THURSTON HIGH SCHOOL

2026-2027

STUDENT AND FAMILY HANDBOOK

THURSTON HIGH SCHOOL
333 58th Street
Springfield, OR 97478

Kimberlee Pelster
Principal
kimberlee.pelster@springfield.k12.or.us

Jeffrey Thompson
Assistant Principal
jeffrey.thompson@springfield.k12.or.us

Leslie Watson
Assistant Principal
leslie.watson@springfield.k12.or.us

Jared Taylor
Dean of Students
jared.taylor@springfield.k12.or.us

Main Office: 541-744-5000

Attendance: 541-744-5027

For up-to-date information, please visit:
https://ths.springfield.k12.or.us

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About Us

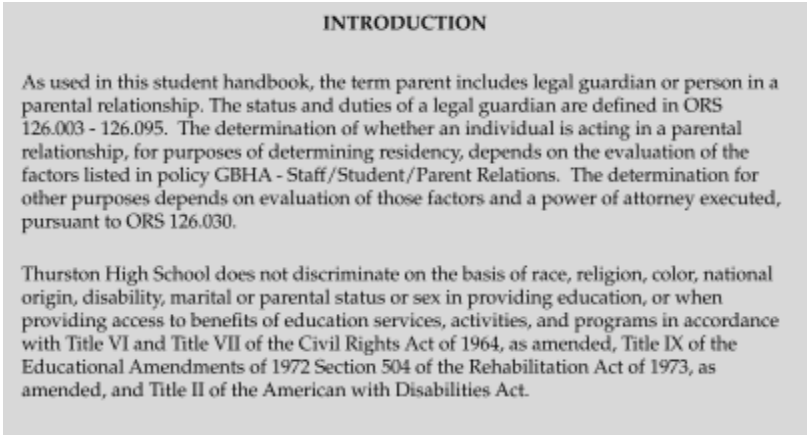
Welcome, students and families to Thurston High School.

Thurston is a proud and diverse community of families with a shared goal for our high school and District: All Students Graduates Prepared for a Bright and Successful Future.

Thurston High School is uniquely prepared to provide opportunities for the social, emotional, and academic growth necessary for post-secondary success.

Thurston's teachers, counselors, support staff, and administrators are a dedicated team of caring and committed professionals. Our team prides ourselves on our ability to cultivate healthy relationships and create a learning environment and community where we can all reach our highest academic and personal aspirations.

"Thurston High School is a caring community dedicated to developing caring and brave graduates, prepared for a future of their choosing"



INTRODUCTION

As used in this student handbook, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 126.003 - 126.095. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in policy GBHA - Staff/Student/Parent Relations. The determination for other purposes depends on evaluation of those factors and a power of attorney executed, pursuant to ORS 126.030.

Thurston High School does not discriminate on the basis of race, religion, color, national origin, disability, marital or parental status or sex in providing education, or when providing access to benefits of education services, activities, and programs in accordance with Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Educational Amendments of 1972 Section 504 of the Rehabilitation Act of 1973, as amended, and Title II of the American with Disabilities Act.

Helpful Hints: Where to Go, Who to Ask

- **Absences**: Parents / guardians should call the Attendance / Student Services Hotline at 541-744-5027 within 24 hours of an absence. Alternatively, parents / guardians can send an email to ths-attendance@springfield.k12.or.us Provide Student ID number, and the reason (illness, serious illness, or death in the student's family, family emergency, medical or dental appointments) and date(s) of the absence. For the purposes of athletics and parking, illness is considered unexcused unless a doctor's note is provided.
- **Leaving Early?** Parents / guardians should send a note or call the Student Services Office - 541-744-5027 - and the student will receive an excused slip from class.
- **Feeling Sick?** Have your teacher sign a hall pass and report to the Health Office.
- **Need homework during an extended absence?** Communicate with your teachers to access key assignments or locate assignments through google classroom.
- **Purchasing an ASB Sticker, parking pass, or to pay student fees?** Contact the Bookkeeper before or after school, during lunch, or between classes. Many fees can also be paid online at https://or-springfield.intouchreceipting.com/
- **Need assistance with school supplies, food, or clothing?** Contact the Family Resource Center Coordinator before or after school, during lunch, or between classes.
- **Need to see your Counselor?** Contact the Counseling Office to set up an appointment with your Counselor.
- **Need support regarding Drugs/Alcohol?** Contact your Counselor or Administrator.
- **Experiencing bullying or harassment?** Contact an Administrator.
- **Wish to participate in athletics?** Contact the Athletics Secretary for appropriate paperwork and eligibility requirements - ths-athletics@springfield.k12.or.us.
- **Want college or career information?** Contact your Counselor or email ths-collegeandcareer@springfield.k12.or.us
- **Need a transcript?** Contact the Counseling Office or request through the counseling page on our website: https://ths.springfield.k12.or.us/academics/counseling-center
- **Have a locker problem?** Contact the Secretary in the Student Services Office.
- **Having problems with your Chromebook?** Contact the Librarian in the Library.
- **Lost clothing or books?** Check the lost and found located in Student Services.
- **Had an item stolen?** Contact the Dean of Students. Information will be given to our School Resource Officer.
- **Need help with an assignment?** Ask your Teacher, check-in during Academic Support, or sign-up to meet with an Academic Success Coach in the Counseling Office.

Main Office: 541.744.5000

Secretary	Itzel Becerra Mejia	itzel.becerra.mejia@springfield.k12.or.us
Bookkeeper	Lisa McDaniel	lisa.mcdaniel@springfield.k12.or.us
Office Manager	Melody Montgomery	melody.montgomery@springfield.k12.or.us
Principal	Kimberlee Pelster	kimberlee.pelster@springfield.k12.or.us
Assistant Principal	Jeffrey Thompson	jeffrey.thompson@springfield.k12.or.us
Assistant Principal	Leslie Watson	leslie.watson@springfield.k12.or.us

Student Services / Attendance: 541.744.5027

Secretary	Trina Taylor	trina.taylor@springfield.k12.or.us
Dean of Students	Jared Taylor	jared.taylor@springfield.k12.or.us
School Resource Officer	Allan Amundson	allan.amundson@springfield.k12.or.us

Athletics Department: 541.744.5049

Health Aide and Athletics Secretary	Lisa Minium	lisa.minium@springfield.k12.or.us
Athletic Director	Justin Starck	justin.starck@springfield.k12.or.us
Athletic Trainer	Scott Evanson	scott.evanson@springfield.k12.or.us

Counseling Office: 541.744.5156

Secretary	Angela Lister	angela.lister@springfield.k12.or.us
Registrar	Heather Corgain	heather.corgain@springfield.k12.or.us
Last Names A-C	Moria Golub	moria.golub@springfield.k12.or.us
Last Names D-H	Shaun McDaniel	shaun.mcdaniel@springfield.k12.or.us
Last Names I-M	Tasha Taylor	tasha.taylor@springfield.k12.or.us
Last Names N-R	Sarai Pozos	sarai.pozos@springfield.k12.or.us
Last Names S-Z	Simon Bernatz	simon.bernatz@springfield.k12.or.us
Success Coach	Mike Witham	mike.witham@springfield.k12.or.us

Family Resource Center: 541.744.5145

Family Resource Center	Heather Curtis	heather.curtis@springfield.k12.or.us

Library: 541.744.5026

Library Manager	Amy Page	amy.page@springfield.k12.or.us

Academic Calendar

Thurston High School runs on a rotating A/B block schedule. Periods 1, 3, 5, and 7 run on A days (red); Periods 2, 4, 6, and 8 run on B days (black). Special schedules occur on a limited basis throughout the year, including during finals week at the end of each semester.

The current academic calendar and bell schedule are available on our website: https://ths.springfield.k12.or.us/bell-schedules

Thurston High School

2026-2027

Date	Month
	August
11-13	9th Grade Colt Kick-Off
	September
1-4	Certified Staff Inservice Days
7	Labor Day Holiday
8	Staff Inservice Day
9	First Day of School - 9th Grade Only
10	First Day of School - 10th-12th
25	Early Release - Collaboration Day
	October
9	No School - Inservice Day (staff report)
23	Early Release - Collaboration Day
27	College Prep Day - Event Schedule
	November
6	No School - Grading Day (Sec. Only) / End 1st Qtr
11	No School - Veterans Day Holiday
13	Early Release - Collaboration Day
20	No School - Conferences Day
26-27	No School - Holiday - Thanksgiving
	December
11	Early Release - Collaboration Day
18	C Day
21-31	No School - Winter Break
	January
1	No School - Holiday
4	No School - Staff Inservice Day
14	MLK Assembly - 1 Hr Special Schedule
15	Early Release - Collaboration Day
18	No School - Non-Contract Holiday
22	C Day - Prep Schedule
25-27	Finals Schedule
28-29	No School - Grading/Planning Day
	February
15	No School - Non-Contract Holiday
26	Early Release - Collaboration Day
	March
12	Early Release - Collaboration Day
22-26	No School - Spring Break
	April
9	Early Release - Collaboration Day
16	No School - Grading Day - End of 3rd Qtr
23	Early Release - Collaboration Day
	May
7	Early Release - Collaboration Day
21	Early Release - Collaboration Day
31	No School - Holiday - Memorial Day
	June
2	Awards Assembly - 1-Hr Special Schedule
8	*Senior Last Day
11	Graduation
15-17	Finals Schedule
17	Last Day of School
18	Juneteenth Holiday
21	Grading Day

August 2026

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29L	30		

OCTOBER

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29L	30

NOVEMBER

2	3	4	5	6
9	10	[11]	12	13
16	17	18	19C	20C
23	24	25L	[26]	27
30				

DECEMBER

	1	2	3	4
7	8	9	10	11
14	15	16	17L	18
21	22	23	24	25
28	29	30	31	

JANUARY

				[1]
4	5	6	7	8
11	12	13	14S	15
18	19	20	21L	22
25	26	27	28	29

FEBRUARY

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25L	26

MARCH

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30L	31		

APRIL

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30L

MAY

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28L
[31]				

JUNE

	1	2S	3	4
7	8*	9	10	11
14	15	16	17	[18]
21	22	23	24	25
28	29	30		

Key:

- First/Last Day of School
- End of Quarter
- [ ] Holidays
- C Grading/Planning Days/Parent Conference Days
- Inservice Days: Staff Dev, Planning & Collab
- Early Release
- Collaboration Day
- L Late Work Deadline
- S 1-Hr Special Schedule
- Non-Contract Holiday

Late Work Deadlines	
Sept. 29	Feb. 25
Oct. 29	Mar. 30
Nov. 25	Apr. 30
Dec. 17	May 28
Jan. 21	

- Red = A Day (1/3/5/7)
- Gray = B Day (2/4/6/8)
- Orange = Finals Schedule
- Green = C/Prep Schedule
- Purple = Event Schedule

Bell Schedule

Thurston High School students are scheduled for 8 academic periods, and a daily advisory period. Academic periods are 85 minutes in length and classes meet every other day. Advisory is 20 minutes and provides a consistent homeroom community for every student where they engage in academic support and skill development related to organization, positive communication, and self-advocacy. Advisory is part of periods 1 and 2 on regular school days.

