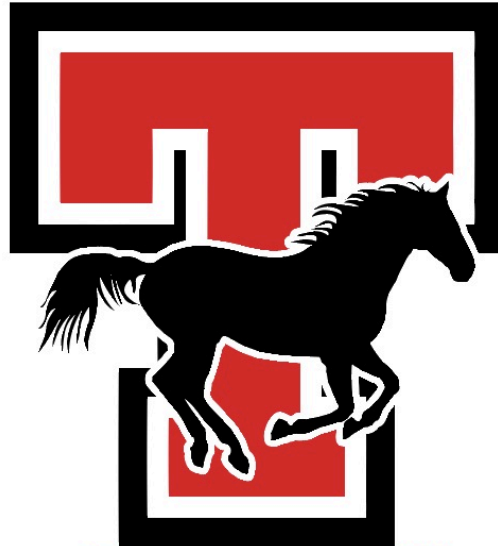


THURSTON



COLTS

STUDENT-PARENT
HANDBOOK



**THURSTON
HIGH SCHOOL**
333 58th St.
Springfield, OR 97478

STUDENT/PARENT HANDBOOK

Chad Towe

Principal

chad.towe@springfield.k12.or.us

Missy Cole

Assistant Principal

missy.cole@springfield.k12.or.us

Sun Saeteurn

Assistant Principal

sun.saeteurn@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:
www.thscoltspace.com

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 intellectual growth necessary for post-secondary success.

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

"Thurston High School is a caring community dedicated to preparing graduates for a successful future by educating, supporting, and inspiring all learners."

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.

Here are some helpful hints if you...

- **are absent:** Have your parent call the Attendance/Student Services Hotline at 541-744-5027 within 24 hours of your absence. They should state your ID number, the reason for and date(s) of the absence.
- **need to leave early:** Have parent send a note or have parent call the Student Services office.
- **want to purchase an ASB Sticker, parking pass or pay class lab fees:** Contact the Bookkeeper , in the Student Services Office before or after school, during lunch or between classes.
- **not feeling well:** Have your teacher sign a hall pass and report to the health office.
- **need to see your Counselor:** Contact the Counseling Office to set up an appointment with your Counselor.
- **need permission to go to your car:** Check out through the Student Services office.
- **need a transcript or/are withdrawing from school:** Contact the Counseling office.
- **want college or career information:** Contact Mrs. Urness in the College and Career Center.
- **have lost clothing or books:** Check the lost and found which is located in Student Services.
- **had an item stolen:** Contact the Dean of Students or Campus Supervisor, then information will be given to our School Resource Officer.
- **have a locker problem:** Contact a Secretary in the Student Services Office.
- **have issues regarding Drugs/Alcohol:** Contact your Counselor.
- **wish to participate in athletics:** Contact the Athletic Secretary for appropriate paper work and eligibility requirements.
- **need homework during an extended absence:** Contact Student Services.
- **need help with an assignment :** Go to the new tutoring center for help.

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PEOPLE HERE TO HELP -

ADMINISTRATIVE STAFF

• Dr. Chad Towe	Principal	744-5000
• Ms. Missy Cole	Assistant Principal	744-5028
• Mr. Sun Saeteurn	Assistant Principal	744-5030
• Mr. Jared Taylor	Dean of Students	988-5357
• Mr. Justin Starck	Athletic Director	744-5194
• Mr. Darin Vetter	Campus Resource Officer	744-5178
• Ms. Sherry Moore	Office Manager	744-5135

COUNSELING STAFF

• Ms. Damaris Rivera-Carlson	Counselor (A-E)	744-5155
• Ms. Jeannie Evans	Counselor (F-L)	744-5158
• Ms. Rebecca Macemon	Counselor (M-R)	744-5192
• Ms. Amy Stranieri	Counselor (S-Z)	744-5193
• Ms. Sharon Plueard	Admin. Secretary/Registrar	744-5161
• Ms. Sharon Morris	Admin. Secretary, Counseling Ctr.	744-5156

CAREER CENTER

• Ms. Linda Urness	College and Career Coordinator	744-5157
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OFFICE PERSONNEL

• Ms. Ann Letourneau	Secretary, Main Office	744-5000
• Ms. Heather Murray	Bookkeeper, Main Office	744-5023
• Ms. Brenda James	Admin. Secretary, Attendance	744-5048
• Ms. Mary Ann Hall	Secretary, Attendance Office	744-5027
• Ms. Lisa Minium	Health & Clerical Asst. Attendance	744-5049
• Ms. Sheila Roberts	Clerical Assistant, Print Shop	744-5195
• Mr. Chris Carlson	Attendance/Campus Supervisor	744-5021

2015-16 ASB LEADERSHIP

Advisor	Jennifer Rogers
ASB President	Blake McKay
ASB Vice-President	Kathryn Glazener
Financial Director	Nick Romig
Activities & Publicity Director	Eryn Reeder
Assemblies	Kendall Minium
Senior Class President	Logan Marsh
Senior Vice-President	Sarah Keefauver
Senior Vice- President	Paige Davis
Junior Class President	Chase Stickler
Junior Vice-President	Sofia Stranieri
Junior Vice-President	Darian DeMarce
Sophomore Class President	Solace Lolkiss
Sophomore Vice-President	Cole Miller
Sophomore Vice-President	Evyn Malone
Frosh Class Officers	To Be Elected
Student Representatives	To be selected at a later date

2015-2016 SPECIAL CALENDAR DATES

First Day of Classes for Freshmen Only	September 9
First Day of Classes for All other Grades	September 10
Early Release/Collaboration Day	September 18
Early Release/Collaboration Day	October 2
State In-Service Day – No School	October 9
Early Release/Collaboration Day.....	October 23
Parent Conference/ Grading Day	November 5 & 6
Veterans Day - Holiday - No School	November 11
Early Release/Collaboration Day.....	November 20
Thanksgiving Holiday	November 26 & 27
Early Release/Collaboration Day.....	December 11
Winter Vacation	December 21–31
New Year’s Day - Holiday - No School	January 1
Early Release/Collaboration Day.....	January 8
Martin L. King Holiday/Non-Contract Day - No School	January 18
Early Release/Collaboration Day.....	January 22
Parent Contact /Grading Day	January 28 & 29
Early Release/Collaboration Day.....	February 5
President’s Day – Non-Contract-No School	February 15
Early Release/Collaboration Day.....	February 19
Early Release/Collaboration Day.....	March 4
Act Test Day.....	March 15
Early Release/Collaboration Day.....	March 18
Spring Vacation	March 21-25
Early Release/Collaboration Day.....	April 1
Grading Day/ End of Third Qtr	April 15
Early Release/Collaboration Day.....	May 6
Early Release/Collaboration Day.....	May 20
Memorial Day - No School	May 30
Graduation Day	June 11
Last Day of School	June 16
Grading Day	June 17

BASIC STUDENT RESPONSIBILITIES

Students at Thurston High School are expected to:

1. Attend class regularly and be on time.
2. Respect Diversity and treat everyone with kindness.
3. Make an honest effort and participate in class.
4. Be prepared to learn.
5. Hand in assignments on time.
6. Abide by the academic and behavioral expectations.
7. Achieve academic excellence.
8. And most important of all...

