the opportunity to win state championships.

It should be noted that all Springdale teams are playing to win. At the varsity level, it should be understood that one of our main goals is to reach the playoffs. Our two goals in the playoffs are to win the next game and win the last game!

### **STYLE OF PLAY**

It is the intent of the school to provide, through the structure of the sports programs and the coaching staff, a process that best prepares all of our athletes for varsity level competition. It is also the intent of the program to adopt a style of play that provides the opportunity for participation, opportunity to support the role player, the opportunity to support the gifted athlete, opportunity to defeat superior talent, opportunity to win championships, and opportunity to have fun.

### **PARTICIPATION CHECKLIST**

1. An annual physical is required per National High School Federation and must be turned in to the athletic department prior to participation at any level of practice or play. Physicals completed before May 1 are valid for one year from that date. Physicals completed on or after May 1 are valid through the following school year. Students may not try out or participate without a valid physical on file.

2. Preseason Recommendations: Each program has recommendations for preseason preparation. Each student athlete should make an appointment with his or her head coach for details.

3. A commitment to adhere to the tenets of the Parent/Student Handbook: Please pay particular attention to policies related to ethical use of technology, the honor code, and use of alcohol, drugs, and other substances.

### **PERSONAL BELONGINGS**

Book bags and other personal belongings should not be left in bathrooms, hallways, or gym lobby areas, since these areas cannot be secured. All student athletes are required to store their belongings in a locker with a lock purchased.

### **MULTIPLE-SPORT ATHLETES**

The multi-sport participant is the backbone of Springdale's comprehensive athletic program. All Springdale athletes, parents, and coaches should understand the importance of the multiple-sport athlete and support, encourage, and allow students to participate in one, two, or three seasons as they choose. It should also be understood that students who are finishing one athletics season while tryouts are in progress for another season will be given special consideration and an opportunity for a delayed tryout. However, it is the duty of the athletes to discuss this with their coaches well in advance. Injury, illness, and other special situations will be taken into consideration as well, but must be authorized by the varsity head coach and director of athletics.

At no time should a Springdale coach encourage a Springdale athlete to specialize in one or more specific programs. Coaches will support the multiple-sport concept.

### **ACADEMIC/ATHLETIC ELIGIBILITY POLICY**

In terms of athletic eligibility based upon academic performances, Springdale's Academic/Athletic Eligibility Policy coincides with the following two scholastic/athletic organizations: NHSF (National High School Federation) and NCAA (National Collegiate Athletic Association). In order for Springdale students to maintain eligibility for their respective sports, they will have to earn at least 3 credits during their preceding academic semester; thereby, demonstrating that they are on track to earn at least six credits for their academic year. A failure to meet this requirement will result in an immediate dismissal from the team until the following school year (for returning students); after which, the student has successfully recovered his or her credits for failed courses. Students who have been ruled ineligible are not allowed to practice, travel, or participate in any athletic activities with their teams.

In addition to the Springdale Academic/Athletic Eligibility Policy, each head coach will be required to submit their team-academic policy for their respective teams to the executive of athletics. To support the academic rigor at Springdale, student athletes will be expected to exceed the academic eligibility policy by meeting their team-academic policy defined by their head coach. A failure to meet team-academic policies will result in attending mandatory academic enrichment functions and restrictions in participation; which includes, but not limited to the following actions: practice restrictions, game suspensions, diminished role on team, etc.

## **HAZING POLICY**

Springdale Athletics strongly prohibits hazing and/or initiation rituals of any sort. Hazing refers to prohibitive acts relating to initiation or belonging to an athletics team. Consent from the person who is the subject of hazing or initiation ritual does not defend that action. Examples of prohibited behaviors include, but are not limited to:

Forcing or encouraging a student to violate the law or school rules.

Striking or marking upon the body of a student by hand or with any other instrument.

Performing humiliating acts.

Students who witness hazing, but did not participate in committing these acts, must report the activities to a school administrator. Voluntary and truthful reporting of hazing incidents from these witnesses will factor favorably in any disciplinary measures.

Students who are victims of hazing should know that the school administration will take every measure to protect their privacy and ensure personal safety while handling the disciplinary requirements.

Students accused of violating this hazing policy will be subject to the school's disciplinary practices and procedures. Hazing is also a violation of the law and could require the school to report the incident to local authorities. The Maryland Anti-Hazing Law (3-607) posted below:

“The State of Maryland also prohibits hazing and defines it as such: Prohibited – A person may not recklessly or intentionally do an act or create a situation that subjects a student to the risk of serious bodily injury for the purpose of initiation into a student organization of a school, college, or university.”

## **STRENGTH AND CONDITIONING**

Every athlete, parent, and coach should understand that strength and conditioning work is a primary tool for achieving success in all athletics programs. All athletes should participate in a workout program both in and out of the season of their sport. Workout programs are designed by the Springdale Strength & Conditioning Coordinator and should be executed at the Springdale Academic Campus – in the weight room facility located.

The Springdale strength and conditioning program follows the guidelines of the National Strength and Conditioning Association (NSCA). The NSCA is a professional organization that continuously researches adolescent strength training and provides functional information that we apply to our program. All strength and conditioning activities are closely supervised and monitored by an on-duty Springdale strength and conditioning staff member(s).

