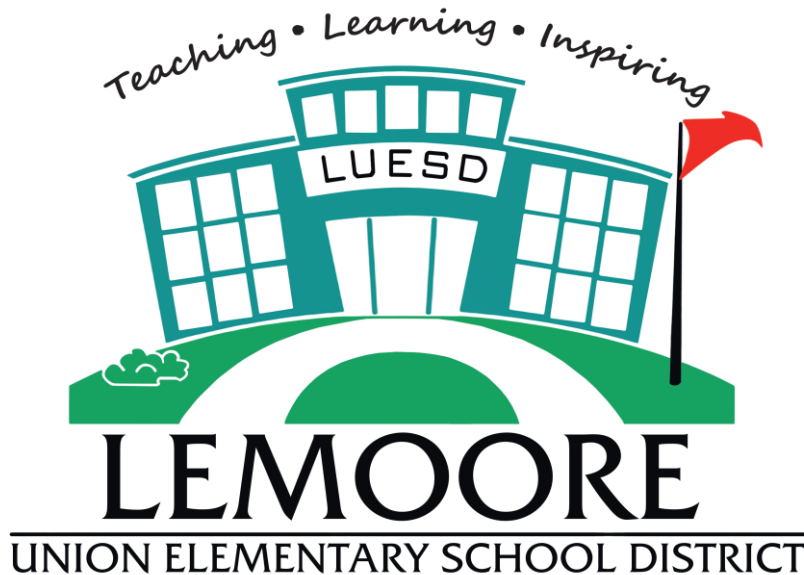


Lemoore Union Elementary School District

Certificated Handbook



Every student & **A**ll staff **C**ommitted to **H**igh expectations. **O**riented to results. **N**o excuses. **E**xcellence every day!

2021/2022

ADMINISTRATION - Lemoore Union Elementary School District	7
DUTIES AND RESPONSIBILITIES OF TEACHERS	11
LEGAL RESPONSIBILITIES OF TEACHERS	12
TEACHER CONDUCT	13
STAFF DRESS CODE	14
SUPERVISION RESPONSIBILITIES	14
SUPERVISION	14
PROFESSIONAL STANDARDS	16
COMPLAINTS	16
PROCEDURES FOR FILING COMPLAINTS	16
COMPLAINTS CONCERNING SCHOOL PERSONNEL (BP/AR 1312.1)	17
UNIFORM COMPLAINT PROCEDURES (UCP) BP 1312.3 5 CCR 4600-4670	18
WILLIAMS UNIFORM COMPLAINT PROCEDURES (UCP) AR 1312.4 5CCR	29
TITLE IX NOTIFICATION	32
NONDISCRIMINATION/HARASSMENT (BP 5145.3)	34
SEXUAL HARASSMENT – TITLE IX SEXUAL HARASSMENT COMPLAINT PROCEDURES	35
SEXUAL HARASSMENT/STUDENTS (BP/AR 5145.7)	36
SEXUAL HARASSMENT PERSONNEL BP/AR 4119.11	39
ACCOMMODATIONS	40
BULLYING (B.P. 5131.2)	41
COACHING RESPONSIBILITIES	44
SUPERVISION AT ASSEMBLIES AND RALLIES	45
CONFIDENTIAL AND PRIVILEGED INFORMATION	46
ATTENDANCE AT SCHOOL EVENTS	46
FACULTY MEETINGS	46
SMOKING	46
LEAVING CAMPUS BY STAFF MEMBERS	47
LOCKERS (Liberty Only)	47
INCLEMENT WEATHER	47
GENERAL SCHOOL POLICIES AND PROCEDURES	48
CAMPUS VISITORS, VOLUNTEERS AND CHAPERONES	48
VOLUNTEERS / CHAPERONES	48
	2

KEYS	50
CARE OF SCHOOL PROPERTY	50
USE OF SCHOOL EQUIPMENT	50
EMPLOYEE USE OF TECHNOLOGY (BP 4040)	51
CLASSROOM HEATING AND AIR CONDITIONING	55
DECORATING OF CLASSROOMS	55
PERSONAL MAIL	55
TELEPHONE USE	56
PATRIOTIC OBSERVANCE	56
WEEKLY BULLETINS	56
SCHOOL/ACTIVITY CALENDAR	56
USE OF SCHOOL FACILITIES (Non-school functions)	56
FIELD TRIPS	57
APPROVED LOCAL FIELD TRIP LOCATIONS (revised 05/25/2018)	59
FIELD TRIP GUIDELINES	61
STAFF MEMBERS' CHILDREN	61
INSTRUCTIONAL MATERIALS SERVICES (IMS)	61
OFFICE DEPOT ORDERS ONLINE	62
OPEN PURCHASE ORDERS	62
TEACHER ABSENCES	62
ABSENCES	63
PREPARATION FOR A SUBSTITUTE	63
ACCIDENT/INJURY TO EMPLOYEES	64
DRUG AND ALCOHOL-FREE WORKPLACE	64
PAYROLL	65
ATTENDANCE PROCEDURES	66
TAKING ATTENDANCE	66
GUIDELINES FOR ADMIT SLIPS	66
OFF CAMPUS PERMITS	66
ATTENDANCE PROCEDURES - ELEMENTARY SCHOOLS	67
FIRST DAY ATTENDANCE	67
CLASSIFICATION OF ABSENCES	67

ATTENDANCE OFFICE PROCEDURES	68
INSTRUCTIONAL POLICIES	69
GRADING PROCEDURES	69
PROMOTION/ACCELERATION/RETENTION	70
ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES	73
CLASS SESSIONS	73
HIRING OF INSTRUCTIONAL PARAPROFESSIONALS	73
SOCIAL MEDIA	74
DAILY PLANNING	74
CHECKLIST FOR DAILY PLANNING	74
LESSON PLANS	75
GUIDELINES TO CONSIDER WHEN WRITING LESSON PLANS	75
HOMEWORK	76
HOMEWORK FOLLOW-UP	77
SCHOOL/HOME COMMUNICATION	77
CUM FOLDERS	78
MID-TRIMESTER REPORTS	78
OUTSIDE SPEAKERS	78
SURVEYS AND QUESTIONNAIRES	78
INDEPENDENT STUDY	79
TEACHER/PARENT CONFERENCES	79
TEXTBOOK ACCOUNTING AND CHECK-OUT PROCEDURE	79
MEDIA CENTER/LIBRARY MATERIAL POLICY	80
POLICIES AND PROCEDURES OF THE MEDIA CENTER/LIBRARY	80
USE OF VIDEO RECORDINGS IN AN EDUCATIONAL SETTING	81
OFF-AIR VIDEO RECORDING	81
VIDEO PROGRAMS MARKED "FOR HOME USE ONLY"	82
GUIDELINES FOR USE OF "OFF-AIR RECORDINGS" AND "FOR HOME USE ONLY" VIDEOS	82
GUIDELINES FOR STUDENT DISCIPLINE	83
TEACHER AUTHORITY	84
CLASSROOM BEHAVIOR CODE	84

SUGGESTIONS FOR CLASSROOM CONTROL	85
RELATIONSHIPS	85
ITEMS INAPPROPRIATE FOR SCHOOL	86
LITTERING	86
CONDUCT AT ASSEMBLIES	86
NON-PRIVILEGED LIST (Liberty)	86
OFFICE REFERRAL FORM	86
DRESS AND GROOMING – STUDENTS (BP 5132)	87
GANG-RELATED APPAREL	88
HEALTH ISSUES	88
HEALTH OFFICE	88
STUDENT INJURY	89
INSURANCE – STUDENT ACCIDENT	89
CONFIDENTIAL HEALTH LIST	89
MEDICATION	89
BEE STING ALLERGIES	89
AIDS	89
SUSPECTED CHILD ABUSE	90
SUICIDE PREVENTION	95
THREATS	96
HEALTH AND FIELD TRIPS	96
AUXILIARY EDUCATION	98
COUNSELING SERVICES	98
RESOURCE SPECIALIST SERVICES	98
STUDENT SUCCESS TEAM (BP/AR 6164.5)	98
EMERGENCY PROCEDURES	99
RULES FOR FIRE DRILLS	100
STAFF ASSIGNMENTS	100
PUPIL ASSIGNMENTS	100
EXIT PLAN	100
MANAGEMENT TEAM RESPONSES	101
EMERGENCY COMMANDS & PROCEDURES	101

PROCEDURES DURING PERIODS OF UNUSUAL STUDENT ACTIVITY	101
BOMB THREAT (Code Red)	101
EARTHQUAKE	102
AIR POLLUTION ALERT	103
STAGE I ALERT	103
STAGE II ALERT	103
STAGE III ALERT	103
SCHOOL SCHEDULES	104
TRAVEL PROCEDURES	105
TRAVEL PROCEDURES	105
HOTEL RESERVATIONS AND PAYMENT	105
CONFERENCE REGISTRATION	106
MILEAGE REIMBURSEMENT OF PERSONAL AUTOMOBILE	106
MEALS AND INCIDENTALS – PER DIEM OR ACTUAL	106
OTHER TRAVEL COSTS	106
REIMBURSEMENT FOR FAMILY MEMBERS	107
TRANSPORTATION BEST PRACTICE	107
EXHIBIT #1 ANNUAL NOTICE FOR UNIFORM COMPLAINT PROCEDURES	108

ADMINISTRATION - Lemoore Union Elementary School District

BOARD OF TRUSTEES

Jerry Waymire, President of the
Board
Mark Pescatore, Clerk of the
Board
Dr. Gail Crooms, Trustee
Ed Mendes, Trustee
Stephen Todd, Trustee

DISTRICT ADMINISTRATION

Cheryl Hunt, Superintendent
Eduardo Ochoa, Assistant Superintendent
Balbir Saini, Chief Business Official
John Raven, Director of Special Services
Darrin Cooper, Director of Information Technology
Marlo De Santos, Director of Human Resources
Chris Surratt, Director of Facilities, Maintenance and Operations
Renee Dykstra, Director of Child Nutrition

SCHOOL ADMINISTRATION

CINNAMON ELEMENTARY

Sarah Streib, Principal
Rebecca Garnica, Learning Coordinator
Tracy Paulo, Counselor

ENGVALLE ELEMENTARY

Renea Fagundes, Principal
Jessica Coughlin, Learning Coordinator
Christina Weaver, Counselor

FREEDOM ELEMENTARY

Tracy Cassina, Principal
Stephanie Tischmacher, Learning Coordinator
Kim Shirk, Counselor

LEMOORE ELEMENTARY

Amy M. Garcia, Principal
Katy Bispham, Learning Coordinator
Brenden Boesch, Counselor

LIBERTY MIDDLE SCHOOL

Ben Luis, Principal
Erin Portugal-Revious, Assistant Principal
Robert Guzman, Assistant Principal
Melanie Endo, Counselor

MEADOW LANE ELEMENTARY

Rhett Kenney, Principal
Dawn Taylor, Learning Coordinator
Lori Buder, Counselor

UNIVERSITY CHARTER SCHOOL

Micky Yocum, Charter School Dean
Kim Shirk, Counselor

BRIDGES ACADEMY

John Raven, Director

Superintendent's Office
Cheryl Hunt, Superintendent
Araceli Hernandez, Administrative Assistant
(559) 924-6802

As the chief executive officer of the district, the Superintendent shall implement all Board decisions and manage the schools in accordance with law and Board policies. The Superintendent has responsibilities related to students and the instructional program, personnel, noninstructional operations, and the community. The Superintendent also serves as a member of the district's governance team and has responsibilities to support Board operations and decision making. The Superintendent may delegate any of his/her responsibilities and duties to other district staff but remains accountable to the Board for all areas of operation under the Superintendent's authority.

Curriculum, Instruction, Professional Development
and State and Federal Programs
Eduardo Ochoa, Assistant Superintendent
Alecia Goforth, Administrative Assistant
(559) 924-6813

Provides leadership and guidance for all stakeholders to increase student achievement through standards based curriculum, professional development and educational support with a focus on effective instructional pedagogy and providing professional development aligned to district priorities. Support areas include: management and supervision of all district professional development, monitor state and local assessments, student performance data, and English learners. Additional support areas include kindergarten registration, management of Instructional Material Services (IMS), district libraries/media centers, textbooks and field trips.

State and Federal Programs

Provides assistance to schools in effectively and efficiently managing categorical resources to maximize student learning.

Responsibilities include:

- *Budget Management: Provide assistance in troubleshooting budget problems and monitoring expenditures.*
- *School Site Council: Provide School Site Council training and provide schools with one-on-one assistance.*
- *School Site Plan Development: Support sites throughout the development of the Single Plan for Student Achievement and budget.*
- *Parent Involvement: Provide support and guidance to ensure compliance with the Parent Compact, Parent Involvement Policy, and the site based Title I parent meeting.*
- *Non-public Schools: Provide guidance and support to participating private schools receiving State and Federal categorical funds.*
- *Migrant Program: Provide support and guidance to ensure supplemental educational and support services are provided.*
- *Program Oversight: Provide support and monitoring to ensure compliance.*

Jennifer Silva, Instructional Material Services (IMS) Technician
(559) 924-6884

Teacher's textbooks and District printing.

Susan Loper, Tech/Student Database Coordinator

(559) 924-6886

Provide support to staff on the effective integration and use of instructional technology and implement, coordinate, and maintain the district-wide student database system.

Special Services

John Raven, Director

Olivia Gutierrez, Special Services Technician

(559) 924-6823

Special education, nursing services, psychological services, counseling services, Medi-Cal, SELPA, GATE and Alternative Education.

Emily Carney, Psychologist

Deena Mathers, Psychologist

Hugo Calvillo, Psychologist

Ruth Garcia, Behavioral Specialist

Stephanie Martin, District Nurse

Jeanette Clodfelter, School Nurse

Business Services

Balbir Saini, Chief Business Official

Dinora Perez, Administrative Assistant

(559) 924-6805

Budget preparation payroll, payroll deduction, salary budget, TSA, general financial status of the district, financial statements, accounts receivable, deposits, risk management, technology, operations and maintenance.