LEARN and HAVE FUN!

ABSENCE - ACADEMIC SUCCESS AND ATTENDANCE

There is a direct correlation 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, the break in continuity of learning that devastates a student's ability to progress when they return.

If students miss class work because of an excused absence, they will be provided an opportunity to make up their work in a reasonable time for full credit. If students miss class because of an unexcused absence, the teacher will give the student the opportunity to access the content covered but may reduce the grade or award no grade for work assigned during the unexcused absence. Class participation related to course objectives may be used as a reasonable portion of the criteria in determining grades. Please review the syllabus provided by each teacher for details.

ABSENCE - ACTIVITY/SCHOOL RELATED

Activity absences or school-related absences are treated as an extension of the school curriculum and are excused. **However, it is the student's responsibility to make up any work missed.** Please review the class syllabus for details.

ABSENCE - ATHLETIC/ ACTIVITIES ATTENDANCE REQUIREMENT

To be academically eligible for extra-curricular activities, a student must be making satisfactory progress towards completing graduation requirements as determined by the school administration. **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.**

- A. All extra-curricular grades will be 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.
- B. 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 "Friday 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.

A student will be ineligible to compete/perform in extra-curricular activity if he/she has an unexcused absence from any class, including academic recovery, during any part of the day of the activity/contest. Irregular attendance and/or truancy on days without scheduled activities/contests may result in suspension from the extra-curricular activity.

ABSENCE - CHECK IN

If a student is arriving late to school or returning from an appointment, he/she must check in with the Attendance Office. If a student is returning after previously checking out, he/she must have an admit slip from the attendance office for admittance into class.

ABSENCE - CHECK 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. 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 Attendance Office whenever leaving campus early. Attendance is important, so we ask appointments be made after school hours if possible.

ABSENCE – EXCUSED/UNEXCUSED

By law (ORS 399-065) schools can only accept an excuse for the following reasons: illness (includes medical appointments), illness of a family member, an emergency or bereavement. Thurston High School also may excuse pre-arranged absences.

ABSENCE - IMPORTANCE OF EXCUSING

Students have the right AND the responsibility to make up missed work in the case of an **excused absence**. Excused absences fall under the following categories: illness (including medical appointments- confirmation of such appointments required), family emergencies, bereavement, pre-approved and pre-arranged leave, and participation in a school sponsored activity, and administrative action. **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, unexcused absences may result in a reduced assignment grade or no grade, and may result in disciplinary action. Teachers will verify the status of an absence using the student information system and will allow make up work as outlined in the classroom syllabus. Please review the class syllabus for details.

ABSENCE- HOMEWORK

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, 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. **It is the responsibility of the student to make arrangements with the teacher (s) to complete the make-up work/homework missed while absent in a reasonable amount of time.**

ABSENCE – LATE/TARDY

Students late to school need to sign in at the Attendance Office prior to going to class. **Students arriving up to 10 minutes late will be considered tardy. It is the student's responsibility to confirm they are marked tardy rather than absent if they arrive within the allotted 10 minutes and attendance has been taken.**

Thurston High will accept three tardies per trimester without penalty. Teachers may have their own tardy policy that may include, but not be limited, to loss of points, or detentions. Please review the class syllabus for details.

ABSENCE - MEDICAL / DENTAL APPOINTMENTS

Medical and Dental appointments are considered an excused absence. Students may be required to bring a note from the physician's or dental office verifying each appointment.

ABSENCE - PARENT NOTIFICATION PHONE SYSTEM

A parent or 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 a computerized calling machine that calls home whenever a student misses one or more classes during the day. These calls are made between 2 p.m. and 6 p.m. Requests can be made to have this number changed to a cell phone if desired. Parents are encouraged to follow up on their student's attendance by contacting the attendance office at 744-5027. There are options available to assist parents and students with attendance issues.

ABSENCE - PREARRANGED

If a parent knows a student will be missing school for three or more days, the parent should send a note to the attendance office prior to the absence. Upon approval, the student will receive a pre-arranged absence form allowing him/her to make up missed work.

ABSENCE – PROCESS FOR EXCUSING

When a student is absent, we ask a parent/ guardian call the school to excuse the absence or provide a note. If the parent 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 upon returning to school.** To excuse a full-day absence by phone, call the 24-hour attendance line at 744-5027 and include the following: Students name, date(s) of absence, reason, and your identity. When possible, call the attendance line before noon on the day of the absence

ABSENCE - REQUESTING MAKE-UP WORK

It is the students' responsibility to ask for make-up work when he/she has been absent. Parents should call the Attendance Office in advance to request make-up work if the student will be out of class more than two days. Homework requested prior to 1:00 pm can be picked in the Attendance Office after 2:30 pm the next day. Please call and verify work is available for pick up. The number to call is: 744-5027.

ABSENCE –TRUANCY

As provided in Oregon Revised Statute 339.030, 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 of 4 full-days in any four-week period may result in the issuance of a citation per ORS 163.577. According to ORS 153.018 the penalty for committing a violation may be a fine. The law creating a violation may impose other penalties in addition to a fine. The fine for such violation shall be a sentence to pay an amount not exceeding: \$600 for a class A violation, \$300 for a class B violation, \$150 for a class C violation and \$75 for a class D violation.

ACADEMIC RECOVERY (AR)

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 AR would serve as an alternative to suspension or In School Suspension (ISS). Students who do not serve an AR by the timeline given by the teacher or administrator will be subject to ISS or suspension.

ACTIVITIES EXPECTATIONS

When you become involved in athletics, drama, music, cheerleading, class offices, student body offices, club offices, publications, Cabaret, etc., you are not only representing yourself, but, in fact, 1400+ other individuals and our community. **Therefore, any person involved in any act that brings disgrace or reproach on Thurston High School and its Student Body, may be denied the privilege of holding an ASB or Class officer position or in any way represent 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 there, students need to be aware any violation of the athletic/ activity code will 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 will not be eligible for any end-of-the-year outstanding senior athlete awards.

ASSEMBLIES

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 Peer Group students 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 have disciplinary consequences.

