

Thurston Middle School
2100 Park Avenue
Laguna Beach, CA 92651
Phone: 949.497.7785
Fax: 949.497.7798

Principal: Jenny Salberg
Counselor A-K: Amanda Vander Veen

Assistant Principal: Lisa Brackez
Counselor L-Z: Aubrey Garcia

PRINCIPAL'S MESSAGE: Thurston State of Mind: Grit, Inspiration, Resilience, Motivation, Kindness

Thurston Middle School prides itself on academic excellence and meeting the unique needs of all middle school students. We are committed to providing a quality education and memorable experience for our Thurston families. The student planner includes rules and regulations which must be followed to ensure a safe and orderly environment.

Our students are expected to be Thurston SMART. Thurston SMART students: **Solve** their problems, **Make** great decisions, **Achieve**, **Respect** and are **There** and ready. This student planner has invaluable resources for ensuring students are **Thurston SMART**.

Students and parents are expected to be familiar with the information in this planner. Utilizing this planner is just one of the many resources available to our students to ensure success academically and behaviorally throughout the school year. We wish everyone a successful 2019 - 2020 school year!

BELL SCHEDULES

Monday, Tuesday & Wednesday

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

Thursday - Block Day

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

Friday - Block Day

No "0" Period	
*Staff	8:00 - 9:00
Student Start Time	9:10
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
*Staff Collaboration Time	

WEB Wednesday

10/2, 11/13, 1/15, 3/4, 4/22, 6/3

0 Period	7:35 - 8:35
Period 1	8:40 - 9:35
Period 2	9:39 - 10:30
Break	10:30 - 10:42
Period 3	10:46 - 11:37
Period 4	11:41 - 12:32
Lunch	12:32 - 1:15
Period 5	1:19 - 2:10
Period 6	2:14 - 3:05

Thursday - Minimum Day

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

Friday - Minimum Day

No "0" Period	
*Staff	8:00 - 9:00
Student Start Time	9:10
Period 2	9:10 - 10:19
Period 4	10:23 - 11:32
Break	11:32 - 11:47
Period 6	11:51 - 1:00

GENERAL INFORMATION

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 ensure 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 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. A student has the option for Independent Study when parents must take a student out of school for 6 days or longer. The request for Independent Study must start with the student's counselor and all assignments must be completed within one week of return. For students who are out of PE for more than 13 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 vacations 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 disenrolled will not be permitted to participate in school activities including clubs, field trips or the promotion ceremony in June. An exception will be considered if a student is participating in a documented academic or athletic competition or camp.

TARDINESS

Students need to be responsible to be on-time to all of their classes. On-time means in their seat and ready to work when the bell rings. Tardiness disrupts educational time for both the teacher and the student's peers. Being on time to ZERO period is critical to a student's success in the course. Failure to adhere to the tardy policy may result in zero period being dropped resulting in a possible schedule change. Disciplinary action for tardiness could result in warnings, campus clean-ups, detentions, letters to parents, conferences with student & parent, attendance contracts, School Attendance Review Board (SARB) meeting, or a possible referral to the District Attorney.

PE EXCUSES

Parents may excuse their student for illness or injury from PE up to **3 days only**. Parent notes require a date and a signature. After 3 days, a medical note is required. Doctor notes must contain the activity from which the student is restricted and must contain an end date. It will be the responsibility of the student to communicate with their PE teacher and to make up any work missed by their excused absence in PE. In an emergency, parents may email the PE excuse to: The Health Office **and** your student's PE teacher.

LUNCH DELIVERIES/STUDENT MESSAGES/FORGOTTEN ITEMS

Minimizing classroom disruptions are our priority. Deliveries, including lunches and forgotten items, will be placed on a shelf in the office. TMS is not responsible for these items, will not deliver them or notify students of messages or the items that are in the office as that disrupts the educational environment. Absolutely no outside food delivery services will be accepted. Discuss any after-school plans with your student *prior* to arriving at school or ask them to check their cell phone at break or lunch (students must be IN the cell phone zone to check their phone). In the case of an absolute emergency where a parent is not able to communicate directly with their student, the parent may email the office and they will do their best to get the message out. We appreciate your cooperation and support in this matter.

EMERGENCY CONTACTS

It is essential that emergency contact information is current. Emergency contacts must be completed through our online data confirmation process every year. This information is used to notify parents in the event of injury, illness or emergency. The primary phone number should be the one you will answer. In addition to yourself, please include at least three contacts whom you authorize to pick up your student. Please email any changes during the school year to spearlman@lbusd.org. The Thurston staff prints emergency contact information for use in our Disaster Preparedness Program.

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 may result in a truancy. Our health office is NOT a long-term resting or recovery area. Students should be picked up as soon as possible.

