



Los Molinos
Elementary

2023-2024

Wildcats

The information in this book is meant as a guideline for decision making and providing general information to parents and students. This book cannot and does not address every possible situation that comes up during the school year.

Student/Parent Handbook

Principal: Josh Rowe
jrowe@lmusd.net
530-384-7903



**Los Molinos Elementary
Handbook and Student Code of Conduct**

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LOS MOLINOS ELEMENTARY STAFF

Principal

Josh Rowe

Assistant Principal/
Program Coordinator

Megan Weiss

Office Staff

Secretary III
Bilingual Secretary

Carly Jones
Esmerelda Rodriguez

Teachers

TK/Kindergarten	Beatriz Salazar-Espinosa	Rm. 4
Kindergarten	Tracie Castillo	Rm. 3
First Grade	Marilyn Langan	Rm. 2
Second Grade	Alesha Thurman	Rm. 6
Third Grade	Hannah Lemos	Rm. 7
Third/Fourth Grade	Helena Dillon	Rm. 16
Fourth Grade	Richard Clark-Sanchez	Rm. 15
Fifth Grade	Destinee Clark (Garcia)	Rm. 13
Special Day Class	Edith Orejel	Rm. 1

Middle School Teachers

6th Grade	Josie Barajas	Rm. 102
7th Grade	Inanna Lewis	Rm. 105
8th Grade	Ashley Ellis	Rm. 104
Special Day Class	David Wolverton	Rm. 106

Specialists

Resource Specialist	Kristina Zarate	Rm. 5
Speech & Language Pathologist	Sarah Sorensen	Rm. 14
School Psychologist	Carlos Perez	Rm. 103

Nurse

Maci Ochs, Health Aide

Janitor

Alma Anaya

Cooks

Helen Benson and Naraceli Bernal

Instructional Aides/Supervision

Nicole Armenta	Vanesa Cota	Luz Galvez (SDC)
Renee Garcia (MS SDC 1:1)	Michelle Garner	Ashly Leaf (MS SDC)

SCHOOL SCHEDULE AND ATTENDANCE POLICY

7:45	Breakfast/Students allowed on campus (cafeteria only)
8:20	Start Bell
9:45–10:00	TK-5 th Recess Bell
10:15-10:30.....	Middle School Recess Bell
11:15 – 11:55.....	TK/Kindergarten and SDC Lunch
11:20 – 12:00.....	1 ST Grade
11:25 – 12:05.....	2 nd /3 rd Grade Lunch
11:30 – 12:10.....	3 rd Grade Lunch
11:35 – 12:15.....	4 th Grade Lunch
11:45 – 12:25.....	5 th Grade Lunch
12:30 - 1:10.....	Middle School Lunch (6/7/8)
2:10	End of Day Primary (TK-3) & all SDC
3:05	End of Day (Grades 4-8)



Students are not to arrive on campus before 7:45 a.m. There is no supervision!

Regular attendance is very important to successful schoolwork. **When a student receives three unexcused absences, the State of California classifies that student as a truant and you will receive official notices of truancy. Three truancy letters will result in a referral to the School Attendance and Review Board (SARB).** Perfect attendance is awarded to students at the conclusion of each trimester.

What If You Are Absent?

When a student is absent please call the school at 384-7903 to report the reason for absence. The attendance secretary will make an attempt to contact parents if a student is absent. If the school does not get notification of the absence after three days, the absence will become unexcused. *The school cannot go back and change unexcused absences after three days without a doctor's note. This could result in a student being ineligible for the 4A Reward Trip.* To request missed work and homework, call before 10:00 am. Work may be picked up after school.

Excused absences are:

1. Sick or ill / Medical appointment
2. Bereavement (Recent death of an immediate family or traumatic incident)

All other reasons are unexcused.

Total school absences exceeding 10% of the current school year are considered chronically absent and will require a doctor's note to be considered excused.

A phone call or note is required upon return to school when your child is absent or tardy.

If your child is tardy, he/she must report to the office to obtain a written pass to enter the classroom.

A doctor's note is required for a student to return to school after missing 3 or more days.

Tardiness

Students who arrive after the start of school (8:20am) will be considered tardy. Students must get a pass from the office before going to their class. Students coming from a medical appointment or feeling better after waking up ill are excused tardy. All other reasons are unexcused. **Three unexcused tardies later than 30 minutes after school started or 30 minutes before the end of school will equal 1 day of unexcused absences according to Board policy.**

Appointments, Early Pick Up, Notes, Etc.

Please make every effort to schedule medical appointments after school. Scheduled appointments during the school day significantly disrupt instruction. Send a note if your child is to leave school early for a medical appointment.

