



El Molino High School

Student & Parent Handbook 2020-2021





WE ARE EL MOLINO

“High school can be a challenging time in your growth as an individual, and it can also be an extremely rewarding time in your life.”

-- Mr. Dunkle, Principal

As a student at El Molino High School, your future is rich with opportunity! Our course offerings are designed to provide every student with the ability to graduate from El Molino both college and career ready. We offer classes such as Project MAKE, Physics, AP Spanish, Dance, AP Calculus, Digital Filmmaking, AP Government, and Ag Chemistry that will prepare you for your college experience as well as your future careers. We also offer robust courses such as 9th grade AP Geography, Advanced Culinary, Advanced Sustainable Agriculture, AP English Literature and Composition, AP Biology, and Advanced Media Production. At El Molino, you will gain 21st century learning strategies and skills like collaboration, creativity, critical thinking, and communication that will better prepare you for your future. The dedicated faculty and staff at El Molino work diligently to provide all students with the necessary guidance and support they need in order to achieve their goals while at El Molino and beyond.

Supplementing our strong academic offerings, El Molino also offers a variety of extracurricular activities for students. These range from participating in one of our many sports such as golf, cross-country, and soccer as part of our Integrated Athletics program to being involved in one of our dance or music productions. By participating in these types of extracurricular activities while at El Molino you will help make your time at El Molino both positive and memorable, and these activities will help you gain the structure necessary to achieve academic success. We encourage you to join a club or athletic team, run for a class office, or audition for a play. By participating in the El Molino community beyond your classes, you will become a well-rounded individual ready for the world after high school.

We realize that sometimes you may need some extra assistance in achieving your goals and successfully navigating your high school experience. El Molino provides a variety of academic supports. Our academic support network is designed to meet the academic needs of all students. For example, if you are a student struggling with math, the math support class, tutorial, or after-school tutoring are all available to help you find the support you need to achieve academic success. Additional help can also be gained from talking with one of our counselors, College and Career Center Coordinator, or outreach therapist. You can find out more about our academic support program and other support services from your counselor.

High school can be a challenging time in your growth as an individual, and it can also be an extremely rewarding time in your life. We believe that by actively participating in the diverse academic and extracurricular offerings available at El Molino High School that you will graduate, not only college and career ready, but with the skills and confidence you need to succeed in the next stage of your life.

We are excited to work with you during your time as a Lion. Together, We are El Molino.

With Lion Pride,

Mr. Dunkle

SPECIAL COVID-19 SECTION

ATTENDANCE REGULATIONS FOR DISTANCE AND HYBRID LEARNING

Attendance rules will follow the traditional attendance process:

- Attendance will be taken daily.
- Absences will be recorded in Aeries.
Attendance is recorded by being present in the classroom (whether Zoom, Google Classroom, or in-person) per the daily schedule.
- Absences must be “cleared” by contacting the Attendance office at (707) 824-6564 to explain the absence before the student returns to school. Absences not cleared within 48 hours will become “cuts” (unexcused absences.). Absences that are not cleared will be considered truancy and will be subject to the discipline process.
- An unexcused absence (“cut”) will be given if a student turns off their camera and/or does not participate (students who have bandwidth concerns which would make video difficult must inform the teacher or arrange alternate ways to show active class participation such as discussion). Unexcused absences can also result in loss of credit.
- Students and parents are responsible for keeping track of period absences leading to loss of credit. Credit loss begins at the 8th unexcused absence. Additional unexcused absences increase credit loss.
- Students with attendance less than 60% will be supported by a tiered intervention process.

BEHAVIOR EXPECTATIONS

Students are expected to adhere to all regular rules and regulations as delineated in this handbook while engaging in distance learning or hybrid. Students will complete Digital Citizenship training during the first few weeks of school and will be expected to follow the guidelines and procedures delineated in those trainings. Students who do not follow these expectations will be subject to interventions or disciplinary action.

BEHAVIOR EXPECTATIONS ON ZOOM

Students are expected to behave appropriately when on a Zoom or any live connection with other students and teachers. In accordance with California Education Code, district policies, and guidelines, disciplinary action may be taken for any violation.

- Keeping the camera on so the teacher and other students can see the student’s image or being actively present by participating in chat or verbally if video is unavailable (student must notify teacher of connectivity issues. Consistent non-active participation could result in a cut and may affect a student’s grade.
- Using the student’s full name on screen as indicated in Aeries for identification. Student will be removed from or not admitted to the Zoom without the full name visible.
- Using appropriate images such as profile pictures, screensavers, and virtual backgrounds or other images share with students that DO NOT include racial slurs, drugs, alcohol, nudity, or other offensive images. Students who use inappropriate imagery will be removed from the Zoom and referred to administration.
- Adhering to the school dress code at all time as delineated above. Students who do not adhere to this policy will be removed from the Zoom and referred to administration.

- Students are expected to be prepared with their device and other necessary learning supplies so as to actively engage in online learning. Failure to do so will result in a conference with the teacher and possible referral to the student's counselor or administration.
- Maintain a professional appearance and demeanor during Zoom (e.g. avoid participating from a reclined position in bed; try to find an upright space to encourage better engagement). Failure to do so may result in a conference with the teacher, referral to the student's counselor, or referral to administration.

EXPECTATIONS FOR WORK COMPLETION AND ENGAGEMENT ON DISTANCE LEARNING AND HYBRID

Students are expected to put forth their best learning effort, including turning in projects, assignments, quizzes, and tests on time. The student is asked to communicate with the teacher if he/she is experiencing difficulty in completing the work.

- The student is expected to check the teacher's Google Classroom and district Gmail and complete/turn in assignments. Google Classroom is to be checked daily.
- The student is expected to communicate with teachers via Google Classroom. Under each assignment, there is a private comment space for students to communicate only with teachers.

SITE EXPECTATIONS DURING COVID-19 HYBRID SCHEDULE

Students who fail to meet the following requirements will receive a warning (depending on the severity of the violation; administration reserves the right to skip disciplinary steps if behaviors warrants). Continued failure to adhere to expectations could result in removal from the classroom for the period or day and a parent conference would be required for the student to return to the classroom. Repeated violations could result in removal from the hybrid program for the remainder of the day or week.

- Students will maintain social distancing.
- Students will wear a mask at all times while on campus with the exception of eating/drinking.
- Students will avoid sharing school supplies with other students.
- Students will avoid sharing food and drinks with other students.

IMPORTANT DATES

2020-2021

August 3, 4, 5	Freshman Orientation
August 3, 4, 5	Pick Up Supplies (10 th , 11 th , 12 th)
August 3, 4, 5	Picture Day
August 13	First Day of School
September 7	No School / Labor Day
September TBD	Back to School
September 18	Progress Reports Mail (D & F only)
October 14	No School/Professional Development
October 14.....	PSAT Test
October 23	First Quarter Report Mail Home
October 22	Elmo Night
November 20	No School / Veteran's Day
November 15	Progress Mailed Home
November 23-27	No School / Thanksgiving Holiday
December 17	End of First Semester
December 18 –January 4	No School / Winter Break
January 8	Mail Report Card Home
January 18.....	No School/ Martin Luther King
January TBD	8th Grade Parent Night
February 8	No School/ Lincoln Birthday
February 15	No School/ Presidents Day
February 19	Mail Progress Report Home
March 22 - 26	Spring Break
April 2	Mail Report Card Home
April TBD	CAASPP Testing
May 7	Progress Report Mailed
May 31	No School/ Memorial Day
May TBD	Senior Project