MEDICATION AT SCHOOL

Before a student may be administered any prescription (Rx) medication OR over-the-counter (OTC) medication, a request form signed by both the Doctor and Parent/Guardian must be on file in 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. 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.

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 7th through 12th 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 vaccinations.

PROGRESS REPORTS

Progress reports are available online 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

INDEPENDENT PE (ISPE)

A student may apply to earn a semester or a year of physical education "credit" via private instruction. The application may be obtained online and must be returned to administration at least two weeks prior to the beginning of each semester or two weeks before the school year begins. Approval for ISPE is based on the following condition at the time of submission: The student is nationally ranked in an individual sport; eligibility does not include members of a nationally ranked team. (Please see the Independent PE Application for specific qualifications.) Eighth grade students can only qualify for one semester of Independent PE and must complete one semester of Thurston PE that includes the health component. It is recommended that eighth grade students notify their counselor if they plan on taking ISPE for semester 2 as schedule availability is not guaranteed. Independent PE is solely offered period 6 in order to accommodate for the private instruction hours, and will be given 'credit' or 'no credit.'

INSURANCE

School insurance is available to all students for a nominal fee. Information is available online at LBUSD.org. 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. A parent must sign their student out through the main office, in order to leave early. Students will only be released to Emergency Contacts if previous arrangements (a written note or email) with the office staff and the parent have been made.

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 Recurring 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

LOSS OF PERSONAL AND SCHOOL PROPERTY

Students are responsible for any personal items they bring to school as well as school property issued to them. School property would include chromebooks, textbooks, library books, locks, uniforms, athletic equipment, calculators, lab equipment, ipads, etc. both at home and school. If an item goes missing, students should check their classrooms as well as the Lost-and-Found in the front office. The student will be required to replace any lost items.

PARENT VOLUNTEERS

Our school has a number of parent volunteers who perform valuable services in and out of the classroom. Please visit the [Thurston PTA](#) website for volunteer opportunities. All volunteers must sign in at the front office and wear a volunteer badge. Refer to the [LBUSD volunteer guidelines](#) for Tier I and Tier II requirements.

PARENT/GUARDIAN/CARETAKER COMMUNICATION

Thurston Middle School's Weekly Wave and other important communication from LBUSD is emailed and/or telephoned to the Mother, Father, Guardian, and/or Caretaker contact on the student's AERIES account. It is very important you keep your email address and phone number current.

SCHEDULE CHANGES

Schedule changes will not be made for teacher choice or subject period requests. 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 size of the class affected by that potential change.

WITHDRAWAL PROCESS

To withdraw your student, please schedule a meeting with your student's counselor, bring in textbooks, Chromebook, library books, and sign the withdrawal form. Your student will get a Checkout Grade Form to be completed by their teachers. This form should be returned to the counselor. For 8th graders to participate in the Promotion Ceremony, they must be in attendance the last week of school, which includes taking final exams and participating in the promotion rehearsal.

RIDING THE BUS

TRANSPORTATION

Any student who wishes to ride on the bus must have a signed Bus Pass Application form on file at the District Office. Families wishing to utilize school bus transportation for their student(s) must complete the online application and submit payment online, as bus passes are no longer available for purchase at the District Office. Applications, fees, bus routes, and bus schedules are available on the [District website](#).

Students will be able to ride the bus on the first day of school and will receive their bus pass at school prior to dismissal.

NOTE: District paid applications will still be accepted at the Central Office (Building B) beginning in August, between the hours of 7:30 AM-12:00 PM and 1:00 PM-4:00 PM.

Students must follow all rules pertaining to safety while riding the bus. Bus drivers will check passes each day.

Students will not be allowed to get off the bus at any stop that is not designated on their bus pass. **Any deviation to this rule will require a signed parent note and authorization from the front office. The signing of notes and the purchase of bus coupons must take place during break or lunch. NO EXCEPTIONS.**

All school rules apply on buses. Students who do not follow the bus driver's directions may be given a seat assignment, a citation or denied transportation.

- First citation is a written warning requiring a parent signature.
- Second citation is a one week suspension of all bus privileges.
- Third citation is a one month suspension of all bus privileges.
- If a fourth citation were to be given, the student is denied transportation for the remainder of the school year.

LATE BUS

A late bus will be available Monday through Thursday allowing students the opportunity to participate in school-related activities including Homework Club. The late bus leaves at approximately 4:05 PM and covers all bus routes. Students may arrive home after 5:00 PM. Note: The transportation section above also applies to the late bus.

