

# *Los Molinos High School*

## *Parent and Student Handbook*



Newsweek's America's Top High Schools- Ranking US News  
& World Report 2019  
California Distinguished School Award - 2019

# **2024-2025**

<http://www.lmusd.net/index.html>

# TABLE OF CONTENTS

Mission and Vision Statement	3
Schoolwide Learners Objective	3
Academic Calendar	3
Bell Schedule	5
LMHS Staff/Faculty/Other Important Contacts	6-7
Academics	8
Grade Reporting Periods	9
Closed Campus	10
Homework/Make-up Work	10-11
Athletics and Academics	12-14
Academic Recognition and Student Organizations	15
Activities Participation Eligibility	16
Attendance Policy	17-18
Tardies	18
Cafeteria Regulations	19
Physical Education	20
Graduation Requirement	21
College Entrance Requirements	23-24
Discipline	25-29
Expulsion	30

## Mission and Vision Statement

### Mission Statement

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

### LMUSD Vision

Our vision of education is that by nurturing talent, developing character, and preparing every student to develop and pursue their journey for success, all of our students can realize their potential regardless of their circumstances

## Schoolwide Learners Objectives






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.

**Los Molinos Unified School District  
Instructional Calendar - APPROVED  
2024 - 2025**

	M	T	W	Th	F	
July	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30	31			<u>0</u>
August				1	2	
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28*	29	30	<u>13</u>
September	2	3	4	5	6	
	9	10	11*	12	13	
	16	17	18	19	20	
	23	24	25*	26	27	
	30					<u>20</u>
October		1	2	3	4	
	7	8	9*	10	11	
	14	15	16	17	18	
	21	22	23*	24	25	
	28	29	30	31		<u>22</u>
November					1	
	4	5	6*	7	8	
	11	12	13	14	15	
	18	19	20*	21**	22*	
	25	26	27	28	29	<u>15</u>
December	2	3	4*	5	6	
	9	10	11	12	13	
	16	17	18***	19***	20*	
	23	24	25	26	27	
	30	31				<u>15</u>

	M	T	W	Th	F	
January			1	2	3	
	6	7	8	9	10	
	13	14	15*	16	17	
	20	21	22	23	24	
	27	28	29*	30	31	<u>18</u>
February						
	3	4	5	6	7	
	10	11	12	13	14*	
	17	18	19	20	21	
	24	25	26	27	28	<u>15</u>
March						
	3	4	5*	6	7	
	10	11	12	13	14	
	17	18	19*	20**	21	
	24	25	26	27	28	
	31					<u>21</u>
April						
	1	2	3	4		
	7	8	9*	10	11	
	14	15	16	17*	18	
	21	22	23	24	25	<u>16</u>
	28	29	30			
May						
				1	2	
	5	6	7*	8	9	
	12	13	14	15	16	
	19	20	21*	22	23	
	26	27	28	29	30	<u>21</u>
June						
	2	3***	4***	5*	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	<u>4</u>
	30					

-  Instruction Begins/Ends
-  Staff Duty Day
-  Local Holiday
-  Legal Holiday
-  Inservice Days

Instruction Days: 180  
 Certificated Staff: 3 Professional Development Days  
 Certificated Staff: 2 Duty Days

Instruction begins: August 14th, 2024  
 Instruction ends: June 5th, 2025

- \*= Minimum Day Districtwide - 12:50 ELEM Release, 1:00 LMHS Release
- \*\*= Minimum Day Parent Teacher Conferences ELEM ONLY - 12:50 Release
- \*\*\*= Minimum Day Semester Final Exams/Conferences LMHS ONLY - 1:00 Release

End of Trimesters: Nov 8th, 2024  
 Mar 7th, 2025  
 Jun 5th, 2025

End of Semesters: Dec 20th, 2024  
 June 5th, 2025

Parent Conferences ELEM: Nov 21st & March 20th  
 Semester Final Exams LMHS: Dec 18th - 20th  
 June 3rd - 5th

Vina Promotion Ceremony: 7:00 p.m. June 4th  
 LME Promotion Ceremony: 7:00 p.m. June 5th  
 LMHS Graduation Ceremony: 7:00 p.m. June 5th

Board Approved: 4/18/2024

Regular Day Bell Schedule			
8:10 AM	9:00 AM	1st Period	0:50
9:00 AM	9:05 AM	Passing	0:05
9:05 AM	9:55 AM	2nd Period	0:50
9:55 AM	10:05 AM	Break	0:10
10:05 AM	10:10 AM	Passing	0:05
10:10 AM	11:00 AM	3rd Period	0:50
11:00 AM	11:05 AM	Passing	0:05
11:05 AM	11:55 AM	4th Period	0:50
11:55 AM	12:30 PM	Lunch	0:35
12:30 PM	12:35 PM	Passing	0:05
12:35 PM	1:25 PM	5th Period	0:50
1:25 PM	1:30 PM	Passing	0:05
1:30 PM	2:20 PM	6th Period	0:50
2:20 PM	2:25 PM	Passing	0:05
2:25 PM	3:15 PM	7th Period	0:50

Regular Minimum Day Schedule			
8:10 AM	8:41 AM	1st Period	0:31
8:41 AM	8:46 AM	Passing	0:05
8:46 AM	9:17 AM	2nd Period	0:31
9:17 AM	9:27 AM	Break	0:10
9:27 AM	9:32 AM	Passing	0:05
9:32 AM	10:03 AM	3rd Period	0:31
10:03 AM	10:08 AM	Passing	0:05
10:08 AM	10:39 AM	4th Period	0:31
10:39 AM	10:44 AM	Passing	0:05
10:44 AM	11:15 AM	5th Period	0:31
11:15 AM	11:46 AM	Lunch	0:31
11:46 AM	11:51 AM	Passing	0:05
11:51 AM	12:22 PM	6th Period	0:31
12:22 PM	12:27 PM	Passing	0:05
12:27 PM	12:55 PM	7th Period	0:28

**\*\* Students must be in class at reporting times as indicated on the bell schedules.**

2024-2025 Min Days
August 28
September 11,25
October 9,23
November 4,20,22
Dec. 18,19,20
January 15,29
February 14
March 5,19
April 9,17
May 7,21
June 3,4,5

**\* Finals**

## LOS MOLINOS UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES

<b>President</b>	Barbara Morgan
<b>Vice President</b>	Melissa Peters
<b>Clerk</b>	Sue Knox
<b>Member</b>	Lidia Mekhail
<b>Member</b>	Roger Mesecher
<b>Member</b>	Krista Anderson
<b>Member</b>	Chuck Crossland

## LOS MOLINOS UNIFIED SCHOOL DISTRICT ADMINISTRATION

<b>Superintendent</b>	Joey Adame
<b>Chief Business Officer/Human Resource</b>	Christie Landingham
<b>Accounts Payable Coordinator/Executive Assistant</b>	Rachel Ochs
<b>Maintenance and Transportation Director</b>	Oscar Juarez
<b>Food Services Manager</b>	Kate Baker

## LOS MOLINOS HIGH SCHOOL ADMINISTRATION/SUPPORT STAFF

<b>Principal</b> Megan Weiss	mweiss@lmusd.net
<b>Vice Principal</b> Derek Badovinac	dbadovinac@lumsd.net
<b>School Psychologist</b> Carlos Perez	cperez@lmusd.net
<b>School Counselor</b> Ally Rubalcaba	arubalcaba@lmusd.net
<b>Speech Pathologist</b> Sara Sorensen	ssorensen@lmusd.net
<b>School Resource Officer</b> Amy Grames	agrames@lmusd.net