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EL MOLINO HIGH SCHOOL

7050 Covey Road
Forestville, CA 95436

SCHOOL TELEPHONE NUMBERS

General Office.....	824-6550
Principal's Office.....	824-6570
Attendance Office.....	824-6564
Counseling	824-6575
Registrar	824-6571
Account Clerk	824-6519
Health Technician	824-6513
Library.....	824-6553
Athletic Director	824-6563
Maintenance & Operations	824-6559
District Administration Office	824-6403
West County Transportation Agency.....	206-9988

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

BOARD OF TRUSTEES

Diane Landry • Kellie Noe
Angie Lewis • Jeanne Fernandes • Ted Walker

DISTRICT LCAP GOALS

- Goal 1: Improve School Physical, Social and Emotional Environment
- Goal 2: Improve Course Access and Student Success
- Goal 3: Provide 21st Century Classroom Materials and Instruction for Students District-wide
- Goal 4: Decrease the Academic Achievement Gap
- Goal 5: Support Students' Successful Transition to Post-High School Success
- Goal 6: Community Involvement

El Molino High School's Mission Statement

El Molino High School will provide a high-quality education focused on helping students maximize their potential and achieve lifelong goals. To reach this objective, El Molino High School will foster an appreciation of diversity and respect and empower students to make informed judgments, accept responsibility for their actions, grow intellectually, achieve academic success, and practice the social skills necessary to be productive members of the world community.

THE EL MOLINO THREE Rs

Respectful and Compassionate People

El Molino students are expected to display positive conduct; be courteous, civil and prompt; and work for the well-being of others.

Responsible and Ethical Citizens

El Molino students are expected to be supportive team players; models of ethical behavior; and to take responsibility for their actions.

Resourceful and Articulate Students

El Molino students are expected to develop and use effective work habits; be self-motivated, independent, and creative thinkers; and express themselves clearly in all forms of communication.

GET SCHOOL INFORMATION ONLINE

www.elmolino.org

The El Molino website provides information about the school, its programs, and staff members. In addition, parents and students can receive the El Molino Daily Bulletin by email. The Daily Bulletin provides information about current school events and important due dates for school program applications as well as college tests and applications. To sign up, go to the school's webpage and click on "subscribe to the e-mail bulletin." Podcasts of the student-produced daily video bulletin are also available on the webpage.



SCHOOL STAFF

ADMINISTRATION

Matt Dunkle Principal
Dani Barese Vice Principal

COUNSELORS

Shannon Lawee Students A-L
Marilu Saldaña Students M-Z

OFFICE STAFF

Sharon Hallengren Registrar
Georgina Macias Attendance Secretary
Gloria Borunda Health Technician
Melissa Norris Account Clerk
Darlene Packard Principal's Secretary

CAMPUS-WIDE CLASSIFIED STAFF

Leah Woody Career Center
Collin Walker Campus Supervisor
Pablo Mendoza Head Custodian
Cynthia Beutelspacher Bilingual Instructional Assistant
Antonio Soto Custodian
Julie McClelland Librarian
Richelle Stoufer Paraeducator

FOOD SERVICES STAFF

William Aton Food Service
Carmen Garcia Food Service
Ryanesha Warren Food Service Coordinator

FACULTY

Andres Alavarez.....	Woodshop
Jerod Brown.....	Spanish, ESL, ELD, META
Maria Castanon.....	Spanish
Alexandra Dido	English
Emily Dulany.....	Science, Agricultural Science, FFA
Jake Friske	Academic Support
Megan Gilmore	English / Humanities / Drama
Leslie Grassl.....	Mathematics
John Grech.....	Humanities / Social Studies
Jessica Hart.....	Special Education
Mei Ibach	Culinary Arts
Jolene Johnson	Dance
Tracy Klein.....	Physical Education
TBD	Digital Media
Michele Larkin	Spanish, World Language
Rachel Lasek.....	Mathematics
Mary McGowan	Stagecraft, Art, Sculpture, Fine Arts
Lana McNamara	Special Education
Margaret Pedersen	Mathematics
Mike Roan.....	Athletic Director, Leadership, PE
Mary Beth Smith.....	Science
Nick Stoll	Science
Steve Sumner	English/Yearbook
Kent Wilson	Social Studies/Band
Eric Wycoff	Social Studies
Ryan Zamzow	Science

BELL SCHEDULE

MONDAY

Period 1	7:35	-	8:27
Period 2	8:32	-	9:27 (bulletin)
Brunch	9:27	-	9:42
Period 3	9:47	-	10:39
Period 4	10:44	-	11:36
Period 5	11:41	-	12:33
Lunch	12:33	-	1:03
Period 6	1:08	-	1:59
Period 7	2:04	-	2:55

TUESDAY / THURSDAY

Period 2	7:35	-	9:10
Brunch	9:10	-	9:25
Period 4	9:30	-	11:10 (bulletin)
Tutorial	11:10	-	11:40
Lunch	11:40	-	12:10
Period 6	12:15	-	1:50 (student release)

WEDNESDAY / FRIDAY

Period 1	7:35	-	9:07
Brunch	9:07	-	9:20
Period 3	9:25	-	11:06 (bulletin)
Break	11:06	-	11:11
Period 5	11:16	-	12:48
Lunch	12:48	-	1:18
Period 7	1:23	-	2:55

El Molino Graduation Requirements	California State University (CSU)	University of California (UC)
Social Science: 40 credits* Geography / AP Human Geography* World History U.S. History American Gov. & Econ.	a. History/Social Science: 2 years World History U.S. History (may use 1 semester of U.S. History and 1 of American Government)	a. History/Social Science: 2 years World History U.S. History (may use 1 semester of U.S. History and 1 of American Government)
English: 40 credits	b. English: 4 years (one year of ELD okay)	b. English: 4 years (one year of ELD okay)
Mathematics: 10 credits Algebra I*: 10 credits *Students must complete Math I and Math II to fulfill the Algebra I requirement	c. Mathematics: 3 years* Math I Math II Math III *includes topics covered in elementary and advanced algebra and two- and three-dimensional geometry	c. Mathematics: 3 years* Math I Math II Math III (4 years recommended) *includes topics covered in elementary and advanced algebra and two- and three-dimensional geometry
Physical Science: 10 credits Life Science: 10 credits	d. Laboratory Science: 2 years 1 year of biological science 1 year of physical science	d. Laboratory Science: 2 years 1 year of biological science 1 year of physical science (3 years recommended)
	e. Language other than English: 2 years of the same language	e. Language other than English: 2 years of the same language (3 years recommended)
Fine Arts: 10 credits	f. Visual and Performing Arts: 1 year (from a single discipline)	f. Visual and Performing Arts: 1 year (from a single discipline)
Electives: 70 credits	g. Elective: 1 year (must be college prep)	g. Elective: 1 year (must be college prep)
Practical Art: 10 credits	Required Test: SAT Reasoning or ACT	Required Test: SAT Reasoning or ACT with Writing SAT subject tests are recommended for specific majors or campuses. Visit UC website for more details. Students must complete 11 of the 15 required courses by the end of junior year.
Physical Education: 20 credits		
TOTAL CREDITS: 220* Complete a Senior Project *Geography graduation requirement will apply to the classes of 2020 and 2021; 230 credits needed to graduate.		

REQUIREMENTS:

- Students must earn a total of 220 credits for graduation. A student may earn 5 credits per 18-week semester for each successfully completed course. Students must also complete a Senior Project.
- Any student who wishes to receive a diploma from El Molino prior to completing the regular four-year course of study must have completed the appropriate credits and all required subject matter.
- The California High School Proficiency Examination (CHSPE) is an option available to students who wish to leave school prior to reaching the age of 18.

SCHOOL INFORMATION

PE Waiver - A student may waive up to two semesters of the physical education requirements by successful participation in interscholastic sports at the junior varsity or varsity level. Successful participation in two seasons of interscholastic sport shall result in waiving one semester of the physical education graduation requirement. Successful participation in a third season of interscholastic sport shall result in waiving a second semester of physical education graduation requirement. When a semester of physical education graduation requirement is waived, five (5) credits of physical education elective shall be recorded on the student's transcript. Participation in sports during the freshman year cannot be used as part of the waiver process.