For safety, children picked up before school ends must be signed out in the office. **No Exceptions!**

Be on time if you are picking your child up at 12:50 p.m., 2:10 p.m. or 3:05 p.m. Signed notes are required if your child is to be let off at a different bus stop or to ride with someone not on the emergency contact list. Do not pick up other children from school unless the school has written permission from their parents. **Students will be released only to adults on the pupil identification card.**

Phone Calls (Parents/Students)

If a parent needs to call the school to get a message to a student, we ask that calls be made **before 12:00 pm**. The staff can never guarantee your child will get a message if it is called in after 12:00 pm. Discuss with your child how they will be getting home PRIOR to school (i.e. bus, picked-up, SERRF)

Students will be allowed to use the school phone for **emergencies only**. Phone calls to parents to bring homework to school, for musical instruments, or for PE and/or sports uniforms will not be allowed. Learning to be responsible is part of the educational process.

Students who call from cell phones will be cited with a discipline level. This is not permissible. We will allow students to call home for emergencies.

Independent Study

To ensure no lapse in curriculum, and continued school funding, independent study is available for absences of five days or longer. Arrangements for independent study must be made at least one week prior to the start of independent study and MUST be approved by the Principal prior to the absences. If the absences are due to an unforeseen circumstance, the principal has the ability to grant independent study for the entire time the student is out, retroactive to the absence start day.

To receive attendance and academic credit, students **must** complete work and give it to the teacher upon return to school. Non-completion of work upon return will influence future requests.

Home-School Communication

Facebook: Los Molinos Elementary www.facebook.com/LMEWildcatFamily
Website: www.lmes.lmusd.net (NEW AND IMPROVED)
All-Call: Weekly messages with events go out on Sunday at approx. 4:00pm
Written: Please check your child's bag if it's announced correspondence is coming home.
Aeries: Parent Portal provides up to date information on grades, assignments, and absences
YOUR CURRENT PHONE AND EMAIL MUST BE ON FILE

VISITORS

- ♣ We invite parents and other adults to visit the school at any time. If you need to deliver a message, lunch, etc. the office staff will be glad to see it is delivered. *Please do your best to take care of important information (bus riding, person picking up, walking/riding) prior to the school day so your child is aware how they are getting home*
- ♣ **All visitors, parents, etc. must go directly to the office to sign in and get a Visitors Badge or sticker.** Badges must be worn the entire time while on school grounds
- ♣ If you wish to help the teacher in the classroom, contact the teacher or principal in advance so he/she can enroll you in our volunteer program. Volunteers work under the direction of the board policies related to visitors and volunteers and are expected to follow the teacher's directions at all times. **All classroom volunteers must present proof of a current TB test and be fingerprinted before working in the classroom.** The district will pay for the fingerprinting; however you will be responsible for paying for the TB test.
- ♣ Students not enrolled in our school are **not allowed** to come for a visitation day.
- ♣ No pets should be brought to school without prior approval.

Parking

DO NOT park or leave your car unattended in the **RED ZONE** in front of the school. Cars may be ticketed by the CHP or Tehama County Sheriff's Department if left in the red zone. **When dropping off your child in the morning, please pull all the way forward and let them out. Do not stop right in front of the office. This causes congestion in the parking lot and street.**

MEDICAL INFORMATION

Head Lice – “no nit policy”

If a student is found to have lice, the parent/guardian will be notified by the school nurse or designee. Parent/guardian must remove **all live lice** before the student is allowed to return to school. Upon returning to school, the student will be re-checked by the school nurse or designee. *Absences greater than one day due to lice shall be considered an unexcused absence.* A follow-up treatment will also be required for verification of lice extermination. Since lice eggs can live up to ten days, the second treatment needs to be done ten days after the first treatment.

What Happens if My Child Needs to Take Medication at School?



If your child needs to take medication during the school day, either daily or on an “as needed” basis, **a physician must authorize it.** Education Code 49423 states “any pupil who is required to take, during the regular school day, medication prescribed for him by a physician, may be assisted by the school nurse or other designated personnel if the school district receives (1) a written statement from a physician detailing the method, amount, and time schedules by which such medication is to be taken, and (2) a written statement from the parent or guardian of the pupil indicating the desire that the School District assist the pupil in the matters set forth in the physician’s statement.” *Please be aware this education code also *applies to over-the-counter medications.* **A written physician’s authorization is necessary for any medications to be given during the school day.** This includes cough syrup, Tylenol, cough drops, etc.

Student Sports Physicals

Students in 6th-8th grade are eligible to play sports. However, you **MUST** have a medical clearance from a physician to participate in practices and games. Pick up a sports packet from the office and have it completed by your child’s doctor. There are no exceptions per Board Policy.