## LOS MOLINOS HIGH SCHOOL FACULTY

Brianna Ellis Kyle Long	<b>Agriculture CTE Department</b>	bellis@lmsd.net klong@lmsd.net
Emma Flores	<b>Culinary Arts/Spanish Department</b>	eflores@lmsd.net
Margaret Kemp	<b>English Department</b>	mkemp@lmsd.net
Emma Flores	<b>English Language Development Program</b>	eflores@lmsd.net
Cody Long	<b>Physical Education Department</b>	clong@lmsd.net
Devin Engle Ethan Marshburn	<b>Mathematics Department</b>	dengle@lmsd.net emarshburn@lmsd.net
TBD	<b>Electives/Cyber High</b>	
Ivy Mendez	<b>Science Department</b>	imendez@lmsd.net
Kate Grayson	<b>Social Studies Department</b>	kgrayson@lmsd.net
	<b>Special Education Department</b>	
Gianna Hughes Matthew Anderson	<b>SDC RSP</b>	ghughes@lmsd.net manderson@lmsd.net

## OTHER IMPORTANT CONTACTS

Chelsey Arano	<b>Student Services Technician</b>	384-7900 Ext: 2107
Shannon Carter	<b>Attendance Office/Principals Secretary</b>	384-7900 Ext: 2101
Sheryl Weibling	<b>Data Specialist/Registrar</b>	384-7900 Ext: 2308
Lori Keeling	<b>School Nurse</b>	384-7900 Ext: 2111

# 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.

A teacher shall base a student's grades solely on the quality of the student's academic work and his/her mastery of course content based on district standards. Students shall have the opportunity to demonstrate this mastery through a variety of methods, including, but not limited to class participation, homework, tests, projects, portfolios, and/or class discussion as appropriate. BP5121 (a).

## **GRADE POINT AVERAGE**

Regular GPA	Weighted GPA *
A = 4	A = 5
B = 3	B = 4
C = 2	C = 3
D = 1	D = 1
F = 0	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

## **CHEATING/ACADEMIC DISHONESTY**

Cheating is an act involving school work with the following elements: copying, exchanging answers (verbally or otherwise), plagiarizing, using "cheat sheets", and/or claiming the work of another as their own. This will be validated by witnesses and teacher observations.

### **Consequences for Cheating**

- **1<sup>st</sup> Offense: A zero grade on the assignment, test, or project.**
- **2<sup>nd</sup> Offense: A zero grade on the assignment, test, project, and all related course work for the quarter.**
- **3<sup>rd</sup> & Consecutive Offenses: A failing grade in the course.**

**Administration could impose further disciplinary actions, but a student will not receive double punishment.**



## **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 Release Seniors:**

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

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

CTE Course

Government/Economics

Elective

<b>GRADE REPORTING PERIODS 2024-25</b>			
<b>GRADING PERIOD</b>	<b>PERIOD ENDS</b>	<b>GRADES DUE</b>	<b>GRADES MAILED</b>
1st Progress	September 20, 2024	September 25, 2024	September 27, 2024
2nd Progress	November 1, 2024	November 6, 2024	November 8, 2024
<b>1st Semester</b>	<b>December 20, 2024</b>	<b>January 7, 2025</b>	<b>January 10, 2025</b>
3rd Progress	February 7, 2025	February 12, 2025	February 14, 2025
4th Progress	March 28, 2025	April 2, 2025	April 4, 2025
<b>2nd Semester</b>	<b>June 5, 2025</b>	<b>June 11, 2025</b>	<b>June 13, 2025</b>

## **CLASS 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 week** 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.

## **INCOMPLETES**

A student receives an incomplete when work is not completed **beyond the student's control, such as extended sickness. Incompletes must be made up within ten school days after the end of the grading period.** An incomplete shows up as a temporary grade of an "INC" on the report card and is changed to a grade upon completion of the work, or changed to an "F" for failure to complete adequate work for a higher grade. Incompletes will not be issued as a progress report grade.

## **GRADE CHANGES**

The Principal must approve grade changes. All changes must be done within 1 calendar year from when the grade was issued

## **ADULT AT 18**

LMHS is still required to continue working with parents/guardians in matters of attendance, discipline, and reporting for any student who reaches the age of 18 during their attendance at LMHS. Students wishing to request legal responsibilities must schedule an appointment with the principal. This meeting must include parents/guardians of the student. Eighteen year olds are legal adults and will be held accountable as such.

## **POSSESSION OR USE OF CELLULAR PHONES AND OTHER ELECTRONIC SIGNALING DEVICES (B. P. 5131)**

Students may possess or use electronic signaling devices, including but not limited to pagers, beepers, cellular/digital telephones, and cellular/digital telephones with cameras provided that such devices do not disrupt the educational program or school activity. Electronic signaling devices will **be turned off during class time** and at any other time directed by a district employee. If disruption occurs, the employee will direct the student to turn off the device and/or confiscate the device and turn it into the office for parent retrieval at the end of the day from the SRO.

## **Headphones / Earbuds/ Air Pods**

Students are not permitted to wear headphones, ear buds of air pods during school hours. These items will be confiscated and a parent / guardian will need to pick up the items from the LMHS Administration.

## **LOS MOLINOS HIGH SCHOOL LEARNING ENRICHMENT AFTER-SCHOOL PROGRAM (LEAP)**

Los Molinos High LEAP is a drop-in program, available after school every day until 5:00 p.m. Students may attend the any portion thereof. Students are required to sign in and out. The program is open to all Los Molinos High School students Monday, Tuesday and Thursday when school lets out. There is no charge to attend, and a free snack is provided. All regular district and school rules apply during the after-school help session. For more information regarding the LEAP program, contact the school counselor at 384-7900 ext.2106.

# **CLOSED CAMPUS (Education Code, Section 44808.5)**

The Board of Education approved the closure of all LMHS campus. This action was taken in order to maximize the District's efforts to provide a safe and orderly environment for students. This means that students may not leave campus between periods or during lunch. There will be no exceptions or waivers.

**NOTE: Students who leave campus shall be classified as truant and subject to disciplinary action, search of person and belongings, and possible loss of eligibility for extra-curricular activities.**

## HOMEWORK

The Governing Board recognizes that meaningful homework assignments can be a valuable extension of student learning time and assist students in developing good study habits. Homework shall be assigned when necessary to support classroom lessons, enable students to complete unfinished assignments, or review and apply academic content for better understanding (BP6154 (a))

Homework is defined as planned learning assignments, which will require time and effort outside regular school hours to reinforce classroom learning and expand the student's school experience. The needs and abilities of all students are to be important considerations in planning assignments. You have the responsibility for helping students understand not just what is to be done, but why it is to be done and how it should be done. Corrections and comments on homework are valuable teaching devices, and should be an effective communication means between teacher and student.

## MAKE UP WORK

Students who are absent from school shall be given the opportunity to complete all assignments and tests. As determined by the teacher, the assignments and tests shall be 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 (BP 6154).

Although on-time completion of homework is important to maintain academic progress, the Board recognizes that students learn at different rates. Students shall receive full credit for work that is completed late in order to encourage their continued learning (BP 6154).

When a parent/guardian of a student who has been suspended for two or more school days requests homework that the student would otherwise have been assigned, the student's teacher shall provide such homework. If a homework assignment is requested and is turned in to the teacher by the student either upon the student's return from suspension or within the timeframe originally prescribed by the teacher, whichever is later, and is not graded before the end of the academic term, the homework assignment shall not be included in the calculation of the student's overall grade in the class. (Education Code 48913.5)

### **STUDENT ID CARDS**

All students are provided with a student ID card at the beginning of the school year. **Students are required to carry their current student ID card on them at all times.** Current student ID cards are required for admittance to any school function or activity. If a student loses his/her ID card they are required to obtain a new card.

### **STUDENT VEHICLES AND 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 allowed in the parking lot during school hours.

### **VISITORS PASSES**

All visitors **must** sign in at the Main Office. Visitors will be given a visitor sticker to be worn during campus visit. Students from other schools are not allowed to visit our campus during school hours.

### **WORK PERMITS**

Work permits may be obtained in the Attendance Office along with procedures for completing the work permit application process. **Students must not be failing classes or have consistent discipline issues.** Administration will have the final approval.