The current academic calendar and bell schedule are available on our website: https://ths.springfield.k12.or.us/bell-schedules

THURSTON HIGH SCHOOL BELL SCHEDULE

A (RED) / B (BLACK)	
REGULAR	
1/2 w/ Advisory	8:00 - 9:45
Passing	
3/4	10:00 - 11:25
Lunch	**11:25 - 12:05**
5/6	12:05 - 1:30
Passing	
7/8	1:40 - 3:05

A/B DAY	
EARLY RELEASE	
1/2	8:00 - 9:05
3/4	9:10 - 10:15
Break	
5/6	10:25 - 11:30
7/8	11:35 - 12:40
Lunch	**12:40 - 1:15**
Early Release	

FINALS DAY 1	
1	8:30 - 10:00
3	10:30 - 12:00
Lunch	**12:00 - 1:00**
7	1:00 - 2:30
FINALS DAY 2	
2	8:30 - 10:00
4	10:30 - 12:00
Lunch	**12:00 - 1:00**
8	1:00 - 2:30
FINALS DAY 3	
Locker Check	8:00 - 8:30
5	8:30 - 10:00
Break	**10:00 - 10:30**
6	10:30 - 12:00

S - SPECIAL SCHEDULE	
1-HOUR	
1/2	8:00 - 9:15
Break	
3/4	9:25 - 10:40
Passing	
Activity Period	10:45 - 11:45
Lunch	**11:45 - 12:25**
5/6	12:25 - 1:40
Passing	
7/8	1:50 - 3:05

C DAY	
PREP SCHEDULE	
1	8:00 - 8:44
3	8:49 - 9:33
Break	
5	9:43 - 10:27
7	10:32 - 11:16
Lunch	**11:16 - 11:54**
2	11:54 - 12:38
4	12:43 - 1:27
6	1:32 - 2:16
8	2:21 - 3:05

Orientation to THS

Stay Connected

School Website
Thurston High School website (https://ths.springfield.k12.or.us/) includes key information about our school, academics, enrollment, athletics, and student life. News and Events are posted on our website calendar, on social media, and the campus reader board. All athletic events are posted directly to the OSAA website: https://www.osaa.org/

Follow Us On Social Media
You can find us on social media at the following school sponsored accounts. Thurston High School has a dedicated instagram and facebook @thurstoncolts. Our Associated Student Body (ASB) maintains a school sponsored instagram @thurstonhsasb for updates on student sponsored activities and events. Our athletics department maintains an instagram @thurstonathletics. Individual programs and sports teams can establish social media accounts. School sponsored accounts will include the notice that it is an "official account for Thurston High School."

Parent Newsletter
The Thurston High School newsletter - The Colt Round-Up - is sent once each month and includes information about key events, policies, and celebrations. The newsletter is sent electronically to all parent / guardian emails on-file. It is also sent to students' school email.

Parentvue
Parentvue is the primary way that families can monitor their student's academic progress. ParentVue is available both online or through the ParentVue app. If you need your login information please reach out to our Counseling Office.

E-Mail Communication
Email is often the best way to reach a staff member. All SPS emails are in the following format: Firstname.Lastname@springfield.k12.or.us. E-mail communication is also used to notify parents / guardians of absences, school events, safety alerts and by teachers to communicate academic progress.

Please establish an email account to facilitate this communication and let the Counseling Office know as soon as possible if any of your contact information changes.

It is important for your student's safety that we are able to make contact with you when needed. To ensure you continue to receive school news and information, we ask you to establish a stable email and phone number. Yahoo.com, hotmail.com and gmail.com all offer free email service. Please make sure your stable email address is listed on the verification of enrollment form when you register your student.

Visiting Campus

Main Office

The Main Office is open on academic school days from 7:30 a.m. - 4:00 p.m. All visitors must check-in through the Main Office. It is also open for students to make inquiries. The time available for students to conduct business is limited to before and after school, break time, passing periods and the lunch period.

Visitors

Parents / guardians and other visitors are encouraged to visit district schools. To ensure the safety and welfare of students, the school environment is not disrupted and visitors are properly directed to the areas in which they are interested, all visitors must report to the Main Office upon entering school property. Visitors should expect to check-in using their state issued ID.

Classroom visits by parent / guardians require the completion of the Parent / Class visitation form which an administrator will approve. Visitation request forms must be submitted at least 1 business day prior to the requested visit date. Students will not be permitted to bring visitors to school unless special arrangements have been made with a school administrator.

Campus Hours – Students

Students may access campus beginning at 7:30 a.m. The cafeteria and library are open to provide students with a safe, supervised environment at the start of each school day. Students waiting to depart on Springfield Public School buses must wait in the South Bus Loading zone after 3:45 p.m. Campus closes for general access and supervision at 3:45 p.m.

After 3:45 p.m. students participating in afterschool activities or waiting to attend after school events must exit campus or be under the supervision of a coach or activity advisor.

Family Resource Center

Thurston High School hosts an on-campus Family Resource Center where students and/or parents / guardians can access essential supports including school supplies, clothing, and food resources. Our coordinator partners with students and families to identify community resources as needed so our students can thrive. Donations are accepted.

Operations

Student Education Records

The information contained below shall serve as the district's annual notice to the parent or guardians of minors and eligible students (if 18 or older) of their rights, the location and district official responsible for education records. Notice will also be provided to the parents / guardians of minor students who have a primary or home language other than English.

Education records are those records related to a student maintained by the District. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent or guardian and eligible

student notice and consent will comply with all state and federal laws. Personally identifiable information shall not be disclosed without parent or guardian or eligible student authorization or as otherwise provided by Board Policy and law.

The Principal maintains education records in a minimum one-hour fire-safe place in the Records Office. Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parent / guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting a student's progress;
9. Credits earned;
10. Date of withdrawal from school;
11. Social security number;
12. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEPs, etc.

Memory aids and personal working notes of individual staff are considered personal property and are not to be interpreted as part of the student's education records provided they are in the sole possession of the maker.

Access To Student Information
District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

Media Access To Students
Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication. Parents / guardians who do not want their student interviewed or photographed should complete the opt out form available on the district website and direct their student accordingly.

Public Display Of Posters And Other Publicity Material
Community members who wish to display signs, banners, posters, or fliers should contact the District Office to distribute the information through our PeachJar digital flier system.

Distribution Of Material To Students
Community members or organizations are <u>not</u> permitted to distribute fliers or other materials directly to students on school property.

Money/Valuables At School
Large sums of money or valuables (e.g. iPhones, gaming devices, etc.) should never be brought to school. Large sums of money/valuables could be stolen when brought to school. The school district is not responsible for items lost or stolen. Students are therefore encouraged to safeguard their belongings and leave valuables at home.

School Fees

School Supplies
Students are expected to come prepared with basic school supplies to all academic courses. Materials that are a part of the basic education program are provided without charge to students. Each year, parents / guardians have the opportunity to contribute to our school supply fund which allows us to ensure that all consumable materials for our high cost electives and career and technical education courses continue to be provided to all students without charge. Students in need of school supplies should visit the Family Resource Center / Thurston Thrift.

Athletic Fees
Students are required to pay a registration fee for each sport. Students who need financial assistance should contact ths-athletics@springfield.k12.or.us or connect with their Counselor.

Fees And Deposits
Students may be required to pay other fees or deposits including but not limited to:

- Security deposits or rental fees
- Personal athletic equipment or apparel
- Instrument rental fees
- Calculator rental fees (for students who elect to rent a TI-83+ calculator from the Library)
- Special Project fees for leadership projects beyond the normal class curriculum. These are most common in Woods, Metals, Fine Arts, and Culinary Arts.
- Voluntary purchases of parking, pictures, publications, class rings, graduation announcements, yearbooks, student accident insurance, etc.
- Participations or admissions fees for involvement in extra-curricular activities and/or field trips outside of the school's regular school program

Damages And Fines
When damage to school or district property does occur, as a result of carelessness or deliberate destruction by a student, the student will be required to pay restitution. Items checked out to students (e.g. textbooks, chromebooks) become the students' responsibility. Payments of fines for any items lost or stolen are the students' responsibility.

Replacement fees may be charged for lost or damaged equipment, including but not limited to:

- Instruments
- Uniforms
- Textbooks
- Chromebooks

- Student ID cards

Students failing to return school district property will be assessed fines based on replacement cost. Activity and Athletic participants may not compete in a subsequent sport / activity, if fines or fees are owed unless arrangements have been made with an administrator or designee.

Financial Assistance
Families with students on Free-Reduced lunch may request fees to be waived, reduced, or otherwise arranged through the School Bookkeeper. Requests for such a waiver will be given to the Principal for final approval.

Student Meals
Thurston High School provides **free breakfast** for all students in the cafeteria before school or during the morning break, and **free school lunch** served in the cafeteria during the lunch period. All school meals served by the cafeteria meet federal and state nutrition guidelines. Students also have the option of bringing their own lunch. Microwaves are available for student use in the Cafeteria during meal breaks.

All students are expected to take their tray and litter to the correct receptacle. Misuse of the cafeteria by individuals may result in the loss of cafeteria privileges, or an assigned detention, or campus clean up.

Attendance

Student in Good Standing – Attendance
Our goal is for every student to be present 90% of school days, or miss fewer than 1 day a month. Being a student in good standing affords students certain privileges, such as off-campus lunch, parking in the school parking lot, and the ability to participate in athletics and activities.

Academic Success and Attendance
There is a strong relationship between student success in classes and consistent attendance. Conversely, the strongest predictor of student failure is poor attendance. It is not simply the loss of instructional time, but more importantly, a break in continuity of learning that devastates a student's ability to progress when they return. This negative impact is present whether the absence is excused or unexcused.

To minimize the negative impact on a student's academic progress, students are expected to complete any missed work. It is the students' responsibility to request any make-up work when they have been absent. Students should check google classroom or check-in with their teacher to get a copy of missing work.

Attendance at School Field Trips and Assemblies
Field Trips that are part of the regular course curriculum are required as part of the course. Our Career and Technical Education (CTE) courses commonly include curriculum aligned industry tours and field studies. There is no cost to students for attending required field trips. At

registration, parents / guardians are able to indicate prior-approval for attending class field trips that occur during the normal school day. Families who decline to provide prior approval will need to complete individual field trip waivers for each class trip. Attendance is taken on all school field trips and is considered an excused absence when students miss a regularly scheduled course for a field trip when that trip extends beyond a single class period.

For field trips that extend beyond the course period, students may be required to submit a grade card in order to participate in a field trip.

Assemblies are regarded as part of Thurston's comprehensive curriculum and are therefore required, unless non-participation is pre-approved. Students with a pre-scheduled appointment must make arrangements with the Attendance Secretary prior to the start of 1st period. Students build campus community and school spirit through positive participation in assemblies. When needed, students may be excused to access a quiet space in the Library.

Parent Notification

A parent / guardian is notified when a student has missed school using the phone number provided to the school. It is important you keep this information up to date. Thurston High has an automated system that calls home when a student misses one or more classes during the day. These calls are made between 2:00 p.m. and 6:00 p.m. Requests can be made to have this number changed to a cell phone if desired. Parents / guardians are encouraged to follow up on their student's attendance by contacting the Attendance Office at 541-744-5027 or email at ths-attendance@springfield.k12.or.us. There are resources available to assist parents and students with attendance concerns.

Late / Tardy

Students arriving late will be considered tardy. Students arriving later than 30 minutes will be marked as excessively tardy and will be issued a major referral for skipping. Students arriving more than 60 minutes late may be marked absent at the teacher's discretion.

Following classroom sign-in procedures can help ensure that the student's attendance is correctly recorded. It is the student's responsibility to confirm they are marked tardy rather than absent. Thurston High administration will accept three tardies each week without penalty. Teachers will assign consequences after three tardies and may include assigning detentions. Please review the class syllabus for specific classroom policies.

Importance of Excusing Attendance

Students have the right AND the responsibility to make up missed work in the case of an absence. Following an absence, it is the responsibility of the student to make arrangements with the individual teacher(s) to complete the make-up work in a reasonable amount of time. Due to the importance of classroom participation, frequent absences may result in lost educational learning opportunities and may result in disciplinary action. Absences that are considered unexcused may be treated differently than an excused absence by the classroom teacher(s).

Please review the class syllabus and speak with teachers for information about how to make up missed work.

Excused Absences
By law (ORS 339-065) absences can only be excused for the following reasons:

- Illness (includes medical and mental health appointments)
- Illness of an immediate family member
- An emergency or bereavement

Students may be required to **bring a note from the physician's or dental office** verifying each appointment or illness.

Absence from class due to a school sponsored field trip or activity, including athletics, or due to administrative action is considered excused.