COLLEGE REQUIREMENTS:

Requirements for college entrance vary considerably, depending upon which institution the student wishes to attend. Information may be received by consultation with the counseling staff, by attending Sophomore, Junior, and Senior Parent Nights, and from our Career Center staff. Colleges and universities offer information through their websites.

REPORT CARDS:

Report Cards are issued and mailed home four (4) times during the school year. Calendar for mailing dates.

GRADING POLICY:

Grades will be based on performance in classroom activities, testing, and homework. After an absence, it is the student's sole responsibility to contact the teacher within 48 hours of his or her return to school to receive the make up information. The teacher will then set a date for all acceptable make up work to be turned in.

STUDENT DEBTS:

Books and materials are important to effective teaching and student learning. These books and materials are expensive. Whenever we must replace a book, that money is not available for other important uses. Students who owe money to the school will not be allowed to participate in extracurricular activities until all outstanding debts have been paid in full or until an acceptable arrangement has been made with the school administration. Diplomas will be held until all debts have been paid in full.

TEXTBOOK FEES:

Students who fail to return textbooks to the appropriate teacher will be assessed a \$5.00 charge per textbook if the book is later found by school personnel. Students will be charged replacement cost for lost or damaged books.

EMERGENCY PROCEDURE FORM: An up-to-date emergency form **MUST** be kept on file in the Health Technician's Office in case of emergency. Changes of address, telephone numbers, etc., **MUST** be reported to the Health Technician or the Registrar.

EMERGENCY SCHOOL CLOSURE: In the event the school is forced to close because of flooding, storm damage, etc., radio station KSRO (1350 AM) and KFGY (92.9 FM) will be notified. They will make periodic reports on the status of school closures as early as 5 a.m. The decision to close the school is normally made before 6:30 a.m. In addition, El Molino will utilize our telephone-based Messenger system to send an automatic message out to all homes on our attendance system.

ENTRANCE REQUIREMENTS:

Any student residing within the El Molino High School attendance area who has successfully completed the eighth grade is eligible to enroll. Students and parents must complete the application form, emergency information form, and provide proof of immunization required by California State Law.

VISITORS:

El Molino has a closed campus. All visitors must report to the office to request a visitor's pass. El Molino students are not allowed to bring visitors to the campus. The only exceptions will be for pre-approved student exchange programs or for students who are considering enrolling at El Molino. Requests for approval must be submitted in writing at least three (3) days in advance.

BUS INFORMATION: The West County Transportation Agency provides transportation for those students living more than two miles from El Molino. Bus schedules will be available in the office. Further information regarding bus routes, schedules or problems is available from the Supervisor of Transportation at 206-9988.

FREE REDUCED LUNCH INFORMATION: Forms will be available from the Health Tech Office. If you have any questions, please call the Health Technician at 824-6513.

INSURANCE INFORMATION: Students may purchase insurance through a group insurance plan offered through the West Sonoma County Union High School District. This is not a West Sonoma County District insurance plan but a group policy offered by a private company for West Sonoma County District students.

IMPORTANCE OF BEING IN CLASS:

Because the first and last 10 minutes of class are integral to the structure of class lessons, students will not be permitted to leave class during the first and last 10 minutes of any class. Tardies will be issued and detention assigned for students who consistently arrive to class late. Students are encouraged to utilize passing periods, lunch, and brunch to use the restrooms, get water, go to the office, or accomplish other necessary out of the classroom tasks. Students are encouraged to limit their time outside the classroom.

STUDENT LOCKERS: Valuables must **NOT** be kept in lockers. Purses, wallets, instruments, etc., must **NOT** be left in lockers. **THE SCHOOL IS NOT RESPONSIBLE FOR LOSS OF PERSONAL PROPERTY LEFT IN LOCKERS.** Because lockers are under the joint control of the student and the district, school officials shall have the right and the ability to open and inspect any school locker without student permission when they have reasonable suspicion that the search will disclose evidence of illegal possessions or activity or when odors, smoke, fire and/or other threats to student health, welfare or safety emanate from the locker. For health and safety reasons, a general inspection of school properties such as lockers and desks may be conducted on a regular, announced basis, with students standing by their lockers or desks. Any items contained in a locker shall be considered to be the property of the student to whom the locker was assigned.

ATTENDANCE REGULATIONS

State law requires that the school keep an accurate record of each student's attendance. When a student is absent, the school must be notified by phone or note as to the reason for the student's absence.

RE-ADMITTING TO SCHOOL FOLLOWING ABSENCE:

When a student has been absent from school, he/she is required to bring a note from home to the office before the beginning of school on the day he/she returns to school, or parents may call the Attendance Office (824-6564) and leave a voice mail explaining the absence. **Absences which have not been cleared within 72 hours will become "cuts" (unexcused) and disciplinary action will be taken. Notes are placed on file to verify reasons for absence.**

It is the **parent's responsibility**, therefore, to write a note or to call the Attendance Office after each absence, giving the following information:

1. Date of note
2. Student's name
3. Number of days absent
4. Actual dates of absence(s) (example: Nov. 1, 2, 2012)
5. Reason (example: dental)
6. Signature of parent or guardian

Students who have frequent excused absences, or who develop a pattern of absenteeism will be referred to the nurse and doctor's notes may be required. Students with frequent unexcused absences will be considered truant.

PERMITS TO LEAVE:

West Sonoma County Union High School has a CLOSED CAMPUS. Once students arrive on campus, they must remain unless a "Permit to Leave" is obtained from the Attendance Office.

Procedure:

1. Students must obtain a "Permit to Leave" **BEFORE** they leave school.
2. A "Permit to Leave" will be issued only if the student brings a note signed by the parent or guardian stating the reason the student is to leave school. A telephone call or personal contact by a parent will also be acceptable.
3. Permits to leave for reasons other than medical or dental appointments, illness or funerals must be cleared by an administrator.
4. **Failure to obtain a "Permit to Leave" will constitute a "CUT".**
5. Upon the student's return to school, he/she **MUST** report to the Attendance Office.

ATTENDANCE AND TARDIES RELATING TO CREDITS

Units of credit are earned by student course participation each semester. Credits are based on positive attendance and satisfactory coursework completion. Students may lose credit in courses when they accumulate unexcused (U) or unverified (A) absences based on the following chart. The following schedule is based upon semesters being 90 days in length or 45 days in a quarter. Each semester may have a variance in days depending on the annual school calendar adoption. Regardless of the variance, the chart would be applicable for each semester.

Consequences for Unexcused Absences and Tardies:

(Students who cut are also subject to the School Discipline Policy.)

# OF UNEXCUSED ABSENCES	ACTION
4	Student considered habitual truant
5	Warning Letter (Seniors)
8	Letter/Loss of first credit
12	Loss of second credit
16	Loss of third credit
20	Loss of fourth credit
24	Loss of fifth credit/Dropped from class

A day of participation is defined as attendance and participation or excused absence within a block period or non-block period as scheduled during the school day. **Block period absences count as two (2) absences and non-block periods count as one (1) absence.**

TARDY POLICY:

The faculty and staff believe that punctuality is an important social and employment skill that should be encouraged. Moreover, the opening instructions and discussion set the tone for the period and establish expectations for learning activities. Tardiness may have a direct negative impact on a student's grades. Multiple, habitual tardies may result in referral to administration and a possible Probationary Contract. A student is considered tardy if their arrival is after the bell rings. Students who arrive 1-9 minutes after the bell will be marked tardy. Students who arrive 10-45 minutes after the bell will be marked **Tardy-Absent** which in a block period and normal period would be equal to one absence. Students who arrive 46 minutes or later to class during a block period will be marked as **Tardy-Absent** which is equivalent to two (2) absences. Administrators and teachers will discipline for tardies as per school site procedures.