STUDENT CODE OF CONDUCT:

I will show **RESPECT, RESPONSIBILITY, AND SAFETY** for...

Myself By:

- Attending school regularly and being on time
- Following rules and directions of adults
- Trying my best to complete my schoolwork and homework
- Exhibiting impulse control by controlling my behavior
- Accepting consequences for my behavior
- Using appropriate language for school
- Choosing not to bring tobacco, vaping devices, alcohol, other drugs or weapons to school

Others By:

- Showing empathy when speaking to others
- Behaving toward others as I would like to be treated
- Saying positive things to others
- Treating others well
- Being honest
- Cooperating with others
- Dressing in a way that is appropriate for school
- Remove my hat when entering buildings or eating
- Using problem-solving and anger management skills to solve problems peacefully
- Staying out of others' personal space

Learning By:

- Behaving in a way that helps others and myself learn
- Working quietly
- Staying in my area
- Keeping focused on my work
- Participating in class activities and discussions
- Completing my own school work and homework
- Following expectations and directions of adults
- Keeping my eyes on my own paper when taking quizzes/tests

Property By:

- Taking care of things in my school and on school grounds
- Leaving dangerous & distracting things at home such as lighters, knives, toys, trading cards, etc.
- Using school materials or a classmate's materials for their intended purpose
- Cleaning up after myself at all times and in all locations
- Following safety procedures:
 - Using computers as directed by adults
 - Reporting bully behaviors (even those that happen off campus)
 - Using playground equipment in a safe manner
 - Keeping my hands and feet under control



Behavior Expectations & Consequences

Los Molinos Elementary has established high standards for student achievement and behaviors. The student code of conduct are examples of expectations we hold for our students and are offered here as an illustration of such behaviors. When students demonstrate these positive expected student behaviors, they help create a safe and orderly learning environment that promotes accelerated achievement. These behaviors also lead to measures of personal satisfaction and success in school.

Each student will sign this code of conduct after reviewing it and having the opportunity to ask questions. These are the expectations we look for when rewarding students. Anything outside of the three basic rules of **be safe, be respectful, be responsible** will be determined as negative behavior incidents and students will receive appropriate interventions, supports, and consequences.

School Wide Behavior Expectations Teaching Method

At LME we utilize the School Wide Behavior Expectations Teaching Method to help students learn, understand, reflect and find replacement behaviors when problem behaviors are exhibited. With our behavior teaching model, staff are trained to state the problem behavior, then model the expected behavior or replacement behavior for the student. Once a replacement behavior or the expected behavior has been modeled the student then models the behavior for the staff member. Once the expected/replacement behavior has been modeled by the student they are praised. If further correction is needed the student is retaught the expected behavior. This method helps students learn how they are expected to behave while on campus here at LME.

Positive Reinforcements

Students receive Cool Critters (TK-3), and WildCat Bucks (TK-8) for displaying Positive Behavior Expectations. 10 Cool Critters = a prize out of the prize box in the office. Wildcat Bucks will give students opportunities to access the student store to “purchase” school supplies and tools, as well as earning other various rewards from our monthly Buy Back Store.

Peer Mediators

At LME we utilize Peer Mediators, to help students resolve low level student conflicts. Our Peer Mediators are selected from our Middle School. Once selected Peer Mediators are trained on empathy, self-respect, self-discipline, responsibility, bias awareness, patience, respectfulness, confidentiality and how to mediate a peer conflict. After being trained, our Peer Mediator's facilitate meetings, with direct staff supervision, to create peaceful solutions to conflicts that are referred to them by LME staff. The mediation sessions focus on the source of the conflict, the conflict and the actions to be taken by all students involved to ensure a peaceful solution to the dispute.

Social Skills Counseling

Skillstreaming is an evidence-based prosocial skills training program that builds social-emotional competence. Skill steaming employs a four-part training approach- modeling, role-playing, performance feedback, and generalization- to teach essential prosocial skills to children and adolescents. Youth are taught positive and adaptive ways to get their needs met in a structured group setting. Lessons are based on the specific needs of group members but often center around topics including emotional regulation, coping skills, and positive social behaviors.

Trimester Reward Party

There are three reward activities for the students who qualify under the 4 A's. These activities are designed for students who exhibit **outstanding school expectations** for the whole trimester. This is not an easy goal to attain, so we want to reward those who have achieved it. However, it is not meant as a punishment for those who are unable to attend.

*To qualify for the 4A parties, a student must meet the school standards in:

Academics (No D's or F's),

Accountability (homework- no more than 3 *missing assignments* in a class and 70% AR goal in MS)

Attendance (no more than 1 unexcused absence or more than 3 unexcused tardies)

Attitude (no office referrals or suspensions).

