

# 2018-19 Los Molinos High School

## Student Handbook



### School-wide Learning Objectives (SLOs)

Upon graduation from Los Molinos High School, students will contribute to their community by being...

- **Academic Achievers** who meet and exceed the academic standards of the State of California and the Los Molinos Unified School District.
- **Critical Thinkers**, who identify, assess, analyze, integrate, and use available resources and information, including appropriate technological devices.
- **Effective Communicators**, who convey, receive and interpret ideas and information.

### Mission Statement of Los Molinos High School:

“To provide a curriculum that allows each student an opportunity to be successful, educationally and socially, beyond the high school years.”

## ACADEMICS

### FINAL EXAMS

Finals may be given in all subject areas and take place at the end of the first and second semesters in December and June. Students and parents should be aware that finals might not be rescheduled without teacher and administrative permission.

### GOLDEN BULLDOGS

Students who had a 3.25 GPA on the two progress reports immediately preceding semester finals and have no grades below a C, are eligible to be considered for the Golden Bulldog Pass and be allowed to be excused from one final per semester. In addition, the student

must currently hold and "A/A-" in the class they choose to not take the final.

### GRADES

Student success is a joint responsibility of the students, parents and the school. Teachers are available to provide extra help when needed and to discuss work with students and parents. Student progress can be checked regularly online, on Aeries and progress reports are mailed home to parents at the end of each 6-week period. Permanent semester grades are mailed at the end of each 18-week semester and will indicate a student's final grade and credits earned.

GRADING PERIODS 2018-2019			
GRADING PERIOD	PERIOD ENDS	GRADES DUE	GRADES MAILED
1st Progress	September 21, 2018	September 26, 2018	September 28, 2018
2nd Progress	November 2, 2018	November 7, 2018	November 9, 2018
<b>1st Semester</b>	<b>December 21, 2018</b>	<b>January 9, 2019</b>	<b>January 11, 2019</b>
3rd Progress	February 15, 2019	February 27, 2019	March 1, 2019
4th Progress	April 12, 2019	April 17, 2019	April 18, 2019
<b>2nd Semester</b>	<b>June 5, 2019</b>	<b>June 7, 2019</b>	<b>June 11, 2019</b>

### GRADE POINT AVERAGE

Regular GPA

A = 4

B = 3

C = 2

D = 1

F = 0

Weighted GPA \*

A = 5

B = 4

C = 3

D = 1

F = 0

\* For classes to be considered weighted it must be Honors or Advanced Placement and the curriculum must be approved through the UC System and listed on the schools approved course list, noting honors or AP. College transferable courses may be counted for weighted credit.

## **CSF LIFE MEMBERSHIP**

Any student who is a member of CSF for 4 out of the last 5 or 6 semesters, including one based on senior grades, is eligible for Life Membership. The benefits of Life Membership include:

- Receiving the official CSF life membership pin
- Eligibility for special CSF Life Membership Scholarships
- Automatic membership in the lower division honor societies in some colleges and universities
- A Federation Chapter seal is placed on the Life Member's diploma.
- An Honor Cord is provided for regalia.

## **COLLEGE COURSES**

Each student who wishes to take a college course must complete all required paperwork, including concurrent enrollment forms and have them signed by parent/guardian, counselor, and High School principal. Students have the choice to include college courses on their high school transcript. Courses taken while involved in the Upward Bound Summer Program can be counted on a student's high school transcript. Courses that are fully transferable to the University of California and/or California State University systems as defined by the California approved website, [www.assist.org](http://www.assist.org) will be counted as weighted credit. Students must assume responsibility for requesting an official transcript be sent from the college to the high school within one semester following the semester in which the course was taken.

College credits will be placed on the high school transcript after the official transcript is received. College courses receive credit at a rate of 3.33 high school credits for each 1 college credit (10 high school credits earned for one, 3 unit college course; 12 high school credits earned for one, 4 unit college course, etc.). There is a limit of 6 college semester units per semester.

## **PHYSICAL EDUCATION**

All 9<sup>th</sup> grade students are required to take the Physical Fitness Test. Students not passing the Physical Fitness Test are required to enroll in a physical education course the following year.

## **FIELD TRIPS**

Educational opportunities related to classroom instruction programs are provided through field trip experiences. A signed parent/guardian permission form is required for a student prior to the trip. Outside of co-curricular activities, to participate in a field trip a student must have maintained a 2.0 GPA.

## **MAKE UP WORK / INCOMPLETE GRADES**

Students who miss schoolwork because of an excused absence shall be given the opportunity to complete all assignments and tests. Students will be given one additional day to turn in all work assigned/due during the absence for every day of the absence. The assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time, to be defined as at least a period equal to the number of days the student was absent from school. (Education Code 48205)

(cf. 5113 - Absences and Excuses)

Teachers shall assign such make-up work as necessary to ensure academic progress, not as a punitive measure.

## **ACADEMIC DISHONESTY**

Academic dishonesty is defined to be the copying or taking of someone's work and representing it as your own, allowing someone to copy your work, or taking a test, quiz, or exam in a dishonest way. Any student caught being academically dishonest will receive a zero for their part in that activity. Repeated offenses will result in administrative consequences. (See Discipline Policy)

### **ABSENCE FROM CLASS DUE TO SCHOOL-SPONSORED ACTIVITIES**

Students who do not attend a class because of a school-sponsored activity shall be given the opportunity to complete all assignments and tests. Students will be given one additional day to turn in all work assigned/due during the absence for every day of the absence, with the exception that work that was due on the day the school-sponsored activity begins is due the day the student leaves for the school sponsored activity. If a student leaves on a weekend, before school begins, or on a non-school day for a school sponsored activity, all work due the first school day of the absence shall be submitted by the end of the first day the student attends a full day of school after the school-sponsored activity. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period. In no circumstances, will students absent from class for school-sponsored activities have less time to complete assignments, tests, or projects than students who do not participate in school-sponsored activities. Students will not be required to submit work or take tests early because of participation in school-sponsored activities.

A report card mark of "incomplete" will be converted to an appropriate letter grade as determined by the teacher unless the work is completed within the specified time. Students are expected to keep up with their work regardless of the reason absent. Aeries online is a very useful tool for absent students, allowing you to see what was assigned for the day as well as e-mail any questions you may have. Students also have the ability to use Aeries to ensure all assignments have been turned in.

### **SCHEDULE CHANGES**

Students will select their class schedule for the following school year in the spring. The counselor will be an integral part of this process and will ensure students are selecting classes that are appropriate for their ability as well as satisfying graduation requirements. Students may only change classes during the **first TWO weeks** of each semester. Please keep in mind that students may not always get the schedule of their choice due to class sizes and class changes are not always possible. Students who would like to make a schedule change need to have a plan for how they would like their schedule to be changed along with a valid and legitimate reason for making the change. Contact the counseling office for assistance with schedule changes.

### **TRANSCRIPTS**

Transcripts of grades are available from the registrar in the counseling office. Students are responsible for notifying the registrar where to send transcripts. Transcripts may not be issued or sent to prospective employers or colleges if the student has outstanding bills or fines. A transcript request must be completed.

### **TRANSFERS**

If a student is leaving LMHS permanently due to moving away, or enrolling in another school, the student must get a check out form from the Main Office in advance.

#### **Aeries**

Aeries is an online program that allows parents and students access to:

Live Period and Daily Attendance allows parents to know right away when their student is not in class

View the Events Calendar, Nightly homework and Class Assignments scores for the student

View Report Cards and Progress Reports

Course History and Unofficial Transcripts

Point and click access to faculty and staff email addresses

Student Information

Parents, please stop by the LMHS office to obtain your login information and instructions. Students will be given their login and password information and taught how to use the system during the beginning of the school year. Links are available on the school's webpage for easy access.

## **GRADUATION REQUIREMENTS**

**Credits** - Earn a minimum of 230 credits. Each course taken for one semester will earn 5 credits. Students must be enrolled in 7 courses each semester, for a total of 35 credits earned each semester and 70 credits per year. Teachers Aid courses will receive credits and a pass/fail grade, not a letter grade and will not calculate into the GPA. All other courses will receive a letter grade.

**Senior Project Seminar** – Students are required to take the Senior Project Seminar Class during their senior year and successfully complete its requirements, which include a portfolio, research papers, and creating a calendar plan for beyond high school.