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT ATTENDANCE POLICY

Students are required to attend classes in accordance with compulsory full-time education laws (Education Code 48200). Categories for attendance accountability include the following:

- A. Excused: An excused absence is defined under Board Policy. The teacher is to allow a student to make up the work missed during absences, to the degree it is possible for such work to be completed.

An excused absence shall be granted for the following reasons:

Personal illness (the administrator may request medical verification); Quarantine under city or county direction; Medical, dental, optometry or chiropractic services. Students are strongly urged to make appointments during non-school hours; Attending funeral services of an immediate family member; Exclusion for not having been properly immunized; such absence excused for not more than five school days; Required court appearance; For a student who is the custodial parent of a child who is ill or has a medical appointment during school hours.

- B. Unexcused: According to Board Policy, students may not make up work missed during an unexcused absence.

Unexcused absences include, but are not limited to, the following:

Oversleeping; Cut (Students who cut are additionally subject to the School Discipline Policy.); Lack of transportation, care of siblings, other non-illness absences; Family trips and vacations

- C. Warranted: A warranted absence, requested in writing prior to the absence, requires approval in advance by a school administrator. The teacher of any class from which the student is absent shall determine, pursuant to the regulations of the Board of the school district, what assignments the student shall make up and in what period of time the student shall complete such assignments. The test and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence. A warranted absence may be requested for justifiable personal reasons, including, but not limited to, the following: Appearance in court; Employment conference or interview; Religious holidays or celebrations; College visits (limit of three days per year); Bereavement beyond excused absence days
- Any absence under this section, which was not requested in advance and in writing, will be considered unexcused, and work may be made up only at the teacher's discretion.**
- Family trips and vacations will not be warranted under this policy. Parents/guardians are encouraged to plan family trips and vacations outside the school year.**
- D. Suspensions: According to Board Policy, the teacher of any class from which a student is suspended may require the suspended student to complete any assignments and tests missed during the suspension. Upon return from suspension, and if requested by the students or parent/guardian, the teacher shall provide the missed assignment and test. (Ed. Code 48913).

SHORT-TERM INDEPENDENT STUDY GUIDELINES:

Students who will be absent 5-20 consecutive school days, excluding illness, may be granted a Short-Term Independent Study contract up to twice per year (with a total limit of 20 days).

Student/family MUST notify Attendance Secretary 5 school days in advance of planned date to leave.

The following procedure shall be used:

1. Pick up Master Agreement form and return the completed form to the Attendance Secretary.
2. Meet with the Short-Term Independent Study (STIS) coordinator.
3. Obtain teacher signatures and assignments by taking Assignment Sheet to each of his/her teachers.
4. Return Assignment Sheets to STIS coordinator for approval.

This process takes usually 3 to 5 days to complete. The Master Agreement and Assignment Sheets must be filled out completely and approved BEFORE leaving on the short-term independent study. The student's work is due the day of the student's return. It MUST be submitted directly to the STIS coordinator. Failure to meet all of the conditions will impact his/her academic credit. The school reserves the right to not grant or revoke any STIS contract if circumstances warrant.

TRUANCY:

Truancy letters are issued based on the number of accumulated unexcused period absences:

First Letter: 9 period cuts (equivalent to 3 full days). Review attendance record and make corrections immediately. Attend all classes. **Second Letter: 12 period cuts.** Parent and student are legally mandated to attend a School Attendance Review Team (SART) meeting with an administrator and counselor. **Third Letter: 15 period cuts.** Parent and student are legally mandated to attend a School Attendance Review Board (SARB) meeting with administrators, community members, mental health staff, and possibly law enforcement. This Board decides under what conditions you may attend school and what school you are able to attend. At this level of truancy, the District Attorney's office may be notified and require the family's presence at a court hearing. Consequences of continued truancy could result in: fines; required parental school attendance with student; placement in juvenile hall; suspension, restriction, or delay of student driving privileges; revoked or denied work permit. (EC 48293, EC 48264.5, EC49164)

COUNSELING AND GUIDANCE:

The Counseling and Guidance Department at El Molino provides students, parents, and guardians with a broad-based, comprehensive program. Counselors are available to students throughout the school day or by special appointment. The counseling staff is committed to meeting individually with each of their counselees. Student contacts consist of classroom visitations, casual campus meetings, the Career Center, seminars/Tutorial, and various after-school functions. When parents or guardians wish to meet with their son's or daughter's counselor, it is advisable to call the school for an appointment. This procedure will assure you of an uninterrupted time to meet with the counselor. Each member of our counseling staff possesses a Master's Degree and is proficient in the areas of academic and guidance counseling. If a problem is encountered beyond the scope of the services available, the staff can offer assistance in obtaining assistance from community local agencies. To make an appointment with a counselor, parents may call the Counseling Department's Secretary at 824-6575 or students may fill out a request in the attendance office and place it in the appropriate counselor's box.

CLASS CHANGE POLICY:

1. Students may initiate a request for a change from one course to another through the first three weeks of the semester. Such requests may be either approved or denied by school officials as individual circumstances warrant.
2. After three weeks, such change can be made only if the teachers involved and the student's counselor believe it is in the best interest of the student.
3. If the change is made before the quarter is complete, the student will receive both grade and credit in the new course to which he/she transfers.
4. If the change takes place at or after the quarter, the student will receive a grade and credit for both the old course and the new course.

EXCEPTION:

When a student changes to a similar course within the same department, at or after the quarter, school personnel have the option to give the student both grade and credit in the second course only for the entire semester (e.g. changing from Math II to Math I). In such cases, the teacher of the second course has the option to consider the grade given in the first course to date in calculating the semester grade.

DROPPING CLASSES:

If a class is dropped after the 4th week of the semester, the student must obtain prior approval from the Principal or designee for withdrawing because of illness, not having completed course preparation, or other compelling educational reason in order to receive a notation on the transcript of "Withdraw Pass - WP." WP shall not be counted in computing a student's Grade Point Average. Without such approval of the Principal or designee, the notation on the transcript shall indicate "Withdraw Fail - WF." WF shall be counted as a class in computing a student's Grade Point Average.

RULES AND PROCEDURES RELATING TO STUDENTS

Serious offenses which may lead to suspension/expulsion/transfer to continuation school:
(Education Code Sections 48900, 48900.2, 48900.3, 48900.4, 48900.7, 48901.5)

Section 1

- A. (1) Caused, attempted to cause, or threatened to cause physical injury to another person, or
(2) Willfully used force or violence upon the person of another, except in self-defense.**

- STEPS:
1. Parent conference - after-school detention or suspension; police may be notified.
 2. Parent conference - Probationary Contract and after-school detention or suspension; police may be notified.
 3. Parent conference - Student recommended for transfer to Continuation School; police may be notified. NOTE: Any student who causes serious physical injury to another person, except in self-defense, shall normally be recommended for expulsion.

OR

Lesser penalty: Principal must notify the Board in writing that expulsion is inappropriate, the particular circumstance(s) why expulsion is inappropriate, and indicate the proposed lesser penalty to be imposed.

- B. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission from a certificated school employee, which is concurred in by the Principal or the Principal's designee.**

- STEPS:
1. Student recommended for expulsion; police or fire department notified.
 2. Lesser penalty; Principal must notify the Board in writing that expulsion is inappropriate, the particular circumstance(s) why expulsion is inappropriate, and indicate the proposed lesser penalty to be imposed.