Tentative 4A activities are scheduled in the months of November, March and May.

LAST 4A REWARD ACTIVITY IT IS ALSO REQUIRED ALL BORROWED BOOKS, TEXTBOOKS, & SPORTS UNIFORMS ARE TURNED IN!

Reward day is a full day of school and all those who were unable to meet the requirements are still required to attend school.

1. **Any student who is absent on the day of a 4A activity is required to bring in a doctor's note to verify an illness. While a parent phone call is sufficient to excuse the absence, that student will be ineligible for the next 4A activity without the doctor's note or verification from the school nurse.**
2. **Any student who shows up to a 4A activity without being eligible will be suspended from school activity immediately. That student will also be ineligible for attending 4A activities for one year (3 activities all together).**

GENERAL EXPECTATIONS TO NOTE

- Students may not bring candy, energy/caffeinated drinks, or sunflower seeds to school, except when given approval for school celebrations. All food/drink must be consumed in the cafeteria at breakfast and lunch. Water is the only allowable drink outside the cafeteria. No glass containers are allowed.
- Gum is not allowed for students TK-5th grade. Middle School students are allowed gum as long as it is disposed of properly and is not disruptive. If a teacher does *NOT* allow gum in their classroom it is *NOT ALLOWED* in their classroom.
- *SNACKS AT RECESS* must be eaten on the benches, picnic tables, or against the wall. They are not allowed to play or walk around while eating snacks.
- Students shall not bring personal items (i.e. electronics, toys/trading cards, permanent markers) to school. The school is not responsible for lost or damaged items. Athletic equipment can and will be confiscated if not used appropriately.
- For safety reasons, students must use the grassy areas for kickball, soccer, football, and volleyball. Soft bouncy playground balls can be used on blacktop and basketballs on basketball courts only.
- After the recess bell, students are to immediately prepare to go to class.

ELECTRONICS/CELL PHONE POLICY

We understand parents want students to have a way to communicate in the event of an emergency. If electronic devices, such as cell phones, are brought on campus, the following policy is strictly enforced:



- Must be turned off (not silent/vibrate) before ENTERING school grounds and are to remain turned off until the last bell rings at 3:05pm.
- Must be kept in backpack or turned into office.
- If it is used OR seen (even in pockets) it WILL BE confiscated.
 - o First Offense: Turned into the office and may be picked up at the end of the school day by the student. (Incident level documented)
 - o Second Offense: Turned into the office and must be picked up by a parent/guardian. (incident level documented)
 - o Third Offense: Turned into office and student must turn it into the office for the remainder of the school year during school hours. (incident level documented)
 - o Fourth Offense: Suspension of school activities
- If a teacher is utilizing electronics in the classroom to support learning or feedback, students will be under the direction and supervision of said teacher. However, if a student is found to be on social media, texting apps, or any other non-educational purposes, the phone will be confiscated and the consequences above will be utilized.
- Electronic/Cell Phone use is at the discretion of the bus driver and supervising teacher.

This policy is to protect students' rights to privacy and keep the focus of educational settings on learning.

LOS MOLINOS ELEMENTARY BOARD APPROVED DRESS CODE POLICY

Students will be asked to call home for appropriate clothing, or may be loaned a shirt for the day, if a school official deems clothing inappropriate. Violation of the dress code will be addressed as needed. Continued violation could result in school discipline, including suspension.

1. Clothing must be neat, clean, and appropriately worn.
2. Shorts and skirts shorter than *mid-thigh* are prohibited. Shorts and skirts must be hemmed (no cut offs).
3. Jeans/Pants must not have rips or holes above the knee without clothing underneath.
4. Shoes must be worn at all times and must be appropriate for school activities. ***NO FLIP FLOPS, BACKLESS SHOES/SANDALS, OPEN TOE SANDALS, OR SHOES THAT HAVE ROLLERS*** allowed due to safety. Students need to have appropriate shoes to run and play. ***Tennis shoes are strongly recommended.***
5. Undergarments and midriff must not be exposed when standing, kneeling, walking, bending, and sitting, or when arms are stretched overhead. See-through or fishnet fabrics, halter tops, off the shoulder, low-cut tops, bare midriffs, and spaghetti straps are prohibited.