# ATHLETICS AND ACADEMICS

## ATHLETIC PARTICIPATION PACKET

Before any athlete is allowed to participate in any sport, he/she must complete the "Athletic Participation Packet". If the athlete is having a physical examination done with his/her private doctor, the doctor completing the physical examination must sign the district approved form. School sites (Athletics Office) will schedule physicals. **No student athlete may participate without a complete athletic participation packet.** The original physical paperwork will be kept with the site athletic department. Coaches must have the emergency contact form for each student athlete.

## GENERAL TRAINING RULES FOR ATHLETES

1. NO SMOKING, VAPING, CHEWING OR POSSESSION OF TOBACCO.
2. NO ALCOHOL OR DRUGS
  - a. Violation on school grounds will result in days loss of privileges beginning the day of the violation.
  - b. Student athletes on LOP are allowed to practice but cannot be released from school nor compete in any athletic contest
  - c. All violations will be referred to the "Athletic Code of Conduct".

## ATHLETIC ELIGIBILITY

1. To be eligible to represent the school in an athletic contest a student must:
2. Have an "Athletic Participation Packet" on file signed by a doctor and a parent.
3. Have Insurance: Student accident insurance is available at a minimal cost if the athlete's family does not have insurance.
4. Meet residence requirements as specified by the CIF. (See CIF Bylaws and LMUSD requirements.
5. No student is permitted to take part in an athletic contest or practice if they are not in attendance for a minimum of 4 periods (1/2 day for Middle Schools) or equivalent to 1/2 day. Excused absences are exempt with proof.
6. All students, to be eligible to participate in co-curricular activities, shall maintain a 2.0 grade point average on a 4.0 scale for each grading quarter, progress toward graduation or on academic probation.

## ACADEMIC ELIGIBILITY

It is the responsibility of each head coach to monitor their athlete's grades. **The coach should** be sure to **confirm the student athlete's eligibility status with the Athletic Director.** The Athletic Director will publish a list of ineligible athletes. Once an athlete becomes eligible they must obtain an athletic clearance slip from the athletic office before **they will be** permitted to participate.

***If you play an ineligible athlete, you will forfeit the contest.***

In calculating Grade Point Average (GPA), CIF regulations state that an incomplete must be factored as a "0" on a 4-point scale. GPA will be determined by dividing the total number of grade points by total number of courses (A=4, B=3, C=2, I=0).

**To encourage and support academic excellence, the Board requires students in grades 7 through 12 to earn a minimum 2.0 or "C" grade point average on a 4.0 scale in order to participate in extracurricular activities. Students that fall below these criteria will be granted a contract.**

**The Board desires to balance the academic needs of students with the benefits they receive from participating in school activities. In implementing this policy, the Superintendent or designee shall help ineligible students regain eligibility. The Director of Athletics or designee may recommend to the Principal to revoke a student's eligibility or participation in extracurricular activities when a student's poor citizenship is serious enough to warrant loss of this privilege.**

# ATHLETICS AND ACADEMICS

## Grades 7-8

1. A grading period for purposes of this policy is defined as a 6-week grading period.
2. Eligibility, Academic Probation and ineligibility are on a grading period.
3. Trimester grades are used for computation for eligibility under this policy.
4. Students will receive quarter grades at the end of each 6-week period, plus progress reports as needed during each semester. Progress reports are strictly informational and don't determine eligibility.
5. Report Card Policy is required under this policy.
6. Students maintaining minimum eligibility requirements or above will remain eligible for the following grading period.
7. Students falling below minimum eligibility requirements at the conclusion of a probationary grading period will be declared ineligible for the following grading period.
8. Students who are declared ineligible will remain ineligible until their grades meet the minimum eligibility requirements at the end of a succeeding grading period.
9. CIF grading policy requirement is to maintain a 2.0 GPA for the trimester period.
10. Students falling below minimum eligibility requirements will be placed on academic probation for the following grading period.
  - a. Students placed on academic probation must be monitored closely to maintain eligibility to participate.
  - b. All students with a GPA below 2.00 for the third trimester that would be on probation or ineligible will enter on probation at the LMUSD high school for the fall semester.

## Grades 9-12

Satisfactory progress towards graduation as set by Los Molinos Unified School District Board

- A Grading period for purposes of this policy is defined as a quarter (6 weeks).
- Eligibility and ineligibility are on a grading period.
- Semester grades are used for computation of credits under this policy.
- Students will receive "Progress Grades" at the end of six weeks and 12 weeks of each semester.
- Students falling below minimum eligibility requirements will be counseled and referred to academic tutoring, (non- mandatory tutoring) but will remain eligible to compete or participate under a contract.
- Students falling below minimum eligibility requirements (2.0 and on track to graduate) at the conclusion of a grading period (quarter) will be declared ineligible for the following grading period.
- Students who are declared ineligible will remain ineligible until their grades meet the minimum eligibility requirements at the end of a succeeding grading period. **Students should be required to attend summer school to make up failed grades.**
- CIF grading policy requirement is to be passing a minimum with a 2.0 GPA for each grading period.
- If a student athlete decides to quit a sport, it will be at the discretion of the LMHS Administration to determine eligibility for the next season of sport.

## Transfer Eligibility for Interscholastic Athletic Programs - Board Policy 5116

If a 7 - 12th grade student exercises an option of attending a school other than the school to which they are assigned on the basis of board established school attendance areas, and does so pursuant to a Board authorized mode of legitimate transfer including, an "Open Enrollment," or "Intra-District transfer," the student will be ineligible for interscholastic athletic competition for one year (365 days) from the date of first attendance at the student's new school.

## Types of Transfers

A student may have transfer eligibility provided the student moves from one LMUSD school to another due to:

### Valid Change of Residence

Determination of what constitutes a valid change of residence depends upon the facts in each case, however, to be considered, the following facts must exist:

- The original residence must be abandoned as a residence by the immediate family; AND
- The student's entire immediate family must make the change and take with them the household goods and furniture appropriate to the circumstances. For eligibility purposes, a family unit may not maintain two or more residences; AND

- The change of residence must be genuine, without fraud or deceit, and with permanent intent.

## **TRANSPORTATION OF STUDENTS TO ACTIVITIES**

The district will provide transportation to and from off campus activities sponsored or co-sponsored by the district. Only students for whom written permission has been received from their parents/guardians may be transported to and from an activity and approval from the AD. The request must be made 24 hours in advance. **Coaches will ride in the bus with student athletes.**

## **RELEASING ATHLETES FROM CLASS**

If you must allow students out of class to attend a scheduled competition, you must notify your Athletic Director so they can notify the attendance office so your athletes may be excused from classes. High school student athletes must be informed by their teacher of homework requirements. Per BP 6154, student athletes absent for a game will submit their work upon return.

## **PHYSICAL EXAMINATION**

LMUSD requires that a student receive an annual physical examination conducted by a medical practitioner certifying that the student is physically fit to participate in athletics. The report of the examination will be on a school board-approved form that includes a health history. **The physical examination must be completed before a student may try out, practice or participate in interscholastic athletic competition.** A student will be excused from this physical examination provided there is a compliance with the Education Code provisions concerning Parents' Refusal to Consent.

Physicals Examinations are considered valid for a period of one year from date of examination. Student-athletes may be required to complete a new examination for clearance from a physician prior to returning to participation after a major sustaining a disabling injury.

Physicals only cover Los Molinos Unified sponsored activities.