## **SPRINGDALE WEIGHT ROOM/WELLNESS ROOM RULES**

1. Students may not be in the weight room or wellness room without authorized supervision.
2. All students entering the weight room or wellness room must sign in noting the date, time, and sport.
3. Do not enter the weight room or wellness room unless you are going to work out.
4. PROPER attire must be worn at all times. This includes shirts, athletic shorts or warm ups, indoor athletic shoes (tied), and socks. Those not dressed properly will be asked to leave immediately. NO HATS.
5. No food, drinks, or gum are allowed in the weight room or wellness room.
6. No athletic equipment, such as balls, bats, lacrosse sticks, etc. is allowed in the weight room or wellness room at any time.
7. Collars must be used at ALL TIMES on all free weight bars.
8. You must have a spotter(s) when doing flat bench, incline bench, all above-head dumbbell exercises, and squats.
9. Weight plates and dumbbells that are not being used belong on the proper weight racks, not on the floor, bars, or against the walls.
10. The weight room and wellness room should be neat and clean at all times. Unload bars when you are finished. Do not leave the work for others.
11. Always use a weight belt when doing MAX REPS on squats, cleans, snatches, and push-press.
12. ALWAYS USE CORRECT TECHNIQUE (quality over quantity).
13. Use only equipment and exercises that the instructor has permitted and demonstrated.
14. Report all injuries or illness to the instructor.
15. NO horseplay in the weight room or wellness room at any time. Be aware of your surroundings at all times.
16. Only instructors teach proper technique(s).

## **SPORTS MEDICINE**

Springdale athletics trainers are on staff and available for athletic related medical needs. We encourage you to inform the athletics trainer as soon as an injury occurs so appropriate treatment may commence immediately. Once an athlete is in the care of an athletic trainer or a physician, the student may not return to practice or competition without authorization from that person. Springdale's athletic trainer will be the point of contact for all concerns relating to concussions.

## **TRANSPORTATION AND TRAVEL**

For most events, Springdale provides transportation for our athletes by school vehicle. However, there are occasions when parents or students are asked to drive. Parents will be notified with as much advance notice as possible if their assistance is needed in transporting our athletes. Athletes should drive themselves to an event only with the prior approval of the coach and the director of athletics.

When athletes are required to stay overnight, such as at a state competition, their hotel and transportation expenses are covered by the school. During the regular season, meals and any extras are generally covered by the students. During state-level, post-season competition, meals and most other expenses are covered by the school. All optional trip expenses are the responsibility of the student.

## **DRESS AND GROOMING**

When students are traveling to an away contest either in or out of town, they are expected to dress in an appropriate way as set by the head varsity coach of each program in cooperation with the director of athletics. Student-athlete grooming and attire must follow the guidelines set forth in the Parent/Student Handbook at all times.

## **LETTERS/LETTER JACKETS**

Students may be eligible to receive a varsity letter if they meet the criteria set forth in a particular program and should direct their questions pertaining to lettering to the head varsity coach. A student must complete a season and remain in good academic standing in order to earn a varsity letter.

All students who receive a letter are eligible to purchase a letter jacket and may do so in the future at a designated vendor. Letters will be distributed at each awards ceremony or may be picked up in the Athletics Office. Region and state patches are ordered by the head varsity coach of each program and will be distributed by the coach or the Athletics Office.



Junior varsity and Middle School team members will receive certificates of participation at the end of the season. No individual awards are given to sub-varsity athletes.

## **AWARDS**

The Athletics Council gives the following student awards at the end of each school year:

### **The Athletics Department Award**

This award is presented by the varsity head coaches to that boy and girl who, through excellence in participation, have given unselfish time, energy and effort, and demonstrated traits of leadership, character, and scholarship. This award is presented to one boy and one girl in each of Grades 9–12.

### **Scholar Athlete Awards (presented on a seasonal basis in cooperation with the Academic Dean)**

Springdale's Scholar Athlete Awards recognize senior varsity athletes who have demonstrated outstanding accomplishments in both athletics and academics. Each varsity program will honor scholar athletes by awarding a plaque at the end of season banquet. Scholar Athlete Award winners will be selected based on their cumulative weighted grade point averages at the end of the most recently completed semester and must have earned a varsity letter. Students who have an unrounded cumulative weighted grade point average of 94 or higher, are in good standing, and have completed a full academic year in Springdale's Upper School will be given the Scholar Athlete Award.

### **The Bill Russell Distinguished Athlete Award**

This award is given to that senior who has achieved the highest level of excellence in one or more sports. In addition to working beyond what others expect, this athlete has also exemplified integrity, loyalty, compassion, and concern for others—all traits that we admire in one of the greatest athletes of all time, Bill Russell.

## **COLLEGE SIGNING CEREMONIES**

Springdale Athletics celebrates and recognizes student-athletes who sign a National Letter of Intent (NLI) to continue athletics at the collegiate level. To assist in this process, the student-athlete and his/her family should notify the Theodore Bullard, Director of Athletics, at least one week in advance of that particular sport's official signing date. Sport-specific ceremonies are held on the Springdale Academic Campus, and student-athletes are encouraged to invite anyone from the Springdale community who they would like to present at the signing ceremony.



