



**Thurston Middle School**  
**2100 Park Avenue**  
**Laguna Beach, CA 92651**  
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**Principal:** Jenny Salberg  
**Counselor A-K:** Jennifer DeMark

**Assistant Principal:** Lisa Brackez  
**Counselor L-Z:** Nance Morrissey

**PRINCIPAL'S MESSAGE:**

Thurston Middle School prides itself on its academic excellence and meeting the unique needs of all middle school students. We are committed to providing a quality education and a memorable middle school experience. As with any school, there are rules and regulations which must be followed to ensure a safe and orderly environment.

Our general expectations are simple: \* Solve Your Problems \* Make Great Decisions \* Achieve \* Respect and \* There and Ready. This student planner is an organizational tool and an invaluable resource for a student's success at Thurston. Please review the information in this planner.

We expect both students and parents to be familiar with the contents and for students to carry this planner with them throughout the school day. Utilizing this planner is just ONE of the many resources available to ensure student success academically and behaviorally throughout the school year. Here's to a GREAT 2016-2017 school year.

# BELL SCHEDULE

<b>Regular Bell Schedule</b>	
<b>Monday, Tuesday &amp; Wednesday</b>	
0 Period	7:35 – 8:35
Period 1	8:40 – 9:36
Period 2	9:40 – 10:32
Break	10:32 – 10:44
Period 3	10:48 – 11:40
Period 4	11:44 – 12:36
Lunch	12:36 – 1:13
Period 5	1:17 – 2:09
Period 6	2:13 – 3:05
<b>Thursday</b>	
0 Period	7:35 – 8:35
Period 1	8:40 – 10:17
Break	10:17 – 10:32
ESP	10:36 – 11:08
Period 3	11:12 – 12:48
Lunch	12:48 – 1:25
Period 5	1:29 – 3:05
<b>Friday</b>	
No "0" Period	
*PLC	8:00 – 9:00
Period 2	9:10 – 10:48
Break	10:48 – 11:03
Period 4	11:07 – 12:45
Lunch	12:45 – 1:23
Period 6	1:27 – 3:05

<b>Minimum Day Block Schedule</b>	
<b>Thursday</b>	
0 Period	7:35 – 8:35
Period 1	8:40 – 9:50
ESP	9:50 – 10:20
Break	10:20 – 10:34
Period 3	10:38 – 11:48
Period 5	11:52 – 1:00
<b>Friday</b>	
No "0" Period	
*PLC	8:00 – 9:00
Period 2	9:10 – 10:19
Period 4	10:23 – 11:32
Break	11:32 – 11:47
Period 6	11:51 – 1:00

\*PLC = Teachers Only at This Time  
 (Student start time is 9:10)

# GENERAL INFORMATION

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## ARTICLES FROM HOME

Sporting goods, (such as tennis rackets and balls, basketballs, skateboards), toys, replica guns (air soft/pellet), laser pointers, candy, playing cards, gum, and similar items that will cause disturbances are not to be brought to school. If one of these items is confiscated, the parent will need to pick it up from the school.

## ATTENDANCE AND ABSENCES

School attendance is integral to a student's academic success. Compulsory attendance in school is legally required for all minors under the age of sixteen and is the responsibility of the parent to insure that his/her student attends regularly. Truancy, tardiness, or excessive unexcused absences violate this law and can result in the parents or the child being held accountable and penalized by the Orange County District Attorney's Office. Please note, taking your student out of school for family vacations will be considered an unexcused absence. If an absence is unavoidable, please email the attendance clerk, Gwen Myers, at [gmyers@lbusd.org](mailto:gmyers@lbusd.org) or call the attendance line at 497-7785 by 10:00 am every day. If a phone call has not been made, a written excuse including dates and reasons for absence must be brought to the Student Attendance Desk in the main office before school when the student returns. When parents take students out of school for longer than 3 days a *Request for Work During Extended Absence form* must be completed one week prior to departure. This arrangement must be made through your student's counselor, and all assignments must be completed upon return. The absence will be recorded as an unexcused absence per Ed.Code § 48205. For students who are out of PE for more than 7 weeks, a move to an office aide will be made. However, if an aide position is not available, a move to an elective will occur, which may impact the student's schedule of classes.