## **PARENT/COACH COMMUNICATION**

### **1. Communication parents should expect from district coaches:**

Philosophy as a coach  
 Expectations the coach has for your child Location and times of all practices and games  
 Team requirements: practices, equipment, off-season training, etc. Procedures to follow should your child be injured during participation Participant conduct code and consequences for not following these guidelines Student transportation policies

### **2. Communication coaches should expect from parents:**

Concerns expressed directly to the coach first  
 Specific concerns with regard to coach's philosophy and/or expectations Notification of any illness, injury, or missed practices

### **3. Appropriate concerns parents should discuss with coaches:** The treatment of their child, mentally and physically . Ways to help their child improve Concerns about their child's behavior

### **4. Coaches decisions:** Playing time Team strategy. Matters concerning other student-athletes

### **5. Parents should not:**

Confront the coach before or after practice  
 Confront the coach before or after a game  
 Confront the coach regarding Human Resource Topics

# ACADEMIC RECOGNITION AND STUDENT ORGANIZATIONS

## **VALEDICTORIAN AND SALUTORIAN SELECTION PROCESS**

The valedictorian shall be selected as follows:

- ❖ The valedictorian must have attended Los Molinos High School since the first semester of the junior 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 salutarian 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 salutarian shall be recognized at commencement for distinguished honors.

## **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, 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

## **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.

## **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 a student must apply for membership during the first two weeks of *each* semester

## **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 become involved in the FFA.



## **KEY CLUB**

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

## **HONOR ROLL AND SCHOLAR ATHLETE**

Students that have demonstrated high academic achievement will be honored at the end of each semester.

Los Molinos High School takes pride in our academics and our athletic programs. We also take pride in our scholar athletes. Students that have maintained a 3.0 GPA for both semesters of the school year and have played an entire sports season will be honored as a scholar athlete in the month of May. These students will be invited to a special recognition ceremony and they will receive a new letterman's patch with that distinction

## **ACTIVITIES PARTICIPATION ELIGIBILITY**

In order to participate in student activities such as field trips and other school related programs,

- 2.0 GPA at most recent grading period or the previous semester (activities outside instructional day).
- 2.0 GPA at most recent grading period and administration approval for any failing grades (activities during instructional day) – field trips, and senior off-campus.
- Must not be on a non-privilege list. (Fines, grades, discipline, attendance, etc.).
- ALL GUESTS FOR DANCES MUST BE 19 YEARS OF AGE OR YOUNGER (BUT NO LESS THAN 9<sup>TH</sup> GRADE).
- ALL GUESTS MUST SHOW VALID ID OR DRIVER'S LICENSE FOR AGE VERIFICATION. *Age verification is required for ticket purchase.*
- GUEST PASSES WILL BE ISSUED ONLY FOR FORMAL EVENTS SUCH THE PROM DANCE.
- Student who are a non-grad are not allowed to attend Los Molinos High School GRAD NIGHT.
  
- Participation in Graduation Ceremony – Seniors must attend all meetings and practices in order to participate in graduation ceremony.

Students participating in field trips must get the Activity/Field Trip Form signed by all teachers and counselor no later than 3 school days before the activity.

## **PARENT/STUDENT ATTENDANCE PROCEDURES**

### **ATTENDANCE POLICY**

The Board of Trustees and the faculty and staff of Los Molinos Unified School District believe that attending classes is the fundamental requirement of a successful education, and is held by all to be the highest degree of importance.

Specific attendance policy regulations are as follows:

1. Being tardy more than twenty (30) minutes or leaving a class before the end of a period without permission is considered to be an unexcused absence.
2. Students attending school-sponsored field trips, activities, or traveling with athletic teams during the regular school day are considered to be in attendance.

Absences due to suspension shall be considered as excused absences.

3. **Parents must clear their student's absences within two days. After 25 days, no clearing with take place.** If the absences are not cleared, the student will face disciplinary action.
4. After a 3<sup>rd</sup> consecutive absence due to illness in a semester, verification of the student's illness by a doctor may be requested.
5. Nothing in this policy shall prevent a teacher from considering class participation in the determination of a class grade, especially in the case of unexcused absences.
6. When a student's absence has been requested in writing by the parent or guardian and approved in advance by the principal and/or the principal's designee, a student may be excused for court appearances, personal emergencies, family necessity, visits to colleges, employment conferences, and/or school-approved conferences. Students will have full make-up privileges although the school does not receive state funds for these absences. To avoid issuance of unexcused absences, permission for such absences is to be requested in writing and in advance whenever possible.
7. Students with unexcused absences are subject to school disciplinary action.
8. Students cannot leave campus without a stamped outside pass from a school official.
9. Parents will be notified following the third absence of their student. Notice will be by regular United States Postal service.
10. Students that purposely cut a class or are not present without a valid excuse from their legal guardian shall not participate in extracurricular activities such as FFA, Sports, and CTE workbased learning.

## **ABSENCES AND PROCEDURE FOR CLEARING AN ABSENCE**

When a student is absent from school, the parent/guardian can clear an absence by sending an ink written note on the day the student returns to school. The following information should be provided:

- Date of the note
- Student's name
- Exact date(s), or hours of a day, missed
- Nature of illness or other reason for absence

Upon returning from the absence, the student must check in at the attendance office and leave a note regarding the absence at the Attendance Office. The parent and student will be held responsible for clearing the absence within two days. After two days, the absence will become unexcused. An unexcused absence cannot be cleared after 25 school days from the date of absence.

An anticipated absence should be reported to the Attendance Office by the student's parent or guardian. It is the student's responsibility to make homework arrangements with each individual teacher to minimize the impact of the absence. See "Extended Absences" for individual extended absences. The Attendance Office telephone number is 384-7903.

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### **A. Excused absences**

Students are excused for justifiable personal reasons including, but not limited to:

- \* health reasons (may need to be verified)
- \* appearance in court (must be verified) or DMV appointments
- \* religious observance or ceremony (must be prearranged)
- \* employment conference (must be verified)
- \* student is the custodial parent of a child who is ill (must be verified)

At the discretion of the administration, students may be excused for other personal reasons. These include, but are not limited to: visits to colleges (must be verified), family necessity (must be explained), and personal emergencies (must be described).

### **B. Unexcused Absences**

Unexcused absences are those which do not come under any definition of excused absences. This includes absences in which a student stays out of school for reasons that are not legal. These include, but are not limited to, oversleeping, being too tired to attend, hunting, fishing, travel out-of-town, personal business, shopping, or skiing. While permission for these absences may be granted by the parent, there is no legal right to allow a student to miss school for these reasons. Cutting one or more classes during the school day or leaving the classroom prior to dismissal by the teacher, is considered to be an unexcused absence. LMHS takes great pride in the education of our students. Students who purposely do not report to their assigned classes will be dealt with immediately. The consequences will be a combination of afterschool detention, loss of lunch time off campus privileges, Saturday School, and if there is continued habitual violations of this rule, students could be suspended. It is also important to note that students suffer by not being present to receive the academic instruction which could result in loss of credit.

## **ABSENCES: OUTSIDE PASSES**

Except for lunch, students are not permitted to leave campus during the school day unless they are excused through the Attendance Office and are issued an Outside Pass. Outside Passes are issued only on the authority of a parent's note and must specify the exact time and reason for leaving campus. Students who return to school should check back in with the Attendance Office. If an outside pass is issued for an appointment with a doctor, dentist, lawyer, etc., the students are required to have the pass signed or stamped by the individual they are seeing. Students must get an Outside Pass before leaving campus, including for illness. Any absence initiated by a student leaving campus without obtaining an Outside Pass will be treated as an Unexcused Absence. Failure to obtain an outside pass may result in disciplinary action. Doctor's notes must be turned into the attendance office upon return to school.