Auditorium reminders for good assembly manners:

1. Follow instructions in going to the auditorium.
2. Be seated promptly and remain in your seats.
3. Be courteous to fellow classmates, teachers, and guests.
4. Be respectful and listen when someone appears on the stage and during the program
5. Sit in assigned areas as required.
6. Talking, whispering, or attracting attention is discouraged, please be respectful to your peers and/or guests!
7. Remain in the assembly until dismissed. Depart in an orderly manner.
8. No Food or drinks are allowed.

ATHLETIC PHYSICALS

Students involved in athletics are required to have a physical exam every two (2) years. Entering freshmen and transfer students should check with the 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:

1. Read and Sign the student Code of Conduct/Insurance Agreement.
2. Complete Physical. (Must be on file with the athletic office before participation in sports). **All students**, including **transfer** students need the physical on file before beginning practice. All physicals are good for two years.
3. Meet grade requirements.
4. Pay user fees.

Open Practice Policy

All of our athletic/activity practices are open to parents and 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 him/herself 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.

ATHLETICS AND ACTIVITIES CODE OF CONDUCT - continued

The admission of facts which 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. (Passing 5 classes and a minimum of a 2.0 GPA).

Attendance

Students may be ineligible to compete in extracurricular activities programs if they are truant from class or are absent from school on the day of the activity unless prior arrangements have been made with the head coach, advisor or appropriate administrative assistant. Irregular attendance may also result in suspension from the extracurricular activity. Students who are dismissed for disciplinary reason will be ineligible to participate in another sport/activity during the same season.

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 at that point.

Substance Abuse Rules

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 his/her high school career.

The possession or use of tobacco, alcohol or non-prescribed drugs is prohibited. Students in violation of this rule, whether or not the violation is at a school-sponsored activity, will be subject to the following consequences:

1. **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:

Football - 2 contests	Cheer - Fall Season - 2 performances/ contest/or competitions
Soccer - 4 contests	Cheer - Winter Season - 4 performances/ contest/or competitions
Volleyball - 4 contests	Drama - 2 performances
Cross Country - 2 contest	Marching Band - 1 performance
Basketball - 4 contest	Pep Band - 2 performances
Wrestling - 3 contest	Cabaret - 2 performances
Swimming - 2 contest	Golf - 2 contests
Track - 2 contests	
Tennis - 4 contests	

ATHLETICS AND ACTIVITIES CODE OF CONDUCT - continued

Softball - 6 contests	Clubs/Class Officers and ASB Officers -
Baseball - 6 contests	No participation for two weeks
Lacrosse – 4 contests	after returning to school from suspension.

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

Offenses are punishable if:

- A. A staff member or the police find the student/athlete under the influence of, or in possession of tobacco, drugs, or alcohol.
- B. A parent or legal guardian reports the student to a staff member.
- C. The student/athlete admits the offense to a staff member.
- D. Student/athlete is seen in possession of tobacco, drugs, or alcohol via social media.

Offenses are not punishable if:

- A. The student/athlete is merely suspected of an offense via social media. When conducting investigations, however, building administrative staff can use social media pictures and or posts.
- B. The student/athlete is rumored to have been in possession of, or under the influence of tobacco, drugs, or alcohol.
- C. Students who find themselves in the company of person(s) in possession of tobacco, alcohol, or non-prescribed drugs are expected to leave the company of individuals within a reasonable time frame.

If a 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.

- 2. **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 parent. A written record of the conference stating the infraction and the suspension must be maintained.

Note: 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.)**

ATHLETIC & ACTIVITIES – SATISFACTORY PROGRESS TOWARDS GRADUATION

The OSAA Delegate Assembly adopted changes to the minimum satisfactory progress requirements that all students need to meet beginning with the 2015-2016 school year.

New Minimum Satisfactory Progress Requirements (Effective August 1, 2015)

Credit to Grad.	24.0	25.0	26.0	27.0	28.0	29.0	30.0
Credits per year	6.0	6.0	6.5	6.5	7.0	7.0	7.5
Req. Prior to Yr. 2(75%)	4.5	4.5	4.5	5.0	5.0	5.0	5.5
Req. Prior to Yr. 3(85%)	10.0	10.5	11.0	11.0	11.5	12.0	12.5
Req. Prior to Yr. 4(95%)	17.0	17.5	18.5	19.0	19.5	20.5	21.0

ATHLETIC & ACTIVITIES – SATISFACTORY PROGRESS – continued

All returning students who do not meet the Minimum Satisfactory Progress Requirements show above need to be in and complete a credit recovery program this summer in order to regain (or attempt to regain) their eligibility. Students who are not "on track to graduate" are not eligible to participate in the 2015-2016 school year.

BUS – TRANSPORTATION EXPECTATIONS

The State has set regulations for riding the busses. Violation of regulations or inappropriate student conduct will result in the loss of bus riding privileges. The drivers are in charge, and they will 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 designated by the District Transportation Department. Students are not to leave campus once arriving even if school has not started, and are not to leave campus at anytime during the day.

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

CELL PHONES – See Electronic Devices

CHANGING AND DROPPING COURSES

Students are permitted to change their schedule within the first three 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 end of the **fourth week** 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 drop/add form completed and signed before the change can take effect.

CLOSED CAMPUS

Thurston High School is a closed campus for all Freshmen and Sophomores, which means students are not to leave at any time during the regular school day without having first checked out through the Attendance Office. Any student returning to campus after being off campus without permission may be subject to search upon returning to campus.

Exception: During their assigned lunch period, juniors and seniors may leave campus. Freshmen and Sophomores living within walking distance may be approved for an off grounds lunch PASS with a parent request. This pass is valid only if the student walks home for lunch. No underclassmen will be authorized to drive off campus or be in a vehicle off campus during lunch periods. They also will not be authorized to go to commercial food vendors (i.e.: Burger King, McDonalds, Taco Time).

CLUBS/TEAMS

Thurston High School offers a variety of clubs for students. Some of them are listed below: Anime, Bowling, DECA, Drama, Electric Car, Equestrian, FBLA, GSA, Honor Society, Key Club, Lacrosse, Multicultural, Spanish, VICA – Skills USA, Golf, and Tennis.

There are also athletic teams in Football, Cross-Country, Soccer, Volleyball, Basketball, Wrestling, Swimming, Track, Softball, and Baseball. Interested persons should contact the Leadership Advisor or the Athletic Director.

COMMUNICABLE DISEASES

Parents of a student with a communicable or contagious disease are asked to telephone the [school nurse/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 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 with questions should contact the school office.

COMPUTER USE

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.

For personal use, in addition to official district business consistent with Board Policy, the general use prohibitions/guideline/etiquette and other applicable provisions set forth in administrative regulation.