- C. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health & Safety Code, an alcoholic beverage, or an intoxicant of any kind.**

VAPING DEVICES: The West Sonoma County Union School District categorizes all vaping devices as drug paraphernalia. Students in possession of vaping devices will be subject to discipline as per the guidelines stated for possession of drug paraphernalia.

POSSESSION/UNDER THE INFLUENCE:

- STEPS: 1. Police notified. Five (5) day suspension and successful parent conference required. Counseling sessions required. If successful parent conference not held, or if counseling sessions not attended, transfer to Continuation School. Student placed on Probationary Contract.
2. Student recommended for expulsion; police notified.
- OR
- Lesser penalty; Principal must notify the Board in writing that expulsion is inappropriate, the particular circumstance(s) why expulsion is inappropriate, and indicate the proposed lesser penalty to be imposed.

SALE:

- STEPS: 1. Student recommended for expulsion; police notified.
- OR
- Lesser penalty as for possession, if Principal believes circumstances so warrant.

NOTE: Health and Safety Code 11353.6 provides that persons 18 or over who provide drugs to a minor must serve an additional term of three to five years, beyond existing penalties, when this felony occurs on or within 1,000 feet of school grounds. Persons age 18 or over who sell drugs to a minor four or more years their junior also must serve separate additional terms of imprisonment.

D. Unlawfully offered or arranged or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

- STEPS: 1. Student recommended for expulsion; police notified.
- OR
2. Lesser penalty as for possession, if Principal believes circumstances so warrant.

E. Committed or attempted to commit robbery or extortion.

- STEPS: 1. Student recommended for expulsion; police may be notified.
2. Lesser disciplinary action taken; police may be notified; Principal must notify the Board in writing that expulsion is inappropriate, the particular circumstance(s) why expulsion is inappropriate, and indicate the proposed lesser penalty to be imposed.

F. Caused or attempted to cause damage to school property or private property.

- STEPS: 1. Parent conference and Probationary Contract-recommend counseling; police notified.
2. Parent conference. Student recommended for transfer to Continuation School.
- NOTE: (a) Restitution as appropriate: parent or guardian liable for up to \$5,000 per Ed Code 48904.
(b) Students driving cars on lawns or other non-road areas and doing damage to said areas -
MINIMUM CHARGE IS \$100 PER AREA.

G. Stole or attempted to steal school property or private property.

- STEPS: 1. Parent conference and Probationary Contract. Recommend counseling; police notified.
2. Parent conference - Student recommended for transfer to Continuation School.
NOTE: (a) Restitution as appropriate: parent or guardian liable for up to \$5,000 per Ed Code 48904.

H. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this does not prohibit use or possession by a pupil of his or her own prescription products.

- STEPS: 1. After-school detention, parent notified.
2. Parent conference and Probationary Contract.
3. Parent conference - Student recommended for transfer to Continuation School.

I. Committed an obscene act or engaged in habitual profanity or vulgarity.

- STEPS: 1. Student conference.
2. Parent conference - Probationary Contract and/or suspension or after-school detention.
3. Parent conference - Student recommended for transfer to Continuation School.

J. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

- STEPS: 1. Police notified. Five (5) day suspension and successful parent conference required. Five (5) counseling sessions required. If successful parent conferences not held, or if counseling sessions not attended, transfer to Continuation School. Probationary Contract.
2. Student recommended for expulsion; police notified.
OR
Lesser penalty, Principal must notify Board in writing that expulsion is inappropriate, the particular circumstance(s) why expulsion is inappropriate, and the proposed lesser penalty to be imposed.

K. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

- STEPS: 1. Parent conference and/or after-school detention.
2. Parent conference - Probationary Contract and/or suspension or after-school detention.
3. Parent conference - Student may be recommended for transfer to Continuation School.

L. Knowingly received stolen school property or private property.

- STEPS: 1. Parent conference and Probationary Contract. Recommended counseling; police may be notified.
2. Parent conference - Student recommended for transfer to Continuation School.
NOTE: (a) Restitution as appropriate; parent or guardian liable for up to \$5,000, per Ed. Code 48904.M.

M. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

- STEPS: 1. Three (3) day suspension - Parent conference; Probationary Contract. Police may be notified.
2. Five (5) day suspension - Transfer to Continuation School. Police notified.
Note: Depending upon the circumstances, student may be recommended for expulsion at step one or two.

N. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

- STEPS: 1. Five (5) day suspension - Student may be recommended for expulsion; police notified; parent conference; Probationary Contract.
2. Recommendation for expulsion and police notified.

O. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

- STEPS: 1. Five (5) day suspension Police notified; Probationary Contract.
2. Recommendation for expulsion and police notified.

P. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

- STEPS: 1. Police notified. Five (5) day suspension and successful parent conference required. Counseling sessions required. If successful parent conference not held, or if counseling sessions not attended, transfer to Continuation School. Student placed on Probationary Contract.
2. Student recommended for expulsion; police notified.

OR

Lesser penalty; Principal must notify the Board in writing that expulsion is inappropriate, the particular circumstance(s) why expulsion is inappropriate, and indicate the proposed lesser penalty to be imposed.

SALE:

- STEPS: 1. Student recommended for expulsion; police notified.

OR

Lesser penalty as for possession, if Principal believes circumstances so warrant.

Q. Engaged in, or attempted to engage in, hazing as defined in Section 32050

- STEPS:
1. Parent conference - after-school detention or suspension; police may be notified.
 2. Parent conference - Probationary Contract and after-school detention or suspension; police may be notified.
 3. Parent conference - Student recommended for transfer to Continuation School; police may be notified. NOTE: Any student who causes serious physical injury to another person, except in self-defense, shall normally be recommended for expulsion.

OR

Lesser penalty: Principal must notify the Board in writing that expulsion is inappropriate, the particular circumstance(s) why expulsion is inappropriate, and indicate the proposed lesser penalty to be imposed.

Section 48900.2 **Committed sexual harassment as defined in Section 212.5. For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code Section 48900.2)**

STEPS:

1. Student may be recommended for expulsion, or three (3) to five (5) day suspension -Parent conference; Probationary Contract.
2. Student recommended for expulsion.

Section 48900.3 **Caused, or attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233. (Education Code 48900.3)**

STEPS:

1. Student may be recommended for expulsion, or three (3) to five (5) day suspension - Parent conference; Probationary Contract.
2. Student recommended for expulsion.

Section. 48900.4 **Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment. (Education Code 48900.4)**

STEPS:

1. Student may be recommended for expulsion, or three (3) to five (5) day suspension - Parent conference; Probationary Contract.
2. Student recommended for expulsion.

Section 48900.7 **Made terroristic threats against school officials or school property, or both.**
(Education Code 48900.7)

STEPS:

1. Student recommended for expulsion; police notified.

OR

Lesser Penalty: Principal must notify the Board in writing that expulsion is inappropriate, and indicate the proposed lesser penalty to be imposed.

Section 48900 (r)

Engaging in an act of bullying by any severe or pervasive physical or verbal act or conduct, including, communications made in writing or by means or an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Education Code sections 48900.2, 48900.3, or 48900.4 directed at one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following: placing a reasonable pupil or pupils in fear of harm to the pupil or pupils or his/her/their property; causing a reasonable pupil to experience substantial interference with his or her physical or mental health; causing a reasonable pupil to experience substantial interference with his or her academic performance; or causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities or privileges provided by a school.

EC 32261 (f) and (g):

- (f) As used in chapter, "bullying" means one or more acts by a pupil or group as defined in Section 48900.2, 48900.3, or 48900.4.
- (g) As used in this chapter, an "electronic act" means the transmission of a communication, including, but not limited to, a message, text, sound, or image by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager (Education Code 48901.5).