STUDENT SUPPORT

COLLABORATORY/TEXTBOOKS/CHROMEBOOKS

Students are encouraged to use the Collaboratory during school hours and/or after school Monday through Thursday. Students will be charged for damaged or lost books, textbooks and/or chromebooks. Note: Yearbooks and class schedules may be withheld until all items have either been returned or paid-in-full. The Collaboratory is available for students at 7:30 AM, Monday through Thursday unless there is a special engagement during that time.

EDUCATIONAL SUPPORT PERIOD (ESP)

ESP is 32 minutes of student support every Thursday allowing time for students to make-up work or tests, receive additional academic support or work on assignments. Students are invited to participate in TMS Talks or Career Talks during ESP IF they are current on all assignments and have permission from their teacher.

GOLD CARDS

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 may be assigned on a regular basis and 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. It is the responsibility of the student to check Aeries, teachers' PowerSchool pages or email teachers for assignments when they are absent.

LIVESCHOOL POINTS

LiveSchool points are given to students, by Thurston staff, who demonstrate commendable behavior and/or achievement. LiveSchool Points can be redeemed for prizes at the Student Store or for special incentives offered by classroom teachers. Thank you to the Thurston PTA for your help in sponsoring this program.

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: before Winter Break, before Spring Break and at the end of the school year.

SMART AT THURSTON

BYOD (Bring-Your-Own-Device)

Students are allowed to bring their own laptop to school. It is recommended that students checkout chromebooks from the TMS Library. Devices can be utilized at the teacher's discretion or in the Collaboratory. [Forms and policies](#) are available on the District website. It is the student's responsibility to follow all district policies and take care of their device. Students will be charged for lost or damaged Chromebooks.

CELEBRATIONS

Students are not allowed to have the following at school: flowers, balloons, food, or presents of any kind as it is disruptive to the educational institution. We will not accept any deliveries of these items and they will be confiscated if on campus. They will be available to be picked up in the office after school.

CELL PHONES

Students are allowed to have cell phones on campus but are only permitted to use them before and after school as well as during break or lunch IN the cell phone zone. A cell phone may be used in the front office for urgent safety, supervision, or medical purposes. Cell phones are a disruption and will be confiscated if the student is not in the cell phone zone. Students can pick up their phone in the office, after school, unless there are multiple violations, in which the phone will only be released to a parent. Students may not take pictures, videos, social media recordings, etc. on their personal devices while at school, on field trips, or on the bus. The school is not responsible for lost or stolen items. A phone is available in the office for students to use during break, lunch and after school but may not leave during class time.

DISCIPLINE

All school rules apply while on any LBUSD campus, traveling to or from school, while at school-sponsored events and school-related activities. Student discipline is documented in Aeries and depending on the severity of the offense and previous discipline, consequences can include but are not limited to: warnings, campus clean-up, detention, loss of privileges, item confiscation, parent conference, contracts, check-in/check-out, restorative practices, counseling, suspension, letter in cumulative student file, notification to all teachers, referral to the School Resource Officer, restitution, placement in an alternative program, and/or consideration for expulsion.

ALCOHOL AND DRUGS

The District strictly prohibits and will take disciplinary action against any student for the following offenses:

- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance (listed in Health and Safety Code sections 11053 et seq.), an alcoholic beverage, or an intoxicant of any kind.
- Unlawfully offered, arranged, or negotiated to sell any controlled substance (listed in Health and Safety Code section 11053 et seq.), an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug SOMA.

BULLYING

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel. Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images as defined in Education Code 48900. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation. Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized.

CAMPUS CLEAN-UP

Any staff member may assign a campus clean up to be served during break or lunch. Campus clean-ups may be assigned for tardiness, gum, inappropriate behavior, or for other disciplinary reasons determined by the staff member.

CODE OF CONDUCT

Students are expected to promote a safe and orderly learning environment, which is essential for quality education. When a student makes inappropriate decisions, staff members may assign consequences. Some inappropriate behaviors include:

- Class or campus disruptions
- Defiance, refusal to follow directions
- Violation of school or classroom rules
- Disrespectful behavior
- Profanity, vulgarity or obscene gestures

The above behaviors are not permitted and considered inappropriate, disruptive and/or unsafe. When teacher interventions have not been effective in changing behavior, students will be referred to the assistant principal for further action.

DAMAGE TO SCHOOL PROPERTY

A student should not cause, or attempt to cause damage to property including buildings, grounds, windows, textbooks, desks, etc. Parents will be held financially responsible if a student defaces or destroys property; please note this includes, but is not limited to, bus transportation. Destruction or damaging school property is a suspendable offense under California Education Code 48900.

DETENTIONS

Students may be assigned detentions for disciplinary reasons. After-school detentions are held on Wednesdays until 4 PM. and a late bus is available. More severe disciplinary measures can include In-School or Out-of-School Suspension.