The district's electronic communications system meets the following federal Children's Internet Protection Act requirements:

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 on-line activities of students are monitored.

COMPUTER USE-continued

3. Access by students to inappropriate matter on the Internet and World Wide Web 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 on-line 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.
8. 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 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 and parents are reminded that inappropriate use of the Internet may result in suspension of up to five (5) school days.

Students who violate Board Policy, administrative regulation, including general system user prohibitions, shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges. Violations of law will be reported to law enforcement officials.

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. Students and parents 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. Theft
2. Disruption of the learning environment.
3. Damage or destruction of District property.
4. Damage or destruction of private property on District premises or during District activities.
5. Assault or threats of harm to self or others.

CONDUCT – STANDARDS - continued

6. Any unauthorized possession and/or use of a loaded or unloaded firearm, 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.
7. Any possession or use of tobacco, alcohol or unlawful drugs.
8. Violations of District transportation rules.
9. Plagiarism, cheating, and forged notes may result in suspension from school, not credit for assignment and possible loss of credit.
10. Leaving school groups or school sponsored events without permission of the school official in charge.
11. Being disrespectful or directing profanity, vulgar language or obscene gestures toward students, guests, staff, or other school district employees.
12. Insubordination, such as disobeying directives from School District # 19 personnel or school policies, rules and regulations.
13. 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.
14. Name-calling, ethnic or racial slurs or derogatory statements that maybe substantially disruptive in the school environment or incite violence;
15. Inappropriate physical or sexual contact disruptive to other students or school environment
16. Offensive conduct of a sexual nature, whether verbal or physical, which may include requests for sexual favors or other intimidating sexual contact, directed toward another student or district employee.
17. Persistent failure to comply with rules under the lawful directions of staff or District officials.
18. Possession of an electronic device, including iPods, cellular telephones, and laser lights (or similar devices).
19. Inappropriate use of technology; this will result in suspension and revocation of Internet use.

COOPERATIVE WORK EXPERIENCE

This is an accredited work program for seniors. You may receive more information from the career center 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 either summer school at the beginning of the summer, online classes or attending Summer/Night School at LCC make up classes may be obtained by talking with a counselor.

DANCES

Only Thurston students will be allowed to attend dances. Guests are only allowed to attend the two formal dances. Tickets for dances are at a reduced cost with an ASB sticker on your student body card. Tickets are only sold to students who present a THS ID card.

Please remember the following conditions pertain to the **two formal dances (where guest are allowed) and regular school dances (THS students only)**:

DANCES - continued

1. 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 several weeks prior to the tickets going on sale. Upon approval of the request, students may pick up their guest pass in the attendance office. **No guest request forms will be accepted during the week of the dance.**
2. Each Thurston High School student may bring one guest to Homecoming and Prom. Guests must present photo identification at the door. No guest will be admitted unless accompanied by his or her host.
3. No guests below the grade of high school freshman or older than twenty 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 him/her.
4. 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.
5. 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.
6. Students and/or guests may be turned away from any school dance if they do not adhere to school dress code (i.e. no gang affiliated colors, no sagging, no chains, and not attire that could be interpreted as gang related, disruptive in nature, or overly revealing).
7. 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. The host of the guest behaving inappropriately is responsible for the behavior of the guest and may be subject to school discipline. 8. School staff shall reserve the right to turn away or ask any student and/or guest to leave a dance based on safety consideration and/or the welfare of both the dance patrons and the faculty.
8. When attending a school dance, you may not leave the dance unless you are leaving permanently. You will be asked to sign out when leaving before the end of the dance.
9. Prom is a Junior/Senior activity. Freshmen and Sophomores may attend by invitation only. Guest approval process must be followed as stated above.

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 you or not, you are expected to comply with any reasonable request made by the staff member.

Failure of a student to comply with such a request may result in detention or suspension. Failure by a student to give his/her proper name when requested by a Springfield School District employee may result in suspension from school.

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 his/her 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 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 if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term and unit examinations without an academic penalty.

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 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 rights and alternative education provisions as required by law.

DISCIPLINE/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 privileges and loss of right to apply for driving privileges], loss of privileges, honors and awards and removal to 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, he/she 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.

DISCIPLINE OF DISABLED STUDENTS

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 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 shall review all relevant information to determine:

DISCIPLINE OF DISABLED STUDENTS- continued

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

If either of the two items is 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 the change of placement, and implement 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 an interim alternative education setting due to drugs, weapons or serious bodily injury infractions or the parent and the district agree to 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 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 safe guards to the parent. Provide, a appropriate a 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, that will enable the student to progress toward achieving the goals in the student's IEP.

Whether the IEP determines that the student's behavior is, or 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, in the same manner in which it would apply to student without disabilities.

DISPLAY OF AFFECTION

Excessive display of affection is unacceptable and may result in disciplinary action, including but not limited to, notification to parents.

DISTRIBUTION OF MATERIAL

All aspects of school-sponsored publications, including web pages, twitter, Facebook, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for 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 before 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 for approval of the district.

If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved materials to the Superintendent; material not approved by the Superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time.

DRESS AND GROOMING

Students' dress and grooming are the responsibility of the student and their parents. **When dress and grooming disrupt the learning process then it becomes a matter of school concern and school administrators will take appropriate action.** The reason for this THS policy is to build and reinforce work habits, stay focused on learning, and help differentiate school time with other time outside of school. This policy should also be followed when at school-sponsored events such as athletic games, dances and performances. If the policy is not followed, an administrator will take action. Such action may include asking the student to change clothing, sending the student home, or counseling with the student and/or parent.

Due to current fashion trends, we believe it is important to emphasize the following dress guidelines for our student that will be enforced during the school year so the focus remains on the educational process.

- Adequate coverage of the body is required. Bare midriffs, halter tops, strapless tops, spaghetti straps, low necklines, backless tops, tank top muscle shirts, or otherwise revealing tops, exposed underwear or skin, excessive sagging, holes or tears in pants or shorts, and short skirts or shorts are not allowed.
- Shorts, skirts and dresses must be at least mid-thigh in length (think fingertip length). No skin above the mid-thigh should be exposed.
- Clothing with illustrations, words, or phrases that have sexual innuendoes, or vulgar, obscene, ridicule a particular person or group, or promote behavior violating school conduct standards is not allowed.
- Clothing, hats, jewelry and other adornments worn for the purpose of identifying gang membership or gang support are not allowed.

DRESS AND GROOMING- continued

- Clothing, hats and other adornments (i.e.: buttons, necklaces, etc) displaying weapons, drug or alcohol symbols, words or paraphernalia are not allowed.
- Shorts, skirts and pants are allowed for classroom wear provided they are not provocative and not excessively tight.
- Sleeveless shirts are allowed provided they cover undergarments, chest and the midriff are not exposed.