<b>COURSES</b>	<b>CREDITS REQUIRED</b>
English (9-12 grade)	4 years / 40 credits
Fine Arts/Foreign Language	1 year / 10 credits
Algebra 1 or equivalent	1 year / 10 credits
Mathematics	2 years/20 credits
Physical Education	2 years/20 credits
9 <sup>th</sup> Grade Core (Drivers Ed., Career Education, Computers & Heath)	1 year/10 credits
Life Science	1 year/10 credits
Physical Science	1 year/10 credits
Science	1 year/10 credits
World History (10 <sup>th</sup> grade)	1 year/10 credits
US History (11 <sup>th</sup> grade)	1 year/10 credits
Government (12 <sup>th</sup> grade)	1 semester/5 credits
Economics (12 <sup>th</sup> grade)	1 semester/5 credits
Senior Seminar	1 year/10 credits
Electives	Remaining 50 credits
<b>Total Required for Graduation</b>	<b>230 Credits</b>

When a student is absent from school, the parent or guardian must call the school as soon as possible and give the following information:

- Parent or guardian's name
- Student's name
- Reason for absence
- Requests to pick up homework at the end of the day must be made by 9:00 am.

Upon returning to school after a partial or full day absence, the student will:

- Report directly to the Main Office and obtain a re-admit slip before returning to class
- If the parent has not notified the school concerning the absence, the student must bring a note from the parent explaining the reason for absence
- If the student fails to bring a note from the parent, his/her absence will be considered a truancy until the absence has been cleared

**Absences must be cleared within 3 days or they will become permanently unexcused.**

## **EXCUSED ABSENCES**

Absence shall be excused for the following reasons:

- Illness or personal injury
- Quarantine
- Medical, dental, eye doctor, or chiropractor appointments
- Attendance at a funeral service of a member of the immediate family; or jury duty.

Upon written request and approval of the Principal a student's personal justifiable absence may be excused for a court appearance; religious holiday or ceremony; attendance at religious retreat; or attendance at funeral services (for other than the immediate family).

### **UNEXCUSED ABSENCES**

Unexcused absences are those absences that are not specifically authorized by law, or that are considered school excused. Examples of such absences are:

- Leaving school/class without permission (cut)
- Car troubles
- Oversleeping
- Missing class without permission
- Shopping
- Babysitting

**TARDINESS** is defined as missing a class or a subject for fewer than 30 minutes.

A student is considered unexcused absent for tardiness of 30 minutes or more from a given class. One 30-minute tardy constitutes an unexcused absence for each class in which the tardy occurs.

Teachers are not required to permit students to make up work missed when a student is absent or tardy unexcused. Teachers may assign detention for tardiness.

### **SPECIAL EXCUSES**

Special excuses are issued in the Main Office. A note or phone call from parent/guardian is required. The school must have the following information:

- Student's name
- Date
- Reason for leaving
- Time of departure

**At no time is a student to leave campus without getting clearance from the Main Office**

### **LEAVING SCHOOL EARLY**

Students leaving school before the end of the day must:

- Have the person picking them up come to the office and sign the student out.
- Individual picking up the student must be the student's parent/guardian or on the emergency release card.
- Be prepared to show a picture ID.
- Students to be released on their own must have a note from parent/guardian.
- Bring verification for medical appointments upon return.

## **EARLY SENIOR RELEASE**

Senior students who have met all criteria for college and career readiness defined below shall be given the opportunity for a 2 period reduced school day during their senior year. Students may choose to begin school later in the morning, or choose to leave early from school (Could be Periods 1-5 or 3-7). The school will retain full ADA for seniors who meet the requirements and choose to leave school early.

### **Criteria: Seniors must have 4 of the following 5 to qualify:**

- On Track with Credits (210 Credits)
- 95% Attendance Rate
- No Suspensions during the Junior Year
- A-G Eligible
- College Ready as demonstrated by any 1 of the following:
  - ACT (ELA – 22, Math – 23)
  - SAT (Critical Reading – 550, Math – 570)
  - EAP (College Ready)

### **Additional Requirements:**

Seniors who have an early release day must maintain a C or higher in ALL classes.

### **Required Classes for Early Released Seniors:**

4<sup>th</sup> Year of English

4<sup>th</sup> Year of Math

Senior Seminar

Government/Economics

Elective

## **INDEPENDENT STUDY**

The Los Molinos Unified School District provides a short term Independent Study Program. The short term program is for instances when students have an extreme need to be gone from school for 5 days or more and remain in the regular program at Los Molinos High School. Any absences less than 5 days will be considered under the regular attendance policy.

The LMHS office must be notified by the **PARENT at least 4 days prior** to the leave date in order to implement the program. In an emergency, please contact the principal to see if special circumstances will be considered.

## **MAKE-UP WORK DUE TO ABSENCE**

Students failing to clear their absence within THREE school days will be considered truant by classroom teachers. Teachers are **not** expected to accept make-up work from students failing to clear their absences, within **three** school days from the date the student returns to school.

## **CUTTING CLASS**

Cutting class (**Period Truancy**) is a serious infraction. There is no “allowable cutting”. Teachers must account for students assigned during any class period. A failing grade will be given for all class work, tests and quizzes, labs or presentation missed due to cutting. Other consequences may include teacher assigned detention, administrative detention, parent conference, and referral to SARB.

## **18 YEAR-OLD STUDENTS**

Regardless of age, all students at LMHS are treated equally under school policy. While students who are 18 years old or older are adults in society, they are still subject to all school policies and guidelines as younger students in the LMHS district. This policy includes attendance rules and guidelines.

## **TRUANCIES**

Students shall be classified as truant if absent from school without a valid excuse three full days in one school year or tardy or absent for more than 30 minutes during the school day without a valid excuse on three occasions in one school year, or a combination thereof. Such students shall be reported to the Principal or designee (Ed Code 48260). Penalties for truancies include: Lowered grades, loss of extracurricular activity participation, parent notification, hour for hour detention, possible suspension, and possible loss of credit and/or referral to SARB.

Students failing to clear their absence will be considered truant by classroom teachers until the absence is cleared. Teachers are **not** expected to accept make-up work from students' failing to clear their absences within **THREE** school days from the date the student returns to school.

## **COURSE WORK FAILURE DUE TO EXCESSIVE ABSENCE**

Education Code Sections 48200-48201, 48260, 49067, 49067(b) and Los Molinos Unified School District Policy #5111 provide that a failing grade may be issued in a given class due to excessive absence from class, thus resulting in a loss of credit.

The state laws of California require attendance of every person under 18 years of age. California Ed Code 48205 states as follows:

48205. (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is: (1) Due to his or her illness. (2) Due to quarantine under the direction of a county or city health officer. (3) For the purpose of having medical, dental, optometric, or chiropractic services rendered. (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California. (5) For the purpose of jury duty in the manner provided for by law. (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent. (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board. (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code. (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester. (d) Absences pursuant to this section are deemed absences in computing average daily attendance and shall not generate state apportionment payments. (e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed references to "pupil."



## **STUDENT ORGANIZATIONS**

Los Molinos High School offers the opportunity for students to participate in organizations, whose activities help meet the leisure, recreational, and social needs of the students as well as the interest. In addition, the student organizations help develop the leadership potential and provide a vital link in the social development of the active participants. In most cases, admission to membership is based on interest and willingness to attend meetings and be an active member.

### **LOS MOLINOS HIGH SCHOOL ADVISORS 2018-2019**

<b>Freshmen:</b>	<b>Dan Morgan Kate Grayson</b>	<b>Meeting Place: 202 Morgan</b>
<b>Sophomores:</b>	<b>Sue Jones Michael Kling</b>	<b>Meeting Place: 210 Jones</b>
<b>Junior:</b>	<b>Chas Konopka Dan Tating</b>	<b>Meeting Place: B3 Konopka</b>
<b>Senior:</b>	<b>Val White Emma Flores</b>	<b>Meeting Place: A1 Flores</b>

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<b>ASB:</b>	<b>Katie Tenneson</b>
<b>Block LM:</b>	<b>Chas Konopka</b>
<b>CSF:</b>	<b>Emma Flores</b>
<b>E.T.C.:</b>	<b>Pending</b>
<b>FFA:</b>	<b>Katie Tenneson/ Michael Kling</b>
<b>Head:</b>	<b>Chas Konopka</b>
<b>FCCLA:</b>	<b>Sue Jones</b>
<b>Key Club:</b>	<b>Margaret Kemp</b>
<b>Poster Approval:</b>	<b>Katie Tenneson</b>
<b>Purple &amp; Gold:</b>	<b>Chas Konopka</b>
<b>Yearbook:</b>	<b>Kate Grayson</b>
<b>Avid:</b>	<b>Chas Konopka</b>
<b>Staff Development:</b>	<b>Miguel Barriga</b>

\*All Advisors are responsible to evenly distribute and fulfill duties

\*Each class may have 3 fundraisers. Each advisor **MUST** head one fundraiser.