DRESS CODE

Students must dress in appropriate and safe clothing/footwear, allowing them to participate in school activities. Clothing or fads 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:

- Shoes must be worn at all times. Footwear must be safe, practical, and not limit student participation in school activities. Slippers are not allowed.
- Pajamas can ONLY be worn for designated Spirit Days.
- Students may not write or draw on their skin.
- AirPods, headphones, earpods, etc. can NOT be worn during break, lunch or passing periods. These are only permitted when authorized by a staff member for an assignment.
- Clothing, jewelry, and personal items (e.g., shirts, backpacks, bags, water bottles) must be free of writing, pictures or any other insignia that are crude, vulgar, profane or sexually suggestive. Also, all items must not bear drug, alcohol, tobacco, weapons, or discrimination, including advertising and promotions. Any clothing that promotes gang activity

or affiliation is also prohibited.

- Clothes must conceal undergarments at all times. "Spaghetti" straps are not permitted, and 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.
- Sweatshirt hoods may not be worn indoors.

ETHICS VIOLATION - CHEATING, PLAGIARISM, 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:

- Portraying another person's work as one's own. This includes copying homework assignments from other students as well as plagiarizing something from online, a book, etc.
- 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. This includes using an unauthorized device.
- Giving or receiving answers from another person.

On a first offense, the student would be given a zero on the assignment and the teacher will notify the parent. On a second offense, a Parent/Student Conference would be set up with the Assistant Principal.

FIGHTING

Fighting or assault can be verbal or physical which results in an altercation including but not limited to yelling, hitting, aggressive behavior, etc. These behaviors are not permitted. When students are in a fight, generally fault can be found with all participants. Students should not move toward fights but should seek ways to avoid fights. Students are encouraged to report conflicts to their counselor or an administrator.

LEAVING CLASS OR SCHOOL CAMPUS WITHOUT PERMISSION

Students are to be on time to class and may not leave without a pass granting permission from the classroom teacher. Students should have a pass at all times when they are not in their assigned classroom, i.e. restroom/water break, health office, Collaboratory, etc. Also, students are not permitted to leave campus during the school day unless a parent checks them out through the office.

POSSESSION OF DANGEROUS OBJECTS

A student shall not possess, sell, or otherwise furnish any firearm, knife, pocket knife, razorblade, explosive device (firecracker), weapon facsimile (look-alike), or other dangerous object.

PROHIBITED ITEMS

For safety and security purposes, the following items are not allowed on campus: skateboards, laser pointers, scooters, toys, sporting goods (rackets, tennis balls, etc.), candy, gum and similar items that could cause disturbances. These items can be disruptive to the learning environment as well as providing temptation for theft.

PUBLIC DISPLAYS OF AFFECTION (PDA)

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

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 they are being or have been sexually harassed on school grounds or at a school-sponsored/school-related activity by another student or an adult to immediately contact their teacher, an administrator, 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 for information regarding where to obtain a copy of the procedures and complaint forms.

SUSPENSION

Suspension (BP 5144.1 and EC 48900) is used when other means of correction fail to correct student misbehavior. It can also be used in severe cases as well as when a student's presence poses a safety risk to the campus. There are two types of suspensions. Each type is used at the discretion of the administrator based on the severity of the offense. When a student is suspended, they may lose the privilege of assemblies, field trips, or other extracurricular activities. The parent may be required to attend classes with their student following a suspension.

- **IN-HOUSE SUSPENSION:** The student remains at school and is excluded from classes and extracurricular activities. All teachers are notified that the student has been placed "in-house" and assignments may be completed in the office. Parents are notified of the suspension with a phone call and/or an email/letter from the assistant principal.
- **OFF-CAMPUS SUSPENSION:** The student is temporarily removed from a class, multiple classes or from school, not to exceed five days per offense, twenty days per year. The student is expected to remain at home, under adult supervision, and may not attend school activities or be on the school campus. Students are encouraged to check online and email their teachers in order to complete assignments at home. Parents will be asked to report to the

school and meet with the assistant principal for out-of-school suspensions. The parent will receive a suspension letter and a copy will be placed in the student's cumulative folder.

THREATS TO CAUSE PHYSICAL HARM

A student shall not cause, threaten, or attempt to cause physical injury to another person, including students and staff members.

THURSTON SUPPORTS

Please speak to Thurston Counselors or refer to Laguna Beach Unified School District [Board Policies](#) for a complete list of Student Services and Support.

THURSTON "SMART"

We encourage all students to: **S**olve Problems, **M**ake Great Decisions, **A**chieve, **R**espect, and to be **T**here & Ready.



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.