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 suspension from school. The school may also require a drug assessment and/or screening as a condition of re-admittance to Thurston High School.

ELECTRONIC DEVICES – CELL PHONES, IPODS, GAMING DEVICES

We encourage students NOT to bring electronic devices (including cellular phones, gaming devices, iPods, etc.) to school. All too often students are distracted from their academic pursuits when they are engaged with electronic devices, and they disrupt the lesson, their classmates, and the teacher.

Therefore, the faculty of Thurston High School request that parents honor our desire to preserve the sanctity of the instructional moment and support our collective decision to discourage the use of electronic devices during any part of the instructional time and they are expected to be turned off and stored out of sight.

Parent/Guardians who need to contact their child may do so by telephoning the Student Service Office (744-5027), identifying them, and request an important message be delivered to the student’s classroom. This method is much less disruptive to the learning environment.

Students who use an electronic device during classroom instructional time without prior permission by staff and/or who use the device so that it causes a disruption to the educational process may be considered insubordinate. The staff may confiscate the device and take appropriate disciplinary action.

Additionally, electronic devices represent an attraction to thieves. We ask students not to possess electronic devices on campus; such items lost or stolen may not be investigated because of time restraints. **THS is not responsible for lost or stolen items.**

<u>Occurrence</u>	<u>Consequence</u>
First Offense -	Warning
Second Offense -	Confiscate device until the end of the period- Disciplinary action may follow.
Third Offense -	Confiscate device until the end of the day Disciplinary action may follow.
Fourth Offense -	Confiscate device until the end of the day and write referral – parent pickup
Fifth Offense -	Loss of Privilege to have at school - Disciplinary action may follow.

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 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.

EMERGENCY LOCK IN/LOCK DOWN PROCEDURE

In the event, an immediate threat to the safety of staff or students exists, it may be necessary to put the campus under lock-in (precautionary) and/or a lock-down.

- Teachers in classrooms will immediately lock classroom doors, turn off lights, and have students get to a protected area.
- Administrators and counselors will assist students in breezeways to get in to the nearest secure area.
- The teacher will take attendance and make a list of who is in his/her room.

The lock in/lockdown will remain in effect until given an all clear by the office. (Please Note: This procedure is subject to change)

EXPANDED OPTIONS

This program gives students the opportunity to pursue classes at Lane or the University of Oregon not offered at Thurston and is tied to the student's future plans. The student must be an upperclassman, (11th or 12th grade), have good grades and be able to transport themselves to and from the class. The district pays for tuition and institutional fees. The student is responsible for books and class fees. This is a dual credit program - credit will be awarded at both Thurston and the institution providing the course. Placement testing and advising sessions are required. See the counseling office for information and deadlines.

FEES

Some course fees will be assessed during the school year to cover the cost of consumable materials, such as wood in the woodworking classes, supplies in art classes and FACS classes, workbooks, etc. Materials, which are part of the basic educational program, are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits, including:

1. Club dues
2. Security deposits and rental fees
3. Class Fees - i.e.: Science, Metals, Trans Tech, Woods, FACS, Video
4. Material costs for a class project the student will keep in excess of minimum course requirements and at the option of the student
5. Personal physical education and athletic equipment and apparel
6. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.
7. Student accident insurance and insurance on school-owned instruments
8. Instrument rental and uniform maintenance
9. Student identification cards

FEES - continued

10. Fees for missing and / or damaged library and textbooks and school-owned equipment
11. Lock and locker deposits
12. Field trips considered optional to the district's regular school program.
13. Admission fees for certain extracurricular activities
14. Participation fees or a pay to play for involvement in activities
15. Parking Fees

Any required fee or deposit might be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal.

FIELD TRIPS

Field trips may be scheduled for educational, cultural, or other extracurricular purposes. All students are considered to be in school while participating in district-sponsored field trips. This means students are subject to the school's student conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor.

FIGHTING AND ASSAULTS

Fighting is completely unacceptable and not allowed at Thurston High School. Students involved in fighting 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.

FINES AND CHARGES

Lost and damaged property must be paid for at replacement or repair cost. When damage 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) become the students' responsibility. Payments of fines for any items lost or stolen are the students' responsibility.

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 are owed unless arrangements have been made with an administrator or designee.

FIRE DRILLS

Fire drills are an important part of our safety program at Thurston High School. They are held several times 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 the state law, and violators will be turned over to the city fire marshal. Also, students involved may be suspended and/or expelled for the balance of the term.

FLAG SALUTE

Students will be provided an opportunity to salute the United States flag during our national anthem or by reciting *The Pledge of Allegiance*. All students will be respectful of classmate's opportunity to honor the flag.

FUNDRAISING

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. **An application for permission must be made to the Activities Director at least [10] days before the event.**

FUNDRAISING -continued

All funds raised or collected by or for 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 expended for the purpose of supporting the school’s extracurricular activities program. The principal and activities director are responsible for administering student activity funds. The student body (executive council and financial director) serves as the student government representative in administration of student activity funds.

GAMBLING

Gambling in any form between students is prohibited and may result in disciplinary action being taken.

GRADE CLASSIFICATION

After the ninth grade, students are classified by grade level according to the number of units of credit earned toward graduation.

GRADES AND ACADEMIC PROGRESS

Grades consist of A, B, C, D and F. All F’s will figure into the student’s G.P.A. Work experience, student assistants, vocational assistants, teacher assistants, and Peer tutors will be non-graded and given either a P (pass) or NP (no-pass). Exceptions to the above guidelines may be made with the consent of the teacher, parent, guidance counselor, and appropriate administrator.

GRADUATION EXERCISES

Students who have not met the graduation requirements or are not within 1 credit of meeting 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.

GRADUATION REQUIREMENTS

The State of Oregon requires all students to complete a certain series of courses.

Subject	Credit Required
English/Language Arts	4.0
Math	3.0 Algebra 1 level or higher
Science	3.0 Scientific Inquiry (2.0 credit with lab experience)
US History	1.0
Global Studies	1.0
Government	.5
Economics	.5
Physical Education	1.0
Health	1.0
Fine Arts (Second Language, Arts, Career and Technical Education)	3.0

Electives (Credit in any content over the requirement.)	6.0
Total Credits	24.0
Essential Skills	
Read and Comprehend a Variety of Text	OREGON STATE ASSESSMENT/ PLAN/ACT/PSAT/SAT/ PERFORMANCE WORK
Write Clearly & Accurately	OREGON STATE ASSESSMENT/ PLAN/ACT/PSAT/SAT/ PERFORMANCE WORK
Apply Mathematics in a Variety of Settings	OREGON STATE ASSESSMENT/ PLAN/ACT/PSAT/SAT/ PERFORMANCE WORK
Personalized Learning	
Education Plan and Profile	Develop an education plan and build an education profile to guide learning toward a student's personal, career and post-high school goals through Naviance.
Career-Related Learning Experiences	Participate in experiences that connect classroom learning with real life experiences in the workplace, community and /or school relevant to student's education plan through Naviance.
Extended Application	Apply and extend knowledge and skills in new and complex situations related to the student's personal and career interests and post-high school goals through Naviance.