Section 2

POOR ATTENDANCE

- STEPS:**
1. Health Technician, Principal or designee, or Attendance Clerk will contact parent - by phone or letter.
 2. Principal or designee will request conference with parent and student - doctor verification of absence may be required.
 3. If a student is absent from school (more than 30 minutes), without a valid excuse, three (3) or more days, they will be declared a Truant, as per California Education Code.
 4. If there is an additional unexcused absence (more than 30 minutes), the student will be declared a habitual truant; a SART (School Attendance Review Team) will be assembled and the Sonoma County District Attorney must be notified.
 5. If there are further absences, a SARB (School Attendance Review Board) will be necessary. The student may be recommended for transfer to Continuation School.

FORGED NOTE

- STEPS:**
1. Parent conference and Detention.
 2. Parent conference - Probationary Contract and suspension or after-school detention.

CUTTING CLASS (FULL OR PART DAY):

- STEPS: 1. Parent notified - Referral sent home and student assigned after-school detention (for full day cuts and for part day cuts).
2. Parent conference - student assigned after-school detention.
 3. Parent conference - student assigned after-school detention and placed on Probationary Contract.
 4. Parent conference - student recommended for transfer to Continuation School for being habitually truant or irregular in attendance from instruction upon which he or she is lawfully required to attend.

CHEATING DISCIPLINE POLICY (Teacher determines a student is cheating):

- STEPS: 1. Student will receive a zero for the assignment. Referral will be submitted to counselor, who will make parent contact.
2. Student will receive a zero for the assignment. Referral will be made to an administrator. A conference will be held and after-school detention assigned
 3. Student will receive a zero for the assignment. Referral will be made to an administrator. A conference will be held with parents. An after-school detention will be assigned and the student will be placed on a Probationary Contract.

LEAVE EARLY AND ARRIVE LATE POLICY:

Students who have Leave Early or Arrive Late schedules have three options during this time.

1. Leave Campus
2. Check in with the librarian to use the library for research or study hall for the period
3. Remain on campus under the direct supervision of a faculty member

Students in violation of this policy will be asked to leave. Repeated offenses may result in a referral.

STUDENT DRESS:

It is the policy of the West Sonoma County Union High School District that appropriate student dress contributes to a productive learning environment and does not provide a distraction, which will interfere with the educational process. Dress must meet safety, health, and decency standards. Students in violation will be required to cover or change to meet the dress code before resuming any campus activities (e.g. classroom, extracurricular participation, attendance at sporting events, etc.)

1. All students must wear shirts and shoes
2. Underwear must be covered by outerwear
3. Clothing, hats, and jewelry with writing, drawing, or decorations that reference, resemble, or promote alcohol, tobacco, drugs, gangs, profanity, vulgarity, violence, bigotry, religious or ethnic slurs, with sexual connotations, or are associated with brands which promote or condone any of the previously stated items, regardless of student intent, are prohibited.
4. Clothing that exposes cleavage, buttocks, bare midriffs, or underclothing in any position is not permissible.
5. Clothing which, in the opinion of the Sheriff's Department, juvenile agencies, and/or school officials, is gang related or includes gang paraphernalia, is strictly forbidden.

DANCES:

Students must submit a dance contract in order to attend dances. El Molino students requesting permission to bring a guest to certain school dances (e.g., Prom or Turnabout) must submit the request for approval to the Vice Principal no later than one week prior to the dance.

DRIVING AND PARKING REGULATIONS:

The regulations and control of cars around or near the school area during the day or evening is governed by the laws of the Motor Vehicle Code, Education Code, and local governing board. Violation of these laws may result in the loss of the privilege of bringing an automobile to school. Students should be aware of the following regulations governing the use of all automobiles.

1. Vehicles in violation of parking regulations (blocking lanes, parking across spaces, parking in red areas) **are subject to tow away at the owner's expense**. Students may be assigned detention for violations. In addition, students may lose their parking privileges.
2. Students must park in the Student Parking Lot only (south of the bus circle or in the paved lots off Anderson Road) or in the unreserved spots in the Anderson Road lot. Students must not use parking spots marked with a number, faculty, or guest. The California Highway Patrol and Sonoma County Sheriff's Dept. will issue citations to those persons illegally parked in spaces designated for disabled drivers, or in fire lanes.
3. The school is not liable for any damages to cars or loss of personal property.
4. **Parking lots during the school day are off limits** unless a pass is obtained from an administrator.
5. Reckless driving, "peeling out", exhibition of speed, or improper use of the parking lot may result in disciplinary action and/or revocation of parking privileges.
6. All vehicles brought to school are subject to search by school officials at any time. (California Vehicle Code Sect. 21113 (a).

BICYCLES & SKATEBOARDS:

For the protection of the EL Molino school community and visitors, bicycles and skateboards are not allowed on campus nor can they be used/ridden on campus at any time. Students will not be allowed to carry their skateboards on campus or from class-to-class.

A. Bicycles must be locked in the campus bike racks.

B. Skateboards must either be:

- a. placed in a locker OR
- b. checked in to the main school office.

(Note: the school is not responsible for lost/confiscated items.)

Disciplinary Steps:

1st Infraction: Student warned and item kept by Vice Principal until the end of the day.

2nd Infraction: After-school detention; item kept by Vice Principal until the end of the day; parent notified.

3rd Infraction: Student is subject to disciplinary action which may include suspension from school; the item kept by Vice Principal; return of item only to parent; permission to bring item to campus may be rescinded.

DISTRIBUTION OF PRINTED MATERIAL:

No student or student group may distribute, for reading or wearing, any materials which include obscenities, describe or advocate disruptive activities, issue false or abusive statements about persons, organizations or policies, or advocate violation of the law or official school regulations.

VAPING:

Vaping is considered to be a substantial health risk for students in terms of addictive quality and general health concerns. Students caught vaping or in possession of vaping devices may be considered to be in possession of drug paraphernalia and may be subject to disciplinary measures appropriate to possession of drug paraphernalia.

PERSONAL ELECTRONIC DEVICES

(CELL PHONES, SMART PHONES, IPODS, MP3 PLAYERS, TABLETS, IPADS, HEADPHONES, SPEAKERS, ETC.)

The school is not responsible for loss or damage of person devices that students elect to carry with them during the school day or at school-sponsored events. *Note: The school is not responsible for lost/confiscated items.*

Use of personal electronic devices (excluding portable speakers) shall be restricted to the period before classes begin in the morning, during passing periods, during the student's lunch period, and after the student's last class in the afternoon. Use of portable speakers is NOT PERMITTED at any time on campus.

Students may not record any classroom, office, or administrative activity at any time without the expressed written consent of the teacher or an administrator. Video/audio recording violations may result in disciplinary action (California Ed. Code 51512). Electronic devices shall not be used or visible during instructional time, nor may they interrupt or disturb classroom instruction, presentations or assemblies, unless explicitly permitted by the classroom teacher or Principal's designee.

STEPS:

1. Students are warned and advised on the first day of school that electronic devices may not be used during instructional time without explicit permission from the classroom teacher or Principal's designee. This is their only formal warning.
2. Student is referred to the office to surrender the device for the remainder of the school day unless a compelling medical or health issue exists. Call to parent/letter of warning concerning the potential loss of privilege as outlined in #3.
3. Student is assigned a detention. The Principal or designee may rescind permission to continue bringing device to school. Return of the device only to the parent.
4. Student is assigned a detention as well as an in-school work program. The Principal or designee may rescind permission to continue bringing device to school. Return of the device only to the parent.
5. Possible suspension. The Principal or designee may rescind permission to continue bringing device to school. Return of the device only to the parent.