Families should schedule vacation and family gatherings outside of the School Year Calendar. If a student is taken out of school for more than 10 consecutive school days without an Extended Absence Form, the student will be dis-enrolled. Anytime a student leaves school permanently before the end of the school year, he or she will be dis-enrolled and will receive final check-out grades, not semester grades. Final exams will NOT be given early or late for students who do not attend on exam days. Colleges require semester grades for Algebra, Geometry and foreign languages. Students who are dis-enrolled will not be permitted to participate in school activities including clubs, field trips or the promotion ceremony in June.

## BYOD (Bring Your Own Device)

Students are allowed to bring their own laptop to school (the chromebook is recommended). Chromebooks will also be available for checkout from the TMS library. To view forms and policies, go to [lbusd.org](http://lbusd.org), click on Resources + Forms + Parents.

## CELEBRATING BIRTHDAYS

Students are not allowed to bring flowers, balloons, food, or presents of any kind to school for birthdays since it is disruptive to the instructional program. These items will be confiscated and brought to the office.

## EMERGENCY CONTACTS

Emergency contacts will be completed through our online registration process by families prior to the start of the school year. The information is used to notify parents in the event of injury or illness. **It is essential that emergency contact information is current.** Please call with any changes. The Thurston staff prints emergency contact information for use in our Disaster Preparedness Program. Please include all others who are authorized to care for your child.

## ILLNESS

Students are required to first check-in with their classroom teacher before going to the Health Office. If the Health Clerk determines the student should go home, the parent or authorized person on Emergency Contacts will be notified. Students SHOULD NOT directly contact a parent/guardian to pick them up. Failure to check out through the Health Office and a parent signature with attendance will result in truancy. Students should be picked up as soon as possible; the Health Office is for temporary health issues, not a recuperation area. Please have your student contact a classmate, check teacher websites and email the teacher to obtain make-up work.

## IMMUNIZATION REQUIREMENTS

All students must meet California State Immunization requirements (CSIR) before they are allowed to attend classes. California Health and Safety Code § 120335 mandates that all students entering or advancing into the 7<sup>th</sup> through 12<sup>th</sup> grades will need proof of having a "Tdap" booster shot before beginning school. You will be required to present proof that your child has met this requirement as a condition of school entry. In addition, all students are required to have: four (4) Polio, Five (5) DTP, three (3) Hepatitis B vaccinations, two (2) MMR (Measles containing vaccine) and proof of having had chicken pox disease noted on immunization card by physician or have received the Varicella vaccination.

## INSURANCE

School insurance is available to all students for a nominal fee. A packet will be sent home the first week of school. Purchase of insurance is optional.

## **LEAVING CAMPUS DURING THE DAY**

No student is allowed to leave Thurston Middle School during the day without permission from the office. If parents are taking their son/ daughter out of school early, they must sign him/her out in the main office. Students will only be released to persons listed in the Emergency Contacts unless previous arrangements by written note or e-mail have been made with the Office.

## **LUNCH ACCOUNT**

To set up a lunch account, visit our District website, click Departments, click Nutrition Services, and scroll down to the e-funds icon. The link has the following:

- Ability to set up Automatic Reoccurring Payments
- Ability to set up Automatic Account Refill based on low balance setting
- Ability to make payments to multiple students in the family with one transaction
- Works with ALL browsers!
- Can be set up to work with other school accounts in the future

## **MEDICATION AT SCHOOL**

Before a student may be administered any prescription medication OR over-the-counter (OTC) medication, a request form signed by both the Doctor and Parent/Guardian must be on file at the school Health Office. A Request for Medication form may be obtained from the school. The form may also be downloaded at [www.lbusd.org](http://www.lbusd.org). Prescription/OTC medications must be brought to the school Health Office in the original labeled container along with the signed authorization form. Students are not allowed to carry medication on their person.