Amy De Sousa, Business Services Technician

(559) 924-6806

Accounts payable, expense reimbursement, vendor tax I.D. maintenance, and facilities use agreements.

Renee Dykstra, Director of Child Nutrition

Olga Aguilera, Business Services Technician

(559) 924-6801

Plan, organize, direct, and control the district Breakfast and Lunch Programs. Food services department accounts payable, food services related inquiries, and student lunch applications.

Chris Surratt, Director of Facilities, Maintenance and Operations

(559) 924-6811

Directing the implementation of designed functions of the district maintenance, custodial and grounds services.

Yolanda Hinojos, Instructional Material Services (IMS) Clerk/ Technician
(559) 924-6883

Teacher's classroom supply budgets and orders.

Human Resources

Marlo De Santos, Director

Amy D. Garcia, Administrative Assistant

(559) 924-6804

Manage, develop and implement personnel procedures, policies/regulations, as well as state and federal laws and California Education Code related to applications, examinations, eligibility, promotion, demotion, transfer, reassignment, dismissal, resignation, layoff, reemployment, vacation, leave-of-absence (including FMLA, PDL, CFRA), compensation, licensing and certification; recruitment; selection; supervision and evaluation; classification/compensation; annual notifications and mandated trainings; ESSA compliance; credentials, assignment monitoring, salary placement and staffing; New Teacher Induction; labor relations and bargaining contract management; employment verifications; absence verifications; health benefits; district complaint and compliance officer; position control; investigations; grievances; workers' compensation;; and, personnel records maintenance.

Amy De Sousa, Business Services Technician
(559) 924-6806

Certificated substitute calling and coordinating.

Technology Services

Darrin Cooper, Director of Information Technology

Jeanette Montes, Support Technician

(559) 924-6837

Supervise and maintain the District's technology and media personnel and programs including maintenance of the District WAN, staff development, evaluation of district technology staff, maintain software for the student system, and coordination of the computer and media centers.

DUTIES AND RESPONSIBILITIES OF TEACHERS

The Governing Board expects district employees to maintain the highest ethical standards, to follow district policies and regulations, and to abide by state and national laws. Employee conduct should enhance the integrity of the district and the goals of the educational program.

The Board encourages district employees to accept as guiding principles the codes of ethics published by professional associations to which they may belong. (BP 4119.21)

Code of Ethics of the Education Profession (Source: National Education Association)

Preamble

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

Principle I. Commitment to the Student

The educator strives to help each student realize his/her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning
2. Shall not unreasonably deny the student access to varying points of view
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety
5. Shall not intentionally expose the student to embarrassment or disparagement
6. Shall not engage in unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Shall not unfairly:
 - a. Exclude any student from participation in any program
 - b. Deny benefits to any student
 - c. Grant any advantage to any student
7. Shall not use professional relationships with students for private advantage
8. Shall not disclose information in the course of professional service unless disclosure serves a compelling professional purpose or is required by law

Principle II. Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation of the profession, the educator:

1. Shall not in any application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications
2. Shall not misrepresent his/her professional qualifications
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position
5. Shall not assist a non-educator in the unauthorized practice of teaching
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law
7. Shall not knowingly make false or malicious statements about a colleague
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action

The purpose of the Lemoore Union Elementary School District is to serve the educational needs of the community. A positive contact with the community or coworker can enhance goodwill while a negative experience can destroy a valuable relationship. With this in mind, employees are required to treat each other in a respectful manner at all times. Behavior that interferes with operations, discredits the district, or is offensive to the public or fellow employees is not acceptable. (AR 4100)

Each teacher employed by the Lemoore Union Elementary School District shall:

1. Seek to reach district standards as established in the designated curricular areas as adopted by the governing board as they relate to all pupils for which the teacher is directly responsible.
2. Be responsible for co-curricular and/or adjunct duties as assigned by the governing board, superintendent, and/or designated persons.
3. Be responsible for the maintenance of proper disciplinary control of pupils that are directly assigned and shall be secondarily responsible for maintenance of proper control of the pupils in the Lemoore Union Elementary School District. Teachers shall enforce all rules governing of conduct of pupils, such as rules may be prescribed by the Education Code, Title V, the governing board, and district and school administrators.
4. Provide a suitable learning environment for the academic and social development of all students within the guidance as established by the governing board, superintendent, and designated administrator, adhering to the concept that the safety and welfare of our students is paramount at all times.

LEGAL RESPONSIBILITIES OF TEACHERS

When a teacher signs a contract, he/she agrees to obey its legal provisions, the existing rules and regulations of the State Board of Education, County Board of Education, and the local governing board. He/she is also subject to new

rules and regulations of the local board that do not materially affect the terms of his/her contract. Persistent refusal to obey reasonable rules of the governing board is cause for dismissal.

1. **REQUIRED REPORTS** (13529,13001)

Teachers and other employees must make reports as required.

5. **SUPERVISION OF STUDENT ACTIVITIES** (Ca. Ad. Code Sec. 18)

Staff shall be responsible for the proper supervision of students during school hours, while at school-sponsored activities and while students are using district transportation to and from school. (BP 5142)

Playground, athletic, and social activities conducted under the auspices of the school shall be under the direct supervision of authorities of the District. Unless otherwise provided, the principal shall maintain teacher supervision of the school playground before school and during recess. A duty schedule will be provided each teacher. Duties include before school, recesses, and after school.

Teachers must report on time for their first class and remain on campus for the entire instructional day. If for some reason you have had a problem that will cause you to arrive late to school, you must notify the school office promptly. Please check your mailbox before your first class.

TEACHER CONDUCT

Teachers should recognize the key role they play in setting standards for students. They should understand that the way in which they play this role is of greater importance than the way in which standards are stated for students. Ultimate goals set for the students can only be reached in an atmosphere of friendliness and respect and may never be attained through coercion or restriction alone.

1. Teachers shall conduct their classes in a way that fosters good scholarship and a respect for academic achievement.
2. **The teacher shall distribute classroom procedures and/or grading policies to students in writing at the beginning of the course.** A copy of these policies and procedures must be on file in the principal's office by the end of the 1st week of school. Teachers shall strive to make an evaluation of student progress fairly and completely understandable to the student and parent. Teachers shall share with parents and students their responsibilities to prevent academic failure.
3. Teachers shall be thoroughly familiar with all practices and procedures concerning student behavior. Teachers shall help keep students informed of behavior standards and must diligently enforce all regulations aimed at maintaining these standards.
4. Teachers shall exemplify in appearance, speech, and actions the types of behavior we seek to foster in students.
5. Teachers shall accept the legal and professional responsibilities of supervision.
 - a) They are required to be in the areas at the designated time for all assigned supervision.
 - b) They shall accept responsibility for enforcement of all policies at any time whether or not specifically assigned to duty.
6. It is a professional discourtesy to hold a student from another instructor's class without first securing the permission of the other instructor.

STAFF DRESS CODE

The Governing Board believes that appropriate dress and grooming by district employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor. (BP 4119.22)

How we dress tells the students, parents, and community how we feel about our profession and ourselves.

During school hours all staff members should be dressed professionally. Jeans are not to be worn unless authorized by administration. Shorts that conform to the district student dress code may be worn during warm weather.

YOU DO NOT GET A SECOND CHANCE AT A FIRST IMPRESSION.

SUPERVISION RESPONSIBILITIES

AT NO TIME ARE STUDENTS TO BE LEFT UNSUPERVISED IN A CLASSROOM OR OTHER SCHOOL BUILDING OR AT ANY SCHOOL-RELATED ACTIVITY! TEACHERS ARE NOT TO REMAIN IN A ROOM WITH ONE CHILD UNDER ANY CIRCUMSTANCES!

Faculty supervision has, as its goal, providing a safe, positive environment for students. Staff members are responsible for actively supervising students, whether the students are on campus or involved in a school-related activity elsewhere.

School rules and policies are explained in the Student-Parent Handbook. Faculty members shall enforce the established standards.

Supervision duties will be as equitably distributed throughout the faculty as possible. Any specific directions and responsibilities for the assignment will be provided to you.

SUPERVISION

Every teacher has the responsibility of supervision either as a regular duty schedule or as incidental supervision. Please consider the points outlined below as teacher responsibilities for supervision. It is preferred that teachers keep the same duty for a length of time without exchanging.

Teachers may exchange duties at times when conflicts develop in their schedule. It is the responsibility of the teacher to have a substitute supervisor if they are unable to take their assigned duty. Teachers must notify the office of any change.

1. It is essential that every teacher be on time for his/her duty. Each class should be ready to leave the classroom as soon as the bell rings so that the teacher can lock the room and go on duty immediately.
2. If you are going to be absent on a day when you have yard duty please write out a clear description of your duty and where to stand so that we have that area covered by the sub.
3. Each teacher is responsible for all of the students regardless of grade level. Incidental supervision, such as checking the restrooms when walking down the corridors, correcting students who are misbehaving, and generally assuming the responsibility as though they were their own students, should be done at all times.

4. The teacher on duty must patrol the area that he/she is assigned to and encourage students to go to their rooms as soon as the bell rings.
5. When there is a change of classes, Liberty teachers should step out of their room door in sight of the students passing in the halls. This may serve to eliminate some of the "horse play" in the halls.
6. Please observe all safety rules in the classroom.

PROFESSIONAL STANDARDS

The Governing Board expects district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employee conduct should enhance the integrity of the district, advance the goals of the district's educational programs, and contribute to a positive school climate.

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by the educational or professional associations to which they may belong.

Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students. (BP 4119.21)

COMPLAINTS

PROCEDURES FOR FILING COMPLAINTS

The Board encourages the early, informal resolution of complaints at the site level whenever possible. Complaints not resolved through communication with your child's teacher shall be appealed to the school principal. Further appeals may be made, if necessary, to the District's Compliance Officer. The District Complaint Officer helps parents and community members to receive their requested information and guides them on the most effective route to address or resolve an issue.

The Lemoore Union Elementary School District designates the Director of Human Resources as the employee responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. As the District Complaint Officer, the director serves as the compliance officer specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other legally protected status; or association with a person or group with one or more of these actual or perceived characteristics.

The director also serves as the compliance officer specified in AR 5145.3 - Nondiscrimination/Harassment as the responsible employee to handle complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation or bullying). The director shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

The director also serves as the employee responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the district's nondiscrimination policies.

The District Complaint Officer information is below:
Mrs. Marlo De Santos

Director of Human Resources
100 Vine Street (mailing)
1200 W. Cinnamon Drive (physical)
Lemoore, CA 93245
(559) 924-6800

COMPLAINTS CONCERNING SCHOOL PERSONNEL (BP/AR 1312.1)

The Governing Board recognizes its accountability to the public for the quality of the district's educational program and the performance of district employees. The district shall provide a process by which a complaint submitted by any person regarding an employee can be resolved impartially, expeditiously, and with minimal disruption to district operations and the educational program.

When a concern regarding an employee is presented during a Board meeting or to an individual Board member or employee outside of a Board meeting, the complainant shall be informed of the appropriate complaint procedure.

Any complaint regarding the Superintendent shall be initially filed in writing with the Board. The Board shall consult with legal counsel or appoint an appropriate agent to conduct the investigation.

The Superintendent or designee shall determine whether a complaint against any other employee should be considered a complaint against the district and/or an individual employee, and whether it should be resolved by the district's process for complaints concerning personnel and/or other district procedures. Any complaint of child abuse or neglect alleged against a district employee shall be reported to the appropriate local agencies in accordance with law and BP 5141.4 - Child Abuse Prevention and Reporting. Any complaint alleging that an employee engaged in unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) in district programs and activities shall be filed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures. Any complaint by an employee, job applicant, volunteer, intern, or independent contractor alleging unlawful discrimination or harassment by an employee shall be filed in accordance with AR 4030 - Nondiscrimination in Employment.

Any complaint subject to this policy and the accompanying administrative regulation shall be investigated by the principal, the employee's immediate supervisor, the Superintendent or designee, legal counsel, agent of the Board, and/or other appropriate person who is not the subject of the complaint or subordinate to the employee charged in the complaint. The complainant and the employee shall have an opportunity to present information relevant to the complaint.

A complaint that is filed anonymously may be investigated by the Superintendent or designee depending on the specificity and reliability of the information.

If a complainant requests confidentiality, the Superintendent or designee shall inform the complainant that the request may limit the district's ability to investigate the employee's conduct or take other necessary action. However, the Superintendent or designee shall take all reasonable steps to investigate and resolve the complaint without divulging the complainant's identity.

The Board prohibits retaliation against complainants.

Appeals

If either the complainant or the employee submits an appeal of the Superintendent's decision to the Board, the Board shall determine whether to uphold the Superintendent's decision without hearing the complaint, appoint an appeals committee to advise the Board, or hear the appeal itself.

If the Board decides to hear the complaint, the matter shall be addressed in closed session in accordance with Government Code 54957 unless the employee requests that it be heard in open session. The Board shall review the original complaint and additional information provided by the Superintendent or designee regarding the steps taken to resolve the issue.

The Board's decision shall be final.