Process for Excusing Absences
When a student is absent, we ask that the parent / guardians call the school to excuse the absence, or provide a note. If the parent / guardian chooses to provide a note, the student should take it to the Attendance Office prior to the day they will be absent, or upon returning from being gone. All absences must be cleared by the parent / guardian within two school days. To excuse a full-day absence by phone, call the 24-hour attendance line at 541-744-5027 or email ths-attendance@springfield.k12.or.us and include the following: Student's name, date(s) of absence, reason, and your identity. When possible, call the attendance line before noon on the day of the absence to deactivate the automatic parent / guardian notification.

Checking Student Out
If a student needs to leave the building for an appointment, a parent should send written permission indicating the name of the student, date, reason, and time of checkout OR call the Attendance Secretary to excuse their student. If a student is ill, the parent / guardian will be called for permission to send the student home. **Students are required to check out with the Student Services Office whenever leaving campus early.** Attendance is important, so we ask appointments be made after school hours whenever possible.

Checking Student In
If a student is returning from an appointment, they must check in with the Student Services Office. If a student is returning *after previously checking out*, they must have an admit slip from the Student Services Office for admittance into class.

Athletic / OSAA Activity Attendance Requirement
To be academically eligible for extra-curricular activities, a student must be making satisfactory progress toward completing graduation requirements as determined by the school administration.

In addition to satisfactory academic progress, a student will be ineligible to compete / perform in extra-curricular activities if they are absent from any class, including advisory, during any part of the day of the activity / contest unless a doctor's note is provided or prior approval is received from the Athletic Director or Principal. For the purposes of athletics, excessive tardiness will be treated as an absence.

Students are expected to be in good standing to maintain athletic and activity eligibility. Irregular attendance and / or truancy on days without scheduled activities / contests may result in suspension from the extra-curricular activity.

Extended Pre-Arranged Absences
If a parent / guardian knows a student will be missing school for ten or more days, the parent / guardian should send a note to the Attendance Office prior to the absence. Under state law, this will result in the student being *temporarily* dropped from enrollment. When the student returns to school, they will check in with the Counseling Office to reactivate their enrollment.

Truancy
As provided in Oregon Revised Statute 339.010, every child between the ages of seven and eighteen, who has not completed the twelfth grade, is required to attend school full-time in the district in which the child resides. According to ORS 339-020, every person having control of any child between the ages of seven and eighteen who has not completed the twelfth grade, is required to send such a child to school and maintain regular attendance.

Student absenteeism exceeding 8 half-days or 4 full-days in any four-week period may result in the issuance of a class C citation per ORS 163.577. According to ORS 153.018 the penalty for committing a violation may be a fine. The fine for such violation shall be a sentence to pay an amount not exceeding: $500 for a class C violation.

Campus Health and Safety

Safety is a priority and collective responsibility of every member of our campus community.

At Thurston High School, staff, students, and families work together to surface the safety needs of campus. Staff are equipped to respond with the resources and support needed to ensure safety concerns are addressed promptly.

How To Report A Threat (Violence, Suicide, Or Other)
If a student has a concern regarding their safety or others, they should immediately tell a teacher, school counselor, or administrator. Students may request that reports be kept confidential. Students are also encouraged to notify their parents / guardians. Parents / guardians are encouraged to contact the school directly if a student reports a concern. Students and parents / guardians may also make reports to SafeOregon 24-hours a day.

Report each threat. Even if a similar threat has already been reported. If students have any questions about a threat or unsafe situation they are encouraged to report to Student Services and speak to the Dean of Students, an Administrator, and/or the School Resource Officer.

Emergency Lockdown/Lockout Procedure
In the event of an immediate threat to the safety of staff or students, it may be necessary to put the campus under a lockout and/or a lockdown. All staff and students will be trained on the lockout / lockdown procedure annually.

- A lockout is when the campus is secured to external visitors. Instruction continues during a lockout. At Thurston High School, we ensure that all breezeways are clear and exterior windows are covered as an additional safety measure during a campus lockout. This is most common when there is a safety concern in the community or nearby area.
- A lockdown is when the campus is secured internally. This is most common when the location of a safety concern can not be immediately identified or contained to a single area of campus.

Springfield Public Schools works closely with law enforcement when evaluating threats to campus safety. A lockout and/or lockdown will remain in effect until given an all clear by the Principal in coordination with law enforcement.

Fire Drills
Fire drills are an important and required part of our safety program at Thurston High School. Drills are held monthly during the school year. When the fire alarm sounds, everyone is to leave the building promptly and quietly in accordance with posted directions. Safety is our priority. When the alarm stops, staff and students will be directed into the building by the administrative team.

Students are reminded no one is to tamper with the fire alarm boxes. To do so is in direct violation of state law, and violators will be turned over to the city fire marshal. Students involved may be suspended and/or cited by law enforcement.

Communicable Diseases
Parents / guardians of a student with a communicable or contagious disease are asked to telephone the Health Aide or Principal so other students who have been exposed to the disease can be alerted. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious.

This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. For those diseases indicated by an asterisk (*) below, the restriction may be removed by a school nurse. For head lice, indicated by a double asterisk (**) below, the restriction may be removed after the parent / guardian provides a signed statement that a recognized treatment has been initiated. These diseases include chicken pox*, diphtheria, measles, meningitis, mumps*, lice infestations**, whooping cough, plague, rubella,

scabies*, staph infections*, strep infections* and tuberculosis. Parents / guardians with questions should contact the school Health Aide.

Campus Life - Associated Student Body (ASB) Activities

We are all Colts. As part of our caring community, students work together to develop a welcoming, vibrant community where all students belong. We are proud to be Colts.

Enrolled students of Thurston High School are members of the ASB of Thurston High School. The Thurston Student Body elects the following officers annually: Associated Student Body President, Vice President, Finance Director, Assemblies Director, and Communications Director. In addition, each grade level elects a class President and Vice President. Each homeroom selects a representative to participate in quarterly Student Council meetings.

Elected ASB officers are stewards of our campus climate and work together to organize assemblies, activities, and school dances. ASB officers are responsible for the distribution of ASB funds for the purpose of enhancing students' campus experience. ASB officers authorize the creation of new student groups.

Clubs/Affinity Groups

Thurston High School offers a variety of clubs and affinity groups for students. All student clubs are established by students and require a faculty advisor. Students interested in forming new clubs can pick up a packet in the Main Office. Packets are submitted to the Bookkeeper and are voted on by ASB.

- Current general interest clubs include: Be the Light Bible Study, Environmental Club, Magic the Gathering, Trial by Ice Dungeons and Dragons Club
- Current clubs associated with an academic or career technical education pathway: HOSA, Marching Band, Robotics, SkillsUSA, Thespians, Well Water Testing Team.
- Current student-led affinity and advocacy groups include: 5 Powers, Student VOICE, Asian Student Union (AAPISU), Black Student Union (BSU), Gender-Sexuality Alliance (GSA), Latino Student Union (LSU), Native American Student Union (NASU), and Women's Empowerment.

Representing Thurston High School

When you become involved in athletics, performing arts, ASB, club offices, publications, yearbook, video news, etc., you are not only representing yourself, but, in fact, 1200+ other individuals and our community. Therefore, any person involved in any act that brings disgrace or reproach on Thurston High School and/or its Student Body, may be denied the privilege of holding an ASB or Class Officer position, or denied the privilege of in any way representing Thurston High School.

Students participating in athletics and/or activities must agree to follow the Springfield School District High School Student Activities Code as outlined in the Student Responsibilities and Rights Handbook. In addition to the consequences outlined therein, students need to be aware any violation of the athletic / activity code could result in the student being ineligible for any

Thurston High School Athlete / Activity Awards for the school year in which the violation occurred. Seniors who violate the code may not be eligible for any end-of-the-year outstanding senior athlete awards.

Posters And Other Publicity Material
Signs, banners, or posters that a student wishes to display must first be approved by the Principal. Signs, banners, or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action.

Fundraising
Student organizations, clubs, classes, athletic teams, outside organizations and/or parents / guardian groups may occasionally be permitted to conduct fundraising drives.

An application for permission to fundraise must be made to the Principal at least one month before the event. Fundraising packets can be found in the Main Office.

All funds raised or collected by school-approved student groups will be receipted, deposited, and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be used for the purpose of supporting the school's extracurriculars, clubs, or class activities. The Principal and ASB advisor are responsible for administering student activity funds. The associated student body executive council and financial director serve as the student government representative in administration of student activity funds.

Distribution Of Material By Students
All aspects of school-sponsored publications, including web pages, twitter, Instagram, Facebook, newspapers and/or yearbooks, are completely under the supervision of the faculty advisor and administration. Students may be required to submit such publications to the administration for prior approval. Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated, or distributed on district property by a student or a non-student without the approval of the administration.

Materials not under the editorial control of the District must be submitted to the Principal for review and approval prior to being distributed to students. Materials shall be reviewed based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, is biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials include advertising that is in conflict with public school laws, rules and/or Board Policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction or approval of the District.

If the material is not approved within 24 hours of the time that it was submitted, it must be considered denied. Denials may be appealed by submitting the materials to the High School Director; material not approved by the High School Director within three days are considered denied. This denial may be appealed to the Superintendent.

Assemblies
Assemblies are regarded as part of Thurston High School's comprehensive curriculum and are therefore required, unless non-participation is pre-approved. Students with a pre-scheduled appointment must make arrangements with the Attendance Secretary prior to the start of 1st period. Periodically, students will assemble in the gym or in the auditorium for an activity intended to be educational, inspirational, entertaining and / or to recognize accomplishments of students. In addition, the ASB Leadership, cheerleading squad, and student groups may conduct pep assemblies to support school spirit and Thurston High School's commitment to sportsmanship in extracurricular activities. At the assemblies, students are expected to be courteous and maintain a positive and respectful atmosphere. Students who behave in a distracting manner may be removed and be subject to disciplinary action.

Assembly Expectations:

1. Follow instructions in going to the gym or auditorium.
2. Be seated promptly and remain in your assigned area.
3. Be courteous to fellow classmates, teachers, and guests. Participate appropriately.
4. Be respectful when someone appears on the stage and during the program.
5. Remain in the assembly until dismissed. Depart in an orderly manner.
6. No food or drinks are allowed in the gymnasium or auditorium.

Dances
ASB hosts various dances and activities each year. Only Thurston students will be allowed to attend school dances. Guests are only allowed to attend formal dances - Homecoming and Prom. Tickets for dances are at a reduced cost to members of the Thurston Student Body with an ASB sticker on your Student ID card. Tickets are only sold to students who present a THS - Student ID card. Prom is a Junior/Senior activity. Freshmen and sophomores may attend by invitation only. The guest approval process must be followed as stated below.

Anyone who violates the code of conduct or fails to comply with a reasonable request from a chaperone will be asked to leave the dance and may be subject to police involvement.

School staff shall reserve the right to turn away or ask any student and/or guest to leave a dance based on safety considerations and/or the welfare of both the dance patrons and the faculty. Students and/or guests may be turned away from any school dance if they do not adhere to the school dress code. Students entering the dance may be subject to search or may be required to submit to a breathalyzer screening.

When attending a school dance, students may not leave the dance unless they are leaving permanently. Students will be asked to sign out when leaving before the end of the dance.

Guest Passes To School Formal Dances
The following conditions pertain to formal dances (where guest are allowed) and regular school dances (THS students only):

- All students wishing to bring a guest to a formal dance will be required to fill out a guest request form. These forms will be available in the Student Services Office prior to tickets going on sale. Upon approval of the request, students may pick up their guest pass in the Student Services Office. **No guest request forms will be accepted during the week of the dance.**
- Each Thurston High School student may bring one guest. Guests must present photo identification at the door. No guest will be admitted unless accompanied by their host.
- No guests below the grade of high school freshman or older than nineteen years of age will be allowed. There is no exception to this rule, so please do not ask for special consideration. In addition, the guest must be within three years of the age of the student inviting them.
- Administrative approval to attend a formal dance will not be given to anyone who has been trespassed from Springfield Public Schools district property within the last two years, suspended or expelled from any High School during the time the dance is held, or had significant discipline issues while attending their school.
- Administrative approval will not be given to an outside guest with an arrest record for distribution or possession of drugs or alcohol, violent acts, or any criminal offenses.
- The host of any guest behaving inappropriately is responsible for the behavior of the guest and may be subject to school discipline.