## **PE EXCUSES**

Parent notes may be used to excuse their student for illness or injury from PE up to 3 days only. After 3 days, a doctor note is required. Doctor notes should contain the time frame to include an end date and the activities from which the student will be restricted as to prevent further injury or relapse in illness. It will be the responsibility of the student to make up any work missed by their excused absence in PE. Parents may hand write or email the PE excuse with attention to: Elizabeth Phillips, [ephillips@lbusd.org](mailto:ephillips@lbusd.org) and your students PE teacher.

## **PARENT VOLUNTEERS**

Our school has a number of parent volunteers who perform valuable services in and out of the classroom. Please contact the PTA Coordinator of Parent Volunteers for volunteer opportunities. All volunteers must sign in at the front office and wear a volunteer badge.

## **PARENT/GUARDIAN/CARETAKER COMMUNICATION**

Thurston Middle School's Weekly Wave and other important communication from LBUSD is e-mailed and telephoned to the primary contact on the student's AERIES account. It is very important that you keep this e-mail address and phone number current.

## **SCHEDULE CHANGES**

Schedule changes will not be made for teacher choice. There will be no schedule changes after the first Friday at the beginning of the school year. If an elective change is requested prior to the first Friday, it will be considered based on the sizes of the classes affected by that potential change.

## **STUDENT MESSAGES/FORGOTTEN ITEMS**

**It is our policy to minimize classroom disruptions.** Discuss any after-school plans with your student *prior* to arriving at school each morning. Students are allowed to use cell phones at break and lunch in the cell phone zone area. Forgotten items from home can be brought to the office and retrieved at the next break period. Items will not be delivered to class, and students will not be notified of these items being in the office. We appreciate your cooperation and support in this matter

## **TARDINESS**

Students need to accept the responsibility to be on time to their classes. At Thurston Middle School, students are on time to class when they are in their seat, ready to work when the bell rings. Tardiness disrupts instructional time and is not acceptable behavior. Excessive tardiness will result in disciplinary action. The tardy policy is as follows:

1 <sup>st</sup> and 2 <sup>nd</sup> tardy	Warnings
3 <sup>rd</sup> and 4 <sup>th</sup> tardy	Campus clean up and then detention
5 <sup>th</sup> tardy	Written notice to parent
6 <sup>th</sup> and 7 <sup>th</sup> tardy	After school detention
8 <sup>th</sup> tardy	Attendance contract and/or meeting with A.P. and parents

## **WITHDRAWAL PROCESS**

To withdraw your student, please schedule a meeting with your child's counselor, bring in your textbooks and library books, and sign the withdrawal form. Your child will get the checkout grade form to take to teachers. Return the form to your counselor. For 8<sup>th</sup> graders to participate in the Promotion Ceremony, he or she must be in attendance the last week of school, taking finals and attending the Promotion Rehearsal.

## **ZERO PERIOD**

Being on time is critical to a student's success in zero period. The tardy policy will be strictly enforced. Failure to adhere to the tardy policy may result in dropping zero period resulting in a possible schedule change.

# STUDENT SUPPORT

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## **EDUCATIONAL SUPPORT PERIOD (ESP)**

ESP is a 32 minute support class for all students every Thursday after break. The purpose of this period is for students to begin homework, make-up work or tests, or receive additional support to assist them in their academics. This is not an optional period.

## **GOLD CARD**

At the conclusion of each semester, a Gold ID card is given to each student achieving a 3.5 and above grade point average with Satisfactory or Outstanding citizenship. This card entitles the student to get a discount at participating Laguna Beach stores.

## **HALL PASSES**

Students must have a pass from their teacher in order to leave during class time. This pass will be checked by campus supervisors and returned to the teacher issuing the pass.

## **HOMEWORK**

Homework allows students to develop skills, work habits, and responsibilities while devoting additional time to school assignments. Parents can help by providing a quiet place and time to do homework as well as by encouraging students to do their best. Homework will be assigned on a regular basis. It is the responsibility of the student to check Aeries for assignments missed when they are absent. In addition, students should check their teachers' Web, Haiku or Blog pages. Students may also email teachers directly.