## **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.

## **TARDIES**

Any student who enters the classroom or instructional area after the bell rings is tardy. Students arriving late to class interrupt the instructional process and cause a delay in beginning instruction. Students are given enough time during passing period between classes. A backpack will accommodate carrying books for more than one class and minimize the need for being tardy. Unexcused Tardies, occurring during school, regardless of the reason,\* will result in disciplinary action as follows:

<b>Days/Periods Tardy</b>	<b>Letter Sent</b>	<b>Outcome</b>
<b>4 periods</b>	<b>Letter 1</b>	<b>1 Lunch Detention/loss of Off Campus Privileges Copy to cum Copy to SARB folder</b>
<b>7 Periods</b>		<b>2 Lunch Detention/loss of Off Campus Privileges/Meet with Administrator</b>
<b>10 periods</b>	<b>Letter 2</b>	<b>3 Lunch Detention/loss of Off Campus Privileges Copy to cum Copy to SARB folder/Contract with Administrator</b>
<b>13 Periods</b>		<b>1 Saturday School</b>
<b>15 periods</b>	<b>Letter 3</b>	<b>Consequences determined by Administration Copy to cum Copy to SARB folder District SARB referral made</b>

**Refusal to serve Lunch detention or Saturday school will result in defiance of authority and could result in a suspension. This is an administrative decision.**

## **EXTENDED ABSENCES**

Parents who, for some reason, must take a student from school for extended periods must see their counselor at least one week prior to the absence. **Students must get a "Request for Extended Absence" form from the counseling department, complete the form, and return it to the counseling office TWO DAYS prior to leaving. Information on assignments for each class will be listed on the form.** All work is due on the day of return to the attendance office. The student is responsible for any and all makeup work as a result of his/her absence. Students are expected to log 240 minutes of work per day during their absence. Extended absences are not encouraged and may result in loss of credits, therefore affecting a student's graduation status. A "Request for Extended Absence" does not qualify an absence as "excused" as defined under California Education Code (see Absences section).

## **SCHOOL ATTENDANCE REVIEW BOARD (SARB)**

The Los Molinos Unified School District participates in the Tehama County Office of Education School Attendance Review Board (SARB) is made up of school officials, parents, members of the community, Tehama County District Attorney's Office, and representatives of various social service agencies.

### **LMUSD SARB (Student Attendance Review Board) PROCESS SUMMARY**

<b>Days/Periods Absent</b>	<b>Letter Sent</b>	<b>Outcome</b>
<b>3 days/18 periods</b>	<b>Letter 1</b>	<b>Copy sent to School Welfare office, TCOE Copy to cum file Copy to SARB folder</b>
<b>5 days/42 periods</b>	<b>Letter 2</b>	<b>Copy sent to School Welfare office, TCOE Copy to cum file Copy to SARB folder</b>
<b>7 days/70 periods</b>	<b>Letter 3</b>	<b>Copy sent to School Welfare office, TCOE Copy to cum file Copy to SARB folder Attendance Contract signed District SARB referral made</b>
<b>20% absence hit</b>	<b>DA referral</b>	<b>Copy sent to School Welfare office, TCOE Copy to cum file Copy to SARB folder</b>

# CAFETERIA REGULATIONS

**Students are expected to:**

- Take a full complete meal. A complete meal contains 3 items; one serving of fruit and/or vegetable along with choices of a grain, protein or dairy
- Stand in line and wait their turn
- Demonstrate courtesy to cafeteria personnel
- Eat in appropriate areas on campus
- Keep all areas neat by depositing litter in cans
- Put chairs back in place in the cafeteria

Failure to follow above rules will result in lunch time consequences.

**SCHOOL BREAKFAST/LUNCH PROGRAM**

**DUFFY-MOSCONE FAMILY NUTRITION EDUCATION AND SERVICES ACT (Education Code 49510 et. seq.)**

All students will be offered a free breakfast and lunch.

The Los Molinos Unified School District serves nutritious meals every school day.

Please feel free to call the School Nutrition Services Division at 384-7903 ext.2301. The District wants your help in making sure our nutritional program provides the best possible nutrition for students.

**OTHER FOOD SALES (BP 3554 (a))**

With the approval of the Superintendent or designee, food sales may be held by school related groups, including but not limited to students, teachers, parents/guardians and booster groups, provided that these sales are in compliance with state and federal regulations. Such food sales shall not impair student participating in the district's food service program.

*(cf. 1230 – School-Connected Organizations)*  
*(cf. 3550 – Food Service/Child Nutrition Program)*

Sanitation and safety procedures shall comply with the requirements of the California Uniform Retail Food Facilities Law as set forth in Health and Safety Code 113700-114455.

No foods of minimal nutrition value shall be sold in food service areas during breakfast and lunch periods. (7 CFR 210.11,220.12)

All foods offered for sale at any school on any school day by any student or adult entity or organization must be approved by the Governing Board, and at least 50 percent of these foods shall be selected from the nutritious foods listed in Education Code 38085. (Education Code 38085; 5 CCR 15500-15501)

**Fund Raisers**

When desiring to raise money for district schools or student groups by selling food items, organizations are encouraged to select items of good nutritional quality. All profits from such fund-raisers shall benefit the school or student groups sponsoring the sale and must be accounted for in accordance with Board Policy 3452 (a).

## 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.

### **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. All clothing should be marked with the student's name.

### **Injuries**

All injuries should be reported to the instructor immediately so that medical attention can be rendered and an accident report filed. In order to be excused from PE, an official doctors note will be required.

Any lost or suspected stolen property must be reported to the student's PE teacher. The teacher will provide the student with a theft report and contact the parents regarding the loss of property.

**Los Molinos High School is not responsible for lost or stolen articles.**

# GRADUATION REQUIREMENT

## Progress towards Graduation Requirement

**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.

The following number of credits towards high school graduation will be the standard for minimum achievement:

Sophomore Fall Semester: 60 Credits	Senior Fall Semester: 170 Credits
Sophomore Spring Semester: 90 Credits	Senior Spring Semester: 200 Credits
Junior Fall Semester: 120 Credits	<b>Required for Graduation: 230 Credits</b>
Junior Spring Semester: 150 Credits	

A student who does not achieve the necessary number of credits by the end of each semester is not on track to graduate.

**GPA Requirement:** Maintain an overall 2.0 GPA for all classes taken.

For further information and/or clarification, parents and students should contact their student's counselor and/or the assistant principal.

COURSES	CREDITS REQUIRED
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 (Driver's Ed., Career Education, Computers & Health)	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
CTE Pathway Course	1 year/10 credits
Electives	Remaining 50 credits
<b>Total Required for Graduation</b>	<b>230 Credits</b>

### CYBERHIGH

Cyber High is Los Molino's High School's official student credit recovery program and in certain circumstances, acceleration for students. During the academic school year, students make up credits after and during school using desktop computers or Chromebooks. The other option is summer school. We require all students who are credit deficient to enroll in Cyber high. It is our goal to ensure that all students have the opportunity to graduate with a high school diploma.

### 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

## **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.

## **DUAL ENROLLMENT**

LMHS is in a partnership with Shasta College to offer high school students a chance to take college-level courses. This partnership allows LMHS students to ease the transition to college by providing rigorous, supportive and career-focused dual enrollment courses in high school. LMHS Students must pass the class with a C or better.

## **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.

## **CAREER TECHNICAL EDUCATION**

LMHS provides three CTE Pathways for our students. Each pathway consists of work-based learning, job shadows, industry certifications, and in some occasions, paid internships. Our goal is for students to leave LMHS with more than a diploma.

<b>CTE Pathway</b>	<b>Pathway Lead Teacher</b>
Ag Science	Kyle Long
Plant and Floral Design	Brianna Ellis
Hospitality- Culinary Arts	Emma Flores
Child Development	Kate Grayson
Computer Science	Devin Engle

## **RECOGNIZING APROPRIATE STUDENT BEHAVIOR**

At Los Molinos High, students who embody and exhibit the new Bulldog PRIDE behavior expectations are recognized via verbal reinforcement as well as the systems put in place below. All students will learn about our new behavior recognition systems (how they work) at the beginning of the school year, and mid-year transferred in students are oriented to these systems by team student representatives.