6. Any clothing, jewelry, or makeup that is unsafe or disruptive *per administration* is prohibited.
 - a. Due to health and safety concerns, body piercings are limited to the ears. Hoop earrings, gauges, or earrings with long posts are not safe and prohibited. Students will be asked to remove prohibited jewelry. If they refuse to remove jewelry, they will be sent home.
 - b. Items with provocative or drug/alcohol slogans or advertisements are prohibited.
 - c. Students should not wear attire that interferes with the operation of the school or impinges upon the general health, safety, and welfare of students or employees.
 - d. Attire or accessories that contain gang symbols or display gang colors or denotes gang affiliation, including apparel that is identified by the police as gang related, is prohibited; including, but not limited to:
 - i. Handkerchiefs or bandanas
 - ii. Military style belts with brass knuckles
 - iii. Gang related hairstyles and/or hairnets
 - iv. Saggy or baggy clothing, more than one size larger than normal (pants must stay up or a belt must be worn).
 - v. Electronics
 - vi. Tattoos that denote or promote gang affiliation
 - vii. No gang related solid blue or red colors
7. No hats or caps are to be worn backwards/sideways, even with a hat pass. Hats can be confiscated and returned at the end of the school day or the school year.
8. Costumes for school events/activities must be approved by the school administration.
9. Sunglasses are not to be worn in class, unless prescribed by a doctor.
10. Pajamas are not allowed to be worn except on spirit-type days.

VIOLATION OF THE ABOVE DRESS CODE WILL BE ADDRESSED AS NEEDED. CONTINUED VIOLATION COULD RESULT IN SCHOOL DISCIPLINE, INCLUDING SUSPENSION.

STUDENT ACTIVITIES

Student activities are considered a privilege. The purposes of these activities are to enrich and stimulate the social, emotional, physical and academic growth of students. Student activities may include but are not limited to the following:

- ♠ Athletics - 6th -8th (soccer, flag football, volleyball, basketball, and softball)
- ♠ Middle School Events (Dances, Pep Rally, Movie/Game Night) – 6th- 8th
- ♠ Student Leadership
- ♠ Field Trips
- ♠ Assemblies

Students are expected to ***maintain*** satisfactory academic and citizenship performance in class as a ***prerequisite*** to missing class for a school sponsored activity. **Teachers have the right to restrict students from missing class and attending special activities.**

Students participating in school activities are expected to follow school rules and behave appropriately. The supervisors of each individual activity define interpretation of appropriate activities and behavior. Violation of school rules or activities judged inappropriate will result in

the student being disciplined and/or suspended from future student activities.

EXTRACURRICULAR ACTIVITIES

- Students must have a 2.0 GPA at each grading period (see page 20 Appendix D) of the trimester to be eligible to try out for extracurricular activities.
- Students must **maintain** a 2.0 GPA with NO F's in order to participate in practice and games. Random grade checks will be made and students will have one week to bring up grades, otherwise they will not participate in practice or games until they no longer have an F.
- Students must be cleared by a physician to be eligible for try-outs, practices, and games. Your child can't even step foot on the field or court until a sports physical is completed. Forms are available in the office and must be signed and returned prior to the start of the sport in which they play. (Only one form must be completed for the year for all sports.)

Sixth grade students are eligible for extracurricular activities the first trimester of the sixth grade regardless of their grades in fifth grade. *However*, they must maintain a 2.0 GPA with NO F's to continue eligibility during the sport. Eligibility standards are applied to sixth grade students at the end of the first grading period.

If a student is academically ineligible, he/she may apply for *academic probation*. Paperwork can be picked up in the office and all forms must be filled out. Once the forms are complete, the principal will set-up an eligibility hearing. The outcome of the meeting can be full eligibility, contingent eligibility, or academically ineligible. Random grade checks will be continued and the eligibility status can change if the student is not meeting academic requirements.

EIGHTH GRADE PROMOTION & TRIP ELIGIBILITY

All 8th grade students will participate in the promotion ceremony; however, four requirements must be met before a student can participate in the 8th grade trip from Los Molinos Elementary School:

1. Students' cumulative GPA (grade point average) while they are in Los Molinos Middle School (grades 6-8) must be 2.0 or higher.
2. A student may not have more than 3 trimester "F's" while in 8th grade. (exception new student-see below)

If the student does not meet BOTH requirements, the principal may review each individual case for approval of promotion activities. The principal will take into account:

- A marked improvement and effort in all three trimesters of 8th grade grades if the cumulative GPA is below a 2.0.
 - If a student attends tutoring and/or other extra help opportunities on a **consistent basis**, but due to extenuating circumstances gets poor grades.
3. A student must have satisfactory attendance (80% attendance).
 4. A student must have satisfactory behavior (No more than 2 days suspension in the 3rd Trimester)

A new student is eligible for the 8th grade trip if he/she can show that he/she was on pace to

graduate at his/her previous school, and does not receive 3 F's (1st trimester), 2 F's (2nd trimester), or 1 F (3rd trimester), the case will be evaluated by the principal for approval of participation in activities.