## **LATE ACTIVITY BUS**

A late bus will be available Monday through Thursday to give students the opportunity to participate in school clubs including Homework Club. The late bus leaves at 4:10 PM and covers all bus routes. Students may arrive home after 5:00 PM.

Any student who wishes to ride on the bus must have a signed Bus Pass Application form on file at the District Office. A Bus Pass Application form can be downloaded from [lbusd.org](http://lbusd.org) under Parent Resources tab. Bus passes are purchased at the District Office.

## **LIBRARY/TEXTBOOKS**

Students are encouraged to use the school library during regular school hours and after school when available (Monday through Thursday). Students will be charged for library books and textbooks that are damaged or lost. Please note; a student's yearbook and next year's class schedule may be withheld until all his/her library/textbooks are either returned or paid for in full. The library will be open and available for student use beginning at 8:00 AM, Monday through Friday unless there is a special meeting scheduled during that time.

## **LOST AND FOUND**

The lost and found is located outside, behind the main office.

Students and parents are encouraged to check the lost and found for missing items. Unclaimed items will be donated to charities three times a year.

1. Before Winter Break
2. Spring Break
3. End of school year

## **LUNCH MANDATORIAL**

Any student receiving an "F" at the 6-week, 12-week, or semester grading period will attend a 15-minute lunchtime study hall. This study hall will give the student an opportunity to complete assignments. The student will remain in the Lunch Mandatorial for the following 6 weeks until the next 6-week grading period.

## PROGRESS REPORTS

Progress reports are e-mailed home at the six, twelve week and each semester to all students.

### CITIZENSHIP MARKS

Citizenship marks will be given at all 6, 12 and 18 week Progress Report and Report Card periods.

#### "O" = Outstanding

*Student will exhibit the following traits:*

- Is a positive role model, who leads quietly or outwardly
- Is always respectful of teacher and fellow students
- Works to improve the classroom atmosphere
- Takes an active part in class discussions, groups, etc.
- Is a self-starter and seeks to help others
- Completes all work to the best of ability
- Demonstrates personal and academic integrity
- Arrives to class on time and prepared - there and ready

#### "S" = Satisfactory

*Student will exhibit the following traits:*

- Contributes positively to class
- Shows respect for others
- Comes to class prepared and on time
- Demonstrates personal and academic integrity
- Listens and talks when appropriate
- Does what is expected
- Willing to help others

#### "N" = Needs Improvement

*Student will exhibit the following traits:*

- Needs frequent reminders to stay on task and/or behave appropriately
- Needs improvement in showing respect to classmates/teacher
- Sometimes comes to class unprepared and/or work isn't finished
- Distracts other students' learning
- Occasionally displays a negative or uncooperative attitude

#### "U" = Unsatisfactory

*Student will exhibit the following traits:*

- Is a negative/disruptive influence on the class
- Shows a lack of respect for teacher/fellow students
- Regularly comes to class unprepared and puts forth little effort
- Frequently tardy
- Demonstrates a lack of personal and academic integrity

## TELEPHONE

A phone is available in the office to all students needing to return a parent telephone call during break, lunch or after school.

## TEXTBOOKS

Individual textbooks are issued to all students. It is their responsibility to take care of them. Students will be charged for lost or damaged textbooks. Please note, a student's yearbook and/or schedule will be withheld until all his/her books are either returned or paid for in full.

## TRANSPORTATION

Any student who wishes to ride on the bus must have a signed Bus Pass Application form on file at the District Office. A Bus Pass Application form can be downloaded from [lbusd.org](http://lbusd.org) under Parent Resources tab. Bus passes/coupons are purchased at the District Office. Students must follow all rules pertaining to safety while riding the bus. All students must have their bus pass to show to the driver daily. Students will not be allowed to get off the bus at any bus stop that is not a designated bus stop for that student. Drivers will check passes each day. **Any deviation to this rule will need a parent's signed note.** Students who do not follow directions of the driver may be denied transportation or given a seat assignment on the bus. All school rules apply on the bus to and from school. A citation will be given for any infraction.