## **BULLDOG PAW DOLLARS AND BUY-BACK DAYS**

Our behavior recognition token system is the Bulldog PAW Dollar. Every staff member, teachers and non-teachers, get their photo taken by ASB Officers and placed on their very own personalized PAW Dollar. All adults on campus are encouraged to give out PAW dollars to students exhibiting the five Bulldog PRIDE expectations as well as the specific, measurable behaviors in our behavior expectations matrix. We encourage staff to give out high rates of positive reinforcement, four positives for every one correction. Bulldog PAW Rewards Menu & Buy Back Days: Students may turn in their PAW dollars for rewards items on the PAW Menu posted near the school office hallway. ASB and Leadership students stock, organize, and man the "Buy Back Days" on the first Friday of every month.

## **EVERYDAY HEROES: PEER TO PEER RECOGNITION SYSTEM**

Students are encouraged to nominate peers to exemplify PRIDE behaviors by filling out an Everyday Hero nomination Form and placing in the Everyday Hero box. The forms and nomination box will be located inside student services.

# CSU and UC Freshman Admission Requirements

First-time freshmen seeking admission have the same preparatory course requirements for admission to both the California State University and the University of California. The preparatory course admission requirements for both systems will be the completion of the following courses with a grade of "C" or better. Students must also take the SAT or ACT for CSU and UC. SAT subject test is recommended for some UC campus. At least seven of the 15 year long courses must be taken in your last two years of high school. Please make sure to check each individual campus for their testing recommendation. Seniors seeking admission into a four-year university must take their SAT/ACT by December of their senior year.

## A-G SUBJECT REQUIREMENTS

### Los Molinos High Progression

<b>Subject Requirement</b>	<b>GRADE 9</b>	<b>GRADE 10</b>	<b>GRADE 11</b>	<b>GRADE 12</b>
<b>A. HISTORY/ SOCIAL SCIENCE</b> (2 Years)		World History	U.S. History	American Government Ag Government
<b>B. ENGLISH</b> (4 Years)	1 English 1	2 English 2	3 English 3 .	4 ERWC
<b>C. MATHEMATICS</b> (3 Years)	1 Integrated Math I	2 Integrated Math II	3 Integrated Math III	4 Financial Literacy Pre-Calculus
<b>D. LABORATORY SCIENCE</b> (2 Years; 1 year Life, 1 year Physical)	1 Conceptual Physics (pending)  Ag Science	2 Ag Biology  Plant & Soil Science	3 Chemistry  Physics	4
<b>E. LANGUAGE OTHER THAN ENGLISH</b> (2 Years; must be same language)	1  Spanish 1	2  Spanish 2	3  AP Spanish	4
<b>F. VISUAL &amp; PERFORMING ARTS</b> (1 Year)		Art History		
<b>G. COLLEGE-PREP ELECTIVE</b> (1 Year)	Animal Science Ag Mechanics: Intro, Interim, Advance Culinary Arts Yearbook AP Psychology Sports Management Economics			



## **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:

1. **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)
2. **Academic Rigor:** Colleges recommend that students take a full academic load in the senior year.
3. **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.

#### **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>

### **FINANCIAL AID FOR COLLEGE**

Seniors can begin filling out the FAFSA starting on October 1 of their senior year online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). If students qualify, the FAFSA provides free money to help pay for college. Students have until March 2<sup>nd</sup> to complete the FAFSA and seniors will be invited by the Gridley High School Counselors to attend a Cash for College Workshop in January of their senior year to receive assistance filling out and electronically filing their FAFSA. Students and at least one parent/guardian will need to create a Pin Number in order to file the FAFSA electronically ([www.pin.ed.gov](http://www.pin.ed.gov)). DO NOT BEGIN THE FAFSA UNTIL JANUARY 1 OF YOUR SENIOR YEAR.

### **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 team<sup>24</sup>, 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 on school campus, 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**

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.

#### **APPEARANCE/DRESS CODE**

Students shall dress appropriately for daily attendance at school. The type and style of clothing and hair is individual and personal. The school shall only be concerned when these are extreme and could cause distraction, cause disruption, or be unsafe. Shoes must be worn at all times for safety reasons.

inappropriate clothing is:

- Buttons, backpacks, or any clothing that shows obscene words or pictures, slurs, sexually suggestive statements, or language that promotes illegal activities including the use of alcohol, marijuana, tobacco, and other drugs.
- Gang attire or paraphernalia related to gangs such as bandanas, belt buckles, shirts, socks, pants, or shoelaces that have a direct connection to local gangs. Other items considered to be gang affiliated include, but are not limited to: large red "stars," all red or all blue shirts, and the numbers 13 and 14.
- Intentionally revealing clothing. All tops for students should cover the chest, midriff, and back areas and have straps or sleeves. Pants and shorts should not sag below the waistline revealing undergarments, and shorts should have a minimum 3 ½ inch inseam. Leggings should be worn with a tunic or large t-shirt.
- Any accessories that might be harmful to other students and pose a threat to the physical well-being to any student such as, but not limited to, spiked bracelets, dog collars, chains attached to wallets, etc.
- Any pajamas or sleep-related clothing.

**NOTES ON DRESS CODE**

All students must follow the dress code. Students who violate the code will be asked to change their attire. If students react with disrespect and malice, they will be subject to further consequences due to defiance of authority.

**LOS MOLINOS HIGHSCHOOL ADMINISTRATION PROGRESSIVE DISCIPLINE MATRIX**

**Los Molinos High School  
Progressive Discipline Policy**

<b>Action</b>	<b>1<sup>st</sup> Infraction</b>	<b>2<sup>nd</sup> Infraction</b>	<b>3<sup>rd</sup> Infraction</b>	<b>4<sup>th</sup> Infraction</b>	<b>5<sup>th</sup> Infraction</b>
<b>1. Cheating</b>	<b>Lunch Clean-up/Conference</b>	<b>1 day SS Parent Mtg</b>	<b>1 day home suspension Student Behavior Contract</b>	<b>2 day home suspension</b>	<b>3 day home suspension</b>
<b>2. Class Disruption</b>	<b>1 ASD</b>	<b>2 ASD Parent Mtg</b>	<b>1 home suspension Student Behavior Contract</b>	<b>2 day home suspension</b>	<b>3 day home suspension</b>
<b>3. Cutting Class</b>	<b>1 ASD</b>	<b>2 ASD Parent Mtg</b>	<b>SS</b>	<b>1 day home suspension Student Behavior Contract</b>	<b>1 day home suspension</b>
<b>4. Defiance of Authority</b>	<b>1 ASD</b>	<b>2 ASD Parent Mtg</b>	<b>1 day home suspension Student Behavior Contract</b>	<b>2 day home suspension</b>	<b>3 day home suspension</b>
<b>5. Dress Code Violation</b>	<b>1 Lunch Detention/Phone call to parent</b>	<b>2 ASD Parent Mtg</b>	<b>3 ASD</b>	<b>SS Student Behavior Contract</b>	<b>1 day home suspension</b>
<b>6. Gang Related Activity *</b>	<b>In-House sus/meeting with Principal</b>	<b>1 day SS Student Gang Contract</b>	<b>1 day home suspension</b>	<b>2 day home suspension</b>	<b>3 day home suspension</b>
<b>7. Use of Profanity or obscenity</b>	<b>1 Lunch Detention</b>	<b>ASD Parent Mtg</b>	<b>2 ASD</b>	<b>1 day home suspension Student Behavior Contract</b>	<b>2 day home suspension</b>
<b>8. Profanity and Disrespect towards Staff</b>	<b>Meeting w/Principal 1 day In-House sus</b>	<b>1 home suspension Student Behavior Contract</b>	<b>2 days home suspension</b>	<b>3 days home suspension Parent Conference</b>	<b>4 days home suspension Conference/Possible expulsion referral</b>
<b>9. No materials</b>	<b>Meeting with School Counselor</b>	<b>Lunch Clean-up</b>	<b>1 ASD Parent Mtg</b>	<b>2 ASD Student Behavior Contract</b>	<b>SS</b>
<b>10. No-show Lunch</b>	<b>Lunch clean-up and</b>	<b>3 days ASD</b>	<b>SS</b>	<b>1 day home</b>	<b>2 day home suspension</b>