SPECIAL NOTES FOR ALL DISCIPLINARY MATTERS:

- The above discipline procedures for serious offenses may be reasonably lessened by the Principal or designee, when, in their proper judgment, special or unusual circumstances warrant the use of steps other than those indicated above.
- For the offenses listed in Section I above, when the Principal judges that an infraction is extremely serious in nature, the school may bypass the listed step in the discipline procedures and go to the next step, or for such cases, expulsion may be recommended.
- At the option of the Principal or designee, for the offenses listed in Section 1, the school may proceed to Step 2 for an infraction under one section, if the student has already been penalized at Step 1 for another offense. (i.e. offenses are cumulative.)

A student may be suspended or expelled for any of the acts listed above if that act is related to school activity or school attendance occurring at any district school or within any other school district, including, but not limited to, the following circumstances:

1. While on school grounds
2. While going to or coming from school
3. During the lunch period
4. During, going to, or coming from a school-sponsored activity.

Any student may be suspended, recommended for expulsion, or transferred to the Continuation School or Opportunity School if the Principal or Superintendent determines that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process. Suspended students may be required to complete all assignments and tests missed during the suspension by the teacher of the class involved. Any work required to be made up and not completed shall receive a failing grade.

PROBATIONARY OR CONDITIONAL CONTRACT:

THIS IS A SERIOUS STEP: A student on probation must attend school regularly and be free from all discipline referrals. Students who are placed on probation may not participate in extracurricular activities, including graduation, may not hold an ASB or class office, and may not participate on athletic teams.

A. A student may be placed on a "Probationary Contract" for any of the following:

1. Attendance: Failure to attend school on a regular basis - cutting classes, forging notes, excessive tardies, etc.
2. Discipline: Insubordination; excessive discipline problems; violation of state or local laws; violation of district or school rules and regulations.
3. If a student violates a major school rule or is absent without proper authorization while on a Probationary Contract, he/she may be recommended for transfer to the Continuation School.
4. The time period for a Probationary Contract shall be for nine (9) calendar weeks.
5. A student placed on a Probationary Contract near the end of the school year may use the time during the summer to meet the nine-week period if he/she enrolls in the District Summer School Program and earns 10 credits. Summer School Independent Study shall not be used for this purpose.

B. Petition for permission to participate in extracurricular activities:

Students may petition to participate in extracurricular activities that occur after a student has been on probation for five (5) calendar weeks. The petition should be submitted to the school administration at least 1 week prior to the activity for which the student is submitting the petition. Students who are placed on probation as a result of drug or alcohol offenses may request, upon approval by the school administration, permission to take part in a particular activity. After five (5) calendar weeks of probation, permission to participate will be contingent upon the completion of community service as approved by the school administration. The school administration reserves the right to deny such a request based on the particular circumstances of the offense.

APPEAL PROCESS

The student or student's parents or guardian has/have the right to request a meeting with the Superintendent or the Superintendent's designee. Parents or students 18 years of age or older also have the right to review any and all student's records and receive a copy if requested. The foregoing procedures are in compliance with Education Code 48900, 48900.02, 48903.5, and 48432.5.

- Offenses are normally cumulative only for the school year in which they occur. That is, a student receives a "clean slate" at the beginning of each school year. HOWEVER, Drug and Alcohol offenses covered in sections C and D above are cumulative for two (2) CALENDAR YEARS from the date of the offense. (For example, if a student possesses drugs and STEP 1 is applied, any additional drug/alcohol offense in the next 2 years will result in the application of STEP 2.)

TRANSFER INTO AND OUT OF LAGUNA

- A. Involuntary transfers to Laguna for offenses other than drug and alcohol related offenses shall normally be made for a minimum of one quarter.
- B. Voluntary transfers shall only be at the beginning of each quarter, during a 3-week open registration period, unless there are extenuating circumstances. Students will need to apply through their EMHS counselor or administrator.
- C. A student who is at Laguna on a volunteer basis may apply to return after a minimum of one full quarter if (1) they have passed a minimum of 12.5 units in the current quarter, (2) they are not on a Probationary Contract.
- D. Both voluntary and involuntary transfer students may only return at the beginning of the Fall or Spring semester.

ATHLETICS & EXTRACURRICULAR ACTIVITIES

ATHLETIC PROGRAMS

El Molino High School is a member of the Sonoma County League, North Coast Section, and the California Interscholastic Federation, and competes with the other member schools in interscholastic athletics.

Prior to being eligible to compete in interscholastic athletics, a student must have a physical examination and provide proof of health insurance. Students who participate on athletic teams may earn a Varsity letter for their participation. Students who earn several letters during their high school athletic careers will be eligible to receive a lifetime pass to all El Molino athletic events. Top athletes who meet citizenship requirements will be awarded a plaque and a lifetime pass.

OTHER TERMS OF ATHLETIC ELIGIBILITY

All entering 9th grade students are eligible to participate athletically during their first semester providing they have met the criteria set forth above AND met the scholarship and citizenship requirements of El Molino High School. Throughout the school year, all students who are participating in interscholastic athletics must maintain a level of scholarship and citizenship which meets the standards of the California Interscholastic Federation and West Sonoma County Union High School District. Also, each student, once he/she is competing, is given a list of athletic rules and regulations compiled by the coaching staff at El Molino High School, and is expected to adhere to those rules and regulations. Students must be in attendance for a majority of the school day in order to be eligible to participate in after-school activities. This includes practices and games.

PARTICIPATION IN ATHLETICS AND EXTRACURRICULAR ACTIVITIES

Students who participate in extracurricular activities must be free of debts owed to the school. Students may not tryout for teams or otherwise participate in extracurricular programs until all outstanding debts have been paid in full or until an acceptable arrangement has been made with the school administration. This rule applies to athletics, elected and appointed student government and class officers, Pep Squad, and Dance Company.

EXTRACURRICULAR ELIGIBILITY POLICY: MINIMUM ACADEMIC STANDARDS

Rules applicable to athletics, elected and appointed student government and class officers, Pep Squad, and Dance Company: In order to be eligible for extracurricular activities and teams, the student must have a 2.0 grade point average. The grades for eligibility will be from the previous quarter (semester grade if after 2nd or 4th quarter). The period for eligibility/ineligibility will be for a nine-week period. In order to be eligible to practice or participate in any activity on any day, participants must attend a majority of the class periods on the student's schedule and not have any unexcused absence on the day of practice or activity, or the school day immediately preceding, if the practice or activity is on a weekend or school holiday. Exceptions to this rule, in unusual cases, must be cleared by the school Principal. All 10th, 11th, and 12th grade students may be permitted one probationary quarter during his/her high school career in the West Sonoma County Union High School District. The student may use the probation quarter at his/her discretion if his/her G.P.A. is under 2.0 for a given quarter. The student on probation would be eligible during the quarter. In addition, 9th, 10th, and 1st semester 11th grade students must have earned a minimum of 25 credits during the preceding semester in order to maintain eligibility. Second semester 11th grade students and all 12th grade students must have earned a minimum of 20 credits during the preceding semester to maintain eligibility. Probation may not be used to waive this minimum credit requirement. Entering 9th graders will be eligible until the end of the first quarter and would then remain eligible or become ineligible based on the first quarter grades. This quarter would not count against the discretionary probation quarter.

BOYS' SPORTS

Fall

Cross Country, Football

Winter

Basketball, Wrestling, Soccer

Spring

Baseball, Track, Tennis, Golf, Swimming, Volleyball

GIRLS' SPORTS

Fall

Volleyball, Tennis, Golf, Cross Country

Winter

Basketball, Wrestling, Soccer

Spring

Track, Swimming, Softball

Note: Girls are permitted to qualify (tryout) for the football or wrestling teams. According to N.C.S. guidelines, if a girl or girls play on a boys' team, the team is designated as a "student team."