UNIFORM COMPLAINT PROCEDURES (UCP) BP 1312.3 5 CCR 4600-4670

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts a uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

Complaints Subject to the UCP

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve complaints regarding the following programs and activities:

1. Accommodations for pregnant and parenting students (Education Code 46015)
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)
3. After School Education and Safety programs (Education Code 8482-8484.65)
4. Agricultural career technical education (Education Code 52460-52462)
5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
6. Child care and development programs (Education Code 8200-8498)
7. Compensatory education (Education Code 54400)
8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)
9. Course periods without educational content, when students in grades 9-12 are assigned to such courses more than one week in any semester or in a course the student has previously satisfactorily completed, unless specified conditions are met (Education Code 51228.1-51228.3)
10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or

mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

11. Educational and graduation requirements for students in foster care, homeless students, students from military families, students formerly in a juvenile court school, migrant students, and immigrant students participating in a newcomer program (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
12. Every Student Succeeds Act (Education Code 52059; 20 USC 6301 et seq.)
13. Local control and accountability plan (Education Code 52075)
14. Migrant education (Education Code 54440-54445)
15. Physical education instructional minutes (Education Code 51210, 51222, 51223)
16. Student fees (Education Code 49010-49013)
17. Reasonable accommodations to a lactating student (Education Code 222)
18. Regional occupational centers and programs (Education Code 52300-52334.7)
19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
20. School safety plans (Education Code 32280-32289)
21. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
22. State preschool programs (Education Code 8235-8239.1)
23. State preschool health and safety issues in license-exempt programs (Education Code 8235.5)
24. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
25. Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the

parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation or bullying), the Superintendent or designee shall keep the identity of the complainant and/or subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be investigated and resolved by the specified agency or through an alternative process:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division and the appropriate law enforcement agency. (5 CCR 4611)
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be deferred to Department of Social Services. (5 CCR 4611)
3. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.
4. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education, or a due process hearing order shall be submitted to the California Department of Education (CDE) in accordance with AR 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)
5. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)
6. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15582)
7. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities

conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments, shall be investigated and resolved in accordance with the procedures in AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)

Compliance Officers

The district designates the individual(s), position(s), or unit(s) identified below as responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation or bullying) and in AR 5145.7 - Sexual Harassment for handling complaints regarding sexual harassment. The compliance officer(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

Mrs. Marlo De Santos
Director of Human Resources
100 Vine Street (mailing)
1200 W. Cinnamon Drive (physical)
Lemoore, CA 93245
(559) 924-6800

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination (such as discriminatory harassment, intimidation or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the result of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement, one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

In addition, the Superintendent or designee shall annually provide written notification of the district's UCP, to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group and all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy
2. The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such persons will be knowledgeable about the laws and programs that they are assigned to investigate
3. A statement that a UCP complaint must be filed no later than one year from the date the alleged violation occurred.
4. A statement that, in the case of a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, a UCP complaint must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct
5. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities
6. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint
7. A statement that the district will post a standardized notice of the educational rights of foster youth, homeless students, former juvenile court school students now enrolled in the district, children of military families, migrant students, and immigrant students enrolled in a newcomer program, as specified in Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process
8. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant
9. A statement that the complainant has a right to appeal the district's investigation report to CDE for programs within the scope of the UCP by filing a written appeal, including a copy of the original complaint and the district's decision, within 15 days of receiving the district's decision

10. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable

11. A statement that copies of the district's UCP are available free of charge

The annual notification, complete contact information of the compliance officer(s) and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the district website and may be provided through district-supported social media, if available.

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist in the filing of the complaint. (5 CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy (item #1 of the section "Complaints Subject to the UCP") may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee.
3. A UCP complaint shall be filed no later than one year from the date the alleged violation occurred. For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the Board. (5 CCR 4630)
4. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation or bullying), may be filed only by a person who alleges having personally suffered unlawful discrimination, a person who believes that any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment,

intimidation or bullying. The complaint shall be initiated no later than six months from the date when the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)

5. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

6. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation or bullying) or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

Within three business days after receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation or bullying), the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with an investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed upon through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or the complainant's representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the

complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. The compliance officer shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform both parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Similarly, a respondent's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Timeline for Final Decision

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written investigation report, as described in the section "Investigation Report" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

For any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent shall be informed of any extension of the timeline agreed to by the complainant. The respondent also shall be sent the investigation report at the same time it is provided to the complainant.

Investigation Report

For all complaints, the district's investigation report shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered.
2. A conclusion provided a clear determination for each allegation as to whether the district is in compliance with the relevant law
3. Corrective action(s) whenever the district finds merit in the complaint, including, when required by law, a remedy to all affected students and parents/guardians and, for a student fees complaint, a remedy that complies with Education Code 49013 and 5 CCR 4600
4. Notice of the complainant's right to appeal the district's investigation report to CDE, except when the district has used the UCP to address a complaint not specified in 5 CCR 4610

5. Procedures to be followed for initiating an appeal to CDE

The investigation report may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

In consultation with district legal counsel, information about the relevant part of an investigation report may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the investigation report or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved is enrolled in a school at which 15 percent or more of the students speak a single primary language other than English, then the investigation report shall also be translated into that language pursuant to Education Code 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation and bullying), the investigation report shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability or age may also be filed with the U. S. Department of Education, Office for Civil Rights, at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies, training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation, unlawful discrimination (such as discriminatory harassment, intimidation or bullying), appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim

7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

For complaints involving retaliation, unlawful discrimination (such as discriminatory harassment, intimidation or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation or bullying), that the district does not tolerate it, and how to report and respond to it.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

However, if a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes, courses without educational content, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51222, 51223, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's investigation report on a complaint regarding any specified federal or state educational program subject to the UCP may file an appeal in writing with CDE within 30 calendar days of receiving the district's investigation report. (5 CCR 4632)

The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's investigation report for that complaint. The complainant shall specify and explain the basis for the appeal, including at least one of the following: (5 CCR 4632)

1. The district failed to follow its complaint procedures.
2. Relative to the allegations of the complaint, the district's investigation report lacks material findings of fact necessary to reach a conclusion of law.
3. The material findings of fact in the district's investigation report are not supported by substantial evidence.
4. The legal conclusion in the district's investigation report is inconsistent with the law.
5. In a case in which the district found noncompliance, the corrective actions fail to provide a proper remedy.

Upon notification by the CDE that the district's investigation report has been appealed, the Superintendent or designee shall forward the following documents to CDE within 10 days of the date of notification: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the district's investigation report
3. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
4. A report of any action taken to resolve the complaint
5. A copy of the district's UCP
6. Other relevant information requested by the CDE

If notified by CDE that the district's investigation report failed to address allegation(s) raised by the complaint, the district shall, within 20 days of the notification, provide CDE and the appellant with an amended investigation report that addresses the allegation(s) that were not addressed in the original investigation report. The amended report shall also inform the appellant of the right to separately appeal the amended report with respect to the allegation(s) that were not addressed in the original report. (5 CCR 4632)

Health and Safety Complaints in License-Exempt Preschool Programs

Any complaint regarding health or safety issues in a license-exempt CSPP program shall be addressed through the procedures described in 5 CCR 4690-4694.

In each license-exempt CSPP classroom, a notice shall be posted notifying parents/guardians, students, and teachers of the health and safety requirements of Title 5 regulations that apply to CSPP programs pursuant to Health and Safety Code 1596.7925 and the location at which to obtain a form to file any complaint alleging noncompliance with those requirements. (Education Code 8235.5; 5 CCR 4690)

The district's annual UCP notification distributed pursuant to 5 CCR 4622 shall clearly indicate which of its CSPP programs are operating as exempt from licensing and which CSPP programs are operating pursuant to requirements under Title 22 of the Code of Regulations. (5 CCR 4691)

Any complaint regarding specified health or safety issues in a license-exempt CSPP program shall be filed with the preschool program administrator or designee, and may be filed anonymously. The complaint form shall specify the location for filing the complaint and shall contain a space to indicate whether the complainant desires a response to the complaint. If it is determined that the complaint is beyond the authority of the preschool program administrator, the matter shall be forwarded to the Superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. (Education Code 8235.5; 5 CCR 4690)

Investigation of a complaint regarding health or safety issues in a license-exempt CSPP program shall begin within 10 days of receipt of the complaint. (Education Code 8235.5; 5 CCR 4692)

The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or Superintendent's designee shall, within 45 working days of the initial filing of the complaint, report the resolution of the complaint to the complainant and CDE's assigned field consultant. If the preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 8235.5; 5 CCR 4692)

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Board at a regularly scheduled meeting and, within 30 days of the written report, may file a written appeal of the district's decision to the Superintendent of Public Instruction in accordance with 5 CCR 4632. (Education Code 8235.5; 5 CCR 4693, 4694)

On a quarterly basis, the Superintendent or designee shall report summarized data on the nature and resolution of all CSPP health and safety complaints, including the number of complaints by general subject area with the number of resolved and unresolved complaints, to the Board at a regularly scheduled Board meeting and to the County Superintendent of Schools. (5 CCR 4693)

WILLIAMS UNIFORM COMPLAINT PROCEDURES (UCP) AR 1312.4 5CCR

Types of Complaints

The district shall use the procedures described in this administrative regulation only to investigate and resolve the following:

1. Complaints regarding insufficiency of textbooks and instructional materials, including any complaint alleging that: (Education Code 35186; 5 CCR 4681)
 - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
 - d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that: (Education Code 35186; 5 CCR 4682)
 - a. A semester begins and a teacher vacancy exists.
 - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.
 - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

Beginning of the year or semester means the first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day students attend classes for that semester. (5 CCR 4600)

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

3. Complaints regarding the condition of school facilities, including any complaints alleging that: (Education Code 35186; 5 CCR 4683)

a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; ~~or~~ structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs. (Education Code 35292.5)

In any district school serving any of grades 6-12 in which 40 percent or more of the students in the school or school attendance area are from low-income families, as defined in 20 USC 6314, a complaint may be filed alleging noncompliance with the requirement of Education Code 35292.6 to stock, at all times, at least half of the restrooms in the school with feminine hygiene products and to not charge students for the use of such products.

Forms and Notices

The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that the district's complaint form specifies the location for filing a complaint and contains a space to indicate whether the complainant desires a response to the complaint. A complainant may add as much text to explain the complaint as desired. (Education Code 35186; 5 CCR 4680)

Filing of Complaint

A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the principal or designee, at the school in which the complaint arises. A complaint about problems beyond the authority of the principal shall be forwarded to the Superintendent or designee in a timely manner, but not to exceed 10 working days. Complaints may be filed anonymously. (Education Code 35186; 5 CCR 4680)

Investigation and Response

The principal or a designee of the Superintendent shall make all reasonable efforts to investigate any problem within their authority. (Education Code 35186; 5 CCR 4685)

The principal or Superintendent's designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the principal or Superintendent's designee shall report the resolution of the complaint to the complainant within 45 working days of the initial filing of the complaint. If the principal makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3a in the section "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)

Reports

On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled public Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all

complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code 8235.5, 35186; 5 CCR 4686)

TITLE IX NOTIFICATION

For students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties

A Policy against Discrimination Based on Sex

The Lemoore Union Elementary School District is committed to providing educational programs, activities and services that are free from unlawful discrimination based on actual or perceived legally protected characteristics, or association with a person or group with one or more of such characteristics, including sex, sexual orientation, gender, gender identity, and gender expression, as required by Title IX of the Education Amendments of 1972. The District's general nondiscrimination/harassment policy is found at [Board Policy 0410](#).

District's Title IX Coordinator:

Marlo De Santos, Director of Human Resources
Lemoore Union Elementary School District
1200 W. Cinnamon Drive, Lemoore, CA 93245
Phone: (559) 924-6800
Fax: (559) 924-6809
Email: mdesantos@myluesd.net

Summary of Student Rights (Education Code section 221.8)

- a. You have the right to fair and equitable treatment and to be free from discrimination based on your sex.
- b. You have the right to an equitable opportunity to participate in all academic extracurricular activities, including athletics.
- c. You have the right to ask the athletic director of your school about the athletic opportunities offered by the school.
- d. You have the right to apply for athletic scholarships.
- e. You have the right to equitable treatment and benefits in:
 - 1) Equipment and supplies
 - 2) Scheduling of games and practices
 - 3) Transportation and daily allowances
 - 4) Access to tutoring
 - 5) Coaching
 - 6) Locker rooms
 - 7) Practice and competitive facilities
 - 8) Medical and training facilities and services
 - 9) Publicity
- f. You have access to a gender equity coordinator to answer questions about gender equity laws.
- g. You have the right to contact the California Department of Education (CDE) and the California Interscholastic Federation (CIF) for information on gender equity laws.
- h. You have the right to file a confidential discrimination complaint with the United States Office for Civil Rights (OCR) or CDE if you believe you have been discriminated against or received unequal treatment on the basis of your sex.
- i. You have the right to pursue civil remedies if you have been discriminated against.
- j. You have the right to be protected from retaliation if you file a discrimination complaint.

The School's Responsibilities

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in programs and activities of federally funded institutions. School district programs and activities must be operated free from discrimination. Key areas addressed by Title IX include athletics; sexual misconduct; including sexual harassment and sexual violence; pregnant and parenting students; off-campus activities; recruitment and admission; and employment. Schools must protect against discrimination in these areas. Schools must also prohibit retaliation against any person for opposing an unlawful practice or policy, or filing, testifying about or participating in any complaint under Title IX. For more information about schools' responsibilities under Title IX, please visit:

- [**California Office of Equal Opportunity**](#)
- [**United States Department of Education Office of Civil Rights**](#)

How to File a Title IX Complaint

Individuals who believe they have been discriminated against in violation of Title IX may file a complaint with the District or the Office for Civil Rights (OCR). If a crime is involved, such as sexual assault, individuals may also file a report with the local police department. A person may pursue one or all of these avenues at the same time. Below is a summary of each process.

District Complaint: Title IX complaints may be filed using the District's uniform complaint procedure, [**Board Policy 1312.3**](#).

Time Requirement: A complaint with the District must be filed within six (6) months of the discrimination occurring or your awareness of the discrimination. (5 CCR 4630(b).) Upon written request setting forth the reasons for an extension, the Superintendent or designee may extend the time for filing a discrimination complaint by up to ninety (90) days for good cause. (5 CCR 4630(b).) If you have any questions about this time limit, or if you believe your complaint may be outside this time requirement but want to explore other options, please contact the Title IX Coordinator.