**\*ALL Advisors are responsible to chaperone the dances. PLEASE SCHEDULE ACCORDINGLY**

## **ASB**

This program is designed to empower students to become effective leaders both on campus and in their own community. Students will explore various components of what it means to be an effective group member and leader through planning and implementing activities, programs, and events for Los Molinos High School students and faculty.

## **AVID**

AVID (Advancement Via Individual Determination) is designed to increase school-wide learning and performance. The mission of AVID is to ensure that all students and most especially the least served students in the middle capable of completing a college path.



Students:

- will succeed in a rigorous curriculum
- will enter mainstream activities of the school
- will increase their enrollment in 4-year colleges
- will become educated and responsible participants and leaders in a democratic society.

## **BLOCK LM**

Block L.M. is a club members join in order to support the Athletic programs of Los Molinos High School. This may be accomplished by being a member of an athletic team or a supporting fan of the athletic program, or fund raising for the sports program. In order to be a member of Block L.M., a student must be a current or past participant in the Los Molinos High School sports program or have or plans to attended 60% of all athletic games or individual LMHS sports as a purple/gold fan. In order to be a voting member of a specific athletic block sport, a student must be participating in that sport or must have participated in the specific fundraising projects of that sport.

## **CSF**

The purpose of the California Scholarship Federation is to recognize students of strong academic scholarship and character, and to promote appropriate activities among its members. The club's motto is "Scholarship for Service," and the official color is gold. Membership in CSF is voluntary and student must apply for membership during the first two weeks of *each* semester.



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## **Excursions in Theater and Culture**

E.T.C. is dedicated to exposing club members to events and activities that enrich their understanding of culture in all of its myriad expressions.

## **FFA**

FFA is a youth organization that makes a positive difference in the lives of student by developing their potential for premier leadership, personal growth, and career success through agricultural education. The FFA is an integral part of every agricultural class. Meetings, events, field days, fundraisers, conferences, community service and competitions are just a few ways students can involved in the FFA.



become

## **FCCLA**

"Experience the Red" by joining FCCLA, a leadership organization for students.



FCCLA members learn more about careers in home economics such as food service, education and fashion. There are opportunities to travel, become more involved in school and the community and have fun. Talk to Mrs. Jones or any HERO member for more information.

## **KEY CLUB**

Key Club is an international student-led organization, which provides its members with opportunities to provide service, build character and develop leadership.



## **YEARBOOK/SCHOOL PUBLICATION**

"Cinders", the Los Molinos High School Yearbook, may be purchased and is issued during the last week of each school year. "The Barker" is the school paper. It is published approximately four times per year by the Yearbook/Digital Publishing staff and is distributed free of charge.

## **STUDENT BODY CARDS**

ASB cards are available for purchase each school year. These cards provide students with discounted prices for athletic events, dances, and many more school-related activities.

## **STUDENT HANDBOOK**

The student Handbook will be available online through the school website at [lmsd.net](http://lmsd.net) on the Student/Student Resources page. Parents and students must read, and sign a form available through Aeries or a hard copy that they have read and understand the contents of the student handbook, which outlines the rules, procedures and guidelines that students and staff must follow during the year.

## **POSTING AND/OR DISTRIBUTING SIGNS/FLYERS ON CAMPUS**

All signs and flyers must be approved by the superintendent or the superintendent's designee before being distributed or posted on campus.

**CAFETERIA** Los Molinos High School takes part in the National School Lunch and/or school Breakfast Programs. All students receive breakfast and lunch at no charge.

## **VENDING MACHINES**

Several vending machines are available to students. Use of these machines is limited to breaks and lunch hours. Students may not use the vending machines during class time. It is essential that students care for and respect the machines.

## **VISITORS PASSES**

All visitors **must** sign in at the Main Office. Visitors will be given a visitor sticker to be worn during campus visit.

## **LOCKERS**

Student book lockers are offered for the convenience of the student and to help protect school issued property. Even though the lockers are offered to students, the school does not relinquish control over the lockers and retains the right to examine the contents of the lockers at any time. Students are responsible for articles in their lockers and are to keep them locked at all times. If a lock or locker does not function properly, report the problem to the Main Office. The school will not be responsible for lost or stolen articles. Do not place items in your locker that will tempt others (money, electronics, candy, raffle tickets, etc.). Do not assume that your lockers are secure.

If, due to enrollment, there are not sufficient lockers for each student to have an individual locker, it will be necessary for some students to share a locker.

- Physical Education lockers will be issued through your Physical Education Teacher.
- Student will be charged \$5.00 for a lost or stolen lock.

- No stickers or other decorations are to be placed on the outside of the lockers. Anything placed inside the lockers must conform to school rules on obscenity and profanity and must be removed prior to the last day of the school year.

**KEEP YOUR LOCKER SECURED AT ALL TIMES**

**LOST AND FOUND**

All articles should be turned in to the Main Office. Any backpack, or other personal item left lying in the hall will be considered lost and taken to the Main Office.

Students who repeatedly leave their belongings in the hall or unattended may experience disciplinary consequences.

**LIBRARY**

The Los Molinos High School library exists as an educational resource center for students and faculty members. The philosophy of the library upholds the belief that the facility serves as a learning center for individuals as well as entire classes.

**DANCE REGULATIONS**

Dances are for Los Molinos High School students and their invited dates. Date guest passes must be filled out and returned to the Principal for approval no later than 3 days prior to the dance.

- No elementary school guests may attend a high school dance.
  - A student who leaves a dance may not return.
  - No drinking or smoking will be allowed. If any student is suspected of drinking or using drugs, either when entering or while attending a dance, the student will be asked to leave.
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- All dances end no later than 11:00 p.m. unless prior approval has been given by the administration.
  - Students may be asked to present their Student I.D. Card when entering.
  - At after-game dances, the dress code is in effect.
  - No one will be admitted to a dance 1/2 hour after the dance is scheduled to begin.

With the exception of alumni attending the Homecoming Dance, guests are limited to those 20 years of age or younger.

**DAILY BULLETIN**

The bulletin will be read in each first period class daily. Items to appear in the bulletin should be submitted to the main office before 3:00 p.m. the day before they are to be read. Bulletin will be posted on the high school website and posted on the Main Office window.

**ELIGIBILITY TO PARTICIPATE IN EXTRA-CURRICULAR, CO-CURRICULAR ACTIVITIES**

Students in grades 7-12 must maintain a 2.0 ("C") grade point average, in order to participate in co-curricular and extracurricular activities, which include student government, athletics, etc. See the Athletic Code or District Policy 6145 for further information. Probation may be granted once per year for students for Athletics and extra or co-curricular activities, provided they hold at least a 1.0 GPA. See the *Athletic Director/Advisor to apply*.

**CODE OF ETHICS FOR ATHLETES AND SPECTATORS**

To achieve the proper goals of athletics, the school and public must be informed concerning the role of athletic education. School athletics are part of the education of each student as he/she is a participant or spectator. Athletics, as a part of the education program, helps to develop the responsibilities, which belong to the league, the school, the public, and the individual. We encourage all students in each member school to learn the fundamentals of each game and to participate in each sport to the limit of their abilities. We further encourage all students to learn and understand the rules of fair play and good sportsmanship as well as the rules of the game so that they may enjoy athletics in the future as well as the present, as good participants and spectators. Inter-school athletics must aid in efforts to create good citizenship and the

sense of fair-play central to American values and to maintain a wholesome environment for athletic competition for the member schools of the league.

The following is the SPECTATOR CODE OF ETHICS designed to help achieve our goals of athletic education:

1. Spectators are an important part of interscholastic athletics and should, at all times, conform to accepted standards of good sportsmanship and behavior.
2. Spectators should, at all times, respect officials, coaches and players as guests in the community and extend all courtesies to them. Expressing dissatisfaction with official calls in a loud or disrespectful way may result in expulsion.
3. Enthusiastic and wholesome cheering is encouraged.
4. Booing, stamping of feet and disrespectful remarks should be avoided at all times.
5. Bells, whistles or noisemakers of any kind are not acceptable and proper for athletic events.
6. During basketball games, when the free throw is attempted, there should be absolute silence regardless of which team is attempting the free throw.
7. As adult behavior affects student behavior, spectators should encourage all people to observe the League's Code of Ethics.
8. Those who do not respond should be reported to the proper school authorities immediately, and may be asked to leave the event.