Campus Life - OSAA Athletics and Activities

One way students can get involved is by joining an OSAA sponsored activity or team.

Thurston High School currently has the following athletics teams: Fall - Cross-Country, Football, Soccer, Volleyball; Winter - Basketball, Stunt and Cheer, Swimming, Wrestling; Spring - Baseball, Boys Volleyball, Flag Football, Golf, Boys Lacrosse, Softball, Tennis, and Track and Field. Athletic registration occurs each month, prior to the beginning of each season. Information can be found on our athletics website or students can contact the Athletics Office.

We also participate in OSAA competitions in Band, Theater, and Orchestra.

Physicals
Students involved in athletics are required to have a physical exam every two (2) years. Entering 9th grade and transfer students should check with the Health Office or school nurse to assure that their records were transferred from the previous school.

If a student is injured while participating in school athletics / activities and sees a doctor, the student will be required to provide a written release from the doctor before the student will be allowed to rejoin that athletic or activity program for either practices or contests.

Athletics And Activities Code Of Conduct
Activity and Athletic Participants are defined as students in school-sponsored events that represent the school publicly or competitively with other schools.

To Be Eligible to participate you must:

- Read and Sign the Student Code of Conduct / Insurance Agreement
- Complete Physical (must be on file with the athletic office before participation in sports). All students, including transfer students need a physical on file before beginning practice. All physicals are good for two years
- Meet grade and credit requirements
- Meet attendance requirements
- Pay any applicable fees

Open Practice Policy

All of our athletic / activity practices are open to parents / guardians of students. The observation area for practice is dependent on the activity and space available. It is understood that parents / guardians will conduct themselves in an appropriate manner. Engagement of students and/or coaches during the practice times is prohibited. A communication process will be shared for access to coaches at times other than practice / competition.

Citizenship Expectations

A student participating in activities and athletics shall conduct themselves in a positive and appropriate manner. All rules and procedures in the Code of Conduct shall be followed. A student who violates the Code of Conduct risks loss of eligibility for participation in activities and athletics.

In addition to the school Code of Conduct, the admission of facts that constitute a criminal offense, or conviction of criminal offense, either felony or misdemeanor (excluding minor traffic violations), may result in suspension or exclusion from all activities / athletics participation.

Academic Requirements

To be scholastically eligible for extracurricular activities, a student must be making satisfactory progress towards completing graduation requirements, as determined by the school administration. The specific credit requirement for eligibility is defined in the Springfield School District Policy as passing 5 classes with a minimum of a 2.0 GPA.

Attendance Requirements

Students will be ineligible to compete in extracurricular activities programs if they are truant from school (80% or lower attendance) or are absent from school on the day of the activity unless prior arrangements have been made with the Principal or Athletic Director. For the purposes of athletics, excessive tardy will be considered an unexcused absence.

Equipment

Students will be personally responsible for all school equipment and property issued and will return the equipment or property on time and in good condition. Students are responsible to pay for lost, stolen, or damaged equipment / property at replacement cost. A student who fails to return and/or pay for lost, stolen, or damaged equipment will not be eligible to compete in any subsequent sport or activity until such time that payment or arrangements for payment have

been made with the appropriate building administrator. Should the agreed plan not be followed, the student will become ineligible to participate.

Satisfactory Progress Toward Graduation for Athletic / Activity Eligibility
The OSAA Delegate Assembly adopted changes to the minimum satisfactory progress requirements that all students need to meet.

Minimum Satisfactory Progress Requirements
Credit to Graduate: 24.0
Req. Prior to Year 2 - 4.5 Req. Prior to Year 3 - 10.0 Req. Prior to Year 4 - 17.0
All returning students who do not meet the Minimum Satisfactory Progress Requirements shown above need to be in, and complete, a credit recovery program in the summer in order to regain (or attempt to regain) their eligibility. Students who are not “on-track to graduate” may not be eligible to participate in the athletic/activities for the academic year.

Athletics & Activities – Substance Abuse Code Of Conduct
As student athletes, there are additional standards of conduct that apply beyond school based disciplinary action. The following guidelines have been established for athletes / participants before they may represent Springfield Public Schools #19 in athletics or activities. These procedures will be administered by the coach / athletic director in conjunction with building administration and in alignment with the student rights and responsibility procedures.

Rules are in effect upon a student’s initial enrollment in any district-sponsored activity or athletic program and stay in effect until the student graduates or transfers from Springfield Public Schools (24 hours per day, 7 days per week, 365 days per year). Consequences of this athletic / activity agreement will be cumulative during the student-athlete’s high school career.

The possession or use of tobacco, alcohol, or non-prescribed drugs is prohibited.
Student-athletes who find themselves in the company of a person(s) in possession of tobacco, alcohol, or non-prescribed drugs are expected to leave the company of those individuals.

Maintaining or being identified on an internet site (i.e. blog site, social media) which depicts illegal or inappropriate behavior and which may bring disruption to the educational process will be considered a violation of this code of conduct. This extends for the entire calendar year (24 hours per day, 7 days per week, 365 days per year).

Offenses are punishable if:
1. A staff member or the police find the student-athlete under the influence of, or in possession of tobacco, drugs, or alcohol
2. A parent or legal guardian reports the student to a staff member
3. The student-athlete admits the offense to a staff member
4. Student-athlete is seen in possession of tobacco, drugs, or alcohol via social media

Offenses are not punishable if:

1. The student-athlete is merely suspected of an offense via social media. When conducting investigations, however, building administrative staff may use social media pictures and or posts.
2. The student-athlete is rumored to have been in possession of, or under the influence of tobacco, drugs, or alcohol.
3. Student voluntarily requests assistance from a school official for a substance abuse problem prior to disciplinary action, the penalty for the first offense shall be waived provided that an agreed plan of remediation is implemented. There must be no repeated substance abuse violation within a 36-month period; otherwise the regular substance abuse penalties will be in effect.

Students in violation of this rule, whether or not the violation is at a school-sponsored activity, will be subject to the following consequences for athletic / activity participation:

First Offense – Suspended from participation in all extra-curricular activity programs (not to include practice sessions) according to the following number of contests, activities, or events

Fall Sports
Cross Country - 2 contests
Cheer (Fall Season) - 2 performances / contests / competitions
Football - 2 contests
Soccer - 4 contests
Volleyball - 4 contests

Winter Sports
Basketball - 4 contests
Cheer - (Winter Season) - 4 performances / contests / competitions
Swimming - 2 contests
Wrestling - 3 contests

Spring Sports
Baseball - 6 contests
Boy's Volleyball - 4 contests
Flag Football - 2 contests
Golf - 2 contests
Boy's Lacrosse - 4 contests
Softball - 6 contests
Tennis - 4 contests
Track and Field - 2 contest

Other OSAA Activities
Clubs / Class Officers and ASB Officers - two weeks after disciplinary suspension
Drama - 2 performances
Marching Band - 1 performance
Pep Band - 2 performances

The suspension must begin immediately following the offense. Should the violation occur at or near the end of an activity season, any unserved portion of the penalty will carry over to the next extracurricular activity.

Each Subsequent Offense – Suspension from participation in all extracurricular activity programs for the remainder of the school year will occur with any subsequent offense. Before the suspension is implemented, the Coach or activity Advisor must notify the building Principal or designee. It is the responsibility of the administrator or designee to conference with the student and parents / guardians. A written record of the conference stating the infraction and the suspension must be maintained.

Student Services

The Student Services Office is located in the Main Courtyard and connects to the Health Office and Athletics Department. Our Administrators, Dean of Students, School Resource Officer, and Attendance Assistant work from this area. Sometimes called the student main office, students can access a number of helpful resources and services through our Student Services Secretary.

Telephone
Student Services maintains a student phone that students may use during passing time or break periods, or during class time with staff permission, to contact their parent / guardian during the school day.

Messages
Students may receive messages from a parent(s) / guardian(s). Parent(s) / guardian(s) may contact their child during the school day by telephoning the Student Service Office (541-744-5027), identifying themselves, and requesting an important message be delivered to the student's classroom.

Lockers
Lockers are for the convenience of students and for the protection of student property. Lockers are optional and only issued at the student's request. To be assigned a locker, students may request a locker through Student Services or at the school registration "Rodeo."

Student discretion should be used in leaving valuables such as cameras, clothes, musical instruments, money, skateboards, etc., in a locker. The school is not responsible for lost or stolen items.

Lockers are never to be left 'set' or 'fixed' for quick opening. This practice not only deprives the student of the protection the locker is supposed to give, but it damages the lock mechanism. Students may be required to pay for repairing damaged lockers.

If your locker does not open or close properly, report to class for a hall pass, and then come to the Student Services Office for assistance. All lockers are cleaned during the summer and will be inspected during the school year. All articles left in the lockers at the end of the school year will be disposed of or donated.

Lockers are the property of Thurston High School, and periodic locker checks may be made throughout the school year. Student lockers may be opened as emergencies arise, or as matters necessitate. The District reserves the right to inspect all lockers. Lockers may be routinely inspected without prior notice to ensure no item prohibited on district premises is present, maintenance of proper sanitation, mechanical condition, safety and to reclaim district property including instructional materials. Lockers may be subject to canine detection search.

Skateboards / Scooters / Bicycles
Students may skateboard / scooter / bicycle to the school boundary and may bring skateboards / scooters / bicycles on campus for the purposes of storing the item during the school day. However, use of skateboards / scooters / bicycles is not permitted on any Springfield School District property under any circumstances. Students who violate this provision may have their skateboards / scooters / bicycles confiscated. Skateboards / scooters must be secured in lockers for the entire school day. Bicycles are to be parked in the bicycle parking area located next to the cafeteria and the vending machine area.

Vehicle Parking – Regulations / Expectations / Restrictions
Our goal is to maintain a safe and secure parking lot for students, staff and visiting community members. Everyone who drives on Thurston's campus has a role to play in ensuring a safe and secure campus. Consequently, Thurston High School students use and parking of motor vehicles on campus is a privilege, not a right. Students may bring cars and street legal motorcycles to school, as long as they abide by State laws and the school rules concerning the use of vehicles while on district property. In order to maintain a safe environment for everyone, students are responsible for all activity involving their vehicle while their vehicle is on school grounds. In addition, Springfield Public School District assumes no responsibility or liability for vehicle damage, theft, towing and storage fee, or usage on or around school property.

To park on campus, students must register their vehicle and be a student in good standing. All students registered to park will be assigned a designated parking lot. There is a $35.00 non-refundable registration fee each year that is used to maintain the THS parking and campus facilities. Parking spots will be assigned on a first come first served basis. A student will be assigned one (1) parking space. This space is for use by the registered students only.

Students may register a vehicle in May of the prior year, during school registration "Rodeo" or in the Main Office once school is in session. In order to register a vehicle, students must provide a valid driver's license and vehicle license plate number.

Upon being registered, the students are expected to park in their assigned parking lot and maintain a safe environment when driving and/or parking on campus. Student parking permits must be in clear view from the front driver's side window when automobiles are parked on campus. Students with vehicles in violation of any parking rules and regulations will be subject to possible school discipline, and are subject to being towed. The owner of the vehicle is responsible for all expenses resulting from the towing and storage of a vehicle.

Students have 24 hours after receiving a parking ticket to contact the Main Office (unless otherwise stated on ticket). Any questions or concerns regarding the ticket must be addressed within this time frame.

Some of the vehicle violations a student may be ticketed for:
1. Unsafe driving
2. No visible parking sticker displayed

3. Vehicle not registered ($35.00 Registration Fee)
4. Parked in a wrong parking space number
5. Parked in visitor parking
6. Blocking entrance to building or driveway
7. Improperly parked
8. Blocking access
9. Parked in handicap without permit
10. Parked in “No Parking” zone, parked yellow zone
11. Parked on grass/sidewalk/curb
12. Driving over grass/sidewalk/curb

Students with repeated violations may have their parking privileges temporarily suspended or revoked.