Investigation Procedure: Upon receipt of any complaint related to a potential Title IX violation, the District will ensure every allegation is investigated promptly, adequately and impartially. The District will also take steps to protect complainants from retaliation and ensure all parties are treated fairly throughout the District's investigation process. As part of its Title IX obligations, the District also takes steps to prevent recurrence of any unlawful discrimination, harassment, or sexual violence and remedy discriminatory effects on the complainant and others, as appropriate. The District's procedure for investigating a Title IX complaint can be found at [**Administrative Regulation No. 1312.3**](#). Please contact the Title IX Coordinator if you have any questions.

OCR Complaint

The complainant has a right to appeal the District's decision to the [**California Department of Education's Office of Equal Opportunity**](#) by filing a written appeal within 15 days of receiving the findings. A discrimination complaint may also be filed directly with the [**U.S. Department of Education's Office of Civil Rights**](#).

- [**OCR Online Complaint Filing System**](#)
- [**United States Department of Education OCR Complaint Form**](#)

Time Requirement: OCR requires complaints to be filed within 180 calendar days of the alleged discrimination. Please contact OCR, if you have any questions about this time requirement.

Investigation Procedure: [**Information regarding OCR's investigation process**](#).

For information regarding filing a complaint with OCR, please contact the California regional office at:

Office for Civil Rights

U.S. Department of Education

50 United Nations Plaza

Mail Box 1200, Room 1545

San Francisco, CA 94102

Telephone: 415-486-5555

FAX: 415-486-5570

TDD: 800-877-8339

Email: ocr.sanfrancisco@ed.gov

NONDISCRIMINATION/HARASSMENT (BP 5145.3)

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, national origin, nationality, immigration status, ethnicity, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the Superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's web site in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation.

The Superintendent or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

SEXUAL HARASSMENT – TITLE IX SEXUAL HARASSMENT COMPLAINT PROCEDURES

The Code of Federal Regulations, Title 34, Section 106.8 requires the district to issue the following notification to students at all grade levels and their parents/guardians:

The district does not discriminate on the basis of sex in any education program or activity that it operates. The prohibition against discrimination on the basis of sex is required by federal law (20 USC 1681-1688; 34 CFR Part 106) and extends to employment. The district also prohibits retaliation against any student for filing a complaint or exercising any right granted under Title IX.

Title IX requires a school district to take immediate and appropriate action to address any potential Title IX violations that are brought to its attention. Any inquiries about the application of Title IX, this notice, and who is protected by Title IX may be referred to the district's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education or both.

The district has designated and authorized the following employee as the district's Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, and stalking:

Director of Human Resources
100 Vine Street (mailing)
1200 W. Cinnamon Drive (physical)

Lemoore, CA 93245
(559) 924-6800

Any individual may report sex discrimination, including sexual harassment, to the Title IX Coordinator or any other school employee at any time, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person.

Upon receiving an allegation of sexual harassment, the Title IX Coordinator will promptly notify the parties, in writing, of the applicable district complaint procedure.

To view an electronic copy of the district's policies and administrative regulations on sexual harassment, including the grievance process that complies with 34 CFR 106.45, please see BP/AR 5145.7 - Sexual Harassment and AR 5145.71 - Title IX Sexual Harassment Complaint Procedures on the district's web site at <https://www.luesd.k12.ca.us/>

To inspect or obtain a copy of the district's sexual harassment policies and administrative regulations, please contact: Director of Human Resources, (559) 924-6800, hrdept@myluesd.net

Materials used to train the Title IX Coordinator, investigator(s), decision-maker(s), and any person who facilitates an informal resolution process are also publicly available on the district's web site or at the district office upon request.

SEXUAL HARASSMENT/STUDENTS (BP/AR 5145.7)

Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

For purposes of applying the complaint procedures specified in Title IX of the Education Amendments of 1972, sexual harassment is defined as any of the following forms of conduct that occurs in an education program or activity in which a district school exercises substantial control over the context and respondent: (34 CFR 106.30, 106.44)

1. A district employee conditioning the provision of a district aid, benefit, or service on the student's participation in unwelcome sexual conduct

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the district's education program or activity
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

Examples of Sexual Harassment

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment under state and/or federal law, in accordance with the definitions above, include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above

Title IX Coordinator/Compliance Officer

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 in accordance with AR 5145.71 - Title IX Sexual Harassment Complaint Procedures, as well as to oversee investigate, and/or resolve sexual harassment complaints processed under AR 1312.3 - Uniform Complaint Procedures. The Title IX Coordinator(s) may be contacted at:

Director of Human Resources
100 Vine Street (mailing)
1200 W. Cinnamon Drive (physical)
Lemoore, CA 93245

(559) 924-6800

Notifications

The Superintendent or designee shall notify students and parents/guardians that the district does not discriminate on the basis of sex as required by Title IX and that inquiries about the application of Title IX to the district may be referred to the district's Title IX Coordinator and/or to the Assistant Secretary for Civil Rights, U.S. Department of Education. (34 CFR 106.8)

The district shall notify students and parents/guardians of the name or title, office address, email address, and telephone number of the district's Title IX Coordinator. (34 CFR 106.8)

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)
2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5)
3. Be summarized on a poster which shall be prominently and conspicuously displayed in each bathroom and locker room at each school. The poster may be displayed in public areas that are accessible to and frequented by students, including, but not limited to, classrooms, hallways, gymnasiums, auditoriums, and cafeterias. The poster shall display the rules and procedures for reporting a charge of sexual harassment; the name, phone number, and email address of an appropriate school employee to contact to report a charge of sexual harassment; the rights of the reporting student, the complainant, and the respondent; and the responsibilities of the school. (Education Code 231.6)
4. Be posted, along with the name or title and contact information of the Title IX Coordinator, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. (Education Code 234.6; 34 CFR 106.8)
5. Be provided as part of any orientation program conducted for new and continuing students at the beginning of each quarter, semester, or summer session (Education Code 231.5)
6. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)
7. Be included, along with the name or title and contact information of the Title IX Coordinator, in any handbook provided to students or parent/s guardians (34 CFR 106.8)

The Superintendent or designee shall also post the definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. (Education Code 234.6)

Reporting Complaints

A student or parent/guardian who believes that the student has been subjected to sexual harassment by another student, and employee or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to a teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Within one school day of receiving such a report, the principal or other school employee shall forward the report to the district's Title IX Coordinator. Any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report the observation to the principal or Title IX Coordinator. The report shall be made regardless of whether the alleged victim files a formal complaint or requests confidentiality.

When a report or complaint of sexual harassment involves off-campus conduct, the Title IX Coordinator shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If the Title IX Coordinator determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, Title IX Coordinator shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with applicable district complaint procedures.

Complaint Procedures

All complaints and allegations of sexual harassment by and against students shall be investigated and resolved in accordance with law and district procedures. The Title IX Coordinator shall review the allegations to determine the applicable procedure for responding to the complaint. All complaints that meet the definition of sexual harassment under Title IX shall be investigated and resolved in accordance with AR 5145.71 - Title IX Sexual Harassment Complaint Procedures. Other sexual harassment complaints shall be investigated and resolved pursuant to BP/AR 1312.3 - Uniform Complaint Procedures.

If sexual harassment is found following an investigation, the Title IX Coordinator, or designee in consultation with the Coordinator, shall take prompt action to stop the sexual harassment, prevent recurrence, implement remedies, and address any continuing effects.

SEXUAL HARASSMENT PERSONNEL BP/AR 4119.11

The following policy shall apply to all district employees, interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district.

The Governing Board is committed to providing a safe work environment that is free of harassment and intimidation. The Board prohibits sexual harassment against district employees and retaliatory behavior or action against any person who complains, testifies or otherwise participates in the complaint process established for the purpose of this policy.

Sexual harassment includes, but is not limited to, harassment that is based on the sex, gender, gender identity, gender expression, or sexual orientation of the victim and harassment based on pregnancy, childbirth, or related medical conditions.

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation

2. Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply
3. Ensuring prompt, thorough, fair and equitable investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

The Superintendent or designee shall periodically evaluate the effectiveness of the district's strategies to prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the district's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to the harassment policy, complaint procedures, or training.

Sexual Harassment Reports and Complaints

District employees who feel that they have been sexually harassed in the performance of their district responsibilities or who have knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to their direct supervisor, a district administrator or the district's Title IX Coordinator. Employees may bypass their supervisor in filing a complaint if the supervisor is the subject of the complaint. A supervisor or administrator who receives a harassment complaint shall promptly notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures or AR 4030 - Nondiscrimination in Employment, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 4119.12/4219.12/4319.12 concurrently meets the requirements of AR 4030.

The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

Upon investigation of a sexual harassment complaint, any district employee found to have engaged or participated in sexual harassment or to have aided, abetted, incited, compelled, or coerced another to commit sexual harassment in violation of this policy shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

ACCOMMODATIONS

The Governing Board recognizes the immediate and long-term health advantages of breastfeeding for infants and mothers and desires to provide a supportive environment for any district employee to express milk for her infant child upon her return to work following the birth of the child. The Board prohibits discrimination, harassment, and/or retaliation against any district employee who chooses to express breast milk for her infant child while at work.

The district shall provide a reasonable amount of break time to accommodate an employee that chooses to express breast milk for her infant child. (Labor Code [1030](#))

To the extent possible, such break time shall run concurrently with the break time already provided to the employee. Any additional break time used by a non-exempt employee for this purpose shall be unpaid. (Labor Code [1030](#); 29 USC [207](#))

The employee shall be provided a private location, other than a restroom, which meets the requirements of Labor Code [1031](#) and 29 USC [207](#), as applicable.

Employees are encouraged to notify their supervisor or other appropriate personnel in advance of their intent to make use of the accommodations offered for employees who are nursing mothers. As needed, the supervisor shall work with the employee to address arrangements and scheduling in order to ensure that the employees' essential job duties are covered during the break time.

Lactation accommodations may be denied only in limited circumstances in accordance with law. (Labor Code [1032](#); 29 USC [207](#))

Before an employee's supervisor makes a determination to deny lactation accommodations, he/she shall consult the Superintendent or designee. In any case in which lactation accommodations are denied, the Superintendent or designee shall document the options that were considered and the reasons for denying the accommodations.

BULLYING (B.P. 5131.2)

The Governing Board recognizes the harmful effects of bullying on student well-being, student learning and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student. No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel or retaliate against them for filing or participating in the complaint resolution process.

The Superintendent or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

Such strategies shall be incorporated into the comprehensive safety plan and, to the extent possible, into the local control and accountability plan and other applicable district and school plans.

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

Definitions

Bullying is an unwanted, aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and involves repetition or potential repetition of a deliberate act.

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images. Cyberbullying also includes breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

Examples of the types of conduct that may constitute bullying and are prohibited by the district include, but are not limited to:

1. Physical bullying that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's possessions, or making cruel or rude hand gestures
2. Verbal bullying that includes saying or writing hurtful things, such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm
3. Social/relational bullying that harms a person's reputation or relationships, such as leaving a person out of an activity on purpose, influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public
4. Cyberbullying, such as sending demeaning or hateful text messages or emails, sending rumors by email or by posting on social networking sites, or posting embarrassing photos, videos, web site, or fake profiles

Measures to Prevent Bullying

The Superintendent or designee shall implement measures to prevent bullying in district schools, including, but not limited to, the following:

1. Ensuring that each school establishes clear rules for student conduct and implements strategies to promote a positive, collaborative school climate
2. Providing to students, through student handbooks and other age-appropriate means, information about district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying
3. Encouraging students to notify school staff when they are being bullied or when they suspect that another student is being bullied, and providing means by which students may report threats or incidents confidentially and anonymously
4. Conducting an assessment of bullying incidents at each school and, if necessary, increasing supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias
5. Annually notifying district employees that, pursuant to Education Code 234.1, any school staff who witnesses an act of bullying against a student has a responsibility to immediately intervene to stop the incident

when it is safe to do so

Staff Development

The Superintendent or designee shall make the California Department of Education's online training module on the dynamics of bullying and cyberbullying, which includes the identification of bullying and cyberbullying and the implementation of strategies to address bullying, available annually to all certificated staff and to other employees who have regular interaction with students. (Education Code 32283.5)

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences
2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims
3. Identify the signs of bullying or harassing behavior
4. Take immediate corrective action when bullying is observed
5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

Student Instruction

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

The district shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

Students should be taught the difference between appropriate and inappropriate behaviors, how to advocate for themselves, how to help another student who is being bullied, and when to seek assistance from a trusted adult. As role models for students, staff shall be expected to demonstrate effective problem-solving and anger management skills.

To discourage cyberbullying, teachers may advise students to be cautious about sharing passwords, personal data, or private photos online and to consider the consequences of making negative comments about others online.

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other

available school employee.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3 - Uniform Complaint Procedures. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report such observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

Discipline/Corrective Actions

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

If any student involved in bullying exhibits warning signs of suicidal thought or intention or of intent to harm another person, the Superintendent or designee shall, as appropriate, implement district intervention protocols which may include, but are not limited to, referral to district or community mental health services, other health professionals, and/or law enforcement.