### **PARKING PERMITS**

Permits are required for all student vehicles parking in the parking lot. To obtain a permit student and parent fill out and provide proof of current license, insurance and registration to the Main Office. The permits are valid for the school year. Eligibility to keep the permit is reviewed at the semester. Students must park in designated parking spaces with the permit properly displayed. Row 1 & 2 are reserved for staff & visitors. Rows 3 & 4 are for student parking. The maximum speed limit on campus is five (5) miles per hour. Penalties for misuse of automobiles may include loss of privilege to park auto on campus and/or suspension from school. Students are not permitted in parking lot during school hours.

### **STUDENT HALL PASSES**

It is important that students remain in the classroom throughout each period. If a valid situation necessitates leaving the classroom, then the teacher should provide an appropriate pass. Students are not to be in the hallways during the first ten and last ten minutes of each class period

### **TEXTBOOKS**

Textbooks will be issued the first day of school during the class meeting. All textbooks are bar-coded. Students must turn in the same textbook that was issued to him/her. Students are responsible for the care of each textbook assigned to them. Stolen, lost books, or excessive wear and/or damage are chargeable to the pupil and parents. Students should have adequate book covers on each book at all times. Heavy wrapping paper or any commercial cover is adequate. Teachers will check periodically on textbooks, their ownership and condition.

Any damage to textbooks will be billed to the student.

Books left lying around in hallways, classrooms, or any other area will be picked up and returned to the Main Office.

## **COUNSELING**

### **COUNSELING**

The school counselor works with students, parents and teachers to insure a successful and enjoyable high school career for each student. Counselors assist students in making realistic plans for life after Los Molinos High School. The counseling office will offer services for educational and vocational planning and is also available to help answer questions concerning conflict management, scholarships, ROP, Career/College Information, college entrance requirements, financial aid, student information, transcripts and address changes. If students are having trouble in their classes or with other students, we encourage them to meet with their counselor as quickly as possible.

Students can stop by the counseling office to see if the counselor is available at any time, or make an appointment with the front office. Parents who wish to speak with a counselor or would like to discuss a particular situation can call (530) 384-7900, e-mail or schedule an appointment at their convenience.

### **AGENCY INFORMATION**

Support agencies partnering with LMHS include:

- ETS (Educational Talent Search)
- Tehama Mentoring Program
- Gear Up
- ATV
- Tehama County Probation

### **SCHOOL PSYCHOLOGIST**

Beyond the Academic Counseling at LMHS, we maintain a school psychologist whose duties include Individual and weekly group counseling. The psychologist also is a liaison with Tehama County Social and Mental Health agencies to provide LMHS students with support in these areas. Additionally, the school psychologist supervises a group of interns from Chico State yearly who supplement and enhance the counseling program at LMHS.

### **SENIOR AWARDS NIGHT**

Senior Awards Night is on Tuesday, the week of graduation. All academic awards as well as scholarships will be awarded at this time. In addition, various departments present awards for participation, outstanding achievement and leadership. We highly recommend all seniors attend this event to receive awards as well as to support their peers for their accomplishments.

### **GRADUATION CEREMONY PARTICIPATION REQUIREMENTS**

Participation in the graduation ceremony is a privilege, not a right. Administration may deny graduation ceremony participation based on violations of school discipline or policies. In this event, students and parents will be notified in advance so that an appeal of the decision is possible. Caps and gowns are required. Seniors who owe any fees must pay ALL fees prior to graduation in order to receive a diploma.

### **STUDENT RECOGNITION PROGRAMS**

Numerous local service clubs and groups recognize students for their accomplishments in school and community activities, service to others, academics and athletics. Groups recognizing student achievement

include, but are not limited to; Red Bluff Rotary, Elks, Kiwanis, American Legion, FFA, AVID, CSF, FCCLA, CSU, Chico Educational Talent Search, CSU, Chico Upward Bound and Soroptimist International of Red Bluff. Los Molinos High School annually recognizes students for academics, attendance and academic performance on the State test. Students will receive financial rewards for their accomplishments.

students a chance to take college-level courses at LMHS. This partnership allows LMHS students to ease the transition to college by providing rigorous, supportive and career-focused dual enrollment courses in high school. These grades are used to verify credit earned by each student for the dual enrollment course they took.

### **DUAL ENROLLMENT**

In the fall of 2010, the LMHS Ag. Dept. began a partnership with Shasta College to offer high school

### **COLLEGE DAY**

Graduating seniors may take two (2) days **with prior approval** of the principal or the counselor to visit college campuses.

### **VALEDICTORIAN AND SALUTATORIAN SELECTION PROCESS**

The valedictorian shall be selected as follows:

- ❖ The valedictorian must have attended Los Molinos High School since the first semester of the sophomore year.\*

The valedictorian is the student who has the highest weighted grade score.

- ❖ Based upon grades received in Level A and Level B classes as designated by the California Scholarship Federation (CSF) with such classes being weighted as follows:
  - Level A classes refers to courses in core subject areas and those recognized as a-g approved.
  - Level B Classes are non-A-G courses.
  - Level A classes = 4
  - Level B classes = 3

- ❖ With at least 20 credits from Level A courses

- ❖ A 3.75 grade point average (gpa), exclusive of PE, is based upon a 4.0 scale where: A = 4 ; B = 3 ; C = 2 ; D = 1

- ❖ Grades considered will be for the first semester of the freshmen year through the first semester of the senior year

- ❖ The student selected as valedictorian shall have demonstrated good citizenship for all four years of high school.

- ❖ If no student has a 3.75 grade point average and 20 or more credits of Level A classes, then the student with the highest grade point average with the most Level A classes shall be valedictorian

- ❖ The salutatorian is the student who ranks second based upon the valedictorian selection criteria

\*A student who enrolls in the Los Molinos High School later than the first semester of the junior year and who would have otherwise qualified to be valedictorian or salutatorian shall be recognized at commencement for distinguished honors.

### **CREDIT RECOVERY**

Students who are credit deficient may make up credits for failed classes. To focus on graduation, students should not wait in attempting to recover lost credits. Students will be completing credits after school or in Summer School. Students will earn credits based on the completion of coursework in the subject in which they are deficient. See the Counselor to sign up.

### **NCAA REQUIREMENTS FOR STUDENTS PARTICIPATING IN COLLEGE ATHLETICS**

For information regarding the rules, please go to [www.ncaa.org](http://www.ncaa.org) click on "Academics and Athletics" then "eligibility and Recruiting." Or visit the clearinghouse website at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net)

### **SCHOLARSHIP AND GRANTS**

Grants and scholarship information is made available to seniors by the counselor. Applications are available in the counseling office and students are continually notified of deadline dates, qualifications needed, where and how to apply. This information is provided to students in a Scholarship and Senior Information Book, posted on the school's counseling website, announced in the daily bulletin, posted in departments related to the scholarship or posted in the counseling



office. The schools bulletin is the main source of distributing new information as it becomes available. The counseling department is responsible for making information available to the students and it is the student's responsibility to complete all applications and meet the requirements and deadlines. The counselor is available for assistance when needed, but the initiative needs to come from the students. Any questions concerning scholarship availability should be directed to the counseling office.