Lost And Found
Any articles found in the school or on district grounds should be turned in to Student Services. Unclaimed articles will be disposed of or donated at the end of each semester.

Loss or suspected theft of personal or district property should be reported to Student Services.

The District is not responsible for the loss of, or damage to, personal property.

Student ID Card / ASB Sticker
Every student must have a school issued identification (ID) card to verify they are a student of Thurston High School and must have it available at all times when on campus to show it to staff for security purposes. All students are issued a Student ID card at the time of registration “Rodeo” at no charge.

Students are expected to carry this ID card at all times, as it is needed for admission to all school functions, to purchase tickets, attend dances, as well as to check out library and text books, and district issued chromebooks. If a student loses their Student ID card, they may obtain a new one in Student Services for a replacement fee.

Student ASB Sticker
All students are encouraged to purchase an ASB sticker. Students participating in activities/athletics must have a current ASB sticker on their ID card.

The money assessed for membership in the Thurston High School Student Body is used to aid in supporting the programs of the school. As the holder of a student body membership card, students receive admission to all home varsity athletic events when seats are available for free or at a reduced cost. This does not include state-playoffs or theater productions.

Testing Center

Located through Student Services, students participating in academic testing, including make-up state testing, or Advanced Placement (AP) testing will report to the testing center.

Student Success Center

Located in the Counseling Office, students participating in academic coaching will report to the Student Success Center. This space may only be accessed by appointment with a Success Coach. Sign-in is required.

Health Services and Athletics Office

Accessed through Student Services, students who are ill, injured, taking medication, or returning forms related to athletic participation may report to the Health Room. If accessing during class time, a note is required. Sign-in is required.

Medication At School

All prescription medication must be brought to school by an adult, preferably the legal parent / guardian, and counted in the presence of that adult and a person on the school staff. The school will not be able to administer medication brought to school solely by the student. Medication will be checked in and kept in a locked cabinet in the Health Room. A permission form, available from the Health Aide, must be completed and signed by a parent / guardian.

Either a note from your physician or a new prescription bottle must verify changes in prescription medication. The school is not allowed to take orders over the telephone from either a parent / guardian or a physician. The physician may FAX any changes to the school at 541-744-5029.

If a dose of medication is missed that is usually given at home, the school is not allowed to administer that dose to your student at school. A parent / guardian may come to the school and administer the medication, or the parent / guardian may ask the student's physician to write a prescription order to allow the school to dispense medication in the morning.

Non-prescription medication means commercially prepared, non-alcohol-based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to eye, nose, and throat cough drops, cough suppressants, pain relievers, decongestants, antihistamines, topical antibiotics, anti-inflammatory, and antacids. A permission form including the student's name, the name of the medication, how it is to be administered (by mouth, etc.), dosage and frequency of administration must accompany the medication and the medication must come to school in the original container or packaging.

Parents / guardians are responsible for refilling the school's supply of medication. The school will notify the parent / guardian when the supply is getting low so the parent / guardian has time to refill the prescription. The pharmacist will be able to provide the parent / guardian with a bottle for home and one for school. If the order calls for medication to be cut in half or otherwise prepared in some manner, parents(s) / guardian(s) are expected to have the medication

properly prepared prior to bringing it to school. If the parent / guardian has questions or concerns, they may contact our school nurse or health aide.

Immunization Information
All students in Springfield Public Schools are required to meet the minimum requirements for immunization or to have the appropriate waiver on file.

Minimum requirements for complete immunization are as follows: (Preschool through 12th grade, after March 14, l982):

- Diphtheria/Tetanus/Pertussis - four (4) doses, unless the 4th dose was received prior to four (4) years of age, in which case a 5th dose is also required.
- Polio - 4 doses
- Varicella (Chicken Pox) – 1 dose, received after 12 months of age.
- Measles - 2 doses, received after 12 months of age.
- Rubella - 1 dose, received after 12 months of age. (Vaccine licensed in June, 1969 - only valid after this date.)
- Mumps - 1 dose, received after 12 months of age. (Vaccine licensed in December, 1967 - only valid after this date.)
- Hepatitis B - 3 doses, received after 12 months of age.

A primary and secondary review of records will be made during the first few months of school. Students with improper immunization information will be excluded with the proper notice. New students entering Thurston High School will turn in immunization information to the school nurse or health aide and fill out the proper forms.

College and Career Advising

College and Career Advising is provided directly by our school Counselors. College and career advising includes information and resources about colleges, current scholarship information, apprenticeship programs, jobs, and other vocational information.

Our Counselors conduct individual meetings with all seniors to review their post high school plans and to match them to current resources. Throughout the year, College and Career events are hosted in the THS Library and include college and military visits, information sessions and workshops on topics such as: Student Financial Aid and FAFSA, scholarships, resume building, and college applications. Students are encouraged to set up an appointment to meet with their Counselor at any grade level. All students are welcome!

Library Services

The Library is organized to assist students with research, school issued Chromebooks, and to provide reading material. The Library is designed as a study and quiet activity space. Students wanting to visit and talk should use the courtyards or the cafeteria. To protect Library materials, food and uncovered drinks are not allowed in the library. Textbooks, computers, reference and library books and activity tables are provided for student use.

Checkout – Technology
A current THS Student ID card (issued at registration “Rodeo”) is required for all checkouts from the Library.

It is the student’s responsibility to return all textbooks/calculators to the library or classroom on or before the last day of class. Lost, damaged, or stolen textbooks or calculators are the responsibility of the student. At the end of the school year, students with missing or damaged textbooks or calculators will be responsible for the replacement cost.

District Issued Chromebooks
Thurston High School staff embraces the potential of technology to facilitate lifelong learning and actively seek ways to integrate school based technology into high quality instruction. Students may be permitted to use the District’s computers for classroom and/or instructional needs, or to conduct research related to education consistent with the District’s mission or goals.

District issued Chromebooks are intended for use during school each day for academic purposes. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook.

Students are responsible for bringing their charged Chromebook to all classes. Charging stations are available in classrooms and in the Library. If students leave their Chromebook at home or the device is not charged, they are responsible for getting the course work completed as if they had their Chromebook present.

Charging Your Chromebook Battery
Chromebooks must be brought to school each day in a fully charged condition. Limited charging stations are available in each classroom and in the Library. These are available on a space available, first come, first served basis.

Loaner Chromebooks
If a student leaves their Chromebook at home, they will have the opportunity to use a Loaner Chromebook from the Library, if one is available. Students may check-in with the Librarian before school to check out a Chromebook to use for the day and return the Chromebook to the Library at the end of the same day. Loaner Chromebooks are not available for overnight checkout.

Chromebook Undergoing Repair
A Replacement Chromebook may be issued when students return their Chromebook for repair.

District Issued Chromebooks – Use Agreement
Outside of school hours, students may use their Chromebook for personal or academic use. The following policies, consistent with the federal Children’s Internet Protection Act, apply:

1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography or, with respect to the use of the computers by students, harmful to students.
2. The online activities of students are monitored.
3. Access by students to inappropriate matters on the Internet is denied.
4. Procedures are in place to help ensure the safety and security of students when using electronic mail, chat rooms, and other forms of direct electronic communications.
5. Unauthorized access, including so-called Hacking, and other unlawful activities by students online is prohibited.
6. Unauthorized disclosure, use and dissemination of personal information regarding students are prohibited.
7. Measures designed to restrict student access to materials harmful to students have been installed.

The District retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received, or contained in the District's information system are the District's properties and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the District's system are in compliance with Board Policy, Administrative Rules, and the law. School administrators may review user files and communications.

Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the District's system, individuals consent to have that use monitored by authorized district personnel. The District reserves the right to access and disclose, as appropriate, all information and data contained on district computers and on the district-owned e-mail system.

All students and staff members must have on file a signed copy of the acceptable use policy for computer use and Internet access. Students who violate Board Policy, administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including detention, suspension or revocation of district system access up to and including detention, permanent loss of privileges. Violations of law will be reported to law enforcement officials.

Academics

At Thurston High School, we pride ourselves on offering students challenging and well-rounded academic experiences that prepare students for a future of their choosing beyond high school.

Enrollment

Students have a right to enroll in their home high school based on their address or based on an approved transfer application. Transfer applications are processed directly by the District office.

Enrollment paperwork is submitted online through the online registration portal. Address verification documents are required for enrollment status to be activated. Enrollment is confirmed annually through the District verification process. Parents / guardians may contact the Registrar / Counseling Office for questions related to enrollment.

Transcript Evaluation
Transfer credits and attendance may be accepted or rejected at the discretion of the District consistent with Oregon Administrative Rules and established district policy, administrative regulation, and/or school rules.

Withdrawal Requirements
Students withdrawing from Thurston High School must request to withdraw from the Counseling Office. Students may be withdrawn for the following reasons:

1. Parent / guardian request (in person or in writing).
2. Confirmation of enrollment in an alternate academic program - confirmed via records requested by the receiving school.
3. Non-attendance (as defined by ORS 339.065).

Curriculum

Please see our Curriculum Guide for more information about the full academic offerings we offer here at Thurston High School.

Forecasting
Course selection is conducted annually in StudentVue. Students work in consultation with their Counselor and/or Case Manager to select courses appropriate to their plan and program of study. Students are encouraged to explore a diversity of elective pathways and attempt courses of rigor, such as College Now and Advanced Placement courses. Course schedules are made available each year during the campus Rodeo held prior to the start of the academic year.

Adding and Dropping Courses
Students are permitted to change their schedule within the first two weeks of the semester. A valid academic reason and administrative approval must be given before schedules will be altered. Students who drop a course after the 16th day of each semester without prior administrative approval will have an "F" recorded on their transcript. Any student wishing to change a class must have the appropriate add/drop form completed and signed before the change can take effect.

Curriculum Exemptions
Students may be excused from a state-required program or learning activity for reasons of religion, disability, or other reasons deemed appropriate by the District.

An alternate program or learning activity for credit may be provided. All such requests should be directed to the teacher and/or Principal by the parent / guardian in writing and include the reason for the request.

Online Learning
The District may grant credit for approved online courses offered by district-approved institutions such as online courses offered through a public charter school or for online courses offered by accredited high school institutions. Currently enrolled students must receive ***pre-approval*** to take an online course for credit. Students may receive credit for completion of approved online courses that meet district or state requirements and academic content standards at the discretion of the District.

Expanded Options
The Expanded Options Program (EOP) gives students the opportunity to pursue classes at Lane or the University of Oregon when a student has completed all available courses in an area of study at Thurston High School. Students must be able to transport themselves. Students will be notified of their eligibility by February 15th. A student may apply to, and be accepted by, a post-secondary institution through the EOP. If accepted and if a student wishes to take an eligible course through this program, a student must notify the District no later than May 15th of that year. The selected student will meet with their Counselor to establish goals and develop an educational learning plan. The District will cover the cost of tuition for the approved courses under this program. Additional information about the EOP may be found in Board Policy IGBHE - Expanded Options Program or accessed through the Counseling Office.

Cooperative Work Experience
This is an accredited work program for upperclassmen. You may receive more information from the Registrar regarding Cooperative Work Experience. All students planning to use work experience as credit for athletic eligibility must be registered in advance.

Credit Recovery
Students who have failed classes will have the opportunity to make up credits lost by attending night school, summer school, or online classes. Enrollment for make-up classes may be requested with a Counselor.

Credit For Proficiency
In addition to credit by completing classroom or equivalent work, a student may receive credit toward a diploma or a modified diploma by one or more of the following options, if the student demonstrates defined levels of proficiency or mastery of recognized standards, at the discretion of the District:

1. Classroom or equivalent work that meets Common Curriculum Goals and academic content standard required by OAR 581-022-2030;
2. Classroom or equivalent work;
3. Passing an appropriate exam;
4. Providing a collection of work or other assessment evidence; and/or
5. Providing documentation of prior learning experiences.

A student may not use credit by examination to regain eligibility to participate in extracurricular activities.

Teacher Assistants (TA) And Peer Tutors

At Thurston High School, 0.5 elective-credit can be earned as a Teacher Assistant (TA) or Peer-Tutor (see definitions below):

1. Teacher approval is required to serve as a TA or Peer-Tutor
2. Two (2) elective-credits, maximum, may be earned by any student as a TA or Peer-Tutor.