COACHING RESPONSIBILITIES

1. All Coaches are responsible for:
 - a. Being on time to practice
 - b. Care and maintenance of equipment
 - c. Safety and welfare of their student-athletes
 - d. Communication with parents, staff, athletic coordinator, and/or principal

- e. Maintaining a positive image of athletics in the district
 - f. Completing all required paperwork and certification trainings allowing them to coach.
2. All Coaches are responsible for completing coaching agreement with the School Site Secretary. Completed agreements are forwarded to the District Office immediately upon completion. Form must be on file in the District Payroll Office before coaching commences. *If coaches are coaching more than one sport and/or at more than one site, there needs to be a coaching agreement on file for each sport coached at the corresponding site.*
 3. **Coaches are required to fulfill the following requirements prior to holding practice and/or becoming an athletic coach:**
 - a. Meet minimum qualifications outlined in AR 4127 - Temporary Athletic Team Coaches
 - b. Provide TB Risk Assessment Certificate of Completion and/or TB Clearance
 - c. Complete and pass criminal background check OR obtain an Activity Supervisor Clearance Certificate from CTC (Education Code 49024)
 - d. CPR and First Aide - Provided by District Nurse
 - e. Sudden Cardiac Arrest – Online @ [https://nfhslearn.com/courses/61032/sudden-](https://nfhslearn.com/courses/61032/sudden-cardiac-arrest)
 - f. cardiac-arrest
 - g. AB1432 Mandated Child Abuse Reporter – Keenan Safe Schools
 - h. Concussion Awareness (Athletics) - Keenan Safe Schools
 - i. Bloodborne Pathogens (BBP) Exposure Prevention - Keenan Safe Schools
 - j. Bullying Recognition & Response - Keenan Safe Schools
 4. Coaches should maintain a close working relationship with student-athletes. Be concerned about their grades, their behavior during school, etc.
 5. Coaches' attire during practice and games is extremely important. Show pride, spirit, and discipline through your behavior with your team.
 6. During practices or games, the coaches are responsible for any student who is injured in any way. That coach is responsible for the student until a parent/guardian arrives. After an injury, the coach must file an accident report.
 7. All student-athletes must maintain proper deportment during practice, riding on buses, during athletic contests, and when/wherever they are wearing a school athletic uniform.
 8. All decisions concerning purchases, schedules, officials and requisitions are functions performed by the athletic director and/or principal. To have a successful athletic program, communication should be ongoing between the athletic coordinator/principal and coaches.
 9. Coach is responsible for turning in all uniforms to the appropriate site designee at the end of the season. It is the responsibility of the principal to ensure all uniforms are accounted for. Payment of the coaching stipend will be delayed until all uniforms are turned in.
 10. Coach is responsible for completing contract provision form along with their coaching agreement and submitting the completed form to the School Secretary. The School Secretary obtains Principal signature and forwards copy to the Payroll office, upon completion of the season. The monthly payroll deadline is 10:00 a.m. on the 22nd of the month for the current month. If this form is not completed and received at the District Office by this date, the coach will not be paid until the following month.

SUPERVISION AT ASSEMBLIES AND RALLIES

In as much as assemblies and rallies are held during regular school time, all teachers will be assigned supervision duties with their respective classes.

The conduct of the students is the responsibility of the entire faculty. Each teacher is responsible for being in

the area nearest his or her students. In order to deter any undesirable conduct, faculty should accompany their class to the appointed place. If a student is exhibiting unacceptable behavior, teachers have the authority and responsibility to ask students to leave and should do so by referring the student to a site administrator.

CONFIDENTIAL AND PRIVILEGED INFORMATION

An employee who willfully releases confidential/privileged information about the district, students or staff shall be subject to disciplinary action.

No employee shall disclose confidential information acquired in the course of his/her official duties. Confidential information includes information that is not a public record subject to disclosure under the Public Records Act, information that by law may not be disclosed, or information that may have a material financial effect on the employee. Any action by an employee that inadvertently or carelessly results in release of confidential/privileged information shall be recorded, and the record shall be placed in the employee's personnel file. Depending on the circumstances, the Superintendent or designee may deny the employee further access to any privileged information and shall take any steps necessary to prevent any further unauthorized release of such information. (BP 4119.23)

The law prohibits giving out information concerning students except to:

- a) *Parents or guardians*
- b) *Persons designated in writing by parents*
- c) *Officer of school to which student is transferring*
- d) *Officer of the U.S., state, county, or city in course of duty*
- e) *Officer or employee of public or private welfare agency when student is a client*
- f) *An employer or potential employer*

*Faculty must clear the release of student information through the administration before it is given out about any student. **DO NOT GIVE A PARENT THE PHONE NUMBER OR ADDRESS OF ANOTHER STUDENT OR STAFF MEMBER. REFER REQUESTS FOR STUDENT INFORMATION FROM NON-CUSTODIAL PARENTS OR OTHERS TO THE SCHOOL PRINCIPAL.***

ATTENDANCE AT SCHOOL EVENTS

Attendance at the following is required: Back-to-School Night, Open House and Parent/Teacher Conferences. Faculty members are encouraged to attend school functions of all types. It is encouraging to both students and parents to see teachers participating in activities. Please refer to Article 21 of the Collective Bargaining Agreement (CBA).

FACULTY MEETINGS

Faculty meetings will be regularly scheduled. There will be special times when the principal will call a 5 o'clock day schedule for a faculty meeting. These times will be placed in the weekly and, if possible, the monthly calendars. Please refer to Article 21 of the CBA.

SMOKING

The Governing Board recognizes the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. In accordance with state and federal law, smoking is prohibited in all enclosed district facilities and vehicles. Smoking or use of any tobacco-related products and disposal of any tobacco-related waste are prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. (BP 3513.3)

LEAVING CAMPUS BY STAFF MEMBERS

Any teacher leaving campus during the school day, other than lunchtime, must notify an administrator before leaving. For other situations, refer to Articles 21.1.7 and 21.5 of the collective bargaining agreement.

LOCKERS (Liberty Only)

Student lockers are available by request only. A written request must be submitted to the school secretary and she will assign a locker to the student.

INCLEMENT WEATHER

Because adverse weather conditions regularly occur at predictable times of the year, the Superintendent or designee may establish alternative school day schedules as necessary. (BP 6118)

Physical education staff shall appropriately limit the amount or type of physical exercise required of students during air pollution episodes, hot weather, or other inclement conditions. (BP 5030)

GENERAL SCHOOL POLICIES AND PROCEDURES

CAMPUS VISITORS, VOLUNTEERS AND CHAPERONES

The Governing Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students. Community volunteers in our schools should enrich the educational program and strengthen our schools' relationships with homes, businesses, public agencies and private institutions. By their presence in and out of the classroom, volunteers also can help keep the schools more closely supervised.

VISITORS

The Lemoore Union Elementary School District uses the Raptor Visitor Management System “Raptor” in all of our district schools to build on the district’s focus of campus safety for students and faculty. Part of keeping students and faculty safe is to know who is on our campuses at all times. The Raptor system allows us to track visitors and provide us with a safe environment for our students and staff. All visitors at our sites must be scanned into the system and obtain a visitor badge.

Upon entering a school office, visitors will be asked to present a valid state-issued ID, which will be scanned into the system. The Raptor system will check to ensure that registered sexual offenders are not entering our buildings. It is important to note that the Raptor system only scans the visitor's name, date of birth, and photo for comparison with a national database of registered sex offenders. Additional visitor data from the driver's license is not gathered nor is the system connected to any other system such as the Department of Motor Vehicles; therefore, any other information on the ID is not read by the system and is not accessible to any of the users. Once entry is approved, a badge will be issued that identifies the visitor, the date, and the purpose of his/her visit. To ensure proper check-out procedures, collateral (e.g. car keys, state-issued ID) will continue to be required during the campus visit. A visitor’s badge will not be necessary for those who visit our schools simply to drop off a child or an item or paperwork in the office or pick up a child. Small children and pets are not permitted as visitors.

The safety of our students is our highest priority, and the Raptor visitor management system provides a consistent way to aid in keeping away people who may present a danger to our students. If you are interested in learning more about the Raptor visitor management system, please visit the Raptor Technologies website (www.raptortech.com). If you have any questions for the district personnel, please contact the district office at 559-924-6800.

VOLUNTEERS / CHAPERONES

The Governing Board recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the schools' relationships with the community. The Board encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students.

The Board prohibits harassment of any volunteer on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

As appropriate volunteers will be provided with information about school goals, programs, and practices and an orientation or other training related to their specific responsibilities. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that utilize their skills and expertise and maximize

their contribution to the educational program.

Volunteer work shall be limited to those projects that do not replace the normal duties of classified staff. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school and comply with employee negotiated agreements.

Volunteers shall act in accordance with district policies, regulations, and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers. The Board desires to provide a safe environment for volunteers and minimize the district's exposure to liability.

How Do I Become a Cleared Volunteer or Chaperone?

Lemoore Union Elementary School District (LUESD) welcomes and encourages parents, grandparents, guardians, as well as other patrons of this district to become involved in neighboring schools by volunteering their spare time or by serving as a chaperone for school field trips. Please contact your school directly and ask how you can volunteer or chaperone. There are many ways to get involved in the education of children.

All New and Returning Volunteers and Chaperones Required to Complete Online Application Using Raptor

NOTE: Anyone interested in serving as a volunteer or chaperone for the current school year **must apply** through the Raptor system, even if you have already applied through the Raptor system from the previous year. In order to complete the entire application process, you must visit the school site where you wish to volunteer or chaperone to have your government-issued identification scanned. You will receive an email notification once you have been approved.

The LUESD Volunteer/Chaperone Application takes approximately five minutes to complete. Volunteer and Chaperone applicants are required to have a personal email address in order to submit the application, which includes automated notification when the application is approved.

Volunteers and Chaperones who do not have an email address may use the district's email address (provided within the application page), or ask for assistance at the school office to complete the application.

NOTE: Please be prepared to provide proof of Adult Tuberculosis (TB) Clearance Documentation at the time of application submission, by uploading the following file types (PDF, JPG, PNG).

[LUESD Volunteer/Chaperone Application \(ENGLISH\)](#)
[LUESD Volunteer/Chaperone Application \(SPANISH\)](#)

What is a Volunteer vs a Chaperone?

- **Volunteers** are under the direct supervision of a certificated employee (e.g. volunteering in the classroom, helping with special programs). Volunteers **DO NOT require fingerprinting**.
- **Chaperones** are not supervised by a certificated employee (e.g. field trips). **Chaperones require fingerprinting**.

Clearance criteria for each is listed below:

VOLUNTEER	CHAPERONE
<ol style="list-style-type: none">1. Complete Online Volunteer/Chaperone Application and Registered Sex Offender Check through the Raptor System2. TB Risk Assessment/Clearance <p>VOLUNTEERS DO NOT REQUIRE FINGERPRINTING</p>	<ol style="list-style-type: none">1. Complete Online Volunteer/Chaperone Application and Registered Sex Offender Check through the Raptor System2. TB Risk Assessment/Clearance3. Criminal Background Check/Fingerprint Clearance

In order to expedite the fingerprint clearance process, all new chaperones shall use the Live Scan Fingerprinting service available through the Kings County Office of Education, by **appointment only, on Monday through Friday from 8:30 a.m. to 4:00 p.m.** You may contact the Kings County Office of Education at 584-1441 to schedule an appointment. The processing fee is \$61.00 payable in cash only. Please pay this fee when you are fingerprinted, and provide the school site with one copy of the Live Scan Request form, once fingerprints are completed.

KEYS

Buildings constitute one of the greatest investments of the school district. It is in the best interest of students and taxpayers to protect that investment adequately.

Keys shall not be issued to any citizen, group, association or organization of the community. The administration may issue keys to the restrooms of the school sites to authorized individuals of groups, organizations or associations that use school grounds for organized recreational activities in the evenings or on weekends.

There shall be strict accountability for control of all district keys. Individual school personnel authorized to have keys shall never loan keys to anyone. (BP 3515)

The school secretary is in charge of key control and all staff members must sign for keys. Please exercise care with them.

CARE OF SCHOOL PROPERTY

Care of property and grounds is important to students and teachers alike. It is a responsibility of all teachers to check their room frequently to deter any act of a student that would destroy or deface school property. Student desks should be checked frequently in order to prevent defacing. The care of the grounds is the responsibility of the entire staff. A concentrated effort is necessary in this regard. The administration will make every effort to inspect the lockers on a quarterly basis.

USE OF SCHOOL EQUIPMENT

School equipment may be used by staff members and/or students only for school-related tasks. District equipment may not be used for personal reasons.

The Superintendent or designee shall ensure that all employees understand that personal use of district property is prohibited and that violation may be cause for disciplinary action. (BP 3512)

EMPLOYEE USE OF TECHNOLOGY (BP 4040)

Acceptable Use Policy - Staff

Lemoore Union Elementary School District (“District”) recognizes that access to technology at school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping our students develop 21st century technology and communication skills. To facilitate this we provide access to various technologies for student and staff use.

This Acceptable Use Policy (“Policy”) outlines the guidelines and behaviors that all users are expected to follow when using District technology resources.

The Lemoore Union Elementary School District network is intended solely for educational purposes.

All activity over the network or using District resources may be monitored and retained.

Access to online content via the network will be restricted in accordance with our policies and applicable federal regulations, such as the Children’s Internet Protection Act (“CIPA”).

Users are expected to follow the same rules for good behavior and respectful conduct online as offline.

Misuse of technology resources may result in disciplinary action.

The District makes a reasonable effort to ensure our users’ safety and security online but will not be held accountable for any harm or damages that result from the use of District technologies.

Users of the District network or other technologies are expected to alert Technology or school site staff immediately of any concerns for safety or security.

Technologies Covered: The District may provide technological resources for student and employee use including, but not limited to, Internet access, computers and/or computing devices, videoconferencing capabilities, online collaboration capabilities, message boards, and email. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

Usage Policies: As a condition of maintaining the privilege of using District computer resources, each user will be held responsible for his or her own actions which affect such resources. Each user acknowledges and agrees to abide by the terms of the Policy. A user who violates the Policy will be subject to appropriate discipline.

District technology resources are to be used for instruction, learning, District-related business, and administrative activities. Use of District technology resources to engage in personal business is not permitted.