2018-2019 COLLEGE TEST DATES			
SAT Test Date	Registration Deadline	ACT Test Dates	Registration Deadline
<a href="http://www.collegeboard.com">www.collegeboard.com</a>		<a href="http://www.actstudent.org">www.actstudent.org</a>	
June 2, 2018	May 3, 2018	September 8, 2018	August 3, 2018
August 25, 2018	July 27, 2018	October 27, 2018	September 21, 2018
October 6, 2018	September 7, 2018	December 8, 2018	November 2, 2018
November 3, 2018	October 5, 2018	February 9, 2019	January 4, 2019
December 1, 2018	November 2, 2018	April 13, 2019	March 8, 2019
March 9, 2019	February 8, 2019	June 8, 2019	May 3, 2019
May 4, 2019	April 5, 2019	July 13, 2019	June 14, 2019

## **COLLEGE ENTRANCE REQUIREMENTS**

### **COMMUNITY COLLEGE ENTRANCE REQUIREMENTS**

COMMUNITY COLLEGE (CC): There are over 110 Community Colleges throughout California. ([www.cccco.edu](http://www.cccco.edu))

### **CSU/UC COLLEGE ENTRANCE REQUIREMENTS**

CALIFORNIA STATE UNIVERSITIES (CSU): Bakersfield, Monterey Bay, California Maritime Academy, Channel Islands, Chico, Dominguez Hills, Fresno, Fullerton, Humboldt, Long Beach, Los Angeles, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, South Bay, Stanislaus ([www.csumentor.edu](http://www.csumentor.edu))

UNIVERSITY OF CALIFORNIA (UC): Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, San Francisco, Santa Barbara, Santa Cruz ([www.universityofcalifornia.edu](http://www.universityofcalifornia.edu))

To be eligible for admission to a CSU or UC as a freshman, California residents must meet the following subject requirements, examination requirements and scholarship requirements:

- Subject Requirements:** Courses must be on an approved UC/CSU course list (see 2013-14 LMHS UC/CSU Approved Course list below). Grades must be "C" or better in each course in the subject area. Check most up to date course list online at [www.ucop.edu/doorways](http://www.ucop.edu/doorways)
- Academic Rigor:** Colleges recommend that students take a full academic load in the senior year.
- Examination requirements:** All freshman UC/CSU applicants must submit scores on the SAT Reasoning test or the ACT scores to their college of choice. UC-Freshman applicants may submit scores on two SAT Subject Tests in two different areas of the student's choice: history, social science, English literature, mathematics, laboratory science or a language other than English to be considered in the evaluation of your application, but they are not required. Applications for the tests listed above are available in the Counseling Office or on-line at [www.collegeboard.com](http://www.collegeboard.com). A more complete review of UC and CSU requirements is available in the Counseling Office or on the internet at [www.csumentor.edu](http://www.csumentor.edu) or [www.ucop.edu](http://www.ucop.edu)

Both systems use an Eligibility Index, which considers such information as "a-g" GPA, test scores, classes completed, etc. to determine eligibility. See your guidance counselor for further details.



Student athletes must also follow NCAA eligibility criteria, which may differ from the CSU/UC requirements. See your counselor for additional information.

### **CAREER TECHNICAL EDUCATION**

The CDE's definition of CTE, which is embodied in the vision statement contained in Career Technical Education Framework for California Public Schools Grades Seven Through Twelve (2007), is as follows:

Career technical education engages all students in a dynamic and seamless learning experience resulting in their mastery of the career and academic knowledge and skills necessary to become productive, contributing members of society.

The internet address for the portion of the CDE website where pupils can learn more about CTE is <http://www.cde.ca.gov/ci/ct/>.

### **COLLEGE INFORMATION / CONTINUED EDUCATION**

Students interested in furthering their education by way of entering a CSU or UC will need to have completed during their high school education:

English	4 years
Mathematics (Algebra, Geometry, Algebra II or advanced courses)	3 years (4 Recommended)
Social Science (US History, Government/Economics)	2 years (3 Recommended)
Laboratory Science (Biology, Chemistry or Physics)	2 years (3 Recommended)
Foreign Language	2 years (3 Recommended)
Visual & Performing Art/CTE (Art, Dance, Theater, Music)	1 year
Elective Classes	1 year

(Approved classes from English, Math, Social Science, Science, Foreign Language or Visual & Performing Arts.)

\*CSU: All classes completed with a grade of C or better, minimum GPA of 2.0 & ACT or SAT 1 test.

\*UC: All classes completed with a grade of C or better, ACT or SAT I.

For further information or access to UC / CSU websites please refer to our district website at <http://www.lmusd.net> and click on LMUSD Counseling Dept.

### **Current A-G Approved Course List**

#### **College Entrance Test Information:**

Register online, prepare with real SAT questions, and get instant confirmation of test date and location.

[www.collegeboard.com/](http://www.collegeboard.com/) -

Register for the SAT - [www.collegeboard.com/reg](http://www.collegeboard.com/reg)

Register for the ACT [www.act.org](http://www.act.org)

Get & Send Scores - [www.collegeboard.com/student/testing/sat/scores.html](http://www.collegeboard.com/student/testing/sat/scores.html)

Search - SAT Registration - [www.collegeboard.com/splash](http://www.collegeboard.com/splash)

SAT Test Preparation - [www.collegeboard.com/satprep](http://www.collegeboard.com/satprep)

[More results from www.collegeboard.com](http://www.collegeboard.com) »

Practice test site <http://www.studyguidezone.com>

For more information about college and Career opportunities for California students, please visit

<http://www.CaliforniaColleges.edu/> (Outside Source). If you have questions regarding UC or CSU college admission requirements, please contact the Intersegmental Relations Office at (916)323-6398. If you have questions regarding school counseling services, please contact the Counseling, Student Support and Service-Learning Office at (916) 323-2183

## **PHYSICAL EDUCATION UNIFORMS**

The uniform requirements are: purple, gold, grey or black athletic shorts; purple, gold, black, or grey T-shirts; and non-black soled tennis shoes. For convenience purposes, Los Molinos High School will have uniforms available for purchase. Physical education clothing purchased outside of school must be plain color without logos, pictures, or words. Standard school dress code applies for PE clothing.

**Shirt - \$10.00**

**Shorts - \$10.00**

**Sweatshirt - \$17.00**

**Sweatpants - \$13.00**

## **DISCIPLINE**

### **EDUCATION CODE 48900.5 (a):**

Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil's record, which may be accessed pursuant to Section 49069. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons.

(b) Other means of correction include, but are not limited to, the following:

(1) A conference between school personnel, the pupil's parent or guardian, and the pupil.

(2) Referrals to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management and counseling.

(3) Study teams, guidance teams, resource panel teams, or other intervention-related teams that assess the behavior, and develop and implement individualized plans to address the behavior in partnership with the pupil and his or her parents.

(4) Referral for a comprehensive psychosocial or psycho educational assessment, including for purposes of creating an individualized education program, or a plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a)).

(5) Enrollment in a program for teaching pro social behavior or anger management.

(6) Participation in a restorative justice program.

(7) A positive behavior support approach with tiered interventions that occur during the school day on campus.

(8) After-school programs that address specific behavioral issues or expose pupils to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups.

(9) Any of the alternatives described in Section 48900.6.

### **THE COMING AND GOING RULE (EDUCATION CODE-44807):**

Students may be held to strict account for their conduct at school, as well as for their conduct on the way to and from school, during breaks, and during lunch.

### **PROCESS FOR SUSPENSION BY TEACHER (EDUCATION CODE-48910-48913):**

A Teacher may suspend a pupil from class for any acts listed in our progressive discipline matrix for the day of the act plus one day following (two-day maximum). Immediately after suspending a pupil from class, the teacher will report the suspension to the Principal and send the pupil for appropriate action. As soon as possible, the teacher must ask the parents to attend a parent-teacher conference regarding the suspension. If practicable, a school counselor or psychologist should attend the

conference, and if the parent so requests, a school administrator should be present. Instead of suspending the pupil, the teacher may refer the pupil to the Principal or Principal's designee for consideration of a suspension from school.

**DETENTION (EDUCATION CODE-48900.5.(8))**

After-school programs that address specific behavioral issues will be utilized as another means of correction to support proper student conduct.

**DUE PROCESS IN SCHOOL DISCIPLINE (EDUCATION CODE-48911-48914)**

Before a student is suspended, a conference with the student, and the teacher, supervisor or school employee who recommended the discipline referral must occur. At the conference, the pupil must be informed of the reasons for the disciplinary action and the evidence against him or her. The pupil will be given an opportunity to present his or her side of the story and any evidence in defense of actions leading to the recommendation of suspension. (This pre-suspension conference is also known as the *Goss v. Lopez* right to due process.) Anytime a pupil is suspended from school, a school employee must make a reasonable effort to contact the pupil's parents in person or by telephone, and the parents must be mailed the necessary documentation related to the suspension. Parents have the right to request a meeting with the involved parties to review the suspension, policies, and other matters related to the suspension.

**STUDENT COMMUNITY SERVICE (EDUCATION CODE-48900.6):**

Administration or designee may require a student to perform community service on school grounds during non-school hours, or, with parent permission, off school grounds. Such community service may include, but not limited to, work performed in the areas of outdoor beautification, campus betterment, and teacher or peer assistance programs.

**ANGER MANAGEMENT CLASSES (EDUCATION CODE-48900):**

2002 amendment to Ed Code-48900 gives administration discretion to require counseling and an anger management program for a pupil subject to discipline.

**IN-HOUSE SUSPENSION (EDUCATION CODE-48911.1-48911.2):**

This section allows a suspended student to be assigned to a supervised suspension classroom for the entire period of the suspension instead of being sent home, if the pupil poses no imminent danger or threat to the campus, pupils, or staff. Each pupil is responsible for contacting his or her teacher to receive assignments to be completed.