Schoolwide expectations help to define and value these credits, thereby valuing all elective courses. Regular attendance is required. All student aides will be graded on a Pass/No Pass basis. Students may be removed from the position, given no credit, and/or disciplined if they violate the regulations and ethics of the program.

Honors Diploma

Springfield Public Schools recognizes students who have demonstrated excellence and rigor in a focused area of study. All students must demonstrate a portfolio of academic work that exceeds the minimum requirements for high school diploma (27 credits), earning at least a 3.5 cumulative GPA, and one of the two pathways defined below:

Academic Honors	Pathway Honors
Successful completion of core subject advanced courses eligible for college credits*, earning at least 1.0 credits each in two different core disciplines. Must earn a letter grade.	Successful completion of 3 credits in a single, focused area of study** in a CTE pathway, Fine Arts, or Performing Arts. Must earn a letter grade.
Successful completion of at least 2.0 credits in the *same* World Language. Must earn a letter grade.	Successful completion of a capstone project, internship, or culminating experience as defined by the pathway.
Earn 4.0 credits each in Math, Social Science, Science and English. Must earn a letter grade.	

*For a complete course list, please reference the Honors Diploma section of the Curriculum Guide.

Student Evaluation / Grading

Springfield Public Schools utilizes equitable grading practices to ensure that a student's academic grade reflects their academic mastery of the course material. Absenteeism or conduct shall not be a sole criterion for the reduction of grades (OAR 581-21-022).

Formative / Summative

All Thurston High School courses include a combination of formative and summative assignments. Summative assessments will constitute no less than 80% of the overall course grade. By District policy, students are permitted to re-take summative assessments to demonstrate their learning. Formative assessments will constitute no more than 20% of the overall grade and may be re-submitted or accepted for credit at the teacher's discretion. Please see the course syllabus for the course policy on formative assessments.

Homework
Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning process, to aid in the mastery of skills, and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process. Homework may be included in the course grade and is typically a formative assignment.

Make Up Work
If students miss class work because of an absence, they will be provided an opportunity to make up their work for full credit. Formative assignments may be made up at the discretion of the classroom teacher. Please see the course syllabus for course specific policies.

Late Work
Students are encouraged to submit work on-time. However, we recognize that circumstances may arise that impede a student's ability to complete work on-time. In an effort to keep student grades a reflection of student learning, late work for summative assignments submitted by schoolwide late work deadlines will be accepted and graded without penalty. While teachers make every effort to grade in a timely manner, students who submit late work may experience a delay in grading. Formative assignments may be made up at the discretion of the classroom teacher. Please see the course syllabus for course specific policies. When students do not submit an assignment on time, teachers may require students to attend academic support and/or communicate with parents / guardians. Schoolwide late work deadlines are communicated on our building academic calendar. The late work deadline is the last B day of each month.

Retakes / Revisions
For summative assignments previously attempted by the schoolwide latework deadlines, students will have until the Friday before the end of the Quarter to revise/meet the standard.

Plagiarism (Copying/Cheating) / Uncited AI Use
Students are expected to put forth their best effort on tests and assignments. The definition of plagiarism is copying and claiming the thoughts or work of another as one's own. Plagiarism involves giving the impression that a person has thought, written, or produced something that

has, in fact, been borrowed from another. Plagiarism includes, but is not limited to, using or sharing prohibited study aides or other written materials on tests and assignments; sharing, collaborating, or communicating with others on tests or assignments, before or during tests or assignments, in violation of directions by the class instructor; using another's work without attribution; or using Chat GPT or other artificial intelligence (AI) generators without teacher permission and claiming the work as your own original work.

The circumstances relating to an allegation of plagiarism shall be assessed to determine if the following should apply:

1. Incidents of plagiarism referred to the school administration will result in parent / guardian notification.
2. Violation of the policy may result in discipline as deemed appropriate by the teacher and administration, based on the nature and seriousness of the offense.
    a. This may include the student having to complete the assignment at a time designated by staff and under direct supervision.
    b. The student may receive no credit for the assignment and must complete an alternate or replacement assignment to receive credit;
3. Repeated or multiple infractions could result in loss of class credit and/or suspension.

Progress Reports

Progress reports will be issued to students at the midpoint (or any time after) of each Semester. These reports carry an approximate grade average. Their primary purpose is to give the teacher's impression about the student's specific attitudes, academic progress, strengths or weaknesses, (scholastic or otherwise) and identify behaviors, which may be helpful or detrimental to the student's academic progress. It is possible for a student to be passing at the time of the progress report and not be passing at the end of the Semester grading period. Weekly grade cards are available in the Counseling and Student Services offices for students who need weekly monitoring of their grades or progress. Students and families are encouraged to check their grades regularly on StudentVue/ParentVue.

Unresolved Incompletes

On a report card if a teacher has indicated an "I" (Incomplete) as the class grade, the student will have two weeks from the end of the grading period to finish incomplete work and get the grade changed or it will revert to an F as the final grade. Exceptions would be if prior arrangements have been agreed upon between the student, teacher, parent / guardian, and administration.

Grades and Academic Progress

Grades consist of A, B, C, D and F. All F's will figure into the student's GPA. Non-graded courses including Work Experience, Office Assistants, Vocational Assistants, Teacher Assistants, Freshman Learning Team, and Peer Tutors will be given either a P (pass) or NP (no-pass). Exceptions to the above guidelines may be made with the consent of the teacher, parent / guardian, guidance counselor, and/or appropriate administrator.

Pass/No Pass
Students must apply for the PASS/NO PASS option through their Counselor before the end of the first ten weeks of each semester. Once approved, the option is in place and will not be rescinded. A "Pass" or "No Pass" will be recorded on the high school transcript - credit is awarded for a "Pass" grade only. Students may apply for "Pass/No Pass" for only one course per semester. A Pass/No Pass grade may have an effect on college entrance and placement as well as honors diploma eligibility.

Graduation Requirements

The Board establishes graduation requirements for the awarding of a high school diploma, a modified diploma, an extended diploma, and an alternative certificate, which meet or exceed state requirements. Additional information regarding graduation requirements are included in the Curriculum Guide and are published by the Oregon Department of Education.

Students will have onsite access to the appropriate resources to achieve a diploma, a modified diploma, an extended diploma, or an alternative certificate at each high school. The District provides age-appropriate and developmentally appropriate literacy instruction to all students until graduation.

Privacy of Students Receiving Special Education Services
The District will award to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program. When a student who has an IEP completes high school, the District will give the student an individualized summary of performance.

Early Graduation
We strongly encourage all students to complete four full academic years of high school - participating fully in student life and fully utilizing the career technical, certification, and college now / Advanced Placement credit opportunities available to Thurston High School students.

A student may satisfy graduation requirements in less than 8 semesters. The District may award a diploma to a student fulfilling graduation requirements in 7 semesters if consent is received by the student's parent / guardian, or by the student if they are 18 years of age or older or emancipated. Students may make this request with their Counselor. Early graduation applications are reviewed on a rolling basis and are submitted by the Counselor for consideration and administrator approval.

Modified / Extended Diplomas and Attendance Certificates
The District may not deny a student the opportunity to pursue a diploma with more stringent requirements than a modified diploma or an extended diploma for the sole reason the student has the documented history listed under the modified or extended diploma requirements.

The District may award a modified diploma or an extended diploma to a student only upon the written consent of a student who is emancipated or who has reached the age of 18 at the time the modified or extended diploma is awarded, or with the consent of the parent / guardian.

A student shall have the opportunity to satisfy the requirements for a modified diploma, an extended diploma, or an alternative certificate in the latter of 4 years after starting the ninth grade, or until the student reached the age of 21, if the student is entitled to a public education until the age of 21 under state or federal law.

A student may satisfy the requirements for a modified diploma, an extended diploma, or an alternative certificate in less than 4 years but not less than 3 years. To satisfy the requirements for a modified diploma, an extended diploma or an attendance certificate in less than 4 years, the student's parent / guardian or a student who is emancipated or has reached the age of 18, must provide written consent which clearly states the parent / guardian or student is waiving the fourth year and/or years until the student reaches the age of 21.

Free Appropriate Public Ed. / Full Instructional Minutes for Students with Disabilities
Eligible students with disabilities are entitled to a Free Appropriate Public Education (FAPE) until the age of 21, even if they have earned a modified diploma, an extended diploma, an alternative certificate, or completion of a General Education Development document. The continuance of services for students with disabilities for a modified diploma, an extended diploma, or an alternative certificate is contingent on the IEP team determining the student's continued eligibility and special education services are needed.

A student who received a modified diploma, an extended diploma, or an alternative certificate shall have access to instructional hours, hours of transition services, and hours of other services that are designed to meet the unique needs of the student, and when added together provide a total number of hours of instruction and services that equals at least the total number of instructional hours that is required to be provided to students who are attending a public high school.

Graduation Ceremony
A student in good standing who qualifies to receive or receives a standard diploma, modified diploma, an extended diploma, or an alternative certificate will have the option of participating in a high school graduation ceremony with the student's class.

Students who have not met the graduation requirements will not be permitted to take part in the school's graduation exercises. Additionally, students may be denied participation in graduation exercises for violation of Board Policies, Administrative Regulations, or school rules.

Student speeches may be permitted at the discretion of the District and shall be reviewed and approved in advance by the building Principal or designee.

Students shall wear only approved regalia for graduation ceremonies, as approved in advance by the building Principal or designee.

A student shall be allowed to wear a dress uniform issued to the student by a branch of the U.S. Armed Forces if the student:

Qualifies to receive a high school diploma, a modified diploma, an extended diploma or an attendance certificate; and
Has completed basic training for, and is an active member of, a branch of the U.S. Armed Forces.

Graduating students will be allowed to wear culturally significant regalia, including Native American items of cultural significance, in accordance with state law.

Athletics / OSAA Activity – Grade Cards Requirement

A student must be passing five classes in the current grading period and must have passed five classes, with a 2.0 grade point average, in the immediately preceding semester.

1. All students who are participating in extracurricular activities will have their academic progress checked by the activities' coach or advisor on the first Friday of every month of participation. Students who are not passing five full credit classes will be ineligible until proof of passing five classes is presented to the coach / advisor.
2. Students who passed five full credit classes in the preceding semester, but did not have a 2.0 GPA, will have to complete a weekly "Grade Card" and submit it to their advisor / coach every Friday. This card will determine the student's eligibility for the following week; students will only be eligible for participation when earning above a 2.0 GPA.

Code of Conduct and Discipline

Thurston High School reserves the right to operate a safe, orderly, and productive campus environment that allows us to achieve our mission of developing caring and brave graduates prepared for a future of their choosing.

Student Rights And Responsibilities

In the school environment, students maintain the following rights and responsibilities:

1. Civil rights - including the right to equal educational opportunity and freedom from discrimination, and the responsibility not to discriminate against others
2. The right to attend free public schools, and the responsibility to attend school regularly and observe school rules essential for permitting others to learn at school
3. The right to due process of law with respect to suspension, expulsion and decisions that the student believes injure his/her rights
4. The right to free inquiry and expression, and the responsibility to observe reasonable rules regarding these rights
5. The right to assemble, and the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others
6. The right to privacy, which includes privacy in respect to the student's education records

7. The right to know the behavior standards expected, and the responsibility to know the consequences of misbehavior.

Conduct Standards

The District has authority and control regarding students while the students are at school during the regular school day; at any school-related activity, regardless of time or location; and, while being transported in district-provided or approved transportation. This includes field trips, before and after school activities, and the transition to and from school. Students and parents / guardians are responsible for following the Springfield Public Schools District Student Responsibilities and Rights Handbook, which is available on-line or in the front office for all families each fall. The Handbook details the district policies that govern students at Thurston High School.