Internet Access: The District provides its users with access to the Internet, including web sites, resources, content, and online tools. This access will be restricted in compliance with CIPA regulations and District policies while using district-provided access or devices, regardless of location. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the District is entrusting to your care. Users should report any loss, damage, or malfunction to Technology staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Social/Web 2.0/Collaborative Content: Recognizing the benefits collaboration brings to education, the District may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should never share personally identifying information online.

Cyberbullying: Cyberbullying will not be tolerated. Harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber-stalking are all examples of cyberbullying. Don't send emails, text messages, or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to cause harm (physically or emotionally) to another person will result in severe disciplinary action. Cyberbullying can be a crime. Remember that your activities are subject to monitoring and retention.

Data Security: District staff and students may have access to confidential and/or personally identifiable information of students or staff. This information may not be shared with unauthorized third parties, and under no circumstances may it be transmitted electronically without the use of appropriate encryption and the prior approval of the Superintendent and the Director of Technology or authorized designee(s). Confidential and/or personally identifiable information may not be stored on mobile computing devices or portable storage devices without encryption, and may not be transmitted via email under any circumstances.

Personal Equipment: The District recognizes that the use of certain technology devices, such as flash drives, which are not owned by the District may be beneficial to both District employees and students. Flash drives and similar storage devices may be used with District computer resources if the user has current security software installed on all non-District equipment on which the flash drive or other storage device is used. When the District has the necessary permissions and protections in place, employees may connect personal devices such as laptops and tablets only to designated wireless networks. Personal equipment may not be connected to any other wired or wireless network owned by the District without express permission by the Director of Technology. If users do bring their own devices, they are still subject to this AUP to the extent that their device uses District Services and Networks (wired or wireless) to access internal or Internet based information and data.

District employees may only use personal communication devices during non-duty times of the workday or for brief conversations. Instructional time may not be interrupted by a personal cellular telephone or mobile communication device, except in an emergency. Such activities shall not interfere with the work efficiency or performance of the employee and shall not interfere with the rights or work efficiency or performance of others.

Security and Password Policy: Security on any computer system is of the highest priority. Users who identify a security problem must immediately notify a representative from Technology or an administrator. Passwords should be treated as confidential information. Users must never use another user's account or share passwords with anyone, or leave account/password information where it may be discovered. No personnel should ask for, or be given, another user's password, even for support purposes. Students may only use teacher computing equipment under the direct supervision of the teacher, and solely for instructional purposes. Any user identified as a security risk may be denied access to the system.

Downloads: Users shall not download or attempt to download or run executable programs over the District network or onto District resources without express permission from Technology staff.

You may be able to download other file types, such as images or videos. To ensure the security of the network download such files only from reputable sites, and only for educational purposes. Transmission, receiving, or downloading of any material in violation of any U.S. or State regulations is prohibited. This includes, but is not

limited to, copyrighted material, pornography, threatening or obscene material or images inappropriate to an instructional environment.

Netiquette: Users are expected to always use the Internet, network resources, and online sites in a courteous and respectful manner. Users are expected to recognize that among the vast array of valuable content online there also exists unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn't want parents, teachers, future colleges or potential employers to see. Once something is online, it is out there—and can sometimes be shared and spread in ways you never envisioned or intended.

Distance Learning and video meetings: Students are expected to behave in an appropriate, safe, respectful and kind manner while online and participating in distance learning sessions. Under no circumstances should pictures or recordings be taken of video calls/meetings, and students are not to share or forward web conferencing links to anyone.

Political Activities: Users shall not use District technology resources for political purposes including, but not limited to, urging the support or defeat of any ballot measure or candidate.

Encountering Offensive Material: In accordance with applicable rules and regulations such as the Children's Internet Protection Act (CIPA), every effort to prevent encounters with inappropriate content is being made by the district with the deployment of filtering technology for web browsing and e-mail. Due to the open and decentralized design of the Internet and the inability of filtering measures to prevent access to every single piece of offensive content in existence, , users are warned that they may still occasionally encounter materials which may be offensive to them or others. Users should report all such occurrences to site staff and the Director of Technology.

California Electronic Communications Privacy Act (CalECPA or SB 178): Computing devices (including computers and mobile devices) and the district's network communication system (including but not limited to the email system and district online collaboration and file storage services) are owned and/or managed by the District and are maintained for the express purpose of staffing carrying out the district's educational mission which includes teaching, information processing for school business, and enhancing communication between district staff, parents, students and community members.

Authorized Possessor

District-owned computing devices may be given to staff members to carry out the District's educational mission. Upon receipt of a District-owned device, the staff member is the authorized possessor as defined by the California Electronic Communications Privacy Act (also known as CalECPA or SB 178). Staff members understand and acknowledge that the District may, at any time without cause, confiscate any District-owned device and search the electronic communication information stored therein. Upon such confiscation, the staff member is no longer the authorized possessor of the District-owned device. While serving as the authorized possessor of a District-owned device, the staff member is personally responsible for keeping the device free from illegal content or material inappropriate for the school setting. District-owned devices issued to staff are not to be used by staff members' family or friends for personal uses.

Specific Consent

Users of the District's computer systems should be aware that the data they create, store or transmit on the District's systems including email, voice mail, and any computer files are not private and remain the property of the

District. The District reserves the right to monitor all files, programs, apps, internet traffic, and communications that reside on District computers (including iPads) and servers or travel over its network at any time without additional notice or consent. Staff using personal accounts to load apps and resources onto a District-owned device must exercise prudent judgment to ensure that only appropriate apps and resources for the school setting are loaded onto the District-owned devices. Staff should not expect personal apps, files or email accounts residing on a District-owned device or District managed service to remain private. The District retains the right to inspect, delete, and report any apps, information, and files that find their way onto District-owned computing devices (including iPads) or remote storage systems (including district maintained internet/cloud storage accounts). By the use of the consent, as defined by CalECPA, to the District to review and monitor electronic communication information and electronic device information created, stored, or transmitted on the District's systems and devices.

Users are hereby put on notice as to the lack of privacy afforded by electronic data storage and electronic mail in general, and must apply appropriate security to protect private and confidential information from unintended disclosure. Electronic data, including email, which is transmitted through District technology resources is more analogous to an open postcard than to a letter in a sealed envelope. Under such conditions, the transfer of information which is intended to be confidential should not be sent through District technology resources.

The District reserves the right to monitor and access information contained on its computer resources under various circumstances including, but not limited to, the following circumstances:

Under the California Public Records Act ("CPRA"), electronic files are treated in the same way as paper files. Public documents are subject to inspection through CPRA. In responding to a request for information under the CPRA, District may access and provide such data without the knowledge or consent of the user.

The District will cooperate with any local, state, or federal officials investigating an alleged crime committed by any person who accesses District computer resources, and may release information to such officials without the knowledge or consent of the user.

The contents of electronic messages, including any email communication sent using District technological resources, may be viewed by Technology staff in the course of routine maintenance, or by the Director of Technology, or designee(s) as needed for District administrative purposes, including, but not limited to, investigation of possible violations of the Policy or other District policies, and monitoring of online activities of minor students.

Limitation of Liability

The District will not be responsible for damage or harm to persons, files, data, or hardware.

While the District employs, and makes reasonable efforts to ensure the proper functioning of filtering and other safety and security mechanisms, it makes no guarantees as to their effectiveness.

The District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the District network.

Violations of this Acceptable Use Policy

Employee Violations: Users shall report any suspected violation of the Policy by a District employee to the employee's supervisor who shall immediately refer the matter to the Director of Human Resources for review. The Director of Human Resources shall then work with the Director of Technology or designee to determine whether a

violation of the Policy has occurred. If the Director of Human Resources determines that a violation has occurred, he or she may take immediate action by directing the Director of Technology to restrict, suspend, or revoke the user's privileges. The user may also be subject to appropriate discipline, legal action, and/or prosecution.

CLASSROOM HEATING AND AIR CONDITIONING

All classrooms are equipped with HVAC (heating, ventilation, air conditioning) systems. Classroom doors are to remain closed when the HVAC systems are in use. This is to help control energy costs for the district and to improve the air quality for staff and pupils (air is filtered through HVAC units). Please make sure to shut off HVAC units at close of work day and before leaving for extended breaks.

DECORATING OF CLASSROOMS

Rooms are expected to be attractive, orderly, and conducive to a good learning environment. Please do not remodel your rooms, offices, or storage areas or do such things as hang or remove objects on walls without specific permission from the administration.

Decorations such as crepe paper shall be flame-retardant and shall not cover light fixtures, air vents, doors or doorways, or windows. Nothing is to be attached to the wood areas of the rooms. Tape must not be used. This applies to scotch tape or masking tape. **Do not apply tape to white boards or carpets.** Use only the wall areas covered by tack board for decorating.

When placing decorations, you must break up fire continuity by providing space between combustibles so that fire is not able to continue from one end of the room to the other or from the floor to the ceiling. Items built from combustible materials such as paper mache, chicken-wire, paper, and cardboard are prohibited. The use of flame-retardant decorative materials such as fish netting, may be used in moderation.

Curtains or other fabric items may be used if they are fabric type B and must be labeled as meeting this requirement.

Paper string and other combustible materials must not be hung from the ceiling or light fixtures unless they are at least 3 feet apart in all directions. No more than 50% of any vertical surface is to be covered with paper or postings.

Appliances, including but not limited to coffee makers, microwaves ovens, refrigerators, space heaters, air filters, hot plates, crock pots, toasters, etc., **are not allowed in classrooms unless a doctor's note is provided to administration requiring the appliance.**

Air fresheners may be used but plug-in types are prohibited.

Staff members who decorate are required to remove the decorations before the last work day of the school year.

Reference and enforcement: CCR Title 19, CCR Title 24, NFPA, and State and Local Fire Codes

PERSONAL MAIL

The school district addresses are not to be used for personal mail of any kind. School district addresses are for

school mail only. Personal packages and mail will not be received at IMS. Packages or mail addressed to a school address and received by IMS will be considered school-related mail that is subject to opening and inspection.

TELEPHONE USE

LOCAL CALLS: A telephone is available in your room and in the staff lounge. Personal phone calls are not permitted during instructional time. Students are not permitted to use telephones in the classrooms.

LONG DISTANCE CALLS: Use of the school phone for long distance calls is discouraged. However, if it is necessary to place a long distance business call, it must be first cleared by the principal, and you must record the call (date, by whom, to whom, telephone number and city called) on a "Long Distance Log Sheet" prior to completing the call. If an emergency personal long distance call is necessary, it is the teacher's responsibility to report the call to the principal's office for payment.

USE OF CELLULAR TELEPHONES: It is the responsibility of each teacher to direct family and friends to call the school office rather than to cell phones during instructional time. Office staff will forward messages.

An employee shall not use a cellular phone or other mobile communications device for personal business while on duty, except in emergency situations and/or during scheduled work breaks.

Any employee that uses a cell phone or mobile communications device in violation of law, Board policy, or administrative regulation shall be subject to discipline and may be referred to law enforcement officials as appropriate. (BP 4040)

PATRIOTIC OBSERVANCE

Each school shall conduct patriotic exercises daily. At elementary schools, such exercises shall be conducted at the beginning of each school day. The Pledge of Allegiance will fulfill this requirement. (Education Code [52720](#))

Individuals may choose not to participate in the flag salute for personal reasons. (AR 6115)

The Pledge of Allegiance will be observed district-wide every morning. Students, while not required to participate, must stand out of respect and must not distract from this observance.

WEEKLY BULLETINS

Bulletins will be published weekly. The bulletin will be read in the morning. Items to be listed in the bulletin shall be submitted to the office in writing.

SCHOOL/ACTIVITY CALENDAR

Submit all requests for the school/activity calendar to the principal's office the month prior to the activity. Forms are available from the principal's office and must be completed and approved before an activity is scheduled. Teachers and students will not be allowed to participate in events that are not on the school/activity calendar.

USE OF SCHOOL FACILITIES (Non-school functions)

Teachers desiring to use school facilities must obtain the proper school facility use request form and approval from the school office. These must be submitted at least two weeks in advance to assure approval.

FIELD TRIPS

NOTE: Field Trips are subject to transportation availability and funding sources.

The Governing Board recognizes that field trips are important components in the instructional program of the schools. Field trips which are properly planned and implemented can:

- 1. Supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools.*
- 2. Arouse new interests among students.*
- 3. Help relate school experiences to the reality of the world outside of school.*
- 4. Bring all the resources of the community within the scope of a student's learning experience.*

The Board may allocate funds for school-related social, educational, cultural trips and athletic or school band excursions. Individual schools shall be provided with budgetary allocations so that effective planning can be made for such activities.

No overnight field trips by students are permitted without prior approval of the Board.

On all school-sponsored trips involving students, provision shall be made for proper supervision by school employees. Parents/guardians are encouraged to participate in such supervision.

The district shall provide a first aid kit whenever students are taken on field trips under the supervision of a teacher, employee or agent of the school.

Whenever field trips are conducted in areas known to be infested with poisonous snakes, the following requirements of law shall be met:

- 1. The first aid kit taken on the field trips shall contain medically accepted snakebite remedies.*
- 2. A teacher, employee or agent of the school who has completed a course in first aid which emphasizes the treatment of snakebites shall accompany the field trip. Such a first aid course shall be certified by the American Red Cross or American Heart Association. (BP 6153)*

Field trips are considered to be instruction and should be planned as such with definite instructional objectives determined by the teacher in advance. Appropriate instruction shall precede and follow each field trip.