It is the intent that all students will participate in the 8th grade promotion ceremony. However, the 8th grade trip is a highly earned privilege that is set aside for those who have worked hard and show high responsibility their 8th grade year. The principal will make the final decision regarding participation in the 8th grade trip. Any disagreement may be appealed with the Superintendent.

TRANSPORTATION RULES

These rules are taken from the Los Molinos Unified School District Board of Trustees Policy on Pupil Transportation, #5221, which is available from the district office.

All students riding the bus *must* have a completed bus authorization form on file with the appropriate bus stop determined. This is the only stop students can get off the bus unless a bus note is received stating a student is riding to a bus stop that is not their regular stop. **Phone calls will not be allowed.** Students riding the bus shall follow the following bus expectations and rules:

- A. Arrive at the pickup point 5 minutes before the bus is scheduled to leave
- B. Use appropriate language (no use of profanity will be allowed)
- C. Be nice and respectful to others (no physical or facial gestures of intimidation or hateful comments will be allowed)
- D. Use proper tone of voice (no yelling loudly at others or at moving vehicles out the window)
- E. Remain seated at all times (no switching seats, no pushing or inappropriate touching of others)
- F. Sit facing front and not obstruct the aisle ways
- G. Sit in a particular seat if directed to do so by the bus driver
- H. Wait to cross the street when directed by the bus driver (no running across the street, and behind the bus)
- I. Use electronic devices appropriately (must wear headphones, no music with inappropriate language, and no viewing of inappropriate websites or images)
- J. At the request of the bus driver, students must reveal their first and last name (no refusing or acting defiant)
- K. Follow all emergency protocols as directed by the driver (no use of emergency exists without driver approval, and no running to the bus entrance door without driver approval)
- L. Must wait at the designated bus stops
- M. Be picked up and released at the same bus stop. **TK through 3rd grades are required to be delivered to, and met, at stops by a parent/guardian. Parents must have Superintendent approval for exceptions to this rule**
- N. Not bring live animals while riding the bus
- O. Not bring transportation devices such as skateboards or roller blades
- P. Not bring weapons of ANY KIND on the bus
- Q. Not possess, use, sell or be under the influence of any controlled substance, alcoholic beverage, intoxicant or tobacco
- R. Not bring pressurized containers such as paint spray cans
- S. Not bring glass containers or items that are breakable
- T. Not bring food or drinks on the bus

LOS MOLINOS ELEMENTARY COMPUTER USE POLICY

1. I will use the electronic resources *only* for educational purposes related to work at Los Molinos Elementary School, and not for *any* personal, commercial, or illegal purposes.
2. I will use the Internet only with the permission of the staff member in charge.
3. I will not use games or other electronic resources that have objectionable content or that engage me in an inappropriate simulated activity.
4. I will not give my password to any other user, nor attempt to learn or to use anyone else's password, and I will not transmit my address or telephone number, or any personal or confidential information about myself or others.
5. I will not upload, link, or embed an image of myself or others to non-secured, public sites without my teacher's permission and a signed parental permission slip.
6. I will not make statements or use the likeness of another person through website postings, email, instant messages, etc., that harass, intimidate, threaten, insult, libel or ridicule students, teachers, administrators or other staff members of the school community, make statements that are falsely attributed to others, or use language that is obscene.
7. I will not attempt to access, upload, or transmit material that attacks ethnic, religious or racial groups, or material that is pornographic or explicitly sexual in nature.
8. I will not violate copyright laws, damage or tamper with hardware or software, vandalize or destroy data, intrude upon, alter or destroy the files of another user, introduce or use computer "viruses," attempt to gain access to restricted information or networks, or block, intercept or interfere with any email or electronic communications by teachers and administrators to parents, or others.
9. I will not use, or create for others, any program to interfere with, change, or interact with programs, security settings, systems, or devices that are the property of Los Molinos Elementary and are used for school-related purposes by students, their parents and staff.
10. I will report any problems to the supervising staff member.
11. I understand my use of the school system's computers is not private, and the district reserves the right to monitor use to assure compliance with these guidelines; violations may lead to revocation of computer access and/or other disciplinary measures.
12. I understand that the prohibited conduct described above is also prohibited off campus when using private equipment if it has the effect of seriously interfering with the educational process, and such off-campus violations may lead to disciplinary measures.

Appendix A

DISTRICT DISCIPLINE POLICIES

EDUCATION CODE 48900.5 (a):

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

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

- (1) A conference between school personnel, the pupil's parent or guardian, and the pupil.
- (2) Referrals to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management and counseling.
- (3) Study teams, guidance teams, resource panel teams, or other intervention-related teams that assess the behavior, and develop and implement individualized plans to address the behavior in partnership with the pupil and his or her parents.
- (4) Referral for a comprehensive psychosocial or psycho educational assessment, including for

purposes of creating an individualized education program, or a plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a)).(5) Enrollment in a program for teaching pro social behavior or anger management.