HALL PASSES

When a student leaves class to go anywhere in the building, he or she must have a hall pass signed by school personnel. A detention may be issued to a student without a hall pass.

HARASSMENT

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.

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:

- 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.
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student.
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

HARASSMENT-continued

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 expulsion.

The district will promptly and reasonably investigate allegation of harassment. Any student who has knowledge of or feels he/she is a victim of harassment should immediately report his/her concerns to the Dean of Students, Building Principal or designee or a person in authority if the principal or designee is the subject of the complaint.

HARASSMENT - SEXUAL

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature 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.
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student.
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Sexual harassment as set out above may include, but is not limited to, the following:

- Verbal or written harassment or abuse.
- Pressure for sexual activity.
- Repeated remarks to a person with sexual or demeaning implications;
- Unwelcome touching.
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

HARASSMENT – SEXUAL COMPLAINTS

A complaint regarding sexual harassment should be filed with the dean of students, 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 his/her designee will investigate the complaint and respond to the complainant by scheduling a conference within five days. If this reply is not acceptable to the complainant he/she may file a formal complaint according to the steps listed below.

- STEP 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 10 school days following the conference.

HARASSMENT – SEXUAL COMPLAINTS –continued

- STEP 2.** If the complainant is not satisfied with the decision of the principal/designee he/she may submit a written appeal to the superintendent. The superintendent shall meet with all parties involved to discuss the complaint and will respond, in writing, to the complaint within 10 school days.
- STEP 3.** If the complainant is not satisfied with the decision of the superintendent, he/she may submit a written appeal to the school board. This appeal should be filed within five 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 10 school days.
- STEP 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.

HOW TO REPORT A THREAT

- Tell a teacher, school counselor or administrator.
- Let your parent know what happened.
- If you're worried the person will find out you reported him/her and harm you, ask to have your contact be kept confidential. Ask your parents to call the school and report the incident for you.
- Report each threat you hear. Even if you've reported a student already, bring any continued threats to the school's attention.
- If you have any doubt about reporting something, remember that your small effort today may prevent you or your friends from getting hurt later.

IDENTIFICATION CARDS

All students are issued a free ID card at the time of registration at the expense of the Associated Student Body (ASB). **Students are expected to carry this ID card at all times**, as it is needed for admission to all school functions, to purchase tickets, dances, as well as, to check out library and text books. If a student loses their ID card, they may obtain a new one in the Library for a set fee. All students are encouraged to purchase an ASB sticker. As the holder of a student body membership card you will receive admission to all home activity events when seats are available for free or at a reduced cost. This does not include state playoff events.

IMMUNIZATION INFORMATION

Minimum requirements for complete immunization are as follows: (Preschool through 12th grade, after March 14, 1982):

- *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 and fill out the proper forms.

INCOMPLETES TO THE GRADE OF "F" ON REPORT CARD

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 agree upon between the student, teacher, parent and administration.

LIBRARY/CAREER CENTER/TUTORING CENTER

The Library is organized to assist students in their present endeavor of acquiring an education and to provide reading material for leisure hours. The Library is designed as a study room before school, during lunch, and after school. Students wanting to visit and talk should use the courtyards or the cafeteria. Textbooks, computers, reference, and library books are provided for student use. Damaged and lost books must be paid for at replacement or repair cost.

The Career Center contains information, and resources about colleges, current scholarship information, apprenticeship programs, jobs, and other vocational information. The center is located in the back right hand side of the Library.

The Tutoring Center is available on a daily basis for students who need additional subject help. The center located in the back left had side of the Library.

LOCKERS

Lockers are for the convenience of the students and for the protection of their property. To serve this purpose, lockers must be kept closed and locked at all times. 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.

- Student discretion should be used in leaving valuables such as cameras, clothes, musical instruments, money, skateboards, etc., in their locker. **The school cannot be responsible for lost or stolen items.**
- Graffiti and note writing on the inside and/or outside of a locker is not acceptable. Assigned locker partners are responsible for the locker appearance and 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 sent to Goodwill. Lockers are the property of Thurston High School, and periodic locker checks may be made throughout the school year. Lockers may be subject to canine detection search.

If a student chooses to have a locker in the locker bay where there is not a built in lock, the student will be required to pay a \$5 lock fine if the lock is lost, damaged or stolen.

Students are not to change assigned lockers and/or locker partners without prior approval by an assistant principal. Violators may be subject to disciplinary action or deprived of locker privileges. Lockers are optional and only issued at the student's request. 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.

LOST AND FOUND

Lost and found articles should be turned in as soon as possible to the Student Services Office. Each year many articles of clothing and other valuables are turned over to charitable organizations because the person(s) who lost them do not claim them.

Students who lose something should check in the Student Services office, the assistant principal's office, P.E. offices, and the health room. Check more than once, as the article may not be turned in immediately.

LUNCH REGULATIONS

All freshmen and sophomore students will be expected to eat lunch at school and remain on the school campus during the lunch period. During the lunch juniors and seniors may leave campus. Freshmen and sophomores living within walking distance may be approved for an off grounds lunch PASS with a parent request. This pass is valid only if the student walks home for lunch. No underclassmen will be authorized to drive off campus or be in a vehicle off campus during lunch. They also will not be authorized to go to commercial food vendors (i.e.: Burger King, McDonalds, Taco Time).

Reduced and free lunches are available to Thurston High School students meeting the federal guidelines. More information is available in the cafeteria, counseling or district nutrition service office.

Lunches may be brought to school, or they may be purchased from the coffee cart, or from the cafeteria plate line or short order lines. 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, in an assigned detention and/or an assigned cafeteria or campus clean up. Students refusing to serve assigned clean up or detention are subject to suspension from school.

MAIN OFFICE

The Main office is the place for visitors to check in. It is also open for students to make inquiries. However, the time available for students to conduct business is limited to before and after school, break time, passing time and lunch hour.

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 who do not want their student interviewed or photographed should complete the opt out form available in our counseling office and direct their student accordingly.

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.

MEDICATION AT SCHOOL

All prescription medication must be brought to school by an adult, preferably the legal guardian or parent and counted in the presence of that adult and a person on the school staff. We will not be able to administer medication brought to school 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 assistant, must be completed and signed by the parent or guardian.