Clean-up	ASD		Parent Mtg	suspension	
11. No show to ASD	2 days ASD	SS Parent Mtg	1 day home suspension	1-2 days home suspension	2 day home suspension
12. No show to SS	1 In-house suspension	1 day home suspension	1 day home suspension	2 days home suspension	3 days home suspension
13. Physical Rough Play	1 Lunch Detention	2 days lunch detention/2 days ASD	SS Parent Mtg	1 day home suspension	2 day home suspension
14. Out of class disruption	1 Lunch Detention	1 ASD Parent Mtg	2 ASD	SS Student Behavior Contract	1 day home suspension
15. Library text book vandalism	1 ASD/Phone call to parent/meeting	Individual contract with Administrator	Violation of Contract 2 ASD	SS	1 day in-house with Administration

SS= Sat school ASD= After School Detention All consequences are subject to change according to the severity of the offense

## Los Molinos High School Educational Code-Serious Suspendable Offenses

Offense	First Incident	Second Incident
<b>48900(a)-</b> Caused, attempted to cause or threatened to cause physical injury to another	3- 5 days home suspension Police or sheriffs complaint report, possible arrest. Student Behavior Contract	If student pending court proceedings, Probation Department referral, if not, Police or Sheriff complaint report, possible arrest 5 days suspension- expulsion recommendation
<b>48900(a2)-</b> willfully used force or violence upon the person of another	5 days home suspension Police or sheriffs complaint report, possible arrest. Student Behavior Contract Possible recommendation for expulsion	If student pending court proceedings, Probation Department referral, if not, Police or Sheriff complaint report, possible arrest 5 days suspension- expulsion recommendation
<b>48900(b)-</b> Possessed, sold, or otherwise furnished any firearm, knife, explosive device or dangerous object	5 days home suspension Police or sheriffs complaint, and arrest Recommendation for expulsion Student Behavior Contract	If student pending court proceedings, Probation Department referral, if not, Police or Sheriff complaint report, arrest 5 days suspension- expulsion recommendation
<b>48900(c)-</b> Possession, used, sold or otherwise furnished or been under the influence of a controlled substance	5 days home suspension Police or sheriffs complaint, and possible arrest Recommendation for expulsion Student Behavior Contract	If student pending court proceedings, Probation Department referral, if not, Police or Sheriff complaint report, arrest 5 days suspension- expulsion recommendation
<b>48900(d)-</b> Unlawfully offered, arranged or negotiated the sell of any controlled substance	5 days home suspension Police or sheriffs complaint and arrest Recommendation for expulsion Student Behavior Contract	If student pending court proceedings, Probation Department referral, if not, Police or Sheriff complaint report, arrest 5 days suspension- expulsion recommendation
<b>48900(e)-</b> Committed or attempted to commit robbery or extortion	5 days home suspension Police or sheriffs complaint, and possible arrest Recommendation for expulsion Student Behavior Contract	If student pending court proceedings, Probation Department referral, if not, Police or Sheriff complaint report, arrest 5 days suspension- expulsion recommendation
<b>48900(f)-</b> Caused or attempted to cause damage to school or private property	3- 5 days home suspension Police or sheriffs complaint report, possible arrest Student Behavior Contract	If student pending court proceedings, Probation Department referral, if not, Police or Sheriff complaint report, arrest 5 days suspension- expulsion recommendation
<b>48900(g)-</b> Stolen or attempted to steal school or private property	3- 5 days home suspension Police or sheriffs complaint report, possible arrest	If student pending court proceedings, Probation Department referral, if not, Police or Sheriff complaint report, arrest 5 days suspension- expulsion recommendation
<b>48900(h)-</b> Tobacco possession, use or furnishing	1 day home suspension, conference with parent	3 days suspension, Behavior contract.
<b>48900(i)-</b> Possessed or sold drug paraphernalia	3 day home suspension, possible Police or Sheriff report	5 days suspension, Behavior contract, Police or Sheriff report complaint, possible arrest, Recommendation for expulsion
<b>48900(L)-</b> Knowingly received stolen school or private property	5 day home suspension, Police or Sheriff report complain, possible arrest	If student pending court proceedings, Probation Department referral, if not, Police or Sheriff complaint report, arrest 5 days suspension- expulsion recommendation
<b>48900(m)-</b> Possession of imitation firearm	5 days home suspension Police or sheriffs complaint report, possible arrest Possible recommendation for expulsion	If student pending court proceedings, Probation Department referral, if not, Police or Sheriff complaint report, arrest 5 days suspension- expulsion recommendation
<b>48900(n), 48900.3-</b> Threatening, or committing an act of hate. Violence or sexual assault	3-5 days home suspension, possible Police or Sheriff report and complaint,	5 days suspension, Police or Sheriff complain report, possible arrest, recommendation for expulsion



# Los Molinos High School Office Discipline Referral

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Referring Staff: \_\_\_\_\_ Period: \_\_\_\_\_

## Minor Offense Log

(Teacher to log incident into Aeries)

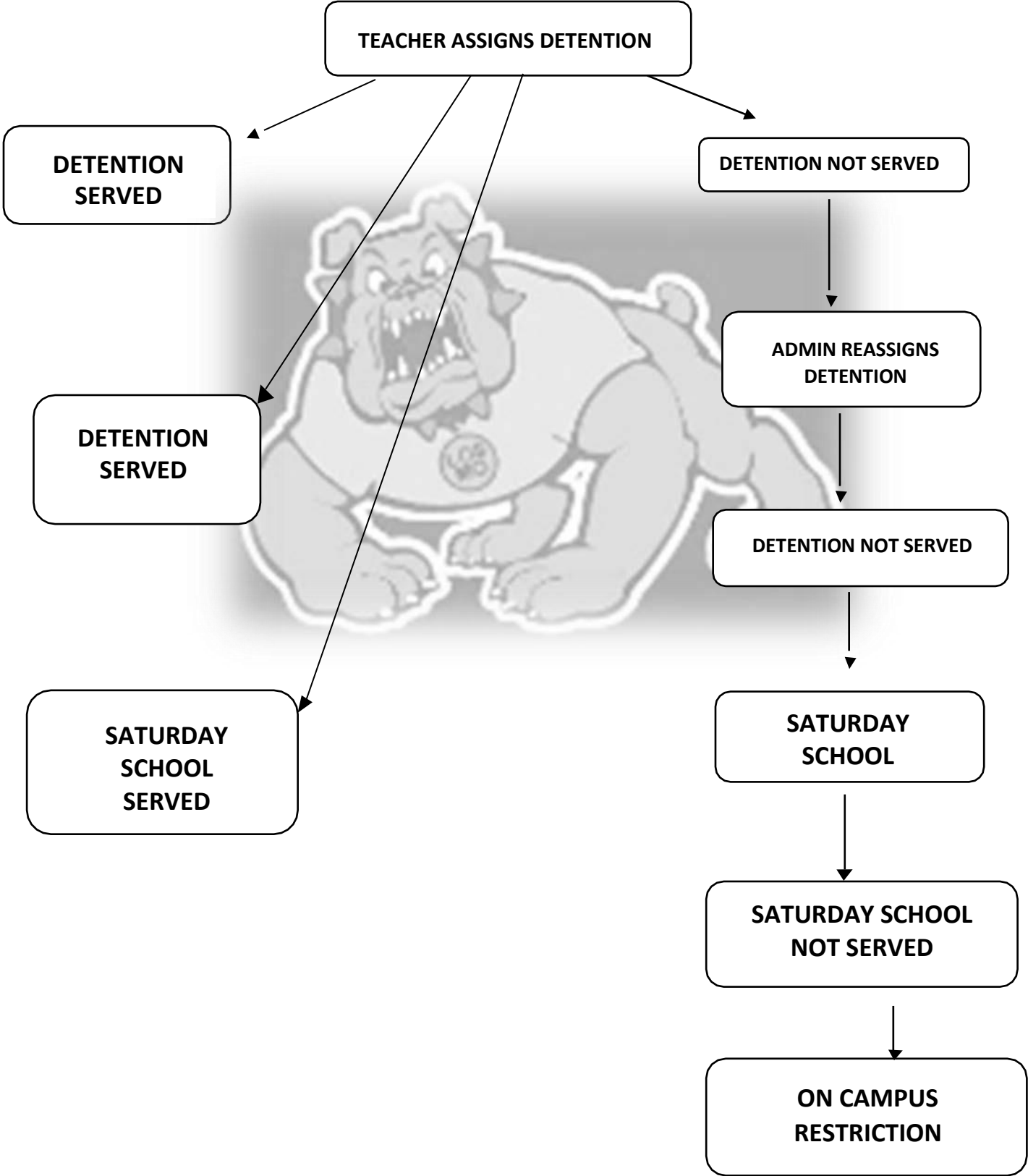
<b>Common Examples</b>		
Defiance/Disrespect (brief, low-intensity) <ul style="list-style-type: none"> <li>Student is out of assigned seat/area</li> <li>Student refuses to follow directions</li> <li>Student refuses to put away tech device</li> </ul> Disruption (low-intensity) <ul style="list-style-type: none"> <li>Student is off task or distracting other students.</li> </ul> Inappropriate Language (low-intensity) <ul style="list-style-type: none"> <li>Student used inappropriate language not directed at teacher or another student.</li> </ul>	Property Misuse (low-intensity misuse of property) <ul style="list-style-type: none"> <li>Throwing a pencil at the ceiling</li> <li>Writing on the desk</li> </ul> Technology Violation <ul style="list-style-type: none"> <li>Student not following teacher technology protocols.</li> </ul> Dress Code Violation <ul style="list-style-type: none"> <li>Sagging pants that can be pulled up</li> <li>Hat that can be removed</li> <li>Exposed area that can be covered</li> </ul>	
<b>Action 1</b>	Date: Reason:	<input type="checkbox"/> Teacher reiterates
<b>Action 2</b>	Date: Reason:	<input type="checkbox"/> Teachers has one-on-one conference. <input type="checkbox"/> Teacher contacts parent and logs contact.
<b>Action 3</b>	Date: Reason:	<input type="checkbox"/> Teacher assigns 1 detention <input type="checkbox"/> Teacher contacts parent and logs contact.