(6) Participation in a restorative justice program.

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

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

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

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

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

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

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

DETENTION (EDUCATION CODE-48900.5.(8))

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

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

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

STUDENT COMMUNITY SERVICE (EDUCATION CODE-48900.6):

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

ANGER MANAGEMENT CLASSES (EDUCATION CODE-48900):

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

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

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

CALIFORNIA LAW AND ELECTRONIC BULLYING

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

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

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

INITIATION/HAZING/HARASSMENT/INTIMIDATION

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

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

Los Molinos Elementary Anti-Harassment Policy

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

upon gender, race, national origin, ethnicity, religion, sexual orientation or disability and will take all appropriate action to investigate such claims, to eliminate the harassment and to discipline any persons found to have engaged in such conduct.

5. Los Molinos Elementary 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.

Los Molinos Elementary Disciplinary

Los Molinos Elementary Progressive Discipline Policy

The chart below is a compilation of the major rule infractions and consequences and interventions for students. You will note that repeat offenses result in a more progressively serious disciplinary response than the initial violation. Every attempt will be made to follow the dictates of the chart displayed. However, the administration does reserve the right to objectively determine punishment based on the seriousness of a particular infraction and the previous discipline record of the student who commits the offense. Infractions accumulate through the trimester and re-set at the start of each trimester.

<i>Action</i>	<i>1st Infraction</i>	<i>2nd Infraction</i>	<i>3rd Infraction</i>	<i>4th Infraction</i>	<i>5th Infraction</i>
Level 5 Office Referral *meeting w/ principal	LD -Phone call - Behavior Reflection Form	2 LD - CS- Phone call- Behavior Reflection Form	1 ASD - CS -Phone Call - Behavior Reflection Form	2 ASD -Phone call - Parent Conference - Peer Mediation/ Restorative Justice	1-2 IS Phone Call - Parent Conference - - Behavior Contract - Refer to Counseling
Bullying and/or harassment	1 ASD -Phone Call - Behavior Reflection Form - Peer Mediation	2 ASD -Phone Call - Peer Mediation/ Restorative Justice	1-2 IS -Phone Call - Parent Conference - Refer to Counseling	1-2 OS- Phone Call - Parent Conference- Behavior Contract - Counseling	3-4 OS - Phone Call- Review Behavior Contract - Restrict School Privileges
Use of profanity toward a teacher or an adult	2 IS - Phone Call Suspension from class - Restorative justice	1 OS -Phone Call - Restorative Justice - Parent Conference	2-3 OS - Phone Call - Parent conference - Behavior Contract- Refer to Counseling	4-5 OS -Phone call - Parent Conference - Possible Expulsion Referral	NA
Vandalism	1-2 ASD - CS - Behavior Reflection Form	1 IS - CS - Phone Call - Peer Mediation	2 IS - Conference - Peer Mediation Restorative Justice	1 OS - Parent Conference - Restrict School Privileges	2 OS -Conference- Behavior contract
Physical Fighting	1 IS - Phone Call - peer mediation/ restorative justice	1 OS - Parent Conference - Peer Mediation - Refer to Counseling	2 OS - Parent Conference - Behavior Contract- Cont. Counseling	3 - 4 OS - Conference Behavior Contract - Restrict Privileges- Cont. Counseling	4-5 OS - Conference- Restrict School Privileges - Possible Expulsion Referral
*Possession of controlled substances, weapons, related paraphernalia	3 OS - Parent Conference - Restrict school privileges - Refer to Counseling	4 OS - Parent Conference - Behavior contract - Cont. Counseling	5 OS- Parent Conference - Possible Expulsion Referral	NA	NA
Tardies: to school or class (every 5)	1 LD - Phone call	2 LD - CS - Phone Call	1 ASD - CS - Phone call	2 ASD - Phone call - Parent conference	1 IS - Phone call - Behavior contract
Cheating	LD - CS- Phone Call	2 LD - CS - Phone Call - Behavior Reflection Form	1 ASD - Phone Call Restorative justice	2 ASD - Parent Conference - Refer to Counseling	1 IS - Parent Conference - Behavior Contract
*Gang related activity	2 IS - Phone Call - parent conference - Peer mediation	1 OS - Parent Conference - Peer Mediation - Refer to Counseling	2 OS - Parent Conference- Behavior Contract - Cont. Counseling	3 OS - Parent Conference - Cont. Counseling- Restrict School Privileges	5 OS - Parent Conference - Restrict School Privileges
No-show to lunch detention	1 LD - CS	2 LD - CS -Phone Call	1 ASD - CS- Phone Call	2 ASD - CS - Parent conference	1 IS - Parent Conference - Behavior Contract
No-show to ASD	1 ASD - CS - Phone Call	2 ASD - CS - Phone Call	2 ASD - Parent Conference	1 IS - Parent Conference - Restrict School Privileges	1 OS -Parent Conference - Behavior Contract