- 1<sup>st</sup> Citation: Written warning requires parent signature.
- 2<sup>nd</sup> Citation: One week's suspension of all bus privileges.
- 3<sup>rd</sup> Citation: One month's suspension of all bus privileges.
- 4<sup>th</sup> Citation: Student may be denied transportation.

# SMART AT THURSTON

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## **BULLYING**

"Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act (cyberbullying), and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

## **CAMPUS CLEAN UP**

Any staff member may assign campus clean up to be served at lunchtime. Campus clean up may be assigned for tardiness, gum, inappropriate behavior, or for other disciplinary reasons determined by the instructor. Campus clean up will be completed on the lunch patio during lunch time.

## **CELLULAR PHONES**

Students are allowed to have cellular phones in their possession on school campus and may use them before or after school and during break or lunch in the cell phone zone area or front office for urgent safety, supervision, or medical purposes. Should a teacher or other school official feel that the phone has become a disruption to the learning environment, the phone will be confiscated and a parent may pick it up. Inappropriate use of camera phones will result in severe consequences; therefore, students may not use their phones for pictures, videos or music, etc. at anytime. The school is not responsible for lost/stolen items.

## **CHEATING, FORGERY**

Thurston Middle School adheres to a philosophy of promoting honesty and ethical behavior among its students. Cheating is, therefore, unacceptable and is defined as:

- a) Portraying another person's work as one's own. This includes copying homework assignments.
- b) During a test or exam copying another student's work or bringing any written materials to the testing situation that could be used to determine answers.
- c) Giving or receiving answers from another person.

Consequences: First offense: A grade of zero on the assignment and parent notification by teacher. The Assistant Principal will notify all teachers of the student of the infraction; Second offense: Student may be assigned home suspension and make-up work will not be allowed.

## **CODE OF STUDENT EXPECTATIONS**

Students are expected to promote a safe and orderly learning environment, which is essential for quality education. When a student chooses to make inappropriate choices, teachers may assign detentions for the offenses listed below:

- Class disturbance
- Refusal to follow directions
- Violation of class rules
- Disrespect or being uncooperative with students, staff, or campus supervisors.

The above behaviors are considered unsafe, disruptive, and/or inappropriate and are not permitted. When teacher interventions have not been effective in changing behavior, students will be referred to the Assistant Principal or Counselor for consequences which could include counseling, detention, behavior contract, parent conference, suspension, placement in an alternative program or recommendation for expulsion, depending on the gravity of the offense.

## **DETENTION**

Students may be assigned detention, after school, for disciplinary behavioral reasons. More severe disciplinary measures can include in-house suspension or off-campus suspension. After-school detention is held on Wednesdays.

## **DISCIPLINE**

Thurston uses the Positive Behavior Intervention Supports (PBIS) discipline program. PBIS is based on our SMART acronym. Teachers will also outline their expectations for their classes during the first week of school. They inform students of positive and negative classroom consequences. Some general school rules follow:

1. Act respectfully toward all adult employees and fellow students.
2. Know and respect school and classroom rules.
3. Obey directions of all adult personnel at school, including campus supervisors and bus drivers.
4. Be neat, clean, and appropriately dressed.
5. Take advantage of the opportunity to learn.
6. Practice positive behavior.
7. Use good judgment and be safety conscious.
8. Use appropriate language.
9. Be responsible for your actions.
10. Respect the property of others.
11. Do not chew gum.
12. Skateboards may not be brought to campus.

These rules are not all inclusive. Any specific action or activity that causes a disturbance or breach of safety on campus will be dealt with accordingly.