CLUBS AND ORGANIZATIONS:

Students are encouraged to be actively involved in their school and community by joining one or more clubs or organizations. By doing so, students allow themselves the opportunity to expand their knowledge and talents outside regular classroom activities. In September, "Club Day" is held at lunch. Students at Club Day learn about clubs at El Molino and have an opportunity to join.

SAFE SCHOOL AMBASSADORS:

At El Molino, we have pledged to constantly improve the atmosphere of tolerance, respect, and acceptance for all students on the campus. Safe School Ambassadors is one of the programs we utilize to support this pledge. Safe School Ambassadors actively model tolerance and respect in their own interactions.

This program actively seeks:

- Students who do not believe a school environment needs to include being teased, insulted, or left out.
- Students who can learn the skills to intervene with their friends to prevent or stop it.
- Students with the courage to give voice to their values.

During the fall semester, these students, along with staff members, go through a nationally recognized two-day training program where they learn the skills to intervene in negative behaviors and to improve our school climate. Ambassadors participate in regular monthly meetings facilitated by trained El Molino staff members to help them sharpen their skills and deepen their commitment to the work.

SCHOLARSHIPS AND AWARDS:

An updated listing of scholarship opportunities is available for students to review in the Counselors' offices and Career Center. Announcements of these programs are made over the daily bulletin, through direct classroom visits, and through local press releases. Once the information is dispersed, it becomes the student's responsibility to complete all the required paperwork before the deadline expires.

ACADEMIC ACHIEVEMENT PROGRAMS:

As soon as students receive their grades each semester, they are eligible to apply for membership to these programs if they meet the qualifications listed below. Students who meet these qualifications should see Ms. Lasek for an application. We urge all eligible students to apply because membership carries significant benefits for the students.

CALIFORNIA SCHOLASTIC FEDERATION (C.S.F.):

To qualify, a student must earn at least 10 points per semester. These 10 points are calculated in the following manner:

1. Semester grade of A = 3 Points
Semester grade of B = 1 Point
Semester grade of C = 0 Points
Semester grade of D or F = student is disqualified for membership.
P.E. classes are excluded from the calculation.
2. Student must be enrolled in a minimum of five academic classes.
3. Freshmen are eligible for associate membership. Current members must reapply each semester after report cards are issued to students. Membership will not be formalized or recorded on the student's transcript until the semester dues are paid because CSF has financial obligations to the state organization which must be met to maintain our CSF charter. If a student remains a member for four semesters of his/her school career, including one semester in the senior year, he/she will be granted Life Membership in CSF. For the purpose of evaluating Life Membership candidacy, ninth grade memberships do not count. Graduates with the CSF Life Membership seal on their diplomas often are granted automatic entry membership in the honor society of the college or university they enter.

NATIONAL HONOR SOCIETY:

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, the NHS chapter establishes rules for members which are based upon a student's outstanding performance in the areas of scholarship, service, leadership, and character. These four criteria for selection form the foundation upon which the organization and its activities are built.

Scholarship: Students who have a cumulative grade point average of 3.0 or higher meet the scholastic requirement for membership.

Service: This is defined through the voluntary contributions made by a student to the school or community.

Leadership: Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea contributors, dependable, and persons who exemplify positive attitudes about life.

Character: The student of good character upholds principles of ethics, standards of honesty and reliability, and shows courtesy, concern and respect for others.

HONOR ROLLS:

All students are eligible for the El Molino honor rolls if they have earned the following semester grade point averages:

With honors	3.00 - 3.39
High honors.....	3.40 - 3.69
Highest honors.....	3.70 - 4.00+

2015-2016 ASSOCIATED STUDENT BODY AND CLASS OFFICERS

ASSOCIATED STUDENT BODY

President: Brooklyn Hayes
Vice President: Kiara Garcia-Lopez
Secretary: Grace McCormick
Treasurer: Kali Holdren
Rally Commissioners: Ellie Roan, Talia Husary, Bella Gaab, Siena Montiel

SENIOR CLASS

President: Hana Riccioli and Carma Wilson
Vice President: Jack Dunkle
Secretary: Jimenna Sanchez
Treasurer: Katie Holdren

JUNIOR CLASS

Co-Presidents: Ian Hocheder and Tyler Sword
Vice President: Alex Foszcz
Secretary: Alex Pearson
Treasurer: Maggie Syverson

SOPHOMORE CLASS

President: Dustin Spelman and Daniel Martinez
Vice President: Jackson Zapp
Secretary: Hunter Brown
Treasurer: Solomon Hall

APPOINTED POSITIONS

Keeper of the Den: Gianna Gregori
Community Service Liason: Dea Horwinski
Athletic Liason: Weston Lewis and Sam Ferrera
Communications Liason: Malea Deis
Dance/Cheer Liason: Brandon Perez
Cultural Liason: Yasmin Sierra

EQUAL ACCESS STATEMENTS

The West Sonoma County Union High School District schools do not discriminate on the basis of race, color, national origin, sex, handicap or age in any of its policies, procedures or practices. This non-discrimination policy covers admission and access to the District's programs and activities, including vocational education. The lack of English skills will not be a barrier to admission and participation in the District's programs. Inquiries regarding the equal opportunity policies, the filing of grievance procedures covering discrimination complaints may be directed to Mia Del Prete, 824-6403, Title IX Coordinator and Section 504 Coordinator.

IGUALIDAD DE ACCESO

El distrito, las Escuelas de la West Sonoma County Union High School District, no discrimina en sus reglamentos, procedimientos métodos ni por raza, ni por color, ni por nacionalidad de origen, ni por sexo ni por edad. Además, la falta de inglés no será ninguna barrera a la admisión y participación en los programas del distrito. Si tienen preguntas sobre las reglas de igual oportunidad, comuníquense con Mia Del Prete, 824-6403, Title IX Coordinator and Section 504 Coordinator.

TITLE IX REGULATIONS

In compliance with Title IX of the Education Amendments of 1972, the West Sonoma County Union High School District does not discriminate on the basis of sex in the admission of students to school programs, in its educational programs or activities, or in the recruitment and employment of personnel. Our students have a right to a non-sexist education. A law called Title IX prohibits the school from discrimination on the basis of sex. Females and males are guaranteed equal treatment under the law in: Admissions to schools; Athletics and competitive sports; Counseling and guidance; Employment; Entrance to courses (including physical education and vocational education); Financial aid; Policies relating to marital and parental status; Sexual harassment; Student rules and regulations; and Student services and benefits.

West Sonoma County District schools provide a way for you to file a complaint if you feel that your rights are being violated or you are being discriminated against because of your sex. This complaint is open to all students, parents, teachers, and other citizens.

TÍTULO IX

De acuerdo con Título IX de las Enmiendas Educativas de 1972, el distrito escolar, West Sonoma County Union High School District, no discrimina por sexo en la admisión de estudiantes en los programas escolares, en los programas o actividades educativas, o en el reclutamiento y empleo de personal. Nuestros estudiantes tienen el derecho de una educación neutral en los dos sexos. Una ley llamada Título IX prohíbe que la escuela discrimine por sexo. Mujeres y hombres son garantizados tratamiento igual debajo la ley en: Admisiones a escuelas; Deportes y competiciones atléticas; Consejo y dirección; Empleo; Acceso a clases (incluyendo educación física y educación vocacional); Ayuda financiera; Política relacionada a estado marital y paternal; Insinuación sexual; Regla y reglamentos estudiantiles; y Servicios y beneficios estudiantiles.

West Sonoma County Union High School District proveen una manera de hacer una queja si usted cree que sus derechos son violados o que usted está tratado con discriminación por su sexo. Este procedimiento de quejar es requerido por ley; es abierto a todos estudiantes, padres, maestros y otros habitantes.



El Molino High School

7050 Covey Rd.
Forestville, CA 95436

www.elmolino.org

Together,
We Are
El Molino