Students will be subject to discipline including detention, suspension, expulsion and/or referral to law enforcement officials for (but not limited to) the following:

1. **Disruption** of the learning environment.
2. **Defiance** and insubordination, such as disobeying directives from School District #19 personnel or school policies, rules and regulations.
3. **Damage** or destruction of District property.
4. **Gambling**
5. **Public displays of affection**
6. **Theft**
7. Violations of District **transportation** or school parking lot / driving safety rules.
8. **Violence** including assault, fighting, fighting words, or **threats** of harm to self or others, or **inciting** others to engage in acts of violence.
9. Any unauthorized **possession** and/or use of a **weapon** including loaded or unloaded firearm, knife, replica or any other instrument, device, material, or substance which is used, attempted to be used, or threatened to be used and is readily capable of causing death or physical injury; this includes explosive and incendiary devices.
10. Any possession, use, or distribution of **controlled substances** including tobacco, e-cigarettes, inhalants, alcohol, or unlawful drugs.
11. **Abusive language / profanity,** including being disrespectful or directing profanity, vulgar language, or obscene gestures toward students, guests, staff, or other school district employees.
12. **Dress code**
13. **Dishonesty** including **plagiarism**, cheating, and **forged** notes may result in detention or suspension from school, no credit for assignment, or possible loss of credit.
14. **Eloping** or **skipping**, including leaving class, school groups or school sponsored events without permission of the school official in charge.
15. Committing **extortion**, coercion or blackmail; that is obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
16. **Harassment** or hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected group.

17. Offensive conduct of a **sexual** nature, whether verbal or physical, or with the use of technology, including requests for sexual favors, or other intimidating sexual contact, directed toward another student or district employee.
18. Inappropriate use of **electronic devices**, **technology** or items that disrupt the safe and orderly operation of the school environment, including portable speakers, cellular telephones, smartwatches, laser lights (or similar devices), water guns, etc. including unauthorized recording.

Defiance / Insubordination
All certified and classified staff members have supervision duties at all times in all areas of the campus and at all school functions. Whether the staff member is known to students or not, students are expected to comply with any reasonable request made by any staff member. Failure of a student to comply with such a request may result in further escalation of disciplinary action, including detention or suspension. Failure by a student to give their proper name when requested by a Springfield School District employee may result in detention or suspension from school.

Discipline Process

Due Process
A student who violates the Student Code of Conduct shall be subject to disciplinary action. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

The District's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors and administrators; detention, suspension, expulsion; loss of driving/parking privileges and loss of right to apply for driving/parking privileges; loss of privileges, honors and awards; and, placement at an alternative education program.

Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion. In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol- and/or tobacco-related offenses or any other criminal act, they may also be referred to law enforcement officials. Violations of the District's weapons policy, as required by law, shall be reported to law enforcement.

Progressive Discipline – Teacher / Student Conference
We believe that the starting point for disciplinary action in many cases is an opportunity to clarify expectations for future behavior between the teacher and student. Students have an opportunity to request support or seek clarification on the expectations. This may be combined with parent / guardian communication, assignment of a local logical consequence (e.g. assigned seat change, staying for part of the passing period to complete a task or converse with the teacher), and/or documentation through a minor referral.

Progressive Discipline – Academic Recovery / Detention
A student may be assigned an academic recovery session or detained outside school hours on one or more days if the student violates the Student Code of Conduct. The detention would serve as an alternative to Suspension or In-School Suspension (ISS). Students who do not serve detention by the timeline given by the teacher or administrator may be subject to further discipline, including ISS or Suspension.

Progressive Discipline – Suspensions
A student may be suspended from school for up to, and including, 10 school days for willful violations of the Student Code of Conduct. The District may require a student to attend school during non-school hours as an alternative to suspension.

An opportunity for the student to present their view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision.

Every reasonable and prompt effort will be made to notify the parents / guardians of a suspended student. While under suspension, a student may not attend after-school activities and athletic events, be present on district property, nor participate in activities directed or sponsored by the District. Schoolwork missed by a student while on suspension may be made up upon the student's return to school. For example, a student will be allowed to make up final, mid-term, and unit examinations without academic penalty.

Progressive Discipline – Expulsions
A student may be expelled for severe or repeated violations of the Student Code of Conduct. No student may be expelled without a hearing unless the student's parent / guardian, or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing.

An expulsion shall not extend beyond one calendar year. The District will provide appropriate expulsion notification including expulsion hearing procedures, student, and parent / guardian rights and alternative education provisions as required by law.

Discipline Of Students With Disabilities
A student being served by an Individual Education Program (IEP) may be suspended for up to ten (10) school days in a school year to the same extent, and with the same notice as for students without disabilities.

If students with disabilities are removed for more than 10 consecutive school days, or the removal is for more than 10 cumulative school days, a manifestation determination meeting will be held within 10 school days. Relevant members of the IEP team, including the parent / guardian shall review all relevant information to determine:

- If the conduct was caused by or had a direct and substantial relationship to the student's disability, and/or
- If the conduct was the direct result of the District's failure to implement the IEP

If either of the two items are applicable to the student, the conduct shall be determined to be a manifestation of the child's disability. The IEP team shall conduct a Functional Behavioral Assessment, unless the District has already conducted such assessment prior to the behavior that resulted in a change of placement, and implement a Behavior Intervention Plan, or if the student already has a behavior plan, review and modify the Behavior Intervention Plan as necessary to address the behavior.

In any case the District shall return the student to the placement from which the student was removed unless the student is removed to a temporary interim alternative education setting due to drugs, weapons or serious bodily injury infractions or the parent / guardian and the District mutually agree to a change of placement.

A student may be removed from the current educational placement to an Appropriate Interim Alternative Educational Setting for the same amount of time that a student without a disability would be subject to discipline, but NOT for more than 45 school days for a drug or weapon violation, or if the student has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the state or district. This removal is a change of placement.

If a student is removed for a drug or weapon violation or for inflicting serious bodily injury, the District will: schedule an IEP meeting which will be convened in 10 school days; provide the parent / guardian with notice of disciplinary action for a suspension or expulsion and prior written notice of the decision to remove the student to an Interim Alternative Educational Setting. On the date the decision to take action is made – provide notice of procedural safeguards to the parent or guardian; provide, an appropriate Functional Behavioral Assessment, and Behavior Intervention services and modifications designed to address the behavior violation so it does not reoccur.

Within 10 school days, the District will convene an IEP meeting to: determine if the student's behavior is a manifestation of the student's disability; review the IEP and revise, as appropriate; determine the specific Interim Alternative Educational Setting, which will enable the student to continue to participate in the general curriculum and enable the student to progress toward achieving the goals in the student's IEP.

Whether the IEP team determines that the student's behavior is, or is not, a manifestation of the disability, the District may continue the student's placement in the Interim Alternative Educational Setting until the end of the 45-school day period. If the IEP team determines that the students' behavior is NOT a manifestation of the disability, the District may also proceed with disciplinary action applicable to students without disabilities.

Student Appeal Procedures
Students or parents / guardians of students have a method of appeal when, in the opinion of the student or parent / guardian, normal rights have been violated. The student and/or parent / guardian should first make every attempt to resolve the difficulty, misunderstanding, disagreement or alleged violation with the person or persons involved. (Example: If a student feels a lower grade was received than was deserved the student conference with the teacher.)

Attempts should be made to resolve the problem first directly with the teacher, coach, etc.

A parent / guardian may present an informal complaint to an administrator who has direct responsibility for the enforcement of the policy or rule in question within 10 days of the alleged violation, misinterpretation or misapplication. The administrator will investigate the complaint, convene a meeting of the parties to the complaint, if appropriate, and render a decision in the matter. The decision will be communicated to the parties to the complaint. If there is doubt regarding the appropriate administrator to contact or if the conduct of the administrator who would otherwise be contacted may be in question, contact may be made with the Principal.

If the dispute is not resolved informally, the complainant may provide the administrator with a written description of the alleged violation, misinterpretation, or misapplication within ten (10) workdays of the date the decision at the informal level is communicated. The administrator will notify their supervisor upon receipt of a written complaint, the administrator will provide the complainant or employee with a written response.

If the complainant or employee is not satisfied with the decision of the administrator, or if a timely response is not given, the complaint may be appealed to the High School Director. When presenting the complaint, the complainant or employee will include a written copy of the complaint, the administrator's decision, if any, and the reason for the appeal. The High School Director may conduct an investigation, which may include convening the parties to the claim. The High School Director will issue a written finding of fact and a written decision in the matter within 30 days of the date of the appeal.

Within ten (10) days of the decision of the High School Director, or if a timely response is not given, the complainant or employee may appeal to the Superintendent.

The District or employees will not retaliate against any complainant for exercising rights provided by the administrative procedure. Retaliation by a District employee against a complainant for exercising rights provided by this administrative procedure will result in appropriate disciplinary action.

Questioning
Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the Principal or designee will be present when possible. Parent / guardians are advised that in suspected child abuse cases, the Child and Family Services Division and/or law enforcement officials may exclude district personnel from

the investigation procedures and may prohibit district personnel from contacting parent or guardians.

Searches
District officials may search the student and their personal property when there is reasonable suspicion to believe a student is concealing evidence of an illegal act, or is in violation of the Student Code of Conduct or District policy. Illegal items (weapons, alcohol, unlawful drugs, etc.) or other possessions determined to be a threat to the safety or security of others, may be seized by district officials. Items that may be used to disrupt or interfere with the educational process may be temporarily removed from a student's possession or forfeited in accordance with law.

A general search of district facilities and properties including, but not limited to lockers, desks, or vehicles parked on district property, may occur at any time. Items belonging to the District, and items that are unlawful or are in violation of district policy may be seized. Students will be notified of any items seized as appropriate. Criminal charges may apply. Lockers and parking lots may be subject to canine detection search.

Drug and Alcohol Free School Events
All school events are drug and alcohol free events. At any event, students may be randomly breathalyzed upon entry or at any time if there is a reasonable suspicion of being under the influence. Refusal will result in denied entry or removal and additional school consequences.

Bullying / Harassment - Every Students Belong Process

Harassment is behavior perceived by the receiver as unwelcome and includes, but is not limited to: epithets, slurs, negative stereotyping, verbal or physical abuse, repeated remarks of a demeaning nature, implied or explicit threats, demeaning jokes, or stories/activities directed at the student.

OAR 581-022-2312 specifically prohibits the use or display of any symbols of hate, including at a minimum the noose, swastika, or confederate flag, on school grounds.

Harassment may occur on the basis of race, religion, gender, national origin, sexual orientation, disability, parental or marital status, or age. Harassment means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble students when such conduct has the purpose or effect of unreasonably interfering with a student’s performance or creating an intimidating or hostile learning environment; when submission to such conduct is made either explicitly or implicitly a term or condition of a student’s education or of a student’s participation in District programs or activities; and, or submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student.

Harassment is a violation of district policy and regulations and may also be a violation of criminal or other laws. Students whose behavior is found to be in violation of this policy will be subject to investigative procedures that may result in discipline, up to and including suspension

and expulsion. The District has the authority to report students in violation of this policy to law enforcement officials.

Retaliation against a student because that student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to discipline up to and including suspension and/or expulsion.

The school will promptly and reasonably investigate all allegations of harassment under Every Students Belong. Any student who has knowledge of, or feels they are a victim of, harassment should immediately report their concerns to an Assistant Principal or the Principal or a person in authority if the Principal is the subject of the complaint. Students filing a complaint will receive a response in writing when the complaint is received and the investigation is complete.

Sexual Harassment / Title IX

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in District programs or activities.
2. Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student.
3. Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.
4. Sexual harassment as set out above may include, but is not limited to, the following:
5. Verbal, written, or on-line messaging harassment or abuse.
6. Pressure for sexual activity.
7. Repeated remarks to a person with sexual or demeaning implications.
8. Unwelcome touching.
9. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

Sexual Harassment Complaint Process

A complaint regarding sexual harassment should be filed with an Assistant Principal or Principal. Sexual harassment includes unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature made by a member of the staff to a student or by a student to another student.

The Principal or designee will investigate the complaint and respond to the complainant by scheduling a conference within five (5) days. If this reply is not acceptable to the complainant, the student may file a formal complaint according to the steps listed below:

1. When a formal complaint is filed, a conference will be held with the complainant within five school days. A written response will be given to the complainant within 5 school days following the conference.