**CALIFORNIA LAW AND ELECTRONIC BULLYING**

**PENAL CODE: 528.5.** (a) Notwithstanding any other provision of law, any person who knowingly and without consent credibly impersonates another actual person through or on an Internet Web site or by other electronic means for purposes of harming, intimidating, threatening, or defrauding another person is guilty of a public offense.

**RESTRICTION OF RECESS AND LUNCH (EDUCATION CODE-44807.5):**

The governing board of a school district may adopt reasonable rules and regulations to authorize a school to restrict for disciplinary purposes the time a pupil under their supervision is allowed for recess and lunch. Students are able to purchase a lunch through the school but will not be allowed to leave campus if assigned detention during lunch.

**INITIATION/HAZING/HARASSMENT/INTIMIDATION**

Physical or verbal harassment, physical abuse, profanity, slurs and any other actions or works, actual or perceived, are not permitted and could result in a school suspension.

Harassment based on gender, race, national origin, ethnicity, religion, sexual orientation, age, physical or mental disability, or any other basis protected by federal, state, or local law, ordinance or regulation to the extent protected by law is prohibited. Students who feel they are victims of harassment of any type may file a formal written complaint in the office. "Pantsing" will result in an automatic suspension and possible expulsion.

### **Los Molinos High School Anti-Harassment Policy**

1. Everyone at Los Molinos High School has a right to feel respected and safe. Consequently, we want students to know that our policy is to prevent sexual harassment and harassment based on gender, race, national origin, ethnicity, religion, sexual orientation or disability.
2. A harasser may be a student or an adult. Harassment may include the following when related to gender, race, national origin, ethnicity, religion, sexual orientation or disability.
  - a. Name calling, teasing, derogatory comments, slurs or gestures
  - b. Remarks or rumors about an individual's sexual activities, sexual jokes, catcalls or whistles
  - c. Leering, winking, sexual gestures, pinching, patting, intentional rubbing against another individual's body
  - d. Graffiti, offensive or graphic posters or book covers
  - e. Derogatory notes or cartoons
  - f. Unwelcome touching of a person or clothing, grabbing, fondling
  - g. Violent acts or threats
3. If students believe that they or someone else has been the victim of harassment or intimidation, they should report the alleged acts to a teacher, counselor, principal or any other staff member. The report may be verbal or written. Students are not required to complete a written form, but if they want to use a form, one is available in the school office. They can also speak to Administration
4. Los Molinos High School takes seriously all reports of sexual harassment and harassment based upon gender, race, national origin, ethnicity, religion, sexual orientation or disability and will take all appropriate action to investigate such claims, to eliminate the harassment and to discipline any persons found to have engaged in such conduct.
5. Los Molinos High School will also take action if anyone tried to intimidate the students or take action to harm them because they made such a report.
6. This is a summary of this District's policy against sexual harassment and harassment based on gender, race, national origin, ethnicity, religion, sexual orientation or disability. A complete copy of the policy is available at the school office upon request.

### **Lost or Damaged Materials**

Lost or damaged materials issued by the school will be the responsibility of the student or parents/guardians. These materials may include textbooks, technology based materials like computers and chargers, and other school issued materials. EC Section 48904(a)(1) holds parents or guardians responsible for the cost of replacing a textbook that is **willfully** defaced or not returned. Per EC 48904 (b) (1), student grades or diplomas or transcripts could be withheld if books and other school property is willfully damaged or not returned.

### **SPECIAL EDUCATION**

The Individuals with Disabilities Education Act (IDEA) is a federal law that mandates a "free and appropriate public education" to children with disabilities. Los Molinos Unified School District follows the education code for special education to be in compliance with IDEA.

Students become eligible for special education services through a formalized process of evaluation. Anyone who suspects that a student is disabled may request an evaluation in writing. Requests will receive a response from the school site within 15 days. Usually a Student Study Team is asked to determine whether an assessment is necessary. If

recommended, assessments will take place within 60 days of the initial request. If an assessment is not recommended, the Study Team will explain their reasoning in writing. Once a student has been assessed, an Individualized Education Program (IEP) meeting is held to determine a student's eligibility for services.

### **NON-DISCRIMINATION**

The Governing Board of the Los Molinos Unified School District is committed to equal opportunity for all individuals in education. Los Molinos Unified School District programs and activities do not discriminate on the basis of gender, gender identity, age, sex, race, color, religion, ancestry, gender expression, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs, which ensure that discriminatory practices are eliminated in all district activities. The following individuals represent the appropriate titles for communication purposes:

1. Title IX Officer: Superintendent, Mr. Joey Adame: 530-384-7826 ext. 1102
2. 504 Site Coordinator: Miguel Barriga: 530-384-7900 ext. 2104

### **UNIFORM COMPLIANCE PROCEDURES**

Los Molinos High School has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

Los Molinos High School shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

Adult Education  
Consolidated Categorical Aid Programs  
Migrant Education  
Career Technical and Technical Education and Training Programs  
Child Nutrition Programs  
Special Education Programs  
Safety Planning Requirements

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit or other payment that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Mr. Joey Adame, Superintendent  
 Los Molinos Unified School District - (530) 384-7826  
 7851 Highway 99E  
 Los Molinos, CA 96055

Los Molinos High School has a set of rules and regulations by which students must abide. These rules and regulations are established by the California State Legislature, the Board of Trustees, and the administration acting at the direction of the Board of Trustees. Those who violate the rules and regulations must accept the logical consequences of their actions. Teachers normally deal with minor offenses, tardiness, rowdiness, unnecessary talking, etc. The administration deals with continued minor offenses and major misconduct. Legal options available in dealing with continued misbehavior will include parent conferences.

When a student is suspended, a detailed case study is developed and further suspensions will result in consideration for expulsion (permanent removal from school). This information will help students understand the procedures followed.

Please be aware that Education Code Section 48901 permits a teacher to suspend a student from class for the balance of the day plus one additional day -- without obtaining administrative approval.

Students may not use or possess tobacco products on the school grounds. No adult may use tobacco products on campus. **This is a Tobacco Free School!**

**PBSS**

Los Molinos High School adopted the Positive Behavior Student Support system during the 13-14 school year in an effort to support students in making clear choices about behavior while at school, and to intervene when those choices begin to affect them in a negative way. [Appendix A](#) at the back of this handbook shows the flowchart for how discipline is handled, and outlines the progressive steps taken to assist student in learning proper school behavior.

**DISCIPLINE POLICY**

**MINOR** - Repeated - 1 - 3 points (Example only - Other items may come under the 1-3 point system)

<b>1 Point</b>	<b>2 Points</b>	<b>3 Points</b>
Inappropriate language/behavior	Exhibition of speed	Cheating
Inappropriate writing on belongings	Confrontation/disruption of class	Fighting (defend)
Repeated tardiness	Prejudiced/Racial remark/Slur	Gang sign or symbol
Throwing any items	Failure to check out of school properly	Possession of tobacco, lighters, matches

Not dressed down in P.E./Dress Code	Vandalism (Minor) Litter/Writing	Carelessness with school property
Rowdy/disruptive	Unsafe Act (minor)	
Failure to work in class	Inappropriate use of technology(minor)	
No books, no materials	Harassment	
Talking unnecessarily		
Hats on in class		
Out of class		
Not obeying reasonable request promptly		
Failure to serve detention		
Inappropriate use of computer – includes loss of internet privileges		

**MAJOR** - 4 - 10 points (Example only - other items may come under the 4-10 point system)

4 Points	5 Points	6 Points	7 Points
Cutting School	Drinking alcohol	Staff name calling	stealing
Fighting (start)	Possession/Use of alcohol	Inappropriate use of computer: Images/Text/Printers includes loss of internet privileges (major)	staff defiance
Disrespectful: To Staff/Self/Others	Explosive device: firecrackers/smoke bomb/ stink bomb		Manufacturing paraphernalia on school grounds
Using Tobacco/Use of Vaporizers of any sort	Vandalism: Carving/Permanent Writing on Desks/Walls Intentional Littering/Trashing		Bullying: (Major)Physical/Threats
Major Disruption	Bullying: Social Harassment/Agitation		Vandalism Graffiti/Damage to Property
Harassment			
Unsafe Act (major)			

**10 points drugs** - possession, use, sale of drugs and/or paraphernalia

**Other** firearms - see state law

Points - Procedures - All procedures followed for every point above

**1 – 3:** Note home, visit to principal

**3 – 6:** Note home, visit to principal, parent conference; possible suspension, possible contract, referral to group counseling

**7:** Note home, visit to principal, parent conference, contract/suspension

**8 – 9:** Note home, visit to principal, parent conference, revise contract, extended suspension, CDS Placement

**10 or more:** Note home, visit to principal, parent conference, suspension pending expulsion procedures

**Fighting**

The victim has no privilege to refuse to testify in court. Parents are liable up to \$2,000 for the willful misconduct of a minor child when that behavior results in injury or death and an additional \$2,000 to cover medical, dental and hospital



expenses. Furthermore, if the parents were negligent in not controlling their children, additional liability may be imposed. (Civil Code 1714.1)

### **Degrading, Disgracing or Acts Intended to Injure**

No student or other person in attendance at any public institution shall commit any act that injures, degrades or disgraces, or tends to injure, degrade or disgrace any fellow student or person attending the institution. This section provides a penalty of up to six months in county jail, a fine of \$50 or both. (Ed. Code 32051)

This section covers a multiplicity of situations, but additionally it prohibits such activities as throwing objects near other students, pulling down another student's pants in public, or daring a student to commit a dangerous act.