## **DRESS CODE**

Students are to dress in appropriate clothing and safe footwear, which allows them to participate in school activities. Clothing or fads that cause class disruption may be restricted at the discretion of the administration (e.g., unusually distracting hairstyles, tattoos, and body piercings that cause a safety concern for regular school activities). The following guidelines shall apply to all regular school activities:

- Shoes must be worn at all times. Footwear must be safe, practical, and not limit student participation in school activities.
- Clothing, jewelry, and personal items (e.g., shirts, backpacks, gym bags, water bottles) must be free of writing, pictures or any other insignia that are crude, vulgar, profane, or sexually suggestive, or which bear drug, alcohol, tobacco or weapons advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice. Any clothing that promotes gang activity or affiliation is also prohibited.
- Clothes must be sufficient to conceal undergarments at all times. "Spaghetti" straps are not permitted, and top straps must be one-inch wide. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs, short skirts or short-shorts may be restricted at the discretion of the administration.
- Hats and sweatshirt hoods may not be worn indoors.

## **DAMAGE OF SCHOOL PROPERTY**

A student should not cause, or attempt to cause damage to school including buildings, grounds, windows, textbooks, desks, etc. Parents are held financially responsible if a student defaces or destroys school property; please note this includes, but is not limited to, bus transportation. Destruction or defacing of school property is a suspendable offense of California Education Code 48900. Consequences: (1) Suspension, restitution, loss of privileges; (2) Consideration for placement in an alternative program

## **EXTRACURRICULARS - ELIGIBILITY REQUIREMENTS**

All students will begin the school year at Thurston with eligibility for extracurricular activities. These activities include field trips, dances, talent shows, ASB, Leadership, PALS, athletic events, drama and music productions (beyond those in the regular curriculum), and the end-of-year activities for 8<sup>th</sup> graders. Eligibility will be determined at the end of every 6<sup>th</sup> week reporting period. Parents or guardians of students who do not maintain eligibility will be notified by the Assistant Principal's office.

- To encourage and support academic excellence, Thurston requires students to have no "U's" or "F's" to participate in extra-curricular activities. Field trips may be subject to the assigning teacher's approval.
- Students receiving one "F" grade will attend a 15-minute lunch Mandatorial. \*See lunch Mandatorial/ Opportunities policy for more details.
- Eligibility for 8<sup>th</sup> grade end of year activities will also be determined by the administration using the aforementioned criteria.

## **FIGHTING**

Fighting will not be permitted on campus or at any school event. When students are in a fight, generally fault can be found with all participants.

Consequences: (1) Suspension, parent conference, behavioral contract; (2) Consideration for transfer to an alternative program.

## **LEAVING CLASS OR SCHOOL CAMPUS WITHOUT PERMISSION**

Students are to be in class on time and may not leave class without a pass granting permission of the classroom teacher. Students shall not leave campus during the school day, unless checked out by the parent in the office. Consequences: (1) counseling, in-house suspension; (2) parent conference, attendance contract, and consideration for alternative education.

## **LOSS OF SCHOOL PROPERTY**

A student is responsible for all school property issued to him or her. This includes chromebooks, textbooks, library books, locks, uniforms, athletic equipment, calculators, lab equipment, ipads, etc. The student will be required to pay for the replacement of lost items. Items should never be left unattended. Consequences: Loss of privileges, report cards/transcripts held pending payment. Items left unattended are the sole responsibility of the student.

## **NON-DISCRIMINATION STATEMENT**

The Laguna Beach Unified School District Governing Board is committed to providing equal opportunity for all individuals in education. District programs, activities, practices, and employment shall be free from discrimination, harassment, intimidation, and bullying based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expressions; the perception of one or more of such characteristics; or association with a person or a group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance within a school under the jurisdiction of the Superintendent. Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so.

## **POSSESSION OF DANGEROUS OBJECTS**

A student shall not possess, sell, or otherwise furnish any firearm, knife, explosive device (firecracker), weapon facsimile (look-alike), or other dangerous object on campus or at any school event. Consequences: Suspension, possible arrest, placement in an alternative program, consideration for expulsion.