**Actions 4-7 are considered Intensive Repeated Minors (IRM) and require referral to the office. Call Adame or SRO and give discipline referral form to SRO.**

<b>Action 4</b>	Date: Reason:	<input type="checkbox"/> Assigned detention (1): _____ <input type="checkbox"/> Behavior Contract <input type="checkbox"/> Adame contacts parent and logs contact.
<b>Action 5</b>	Date: Reason:	<input type="checkbox"/> Saturday School <input type="checkbox"/> Behavioral Mtg. Scheduled <input type="checkbox"/> Review Behavior Contract <input type="checkbox"/> Admin contacts parent and logs contact.
<b>Action 6</b>	Date: Reason:	<input type="checkbox"/> 1 In-school suspension <input type="checkbox"/> Admin contacts parent and logs contact.
<b>Action 7</b>	Date: Reason:	<input type="checkbox"/> 2 In-school suspension <input type="checkbox"/> 20-day non-privilege Admin contacts parent and logs contact

***Bulldog Pride: Personal Responsibility, Respect, Integrity, Diversity, Excellence.***

# DETENTION FLOW CHART



# EXPULSION

Expulsion is the removal of a pupil from enrollment in a school or District as ordered by the Governing Board. Expulsion is required under certain circumstances, and/or may be ordered by the Board when other means of corrections have repeatedly failed to result in acceptable conduct or if the continued presence of the student causes danger to the safety of others. Pupils may be expelled only for those reasons for which they also may be suspended. State law provides for full due process, including an evidentiary hearing, and rights to appeal any order of expulsion. This process is outlined in further detail in Board Policy.

## **MANDATORY EXPULSION**

The principal or the Superintendent of Schools shall immediately suspend any pupil found to be in possession of a firearm at school or at a school activity off school grounds at an activity related to school attendance and shall recommend expulsion of that pupil to the Governing Board. The Board shall expel any pupil for the following:

1. The pupil knowingly possessed, sold or otherwise furnished a firearm except with prior written permission by a certificated employee and/or the principal or his/her designee.
2. The pupil brandished a knife at another person or was in possession of any knife, explosive, or other dangerous object if no reasonable use to the pupil at school or at a school activity off school grounds.
3. The pupil unlawfully sold a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the health and safety code.
4. Committing or attempting to commit a sexual assault as defined in Subdivision (n) of Section 48900 or committing a sexual battery as defined in Subdivision (n) of Section 48900.
5. Causing serious physical injury to another person, except in self-defense.
6. Unlawful sale of any controlled substance.
7. Robbery or extortion.
8. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

## **DISCRETIONARY EXPULSION**

Students are subject to expulsion for offenses identified in Education Code Section 48900 (f) through (l) where the Board determines:

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct; or
2. That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

## **EXPULSION DUE PROCESS ISSUES**

Any recommendation by an administrative hearing panel or school board will be overturned if the procedure requirements of an expulsion are not met. Decisions not meeting the requirements as outlined in the E.C. will be considered an abuse of discretion. An abuse of discretion is established in any of the following situations:

1. If school officials have not met the procedural requirements of this article.
2. If the decision to expel a pupil is not supported by the findings prescribed by Section 48915.
3. If the findings are not supported by the evidence.

**E.C. Section 48915(b):** Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (c) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil "committed an act listed in Subdivision (a) or in Subdivision (a), (b), (c), (d), or (e) of Section 48900". A decision to expel shall be based on a finding of one or both of the following:

1. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
2. That due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

**E.C. Section 48915(e):** Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to Subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off school grounds violated Subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900 or Section 48900.2, 48900.3, or 48900.4 and either of the following:

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
2. That due to the nature of the violation the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

**E.C. Section 48911(g):** In a case where expulsion from any school or suspension for the balance of the semester from continuation school is being processed by the governing board, the school district superintendent or the person designated by the superintendent in writing may extend the suspension until the governing board has rendered a decision in the action. However, an extension may be granted only if the school district superintendent or the superintendent's designee has determined, following a meeting in which the pupil and the pupil's parent or guardian are invited to participate, that the presence of the pupil at the school or in an alternative school placement would cause a danger to persons or property or a threat of disrupting the instructional process.

### **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 LMHS 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.
  - i. Name calling, teasing, derogatory comments, slurs or gestures
  - ii. Remarks or rumors about an individual's sexual activities, sexual jokes, catcalls or whistles
  - iii. Leering, winking, sexual gestures, pinching, patting, intentional rubbing against another individual's body
  - iv. Graffiti, offensive or graphic posters or book covers
  - v. Derogatory notes or cartoons
  - vi. Unwelcome touching of a person or clothing, grabbing, fondling
  - vii. 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 on 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. LMUSD 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.

### **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: Joey Adame: 530-384-7826
2. 504 Coordinator: Joey Adame: 530-384-7826

### **UNIFORM COMPLIANCE PROCEDURES**

*Los Molinos High School* has the primary responsibility to insure 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

## LMUSD Parent Handbook Acknowledgment

Student's Full Name (Please Print): \_\_\_\_\_  
Parent/Guardian's Name (Printed): \_\_\_\_\_

I acknowledge that I have received a copy of the Los Molinos Unified School District Parent Handbook and I have read the Handbook and I understand the contents of this handbook.

I understand that my son/daughter attending is responsible for complying with the policies, procedures, rules and responsibilities stated in LMUSD's Parent Handbook.

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_