2. If the complainant is not satisfied with the decision of the Principal or designee, the complainant may submit a written appeal to the High School Director. The Director shall meet with all parties involved to discuss the complaint and will respond, in writing, to the complaint within 5 school days.
3. If the complainant is not satisfied with the decision of the High School Director, the complainant may submit a written appeal to the Superintendent / School Board. This appeal should be filed within five (5) school days of receipt of the superintendent's decision. The School Board shall consider the appeal at its next regularly scheduled board meeting. The School Board will reply to the complaint, in writing, within 5 school days.
4. If the complaint is not satisfactorily settled, an appeal may be made to the Regional Civil Rights Director, U.S. Department of Education, and Office for Civil Rights, Region X, and 915 2nd Ave., Room 3310

Referral to Law Enforcement

Vandalism / Graffiti
Any student who vandalizes, draws, or writes graffiti and/or who otherwise causes damage and/or destruction of school property will be subject to discipline and/or suspension, and will be required to **pay restitution**. Restitution includes custodial charge for clean-up and/or removal. The District assumes no responsibility or liability for loss or damage to vehicles, bicycles, or other conveyances.

Theft
Officials at Thurston High School make every attempt to make our school safe. However, theft does occasionally occur. Students who have had something stolen should report the incident immediately to the Student Services office. If we don't know about the theft, we aren't aware there is a problem and therefore can't help.

Students found guilty of theft will be subject to suspension from school, law enforcement may be notified, and the student will be required to make restitution for the stolen item(s). Springfield School District assumes no responsibility or liability for items lost or stolen. Valuables should be checked into Student Services or be left at home.

Fighting and Assaults
Fighting is unacceptable and not tolerated at Thurston High School. Students involved in inciting, fighting, or filming a fight will be subject to suspension from school and police involvement. Students having disagreements that they believe may lead to physical confrontation should report the situation to a staff member immediately to peacefully resolve the situation.

Weapons
No student will come onto the school premises with any firearm, explosive, weapon, illegal knife, or replica, unless pursuant to written regulations or written authorization of the District. The student will not interfere with normal activities, occupancy, or use of any building or portion of

the campus by exhibiting, using or threatening to exhibit or use any weapon or replica, of any kind.

Students are also prohibited from bringing to school or a school related activity any other weapons. This prohibition will not normally apply to school supplies such as pencils, compasses, and the like, unless they are used in a menacing or threatening manner.

Weapons include, but are not limited to: incendiary devices, including fireworks of any kind including lighters and matches, clubs or nightsticks, razors, metallic knuckles, chains, guns (includes any gun, including but not limited to, “disc” guns and guns, or paint guns/devices), knives of any size, including pocket-knives (including "look-alikes"), laser lights, any other object used in a way that threatens to inflict bodily injury on another person.

The possession or use of articles not generally considered weapons might be prohibited when, in the Principal or designee's judgment, a reasonable chance of danger exists to the student in possession, or to students, staff, or school property. Violations of the District’s weapons policy, as required by law, shall be reported to law enforcement.

Controlled Substances – Drugs, Alcohol And Tobacco
There is a tremendous waste of human potential because of drugs, chemicals, alcohol, and tobacco. Any “Look Alike” products (vapor pens) will be treated as though they are real. Therefore, no student, regardless of age shall possess, use, distribute, buy, sell or be under the influence of tobacco products, alcohol, or unlawful drugs while attending school or participating in school sponsored activities.

A violation of this will result in a penalty including disciplinary action and referral to law enforcement officials. Procedures outlined in the Student’s Responsibilities and Rights Handbook will be followed, which include confiscation and suspension from school. The school may also require a drug assessment and/or screening, and drug counseling as a condition of re-admittance to Thurston High School.

Gang Activity
The presence of members of gangs and gang activities on school property or at school sponsored activities that occur off campus is likely to cause a substantial disruption or material interference with school and school activities; therefore, such gangs and gang activity will not be tolerated on Springfield school property or at school sponsored activities (ORS 336.109).

A “gang” is defined as a group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographic territory, or the espousing of a destructive belief system that subsequently results in criminal activity (ORS 336.109 (2)).

No student at school or at a school activity shall: (a) wear, possess, use, display or transfer to another any clothing, jewelry, emblem, badge, symbol, sign or other object which is commonly

considered evidence of membership or affiliation in any gang; (b) commit any act, or use any speech, verbal or nonverbal (including hand-signs), showing membership in or affiliation with a gang; (c) use any speech or commit any act that furthers gangs or gang activity, including, but not limited to, soliciting others for memberships in any gangs or inciting other students to act with physical violence upon any other person.

Any student found to be guilty of violating this policy will be subject to discipline up to and including suspension and expulsion.

Campus Expectations

Closed Campus
Thurston High School is a closed campus for all Freshmen, which means 9th grade students are not to leave **at any time** during the regular school day without having first checked out through the Attendance Office. This includes passing periods, breaks, and lunch periods. For the purposes of a closed campus, leaving campus means exiting beyond the black security gates. Any student returning to campus after being off campus without permission may be subject to search.

Freshmen living within walking distance may be approved for an off grounds lunch PASS with a parent / guardian request. This pass is valid only if the student walks home for lunch.

Parking Lots – Loitering
Parking lots are off limits to students loitering during school hours including during break, homeroom, assembly periods, and lunch periods. In an effort to keep all students safe, students are not to loiter in and/or around vehicles.

Repeated violations of this policy may result in revocation of on campus parking privileges.

Dress And Grooming
We expect student dress and grooming to meet standards that ensure that the following conditions do not exist:

- Disruption or interference with the school environment;
- Threat to the health and/or safety of the student concerned or of other students.

When dress and grooming disrupt the learning environment it becomes a matter of school concern and school administrators may take appropriate action. Such action may include asking the student to change clothing, sending the student home, or counseling with the student and/or parent or guardian.

Dress Code

1. All private parts must be covered.
2. Clothing with illustrations, words, or phrases that have sexual innuendos; or are vulgar, obscene, or ridicule a particular person or group; or promote behavior violating school conduct standards are not allowed.

3. Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups. OAR 581-022-2312 specifically prohibits the display of swastika, noose, and confederate flag.
4. Clothing, hats, jewelry, and other adornments worn for the purpose of identifying gang membership or gang support are not allowed.
5. Clothing, hats, and other adornments (i.e.: buttons, necklaces, etc.) displaying weapons, drug or alcohol symbols, words or paraphernalia are not allowed.

This policy is in place whenever students are representing Thurston High School or are in attendance at school-sponsored events such as athletic games, dances, and performances.

Electronic Devices

Your student's academic and social success is important to us. To protect the learning environment and ensure all students are able to focus on the important academic and social learning occurring at school, cell phones and personal electronic devices must be off and stored away the full school day.

In accordance with Executive Order 25-09, students are prohibited from using personal electronic devices from 8:00 a.m. to 3:05 p.m. while on campus. Personal electronic devices are any portable device that is capable of a wireless connection, making and receiving calls or texts, or accessing the internet. This includes, but is not limited to, cell phones, smartwatches, wireless headphones/earbuds, tablets, laptops, or gaming devices. Personal electronic devices need to be powered off and stored securely in a zipped backpack, locker, or secured storage in the classroom. **They may not be stored on a students' person (i.e. not in a pocket).** The District is not responsible for the loss of, or damage to, personal property.

Students using an electronic device during the school day will face disciplinary action.

1. The first time a student violates this policy their device will be brought to Student Services to be picked up at the end of the student's day on campus and will be documented with a **minor referral**.
2. Future violations will require a parent / guardian to retrieve the personal electronic device and will be documented with a **major referral**.
3. Further violations will result in a **technology contract** that will require students to proactively secure their phone in Student Services each day.

THS staff requests that parents and students honor our desire to preserve the integrity of the learning environment and support our efforts to discourage the use of personal electronic devices that may disrupt the lesson, classmates, and the teacher.

Failure to comply with any of the above disciplinary actions will result in further disciplinary action for defiance and insubordination. Any suspected criminal activity involving electronic devices may be referred to law enforcement.

Student Services maintains a student phone that students may use during passing time or break periods, or during class time with staff permission, to contact their parent / guardian during the school day.

Parent / Guardian(s) who need to contact their child may email their student directly or by telephoning the Student Services Office (541-744-5027). If sending a message through Student Services, parents should identify themselves and request an important message be delivered to the student's classroom. Messages will be delivered in the first 10 minutes of the next class period.

Bus – Transportation Expectations
The State of Oregon has set regulations for riding buses. Violation of regulations or inappropriate student conduct may result in the loss of bus riding privileges. The drivers are in charge, and they expect complete cooperation from all students.

Students referred by the bus driver to an Assistant Principal will be subject to discipline or suspension from riding any school bus for a period of time.

Please note that students must comply with the Student Code of Conduct and bus safety procedures whether the student rides the bus in the morning or afternoon, students on field trips, students on athletic or extracurricular activities, or any other school-sponsored event.

State laws require the following guidelines for students riding on buses:

1. Students being transported are under the authority of the bus driver
2. Students may be assigned seats by the bus driver
3. Students shall be on time for the bus, both morning and afternoon
4. Students shall remain seated while bus is in motion
5. Students shall not extend their hands, arms or head through bus windows
6. Students shall converse in normal tones. Loud or vulgar language is prohibited
7. Students shall not open or close windows without the driver's permission
8. Students shall keep the bus clean and must refrain from damaging it
9. Students shall be courteous to the driver, to fellow pupils and to passers-by
10. Students will have written permission to leave the bus other than for home or school
11. Fighting, wrestling, or boisterous activity is prohibited on the bus
12. Students will use the emergency door only in case of emergency
13. Students will not bring firearms, weapons, or potentially hazardous material on the bus
14. Students will not bring animals, except approved assistance guide animals, on the bus
15. Pupils, who refuse to obey the directions of the driver or refuse to obey regulations, forfeit their rights to ride on the buses

Hall Passes / Out of Bounds
When a student leaves class to go anywhere in the building, they must have a hall pass issued by school personnel. A detention may be issued to a student without a hall pass.

It is important for students to use their passing time well and take care of business during their transition time between classes. In an effort to minimize the amount of disruption, passes will not be issued within the first or final 10 minutes of a class period.

Discipline – Classroom Tardy Referral Process
Being on time is a positive habit that supports our shared goal of students being prepared for life after high school. Tardiness negatively impacts the productive functioning of the classroom by disrupting the learning environment and interrupting instruction. For these reasons, students are expected to be on-time to class, every period, every day.

Tardy conduct infractions have been divided into two categories, major violations and minor violations. The following behavior referral process has been established to assist staff in disciplining student tardies:

1st offense - Talk with teacher
With the first offense, the staff member conferences with the student about being late to class and informs the student that subsequent violations will result in a parent / guardian contact by the teacher.

2nd offense - Parent / guardian contact
With a second offense, the staff member conferences with the student about being late to class, contacts parent(s) /guardian(s) and informs them that further violations will result in a referral.

3rd offense - Minor referral
With a third offense, the staff member conferences with the students about being late to class, completes a staff managed (minor) referral and assigns a teacher assigned consequence (e.g. detention, loss of classroom privileges).

4th offense - Major referral
4th and subsequent violations will result in major referrals to administration. Administration will contact the parent / guardian and assign consequences.

5th and over - Admin managed, parent meeting, behavior contract.

In addition to cumulative tardies in a specific course resulting in disciplinary action initiated by the classroom teacher as described above, more than three tardies in a week across all class periods will result in separate disciplinary action administered by the Dean of Students, including detention and/or an individual attendance contract.

Separately, students arriving more than 30 minutes late to a class will be marked excessively tardy and will be issued a major referral for Skipping by the Attendance Office.

Thank you for your interest in Thurston High School. Please feel free to call our Main Office for any additional information 541-744-5000.

“Thurston High School is a caring community dedicated to developing caring and brave graduates prepared for a future of their choosing.”