**= possible law enforcement ASD = After School Detention LD = Lunch Detention CS= Community Service IS = In School Suspension
OS=Out of School Suspension **All consequences are subject to change based on the severity of the offense.***

Appendix B

Individuals with Disabilities Act (IDEA)

SPECIAL EDUCATION

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

Students become eligible for special education services through a formalized process of evaluation. Anyone who suspects that a student is disabled may request an evaluation in writing. Requests will receive a response from the school site within 15 days. Usually a Student Study Team is asked to determine whether an assessment is necessary. If recommended, assessments will take place within 60 days of the initial request. If an assessment is not recommended, the Study Team will explain their reasoning in writing. Once a student has been assessed, an Individualized Education Program (IEP) meeting is held to determine a student's eligibility for services.

NON-DISCRIMINATION

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

The following individuals represent the appropriate titles for communication purposes:

1. Title IX Officer: Superintendent, Mr. Joey Adame: 530-384-7826 ext. 1102
2. 504 Site Coordinator: Josh Rowe 530-384-7903

Appendix C

Uniform Compliance Procedures

UNIFORM COMPLIANCE PROCEDURES

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

Los Molinos Elementary 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

Appendix D

Report Cards/Progress Reports/Parent-Teacher Conference Days

Progress reports, report cards and parent/teacher conferences are scheduled to communicate to parents their child's progress in CORE academic subjects at Los Molinos Elementary. If you suspect that your child is having difficulty in a particular subject, don't hesitate to contact your child's teacher and communicate your concern. Teachers are readily available to meet with parents and students. To schedule a meeting, contact the school at 384-7903 to arrange a meeting. The scheduled dates for progress reports, report cards and parent conferences are as follows:

First Trimester – August 16, 2023 –November 3, 2023

September 20 – Progress reports go home

November 3– End of First trimester

November 16– Parent Teacher Conferences – First Trimester Report Card will be given to parents at the conference.

Second Trimester – November 4, 2023 – March 1, 2024

January 17 – Progress reports go home

March 1 – End of Second Trimester

March 14 – Parent Teacher Conferences for students who are having difficulty or at risk of retention. Report cards for those students will be given at the conference.

March 15 – Report cards sent home with students

Third Trimester – March 2, 2024 – May 29, 2024

April 24 – Progress reports go home

June 6 – Report Cards sent home with students

Progress reports are available at any time to parents or students. Please contact your child's teacher to request an updated grade report.

All schools in the district utilize Aeries Parent Portal. You can enroll in this and look at your child's grade at any time. It will also notify you of current absent information. Contact the office to get your code to enroll. You must have a current email on file to access this option.

Appendix E

District Calendar 2023-2024

Los Molinos Unified School District Instructional Calendar - DRAFT 2023 - 2024

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

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

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

End of Trimesters: Nov 3rd, 2023
Mar 1st, 2024
Jun 6th, 2024

End of Semesters: Dec 22nd, 2023
June 6th, 2024

Parent Conferences ELEM: Nov 16th & March 14th
Semester Final Exams LMHS: Dec 20th - 22nd
June 4th - 6th

Instruction Days: 180

Certificated Staff: 3 Professional Development Days

Certificated Staff: 2 Duty Days

Instruction begins: August 16th, 2023

Instruction ends: June 6th, 2024

*= 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

Vina Promotion Ceremony: 7:00 p.m. June 5th
LME Promotion Ceremony: 7:00 p.m. June 6th
LMHS Graduation Ceremony: 7:00 p.m. June 7th

Board Approved: April 20, 2023

Appendix F

Minimum Wednesdays - 12:50 Dismissal

August 23
September 6
September 20
October 4
October 18
November 15
November 16 - (**Thursday**) PARENT CONFERENCES
December 6
December 15
December 16
December 17 - (**Friday**)
January 17
January 31
February 14
February 28
March 13 - (**Thursday**) PARENT CONFERENCES
March 14- (**Thursday**) PARENT CONFERENCES
April 10
April 24
May 8
May 22
June 6 - LAST DAY OF SCHOOL

School Holidays – No School

September 4th - Labor Day
November 11th- Veterans Day (Observed November 10th)
November 20th - 24th – Thanksgiving Break
December 25th -January 8th – Winter Break
January 15th - MLK Jr. Birthday
February 19th - 23rd – Presidents Week
April 1st - April 5th – Spring Break
May 27th – Memorial Day