### **Sexual Harassment**

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. For students in grades 4 through 12, the disciplinary action may include suspension and/or expulsion. Students should immediately contact a staff member if they feel they are being harassed.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when: (Education Code 212.5)

Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.

Submission to or rejection of the conduct by an individual is used as the basis for academic decisions affecting the individual.

The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile or offensive educational environment.

Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

Unwelcome sexual flirtations or propositions

Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments

Graphic verbal comments about an individual's body, or overly personal conversation

Sexual jokes, notes, stories, drawings, pictures or gestures

Spreading sexual rumors

Teasing or sexual remarks about students enrolled in a predominantly single-sex class

Touching an individual's body or clothes in a sexual way

Purposefully cornering or blocking normal movements

Limiting a student's access to educational tools

Displaying sexually suggestive objects

### **Bullying/Cyberbullying/Social Harassment**



No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, bully, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

*Cyberbullying* includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. 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 must notify school staff when they are being bullied or suspect that another student is being victimized. Reports of bullying by victims or witnesses may be made confidentially to the counselor or principal in person or in writing.

School staff who witness bullying must immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures.

When a student is reported to be engaging in bullying off campus, the principal will investigate and document the activity and will identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity are encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

#### **Staff Protection - Student Threats**

(a) Penal Code 71 prohibits the threatening of a school officer or employee. This section provides:

Every person who, with intent to cause, or causes, any officer or employee of any public or private educational institution to do, or refrain from doing, any act in the performance of his duties, by means of a threat, directly communicated to such person, to inflict an unlawful injury upon any person or property, and it reasonably appears to the recipient of the threat that such a threat could be carried out, is guilty of a public offense punishable as follows:

- (1) Upon first conviction, such person is punishable by a fine not exceeding five thousand dollars (\$5,000), or by imprisonment in the state prison not exceeding five years, in a county jail not exceeding one year, or by both such fine and imprisonment.
- (2) If such person has been previously convicted of a violation of this section, such previous conviction shall be changed in the accusatory pleading, and if such previous conviction is found to be true by the jury, upon a jury trial, or by the county, upon a court trial, or is admitted by the defendant, he is punishable by imprisonment in the state prison not exceeding five years.

#### **Appeals Process**

If a student is dissatisfied with the points assigned, he/she may make a written appeal to the Principal. The Principal will form a committee of 3 teachers that are not involved in the discipline referral to hear the appeal. The appeal committee will render a decision on the matter.

If the student is not satisfied, he/she may make another written appeal within 5 days to the Superintendent. The Superintendent's decision will be final.

### **INAPPROPRIATE ITEMS/ACTIVITIES**

Any inappropriate item that is brought to school may be confiscated. If the student does not request that his/her parent come in to retrieve the item within 48 hours then the item may be disposed of unless it is an item that must be turned over to law enforcement.

Examples of inappropriate items are:

Any device capable of recording or playing music, including but not limited to: Rollerblades/Rollerblading; Skateboards; Laser pointing devices; Roller skates; Scooters; Sunflower/Pumpkin seeds; Squirt guns.

Any item that is disruptive to, or in the opinion of the administration could be disruptive to the educational process, or the safety of students.

**Cell phones and MP3 players** May be used during lunch, break and passing periods, but in the classroom only by permission of the teacher:

**1<sup>st</sup> Offense:** Warning    **2<sup>nd</sup> Offense:** Parent Pickup    **3<sup>rd</sup> Offense:** Demerit Points increasing with each incident.

### **CLOSED CAMPUS**

Los Molinos High School has a closed campus and students may not leave during the day for lunch or during breaks. Students may not enter the front or back parking lot or shop areas without permission from the front office.

### **LOITERING**

All intersections and roadways adjacent to the school are off limits to loitering.

### **LOS MOLINOS HIGH SCHOOL STUDENT DRESS CODE**

The Los Molinos Unified School District will not allow any clothing, haircuts, jewelry, etc., that could lead to disciplinary problems at school or at school related activities because it:

1. Threatens the health or safety of others; or
2. Prohibits full participation in the educational program; or
3. Distracts and keeps students from learning; or
4. May indicate gang membership or association; or
5. Advocates alcohol, illegal drug use or paraphernalia associated with illegal drugs; or
6. Encourages prejudice against others on the grounds of national origin, ancestry, race, color, religion, gender, age or disability.

Further, the dress code of the Los Molinos Unified School District students should reflect the society in which we are located. Our District supports the idea that clothes should reflect and enhance the serious nature of obtaining a quality education. Neatness and appropriateness are integral parts of good taste and professional appearance. Students should wear appropriate attire during the school day and at all district-sponsored activities.

The following list details some, but not necessarily all of the expectations for appropriate school dress:

1. Clothing shall be neat, clean, and appropriately worn.
2. Shorts will be permitted on campus during school hours. Shorts shall be defined as those that do not expose undergarments or genital areas. Shorts cannot be shorter than the fingers when the arm of the student is held straight down. Shorts and shirts should cover all parts of the body that should be covered for modesty's sake.
3. Pants must fit at the waist and /or be secured in a way that prevents sagging. Underwear cannot be visible at any time.
  - Pants must not be excessively frayed, tattered or torn.
  - Leggings may not be worn without a top/tunic/blouse that covers the bottom region completely.
4. Pajama pants or "bed time" clothing are not to be worn to school.
5. Dresses and skirts with slits may be worn but must be of reasonable length that shall be defined as no shorter than the fingers when the arm of the student is held straight down. On dresses with slits, the top of the slits must also conform to the length rule.
6. Undergarments must not be exposed when standing, kneeling, walking, bending or sitting.
7. Neat and clean "T" shirts may be worn. There should be no exposure of the midriff while standing.
  - No half-shirts, half-blouses, tube tops, fishnet shirts, bra less outfits, open back or open side tops.

- No low cut blouses are allowed. "Low-cut" means no more than three inches below the collarbone. Cleavage must be covered.
  - Tank tops are allowed, but must not have spaghetti straps. Straps must be 1" in width or covered.
  - Tank tops must be fitted up under the arm, not open.
8. Dress, grooming, or accessories that contain gang symbols or display gang colors or clothing which denote gang affiliation including apparel which is identified as gang related, including but not limited to:
- Handkerchiefs or bandanas
  - Military style belts with brass buckles or extra-long (All belts must be completely laced through loops)
  - Wallet chains are not permitted to show while on campus.
  - Gang-related hair styles; hair nets
  - Saggy-baggy clothing-more than one size larger than normal
  - Number jerseys
  - Apparel that has been altered by the addition of lettering or symbols
  - Tattoos that denote or promote gang affiliation, racism or anti-ethnicity, Nazi symbols, white power/pride, brown power/pride, etc.
9. Patches or pants that are derogatory in nature, or draw one's attention to the genital anatomy will not be permitted.
10. No hats or caps are to be worn in classrooms. Hats and beanies must be worn properly-they shall have the bill facing forward.
11. Shoes must be worn at all times and must be appropriate for school activities.
12. Appropriate costumes for special school activities must be approved by the Student Council and the school administration.
13. Pupils that participate in a nationally recognized youth organization MAY wear organization uniforms on days that the organization has a scheduled meeting.
14. The dress code shall be reviewed by the Board of Trustees at least annually.