MEDICATION AT SCHOOL-continued

Either a note from your physician or a new prescription bottle must verify changes in prescription medication. We are not allowed to take orders over the telephone from either the parent 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, we are no longer allowed to accept your call to give it to your student. You may come to school and administer the medication, or you may ask your physician to write an order to allow us to dispense medication in the morning.

Nonprescription 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 cough drops, cough suppressants, pain relievers, decongestants, antihistamines, topical antibiotics, anti-inflammatory, and antacids. A permission slip including the student's name, the name of the medication, how it is to be given (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 are responsible for refilling the school's supply of medication. We will notify you when the supply is getting low so you have time to refill the prescription. Ask the pharmacist to provide you 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 are expected to have the medication properly prepared before bringing it to school. If you have questions or concerns you may contact our school nurse.

MONEY/VALUABLES AT SCHOOL

Large sums of money or valuables (e.g. iPhones, iPods, gaming devices, etc.) should never be brought to school. Students should bring only enough money to buy their lunch or school related items. 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.

OFF SCHOOL GROUND REGULATIONS

All school policies and regulations apply that apply at Thurston High School, also apply to the THS and local area parking lots, Silke Field, away games and events, and at all school-sponsored activities.

PARENT NEWSLETTER

The Thurston High School Newsletter is electronic. It is available for reading on the school website.

PARKING LOTS - LOITERING

Parking lots are off limits to students during school hours **including activity periods and lunch periods.** Students are not to loiter in and/or around vehicles in an effort to protect the property of all.

PASS/NO PASS

Students must apply for the PASS/NO PASS option through their counselor before the end of the first six 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.

PLAGIARISM (COPYING/CHEATING)

The definition of plagiarism is the passing off of 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 results from: copying the work of another person, submitting the work of another person, or closely paraphrasing a piece of work without due acknowledgement.

Forged attendance notes also fall into this category. The circumstances relating to an allegation of plagiarism shall be assessed to determine if the following should apply:

- Incidents of plagiarism referred to the school administration will result in parent notification. The student will receive no credit for the assignment and may receive disciplinary action including suspension. Notes of the incident will be placed in the student's behavioral file.
- Multiple infractions could result in loss of class credit, further suspension and/or recommendation for expulsion.

POSTERS AND OTHER PUBLICITY MATERIAL

An administrator must approve any poster or public announcement posted on campus. Posters for non-school sponsored activities may not be placed on campus unless the activity director or an administrator has approved them. The election committee will post publicity rules for the class and student body campaigns. 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.

PROGRAM 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 alternative program or learning activity for credit may be provided. All such requests should be directed to the principal by the parent in writing and include the reason for the request.

PROGRESS REPORTS

Progress reports will be issued to students at the mid-point (or any time after) of each reporting period. 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 detrimental to progress. It is possible for a pupil to be passing at the time of the progress report and not be passing at the end of the grading period. Friday cards are available in the counseling, main and student service offices for students who need weekly monitoring of their grades or progress.

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. Parents are advised that in suspected child abuse cases, the Children's Services Division and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

RELEASE OF STUDENTS FROM SCHOOL

A student shall not be released from school at times other than regular dismissal hours except with the principal or designee's permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parent or as otherwise provided by law.

SEARCHES

District officials may search the student and his/her 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, and 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 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 or desks, 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 inappropriate. Criminal charges may apply. Lockers and parking lots may be subject to canine detection search.

SKATEBOARDS/ROLLERBLADES/SCOOTERS/BICYCLES

Students may roller blade/skateboard/scooter/bicycle to the school boundary and may bring skateboards/roller blades/scooters/bicycles on campus, but use of skateboards/roller blades/scooters/bicycles is not permitted on any Springfield School District property under any circumstances. Students who violate this provision may have their skateboards/roller blades/scooters/bicycles confiscated and may be considered insubordinate. Skateboards/rollerblades/scooters/bicycles 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.

STUDENT APPEAL PROCEDURES

Students or parents of students have a method of appeal when in the opinion of the student or parent normal rights have been violated. The student and/or parent 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, attempts should be made to resolve the problem first with the teacher). If this should fail, the order of appeal is:

1. A complainant may present an informal complaint to an administrator who has direct responsibility for the enforcement of the policy or rule in question within 90 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 District Personnel Office.

STUDENT APPEAL PROCEDURES- continued

2. 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 his or her supervisor upon receipt of a written complaint and immediately send a copy to the supervisor and the Personnel Office within thirty (30) workdays, the administrator will provide the citizen or employee with a written response.
3. 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 Superintendent. 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 Superintendent or designee may conduct an investigation, which may include convening the parties to the claim. The Superintendent or designee will issue written finding of fact and a written decision in the matter with 30 days of the date of the appeal.
4. Within ten (10) days of the decision of the superintendent or designee, or if a timely response is not given, the complainant or employee may appeal to the Board by providing written notice of appeal to the Superintendent. The Board will hold an informal hearing on the appeal. The hearing will take place in executive session unless all parties to the claim agree to the hearing being conducted in general session. The Board Chairperson or designee will conduct the session. There will be no right to cross-examination nor will the Board issue subpoenas. The burden of proof will be on the appealing complainant or employee to show cause why the Superintendent or designee's decision should not be upheld. All parties to the claim will have the right to representation at the hearing.
5. 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.

STUDENT ID. CARD AND 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 if needed for security purposes. Students must have a valid ID card to check out text and library books and to attend school functions.

Students participating in activities /athletics must have a current ASB sticker on their ID card. All students are encouraged to purchase a student body card sticker. The money assessed for membership in the Thurston High School Student Body is used to aid in supporting the programs of the school. A student body membership card admits you to all home activity events when seats are available for free or at a reduced cost. This does not include state playoff events.

STUDENT EDUCATION RECORDS

The information contained below shall serve as the district's annual notice to parents 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 parents of minor students who have a primary or home language other than English.

STUDENT EDUCATION RECORDS-continued

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 and eligible student notice and consent will comply with all state and federal laws. Personally identifiable information shall not be disclosed without parent 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 COUNSELING 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. Attendance;
11. Date of withdrawal from school;
12. Social security number;
13. 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.

STUDENT EVALUATION

The district shall develop policies to assure that a student's academic grade reflects his/her achievements. Absenteeism or conduct shall not be a sole criterion for the reduction of grades (OAR 581-21-022).

STUDENT RIGHTS AND RESPONSIBILITIES

Among these student rights and responsibilities are the following:

1. Civil rights - including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. The right to attend free public schools, the responsibility to attend school regularly and to 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, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, 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, the responsibility to know the consequences of misbehavior.