The following regulations will apply to field trips:

- 1. A teacher planning to take a field trip shall make a request in writing to the principal at least 20 school days prior to the date desired. Whenever practical, an alternate date should also be listed. The purpose of the trip and its relation to the course of study must be stated.*
- 2. The principal shall approve or disapprove the request and notify the teacher. If disapproved, the principal should state the reasons.*
- 3. If approved, the principal shall forward a request for school bus service to the Curriculum and Instruction Administrative Assistant at the District Office 15 days in advance of the date requested.*
- 4. No student shall be denied the opportunity to take part in a field trip which is related to classroom instruction because of an inability to pay for admission fees, lunches, or any other costs. No student shall be required to pay the costs of transportation, admission fees, or any other costs related to field trips which are deemed a part of the instructional program.*
- 5. Written approval of parent/guardian is required for participation in field trips which extend beyond the boundaries of the district.*

6. *All field trips shall begin and end at the school.*
7. *Bus transportation for field trips shall not interfere with the regularly scheduled transportation of students to and from school.*
8. *The bus driver shall see that all rules and regulations are enforced in the use of school buses for field trips. Certificated personnel shall assist the bus driver in so doing.*
9. *Teachers or other certificated personnel shall accompany students on all field trips and shall assume responsibility for their proper conduct. Students on approved field trips are under the jurisdiction of the Board and are subject to school rules and regulations.*
10. *When a field trip is made to a place of business or industry, an employee of the host company shall serve as conductor.*
11. *Appropriate educational experience and proper supervision shall be supplied for any students whose parents/guardians do not wish them to participate in a field trip.*
12. *Parents/guardians are encouraged to attend field trips and assist with supervision of students.*
13. *Parents/guardians may transport their students with prior written authorization of the site administrator.*

Extended Field Trips

1. *Field trips outside school hours may be scheduled but shall be approved in advance by the Board. Students must have written approval of parents/guardians.*
2. *Bus transportation may be provided for bands, orchestras, or other groups of students to participate in activities in communities outside the school district, subject to Board approval.*

Trips in School Vehicles

Besides taking students to and from school, school vehicles shall provide transportation for field trips and for special activities approved by the Governing Board. Such trips may be taken in buses or other school transportation vehicles owned, leased, or rented by the district. All vehicles shall meet federal and state standards.

The Superintendent or designee shall maintain procedures to regulate the use of the vehicles for approved school-related activities. Activity trips occurring outside of school hours shall be subject to the rules and policies regulating educational field trips. Student councils, parent-teacher associations, and any other organizations requesting transportation shall be fully responsible for the costs of the trip. To the extent that funding has been approved by the Board, such costs may be charged to the district.

Transportation by Private Automobile

Transportation to and from off-campus student activities shall be by school bus or school car. Students may only be excused from this requirement when riding home with parent/guardian. The principal may authorize any employee to carry students in a private vehicle owned by employees. All private vehicles so used must be reported to the Superintendent prior to such use.

Owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents which may occur. District personnel who frequently transport students in their private vehicles are urged to carry liability insurance of \$300,000 or more per occurrence.

Drivers shall ensure that any child who is under age 8 or under 80 pounds, unless exempted by law, is properly secured in an appropriate child passenger restraint system meeting federal safety standards and in the back seat of a vehicle. All children shall use safety belts.

Trucks and pickups may not transport more persons than can safely sit in the passenger compartment.

The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed and should not in any case exceed 10. (BP 3541.10)

Lemoore Union Elementary School District
APPROVED LOCAL FIELD TRIP LOCATIONS (revised 05/25/2018)

NAME	EXAMPLES OF OBJECTIVES/ UNITS OF STUDY	LOCATION	GRADE LEVELS AUTHORIZED TO MAKE TRIP
Adventist Health	Community Helpers / Careers / Medicine	1025 N. Douty St., Hanford	Any grade
Adventure Park	End of Year Activities	5600 W Cypress Ave., Visalia	Any grade
Aquarius Aquarium	Science / Ocean Life	5541 Columbia Dr., Fresno	Any grade
Arte Americas	Cultural Arts	1630 Van Ness Ave., Fresno	Any grade
Burris Park Museum	California History	6500 Burris Park Dr., Kingsburg	Any grade
Calif. State Univ., Fresno – Farm and Planetarium / Peach Blossom	Poetry Competition / Astrology / Science Astronomy / Agriculture / Country Wildlife	5320 N. Maple St., Fresno	Any grade
Cameron Dairy	Animals	5811 Lacey Blvd., Hanford	Any grade
Carnegie Museum	Kings County History	109 E. 8th St., Hanford	Any grade
Casa de Fruta	Restroom / Break Stop	Pacheco Pass Hwy, Hollister	Any grade
Children's Storybook Garden	Plant Life Cycles / Science / Language Arts	175 E 10th St., Hanford	Any grade
Chinatown / China Alley	Ancient History	12 China Alley, Hanford	Any grade
County Jail	Human Development & Growth	Lacey Blvd, Hanford	Any grade
Courthouse Square	Lunch stop for field trips	186 W 8th St, Hanford	Any grade
Critter Creek Wildlife Station	Wild Life / Science	36710 Sand Creek Rd, Squaw Valley	Any grade
Discovery Center	Math / Science / Earth Properties / California Indians / Five Senses	1944 N. Winery, Fresno	Any grade
Fair	Social Studies / Agriculture / Kings County / Science / California Today & Yesterday / Nutrition	Kings Fair 584-3318 Tulare Fair 686-4707 Fresno Fair 650-3247	Any grade
Fire Department	Community Helpers	210 Fox St. Lemoore	Any grade
Fossil Discovery Center of Madera County	Science	19450 Ave 21 ½ Chowchilla	Any grade
Fresno Art Center	Visual Arts	2233 N. 1st St., Fresno	Any grade
Fresno Bee Newspaper	Writing / Reading / History	1626 "E" St., Fresno	Any grade
Fresno Metropolitan Flood Control District Park	Science / lunch stop for field trips	5469 E. Olive Ave., Fresno	Any grade
Fresno Zoo	Invertebrate / Vertebrates / Animal Unit / Science	894 Belmont Ave., Fresno	Any grade
Hanford Fox Theatre	Visual & Performing Arts	326 N. Irwin St., Hanford	Any grade
Hanford Sentinel	Newspaper Production / Career Choices / Business	300 W. 6th St., Hanford	Any grade
Heritage Park	Lunch stop for field trips	551 Hanford-Arm. Rd., Lemoore	Any grade
Horse Creek / Kaweah Lake /	Science / Invertebrate / Life Science	Tulare County	Any grade

Slick Rock			
Imagine U Center	Interactive Child Museum	210 N Tipton St., Visalia	Any grade
J & B Goat Dairy	Animal Unit / Country Life	12361 17th Ave., Lemoore	Any grade
Juvenile Center	Human Growth & Development	1400 W. Lacey, Hanford	Any grade
Kearney Park	Civil War Re-Enactment	7160 W. Kearney Ave., Fresno	Any grade
Kern County Museum	California History	3801 Chester Ave., Bakersfield	Any grade
Kings Art Center	Art & Development	605 N. Douty St., Hanford	Any grade
Kings Lions Park (formerly 19th Ave Park / Vieira Field)	Lunch stop for field trips	19th Ave & Hwy 198, Lemoore	Any grade
L. J. Williams Theatre	Performing Arts	1001 W. Main St., Visalia	Any grade
Lemoore City Park	Lunch stop for field trips	Bush St., Lemoore	Any grade
Lemoore High School Farm / Theatre	Agriculture / Plants & Animals / Visual Arts	Bush & 18th Ave., Lemoore	Any grade
Lemoore NAS	Science / Weather / Social Studies	Hwy 198, Lemoore	Any grade
Leprino Foods (EAST)	Business	490 “F” St., Lemoore	Any grade
Leprino Foods (WEST)	Business	351 Belle Haven Dr., Lemoore	Any grade
Lions Park	Lunch stop for field trips	Fox & Fallenleaf Dr., Lemoore	Any grade
McDermont Field House	End of Year Activities	365 Sweetbrier Ave., Lindsay	Any grade
Me-N-Ed’s Pizzeria	Functional Academics / Business	1290 N Lemoore Ave., Lemoore	Any grade
Monterey Bay Aquarium	Animal Life / Biology / Environmental Studies	886 Cannery Row, Monterey	Any grade
Mooney Grove Museum	Fossils / Ancient History	27000 S. Mooney Blvd., Visalia	Any grade
Mussel Slough Marker	California History	Laton	Any grade
National Weather Service / Forecast Office	Science	900 Foggy Bottom Road, Hanford	Any grade
Parreira Dairy	Science / Social Studies / Agriculture / Health/Language Arts	17th & Kansas Ave., Lemoore	Any grade
Pizza Farm – Cobb Ranch	Agriculture	27877 Ave. 8, Madera	Any grade
Roosevelt Performing Arts Center	Fine Arts / History	Cedar and Tulare St., Fresno	Any grade
S & F Goat Farms	Animal Unit / Country Life	10526 18 ¾ Ave., Lemoore	Any grade
Sacramento State	GATE Field Trip/Awards	6000 J Street, Sacramento	Any grade
Sarah Mooney Museum	Social Studies	528 W D St., Lemoore	Any grade
SaveMart Supermarkets	Functional Academics / Business	105 W Hfd-Arm Rd., Lemoore	Any grade
Scout Island	Social Studies / Science	Fresno County Office of Ed., Fresno	Any grade
Story Land	Listening Skills / Language Arts / Nursery Rhymes	Roeding Park, Fresno	Any grade
Taoist Temple	Ancient History	12 China Alley, Hanford	Any grade
TCOE Planetarium &	Space / Planets / Science	210 N Tipton St., Visalia	Any grade

Science Center			
The Tech Museum	Earth & Life Sciences	201 S Market St., San Jose	Any grade
Theatre Center – Tower Theatre	Literature / Reading / Plays	Tower Theatre 43600 Mission Blvd., Fresno	Any grade
Valley Children’s Hospital	Medicine	9300 Valley Children’s Pl., Madera	Any grade
West Hills Community College	Higher Education / Student Programs / Special Events	555 College Ave., Lemoore	Any grade
William Saroyan Theatre	Performing Arts	700 “M” St., Fresno	Any grade

****These guidelines are for local field trips only. Walking field trips to other locations such as stores, parks, doctor’s offices, post office, etc. must comply with educational objectives outlined in curriculum guides and require school site principal approval.**

FIELD TRIP GUIDELINES

- Field trip forms must be submitted twenty (20) school days in advance of trip date. Forms are available in each school office.
- Each teacher may schedule only one (1) trip.**
- Trips cannot exceed six (6) hours. Please see that you leave for the return trip in time to be back at school at scheduled return time. Students must be back to meet their buses.
- The trip must not be in excess of 45 miles (point of most distant stop). Board approval will be necessary for trips in excess of 45 miles.
- Bus drivers will not drive students home.
- Teachers will ride on the bus with their class.
- Sports related field trips must be must be requested in writing to the Principal or Assistant Principal at least ten (10) days prior to the date desired.
- Lesson plans must be acceptable to the principal before approval is granted.
- No undesignated stops will be permitted. All stops must be listed on trip designation i.e., zoo, lunch, park (insurance requirement).
- Cancellation of a date must be made two weeks in advance or opportunity to reserve another date that year is forfeited. Inclement weather conditions do not apply.
- No bus will drive in bad weather -- rain, wind (to be determined by principal and/or transportation department). Buses will not run if district is on a foggy day schedule.
- Board approval will be necessary for trips financed by sources other than the general fund.
- Special Education classes may select any trip within guidelines because of special needs.
- Lemoore City Parks are authorized for lunch.
- No trips the last two weeks of school.
- Parent permission must be given in order for a child to go on the field trip. The permission slip with health information about the child must be taken on the trip.

STAFF MEMBERS’ CHILDREN

Staff member’s children are not to be in the employee’s classroom or teacher workroom during school hours. It is the employee’s responsibility to provide the necessary child care arrangements before and after school.

INSTRUCTIONAL MATERIALS SERVICES (IMS)

Each teacher is given a yearly budget for the purchase of classroom supplies. Please use the Teacher Budget

Requisition form for the purchase of supplies either from Office Depot Online or from independent vendors. These forms are available in your school offices.

Please note: The District's online program is through the Business Services Division of Office Depot, not the retail stores.

OFFICE DEPOT ORDERS ONLINE

Complete your order online following the instructions that you received with your login and password information. If you have questions about logging in, please contact the IMS Technician at IMS 924-6810. Prices online are the current District discounted prices so you will know immediately the exact cost of your order and whether or not the items are available.

Once you are logged in, you may search by item number or by item description. For example, if you are looking for pencil boxes, type pencil boxes into the search area and hit the enter key. All pencil boxes that are available for you to order will appear along with the discounted price. You are not required to order only those listed in the catalog. If you search and find an item that you like better than the item in the catalog and it is available, you may order it.

After you place the order on hold, print out your order and attach it to the Teacher Budget Requisition form and send to the IMS Technician at IMS via the intra district mail. Please note that orders are delivered to sites on Wednesdays and Fridays. Office Depot has a minimum order amount of \$50. Should an order be submitted that equals less than \$50, the IMS Technician will hold the order and combine it with another teacher budget requisition and once the total reaches \$50 it can be processed. Please keep this in mind if ordering less than \$50 worth of materials as this may hold up your estimated delivery date.

OPEN PURCHASE ORDERS

Use the Vendor order option for requesting open purchase orders. Open purchase orders are for one-time use and must **not exceed** the amount listed on the PO. If the amount you want to buy goes over the PO amount, you must pay the difference out of pocket at the store at the time of purchase. You must return your receipt to the district office in a timely manner so that we can make payment to the vendor. If you lose the receipt, you will be responsible for obtaining a new one from the vendor or you will be charged for the items purchased.

The District **does not** reimburse for items purchased without a PO.

TEACHER ABSENCES

All Kings County districts use the SmartFind Express Automated System. You have two options for recording an absence and booking a substitute: by calling the automated phone system (559) 772-4646 or by logging on to the Website: <https://kingscounty.eschoolsolutions.com/logOnInitAction.do>.