## **PROHIBITED ITEMS**

For reasons of safety and security, the following and similar items are not to be brought on campus: skateboards, laser pointers, razor scooters, toys, video games, radios, candy, gum, or playing cards of any type. These items can be disruptive to the learning environment as well as providing temptation for theft.

Consequences: (1) confiscation of item with parent conference to retrieve item; (2) detention; (3) suspension.

## **PUBLIC DISPLAY OF AFFECTION**

There will be no hand holding, prolonged embracing or other public displays of affection on campus.

## **SEXUAL HARASSMENT**

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment. The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Complaints regarding sexual harassment shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Please see your school principal or visit [www.lbusd.org](http://www.lbusd.org) for information regarding where to obtain a copy of the procedures and complaint forms.

## **STUDENT COOPERATION**

Disruptive behavior, profanity or obscene gestures will not be tolerated during school or at any school event. Failure to comply with a reasonable request from school personnel is considered willful defiance of authority.

Consequences: (1) detention, suspension, parent conference, or loss of privileges; modified day, placement in alternative program.

## **SUSPENSION (BP 5144.1) and (EC 48900)**

Suspension is used as a consequence when other means of discipline fail to correct any student misbehavior. It can also be used when a student's presence poses a safety risk to the campus. There are two types of suspension at Thurston Middle School. For a list of violations, which may result in suspension, please see the Code of Student Expectations. Each type is used at the discretion of the administrator and based on the severity of the offense, they are as follows:

IN-HOUSE SUSPENSION: The student remains at school in the office and is excluded from classes and extra-curricular activities. Teachers are notified that the student has been placed "in-house" so that work may be sent to the student at the teacher's discretion. Parents or legal guardian are notified of this by either a phone call and/or letter from the assistant principal.

OFF-CAMPUS SUSPENSION: The student is removed from classes and sent home. He/she may be suspended from school for a period of time not to exceed five days per offense, twenty days per year. Parents or legal guardian will be contacted before a student is sent home. A letter will be used to notify the parents officially that the student has been suspended from school. When a student is suspended, he or she may lose the privilege of upcoming assemblies, field trips, or other extracurricular activities. The parent may be required to attend classes with their student following a suspension.

## **THREATS TO CAUSE PHYSICAL HARM**

A student shall not cause, threaten, or attempt to cause physical injury to another student or staff member on campus or at any school event. Consequences: Detention, Suspension, possible arrest, placement in an alternative program, consideration for expulsion.



# THURSTON SUPPORTS

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Please refer to Laguna Beach Unified School District Board Policies for a complete list of Student Services and Support:

<http://www.lbusd.org/page.cfm?p=885>

## THURSTON "SMART"

We encourage all students to: **S**olve Problems, **M**ake Great Decisions, **A**chieve, **R**espect, and to be **T**here & Ready. A SMART Card is given to students who demonstrate commendable behavior or achievement at Thurston. It can be traded in for various rewards, such as front of the lunch line passes, SMART Assemblies, or PTA and community sponsored gifts and rewards.

### Types of SMART Cards

1. Staff SMART Cards
  - a. Given to students who demonstrate SMART behavior (value = 1 card)
2. Substitute SMART Cards
  - a. Given to students who demonstrate SMART behavior (value = 2 cards)
3. Bus Driver SMART Cards
  - a. Given to students who demonstrate SMART behavior (value = 2 cards)
4. SMART Scratchers
  - a. Given by teachers to students who exemplify the monthly SMART focus (Instant assortment of prizes)

### How SMART Cards are Redeemed

1. Raffle Barrel – located in library
  - a. Entry into weekly SMART drawing
  - b. Counted towards SMART assembly entry
    - i. Card Cutoff amount for entry fluctuates and is determined by the number of student we can accommodate for the given SMART Assembly
  - c. Monthly SMART Scratcher Cards – Redeemed on Friday's at break
2. Ice Cream on Fridays
  - a. Exchange 5 staff SMART cards at break for an ice cream ticket (to be used at lunch)
    - i. Cards exchanged for ice cream do not count for drawings or assemblies