Notes on Dress Code:

The student will be asked to change if they are attired inappropriately. If available, a student may change into appropriate clothing. If clothing is not available, the student may call home for assistance, but may not leave school during class time to change. If no one is available at home, something appropriate will be provided for the student to wear until the end of the school day. Dress code violations will be handled in accordance with the progressive discipline system; Repeated Violation of the Above Dress Code Standards May be Cause for disciplinary action, up to and including suspension and expulsion.

**STUDENT INSURANCE**

An Accident & Sickness Insurance Program Student Coverage Plan – Myers-Stevens & Toohey & Co., Inc. is available for students. Detailed information on coverage and prices on these policies is available in the Main Office.

All students who participate in interscholastic athletics must have insurance coverage. The State of California requires that students have \$1500 accidental injury coverage. This may be carried privately by the student or his family or it may be obtained through the school. Students whose parents have private insurance will be given a form to complete indicating the type of coverage.

Boys participating in tackle football should have their parents check to determine whether tackle football is included in their policy. If it is not, it is possible, in many cases, to attach a rider to the policy to cover tackle football at a price cheaper than the rate paid by the student for the school insurance.

**WORK PERMITS**

Work Permit applications can be picked up and questions answered in the Main Office once the minor has secured a job. Work Permits are issued to a specific employer and are good only for that employer. Restrictions apply to minors contingent upon age.

**INTERNET POLICY**

Any student who wishes to access the Internet at LMHS must have signed and on file in the Main Office an Acceptable Use Policy Form. Abuse of Internet usage will result in loss of Internet privileges and/or possible disciplinary action. (See Discipline Policy)

**DRUG TESTING POLICY**

Procedures for student participant in the drug testing program

Consent: Each student wishing to participate in any extra or co-curricular activity or drive a vehicle onto the high school and the student's custodial parent or legal guardian shall consent in writing to drug testing.

The consent shall remain in effect for the duration of the school year and the student will be in the random pool as long as they are a member of any extra or co-curricular student group.

Random testing will be conducted throughout the school year. At the option of the district, all participants in an activity may be drug tested at the beginning of any athletic season.

Students who are taking prescription medication may provide, in a sealed envelope, verifiable information regarding a doctor's prescription to school personnel at the time a sample is collected. That envelope will be forwarded unopened to the testing lab with the sample. Such information provided by the student will not be disclosed to any school official.

**First Offense:**

- The parent or guardian will be notified
- The school administrator in charge of the program will meet with the parent/guardian and student
- The student will be given the option of:
- Participating in drug diversion/counseling programs and taking a weekly drug test for six weeks at the parent/guardian's expense
- Being suspended from participating in interscholastic athletics for a period of three calendar months. At the conclusion of the three-month suspension, the student must pass a drug test to be reinstated

**Second Offense:**

- The parent or guardian will be notified
- The school administrator in charge of the program will meet with the parent/guardian and student
- The student will be suspended from participating in interscholastic athletics for a period of six calendar months
- In order to be reinstated at the conclusion of the six-month suspension, the student must present evidence of participation in a drug diversion/counseling program and pass a drug test approved by the District, which will be provided at parent/guardian expense.

**Third Offense:**

In the event of a third offense, the student will be permanently suspended from athletic activities at Los Molinos High School.

**TOBACCO CESSATION**

Students wishing assistance in quitting tobacco use or students identified as tobacco users in the course of normal discipline may be referred to tobacco cessation classes offered within the county. See the counselor, psychologist or principal for more information.

**TRANSPORTATION**

**BUS RULES**

Transportation is normally furnished to all students who live within the identified LMUSD busing area. Seven minutes after the afternoon dismissal time, the buses leave the campus.

Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding or leaving the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation.

Students must be at the bus stop five (5) minutes before pick-up time and stand in a safe place to wait quietly for the bus.

The following rules apply:

1. Riders shall follow the instructions and directions of the bus driver at all times.
2. Sit in your seat, facing forward at all times.

3. Keep hands, feet, books and all objects inside the bus and to yourselves. Nothing is to be thrown from the bus.
4. No swearing, rude gestures, cruel teasing or put-downs are allowed.
5. No loud noise or behavior that distracts the driver is allowed.
6. No glass or animals of any kind will be allowed on school buses.
7. No eating or drinking is permitted on the bus while going to and from school.
8. No talking at railroad crossings.
9. Students should be alert for traffic when entering/leaving the bus.
10. Students should wait until the bus has come to a complete stop, the red light is flashing, and the door has opened. They shall never rush or run to the bus. If there is a group, they must wait in an orderly line and never crowd or push.
11. Upon boarding the bus, students shall go quickly to their seat, sit facing the front with their back against the seat backs, and remain seated until their destination has been reached, and the bus has come to a complete stop. The driver will indicate when it is safe to stand and depart.
12. The same procedure shall be followed when a student is discharged from the bus.
13. Students shall wait for direction from the driver, and shall not cross the street until directed to do so. He/she shall then cross between the driver and the bus. That is, he/she shall never cross the street unescorted.
  - Students shall never run back to the bus, or cross back over to get mail, etc.
  - Students shall never cross behind the bus.
  - Students will be taken OFF the bus if:
    - Student commits or threatens to commit physical harm to another person.
    - Student damages or destroys another student's property or the bus furnishings or fixtures.
    - Student refuses to follow directions of bus driver, etc.
    - Student acts in such a way that it keeps the bus driver from driving safely.
14. Remember, riding the bus to and from school is a privilege, not a right. The bus drivers have full authority to enforce these rules.
15. Keep the bus and the area around the bus stop clean.

Riders who fail to comply with the bus rules shall be reported to the principal. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice and warning. In the case of a severe violation or repeated offenses, the rider may be denied transportation.

**Actions that engage a student in class:**

- Being physically, emotionally, and motivationally ready to learn
- Having books, work, and materials ready for use
- Participating on given assignment/ project
- Leaving phones, headphones, CD players, etc. at home
- Leaving make-up/ cologne for lunchtime or breaks
- Ignoring distractions successfully and consistently
- Sharing with others
- Making requests politely or Asking for Help when needed in a nice way
- Treating others with dignity and respect
- Treating others personal and school property and materials with dignity and respect
- Being a good leader and a good follower
- Doing your best, recognizing that new learning occurs all the time

**Actions that keep a class interesting and engaging:**

- Asking questions/ making comments in turn
- Communicating with others through questions and sharing of ideas

- Supporting each other with words and actions
- Asking questions that contribute to deeper learning
- Knocking if entering a class not enrolled in and having a reason for being there
- that is related to learning
- Sharing with others
- Making requests politely or Asking for Help when needed in a nice way
- Waiting to be called on to speak
- Joining others appropriately
- Responding appropriately to Answering a Question Wrong or Getting a Bad Grade
- Dealing appropriately with peer pressure
- Focusing on and completing work in a timely way.
- Telling the truth

**Actions that achieve student success:**

- Attending class on time
- Participating in class
- Doing own work
- Communicating with others to solve problems
- Dealing appropriately with peer pressure
- Demonstrating good listening
- Following directions quickly and the first time.
- Beginning work promptly.
- Bringing all needed materials to school each day

**Actions that support peers or colleagues:**

- Language that is friendly and does not refer to a person's body
- Language that is positive, supportive, and kind
- Picking up own trash and own materials
- Joining others appropriately
- Working quietly—completing work without disturbing others
- Treating others with dignity and respect
- Using an appropriate tone, volume, and pitch of voice
- Talking with others positively and supportively
- Treating classroom furniture, books, and other materials with respect
- Treating others' personal property with respect
- Being kind to others
- Cooperating with others
- Starting and finishing a conversation appropriately
- Giving and accepting a compliment appropriately

**Actions that avoid conflicts:**

- Changing behavior after experiencing a consequence
- Addressing problems with teachers and peers through discussion
- Supporting peers in assemblies with positive reinforcement
- Responding appropriately to Answering a Question Wrong or Getting a Bad Grade
- Telling the truth
- Working quietly—completing work without disturbing others
- Keeping arms, feet, and body to yourself—in your own space
- Walking safely
- Staying appropriately in your own space
- Accepting consequences quickly and appropriately
- Apologizing appropriately
- Asking adults for help to solve serious problems or stay safe
- Being aware of your own feelings and the feelings of others
- Discussing disagreements in a calm manner
- Taking responsibility for your own actions and statements
- Responding appropriately to teasing, rejection, being excluded

- Responding appropriately to losing
- Being able to self-evaluate accurately



## LMHS Behavior Management Plan