TEACHER ASSISTANTS (TA) AND PEER TUTORS

At THS, .5 elective-credit can be earned as a **Teacher Assistant (TA)** or **Peer-Tutor** (see definitions below).

- Individual teachers and office staff may select 2 students (maximum), per semester as TAs and/or Peer-Tutors. Special permission may be requested by teachers/staff requiring more than 2 students in 1 semester.
- One (1) TA or Peer-Tutor maximum can be enrolled per class period, unless special permission is requested.
- Two (2) elective-credits, maximum, can be earned by any student as a TA or Peer-Tutor.
- Encourage Peer-Tutor enrollment:
 - Students involved with Peer-Tutoring show higher academic achievement, improved relationships with peers, improved personal and social development, and increased motivation.
 - "Peer-Tutor Content Area" will be on transcripts.

Teacher's Assistant (TA):	Peer-Tutor:
1. Create models of high quality work	1. Create models of high quality work
2. Create displays that help students	2. Create displays that help students
3. Help students stay organized	3. Assist students with work
4. Run errands (check teacher's box, pick up copies)	4. Teach portions of the class
5. Get technology ready	5. Teach to small groups
6. Various administrative and/or secretarial tasks	6. Work one-on-one with students who need help
7. Take notes for absent students	7. Listen to students read (report if difficulties are heard)
8. Do homework/ read in your room	8. Help prepare lessons
9. Other tasks as assigned	9. Take notes for absent students
	10. Do homework/ read in your room
	11. Other tasks as assigned

School-wide expectations help to define and value these credits, thereby valuing all elective courses.

All student aides will be graded on a Pass/No Pass basis. Students may be removed from the position, given no credit, and disciplined if they violate the regulations and ethics of the program.

TELEPHONES

A student phone is located in the Student Services Office and may be used, if approved by the Office personnel.

Personal calls to students will be received in the Student Service office. Messages will be delivered to students only when the caller is the legal guardian, an employer, or when approved by a staff member.

THEFT

Officials at Thurston High School will make every attempt to make our school safe. Theft does occur, however. 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. Please help us help you.

Students found guilty of theft will be subject to suspension from school, and 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 in at the office, left with a teacher, remain with the student or be left at home.**

THS WEBSITE/FACEBOOK

Please refer to the THS website: thscoltsspace.com and the **Thurston High Facebook** account. Many events and activities are regularly posted on these communication websites. Additionally, daily activities will be posted on the daily announcement page. Athletic activities are also available by a link on the website and calendar pages.

VANDALISM/GRAFFITI

Any student who vandalizes, draws, or writes graffiti and/or who otherwise cause damage and/or destruction of school property may be suspended from school 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.**

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, the 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.**

Students must register their vehicle in order to park on campus and will be assigned a parking space. There is a \$30.00 non-refundable registration fee each year that is used to maintain the safety of the lot. Parking spots will be assigned on a first come first served basis. A student will be assigned one (1) parking space, which can be used for multiple cars. This space is for use by registered students and staff only. Head-in parking only, please.

Students may register a vehicle in May of the prior year, during school registration 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 Head-in Park in his/her assigned parking space and maintain a safe environment when driving and/or parking on campus. Student parking permits must be in clear view from the front drivers side window when automobiles are parked on campus. Vehicles in violation of any parking rules and regulations will be fined, 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 front office (unless stated on ticket). Any questions or concerns regarding the ticket must be addressed during this time.

Some of the vehicle violations a student may be ticketed for:

- Unsafe driving
- No visible parking sticker displayed
- Vehicle not registered (\$30.00 Registration Fee)
- Parked in a wrong parking space number

VEHICLE PARKING – continued

- Parked in visitor parking
- Blocking entrance to building or driveway
- Improperly parked
- Blocking access
- Parked in handicap without permit
- Parked in “No Parking” zone, parked yellow zone
- Parked on grass/sidewalk/curbing
- Driving over grass/sidewalk/curb

The consequences of each ticket are as follows:

1. Students will be given a **WARNING TICKET** explaining the infraction and asked to learn from the situation. The student and parent/guardian will be notified in writing of the violation. If the ticket is because the vehicle is not registered, the student is expected to not park on campus until the vehicle is registered. If the owner is not known at the time, the ticket will be documented and the owner will be held to the same standards as registered vehicles.
2. Students will be issued a **SECOND TICKET** explaining the infraction and asked to correct the situation. A copy of the ticket will be given to the student and mailed to parent/guardian. **DETENTION** will be assigned before or after school or at lunchtime. If the owner is not known at the time, the tickets will be documented and the owner will be held to the same standards as registered vehicles regardless of notification.
3. Students will be issued a **THIRD TICKET** explaining the infraction. At this time the student will have a **two (2) week loss of parking privileges in any parking lot at Thurston High School and the student will need to park on an off campus street.** A copy of the ticket will be given the student and to mailed to parent/guardian. If the owner is not known at the time, the tickets will be documented and the owner will be held to the same standards as registered vehicles.
4. Students will be issued a **FOURTH TICKET** explaining the infraction **and the vehicle will be subject to being towed. At this time the student will lose parking privileges for the remainder of the semester and the student will need to park on an off campus street.** The parking permit will be surrendered to the school until the semester is completed. A copy of the ticket will be given to the student and mailed to the parent/guardian. If the owner is not known at the time, the tickets will be documented and the owner will still be held to the same standards as registered vehicles. If the vehicle continues to be parked on campus it will be towed at the owners expense and the student will face disciplinary consequences for defiance of school policy.

*Please Note: Students, who receive **5 TICKETS or MORE**, in addition to above consequences, may also face **additional school consequences** including suspension from the parking lot for the rest of the school year.

VISITORS

Parents 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 office upon entering school property. An administrator will approve requests to visit, as appropriate. **Students will not be permitted to bring visitors to school unless it is their parent or legal guardian or if special arrangements have been made with a school administrator.**

WATER DEVICES

No water devices (such as squirt guns, water cannons, water balloons, etc.) are allowed on campus, as they are a distraction to the educational environment. Students violating these provisions will be asked to surrender the item(s) to school officials and may be subject to school discipline.

WEAPONS

A student will not come onto the school premises with a 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 water, 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.

WITHDRAWAL REQUIREMENTS

Students withdrawing from Thurston High School must request a withdrawal form from the counseling office. Students may be withdrawn for the following reasons:

1. Parent or guardian request (in person or in writing).
2. Non-attendance (as defined by ORS 339.065).

Students are officially withdrawn and transcripts will be sent after:

1. All fines and fees are paid.
2. All books are returned or restitution made and cleared by librarian's signature.
3. School ID card has been returned
4. All classes are cleared by teacher's signature.
5. Administrative approval.