With SmartFind Express you can request a substitute, review current assignments, review available jobs, cancel a job, or review your personal information.

Remember SmartFind Express only works from touch-tone telephones and before any features are available, you must register with the system and create a PIN. The Access ID and PIN are used for all interactions with the system. For more information on how to use this system, please see the SmartFind Express Employee User Guide.

YOU MUST ARRANGE FOR YOUR OWN SUBSTITUTES.

If you have any questions about accessing the system with your ID # or PIN #, please contact

the Certificated Substitute Coordinator at 924-6806 or by email adesousa@myluesd.net.

ABSENCES

Article 9 of the Collective Bargaining Agreement (CBA) addresses leaves in detail.

With the exception of period-by-period leave for middle school teachers OR approved leave on an hourly basis for resource specialist teachers, the definition of a teacher absence is either a full day (7 hours) or a half day (3.5 hours). Half days are defined as follows:

- Morning: Start of school - 11:30 a.m.
- Afternoon: 11:30 a.m. - End of Day

If at any time it is necessary for you to leave school grounds during working hours (excluding lunch), you must get permission from your supervisor and notify the school secretary of the time you will be away and where you will be. Only for emergencies with administrator permission may an employee leave work during working hours. Considering the morning half day definition above, if you leave work anytime after 8:00 a.m. and come back *after* 11:30 a.m., then your absence will be counted as a full day. (For exceptions, see CBA Article 21)

You must notify the District in advance of any absence. For leave that is not sick leave, complete a Record of Absence/Leave Request Form and submit it to your principal at least five days prior to the leave date(s). Personal necessity and personal leaves must be reported to SmartFind Express. For sick leave, you must notify the SmartFind Express system as soon as possible but no later than 6:00 a.m. on the day you will be absent. Any delay in reporting leaves complicates the process of finding a substitute teacher. Before going home for the day, you must ensure the absence in SmartFind Express is accurate. The next business day after your absence occurs, you will receive an email notification that you have an online absence authorization form in the Employee Web portal. It is your responsibility to confirm your absence in the Employee Web portal by the next business day after your absence has occurred. Once your absence is confirmed by you, your supervisor will verify the absence and the Human Resources/Payroll department will finalize the absence and your leave balances will be updated. NOTE: It is your responsibility to familiarize yourself with the SmartFind Express Employee User Guide, the Employee Web Portal and Article 9 of the CBA to avoid confusion about requesting and reporting leaves.

An employee who is notified of jury duty shall submit a Record of Absence/Leave Request Form to the principal no later than five days prior to the anticipated day of service. If assignment is confirmed on the day prior to anticipated service, call your immediate supervisor. If you are not required to proceed with jury duty, report to work as usual and cancel your sub request on SmartFind Express. Employees must submit jury pay to the district in order to receive full pay for the time missed due to jury duty.

If you are going to be out of your class for any type of school business, YOU MUST COMPLETE a School Business Absence Request form and have it signed by the principal before you are allowed to go. NO EXCEPTIONS. Teachers must call 924-6806 after 7:00 a.m. on the day of school business event to verify that a substitute has been found. If there is no substitute available, you MUST come back to work.

Under no circumstances are you to directly contact a substitute. All contacts and assignments will be made through the Kings County Automated SmartFind Express System.

PREPARATION FOR A SUBSTITUTE

The following materials must be available for a substitute:

1. Substitute information sheet:

- a. Lesson plans to cover the expected days of absence.
- b. Teacher schedule **including duties**.
- c. Seating charts

**** NOTE: COPIES OF TWO GENERAL LESSONS SHALL BE ON FILE IN THE OFFICE.**

ACCIDENT/INJURY TO EMPLOYEES

Employees of the District are protected under the State Compensation Insurance Fund for accidents occurring while on duty. Under the law regarding Workers' Compensation claims:

You **MUST REPORT ALL WORK RELATED ACCIDENTS OR ILLNESSES IMMEDIATELY** to the school office and your principal. At that time it will be decided whether you can continue working or must seek medical treatment. You will be given instructions about how to proceed and the appropriate forms to complete.

Staff may call the Business Services Administrative Assistant (924-6805) at the District Office with questions concerning Workers' Compensation.

- If/when medical treatment is needed, you will be directed to Kings Industrial Medical Center, 1028 N. Douty Street in Hanford (559) 589-0800. Emergency and/or after hours treatment is provided by Hanford Community Hospital. You may pre-designate a doctor to treat you for Workers' Compensation related cases, but such pre-designation with the approval of your doctor and must be on file with the District. Pre-designation forms are available at the District Office. You may not go to your personal doctor for a Workers' Compensation related illness or injury unless a pre-designation form is on file BEFORE the illness or injury.
- If you are off work due to a work related injury, you **MUST** have a doctor's off work order for it to be covered. Example: Injury occurs on Monday and you leave work. You are off Tuesday and get in to see the doctor on Wednesday. Monday and Tuesday will be charged against your sick leave because you did not go to the doctor on Monday. The doctor cannot legally release you from work until he/she sees you. Time off without a doctor's release will be charged to sick leave.
- *Follow-up treatment, physical therapy and examination appointments should be scheduled around your work hours.*
- You must give the District Office a copy of ALL work-status slips issued to you by the doctor. If you cannot deliver the slip immediately call the District Office to provide updates on your condition. Deliver the slip or fax it within 24 hours. It is **your responsibility** to keep your supervisor informed of your condition.
- If/When the doctor releases you to regular, modified, limited or light duty, **NOTIFY** the District Office immediately. Your immediate supervisor will be contacted. If you are released with doctor-imposed restrictions, the administration will decide whether or not the restrictions can be accommodated. **Please note:** If you are released to work and you do not report for duty, time missed will be charged against your sick leave and disciplinary action will be taken.
- If your primary treating doctor has taken you off of work or released you to modified, limited or light duty, you must continue care until you are released to full duty or declared permanently unable to return to your usual and customary duties and vocational rehabilitation is necessary.
- Do **NOT** discuss your claim with any other employee/co-worker. Workers' Compensation Claims are confidential and should not be discussed with or by anyone at work except your supervisor or designated school district official.

DRUG AND ALCOHOL-FREE WORKPLACE

The Governing Board believes that the maintenance of drug- and alcohol-free workplaces is essential to school and district operations.

No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in 21 USC 81 at any school district workplace. These prohibitions apply before, during and after school hours. A school district workplace is any place where school district work is performed, any school-owned or school-approved vehicle used to transport students to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function where students are under district jurisdiction; or during any period of time when an employee is supervising students on behalf of the district or otherwise engaged in district business.

The Superintendent or designee shall notify employees of these prohibitions.

An employee shall abide by the terms of this policy and notify the district, within five days, of any criminal drug or alcohol statute conviction that he/she receives for a violation occurring in the workplace.

The Superintendent or designee shall notify the appropriate federal granting or contracting agencies within 10 days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace.

The Board may not employ or retain in employment persons convicted of a controlled substance offense as defined in Education Code 44011. If any such conviction is reversed and the person acquitted in a new trial or the charges dismissed, his/her employment is no longer prohibited. A plea or verdict of guilty, a finding of guilt by a court in a trial without a jury, or a conviction following a plea of nolo contendere shall be deemed to be a conviction.

The Board may take appropriate disciplinary action, up to and including termination, or require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state or local health, law enforcement or other appropriate agency.

The Superintendent or designee shall establish a drug- and alcohol-free awareness program to inform employees about:

- 1. The dangers of drug and alcohol abuse in the workplace*
- 2. The district policy of maintaining drug- and alcohol-free workplaces*
- 3. Any available drug and alcohol counseling, rehabilitation, and employee assistance programs*
- 4. The penalties that may be imposed on employees for drug and alcohol abuse violations*

PAYROLL

Certificated Extra Duty runs between the 16th of the month to the 15th of the next month. The Certificated Extra Duty Pay period runs from the 22nd to the 21st of each month.

Classified payroll and Certificated absences are due in the District Office no later than 2 p.m. on the 15th of every month.

- Timesheets (In ink only – penciled forms will be returned unpaid*)
- Absence Logs (separated by classified and certificated)
- Record of Absence/Leave Request Form (in alphabetical order)
- **Certificated extra duty pay sheets are due by 10 am on the 22nd signed by an administrator.**
- Other forms example (W-4), etc due by 15th of the month to take effect in that month.

*** It is the site's responsibility to be sure that all timesheets are totaled at the bottom, completed in ink and turned in on time.**

ATTENDANCE PROCEDURES

"Students have demonstrated that they will attend on a regular basis if they feel sincerely missed as people when they are absent, and if they are concerned about missing the classroom subject matter and activity. Good attendance indicates involved, comfortable students and is a basic key to school success."

TAKING ATTENDANCE

Attendance is done electronically using Aeries Software from the computer on your desk. Please check with your school secretary for timelines regarding attendance.

Please notify the office by phone if you hear that someone is cutting class.

GUIDELINES FOR ADMIT SLIPS

Any student coming late to school must check into the office and get an admit slip. Teachers are not to admit students without a pass.

OFF CAMPUS PERMITS

Off-campus permits are issued in the attendance office, but the school's nurse prior to the student's departure from school issues those for emergency illness.

1. Off-campus permits will be issued for the following reasons:
 - a. Illness, verified by a school nurse.
 - b. Appointment with doctors, dentists, or optometrists. The signature of the doctor, dentist, optometrist, or nurse must be obtained at the time of the appointment.
 - c. Illness and/or death in family or funeral attendance when verified by parents.
 - d. Other off-campus permits will not be issued for other than medical reasons except when special permission has been obtained from the attendance office.
 - e. An off-campus pass will not be issued for a student to leave campus for lunch unless his/her parent accompanies the student.
2. SPECIAL "LUNCH OFF-CAMPUS" PASS - LIBERTY
Students are allowed to go home for lunch under the following condition:
 - a. Parent comes in to sign-out student, takes the student with them and returns the student at the end of lunch. The parent **may not** take students other than their child to lunch.
3. SPECIAL "LUNCH OFF-CAMPUS" PASS - ELEMENTARY SCHOOLS
Parents must sign district form in order for students to go home for lunch.

ATTENDANCE PROCEDURES - ELEMENTARY SCHOOLS

FIRST DAY ATTENDANCE

You will receive 3 copies of your class list, 1 to post on your classroom door, 1 for your attendance use, and 1 to send to the office as directed for first day attendance.

On the first day of school you will use your class list to take roll. **On your class list and on the office copy of your class list mark a line through (with pencil) the names of those students who do not show up the first day. These students are not absent; they are no-shows and are stricken from your roster.** This means that there are no absent students on the first day. Send the office copy of your class list (with no-shows marked off) to the OFFICE no later than 30 minutes after class begins.

DO NOT ACCEPT ANY STUDENT TO YOUR ROOM AFTER YOU HAVE TAKEN ROLL WITHOUT A NOTE FROM THE OFFICE. THIS IS VERY, VERY IMPORTANT!!!

YOU MUST CHECK YOUR CLASS LIST PAGE WITH THE SCHOOL SECRETARY BEFORE YOU LEAVE SCHOOL FOR THE DAY - THE EARLIER, THE BETTER!

Be sure to turn in the lunch count on the attendance slip. Check with your students when taking roll to be sure they are adequately prepared for lunch. If you have a child who does not have lunch money or a cold lunch, send that child to the office immediately with a note. Do not wait until lunchtime!

IF YOU HAVE ANY QUESTIONS ABOUT THE ABOVE INSTRUCTIONS, PLEASE ASK THE SCHOOL SECRETARY.

CLASSIFICATION OF ABSENCES

1. ATTENDANCE PROCEDURE

California has changed its student attendance funding method of excused absences and receiving funds to the Actual Attendance method. Under the new law the district receives funding for actual attendance (days students are in school). The new law makes it even more important for students to attend school.

Students shall attend school daily.

California law allows that students can be absent from school for the following reasons, although they are no longer considered excused absences: personal illness; quarantine directed by county or city health official; dentist, doctor, optometrist, or chiropractor appointments; death in the immediate family; attendance at funeral services of an immediate family member (one day for in state; three days for out of state).

2. TRUANCY

An absence is considered to be truant when it cannot be classified excused or unexcused.

If the teacher or attendance office suspects a student's absence to be truancy, the student involved will be referred to the principal. Full day trancies or single period cuts will result in a parent contact or conference. Students declared truant may be suspended, placed on the non-privilege list, and assigned to in-school suspension. Students who are habitually truant may be referred to the School Attendance Review Board (SARB).

3. TARDIES

A student is tardy when he/she is not in the classroom when the bell rings to begin class. A tardy will become a class cut if the student is more than 30 minutes late for class.

Attendance is done electronically using Aeries Software from the computer on your desk. Please check with your school secretary for timelines regarding attendance. Please notify the office by phone if you hear that someone is cutting class. Notes concerning tardies are to be directed to the office.

ATTENDANCE OFFICE PROCEDURES

1. The office will take parent phone calls and write out admit slips for first period teachers.
2. The office will make phone calls on students whose names appear on the master absence list.
3. The office will compile an excessive absence list each month (20 percent or more).
4. The office will handle off-campus passes.

INSTRUCTIONAL POLICIES

GRADING PROCEDURES

The Governing Board believes that progress report and report card scores serve a valuable instructional purpose by helping students and parents/guardians understand performance expectations and identifying the student's areas of strength and those areas needing improvement. Parents/guardians and students have the right to receive progress report and report card scores that represent an accurate evaluation of the student's achievement.

The Superintendent or designee shall establish a uniform scoring system based on standards that apply to all students in that course and grade level. Principals and teachers shall ensure that student scores conform to this system. Teachers shall inform students and parents/guardians how student achievement will be evaluated in the classroom.

A teacher shall base a student's scores on impartial, consistent observation of the quality of the student's work and his/her mastery of course content and district standards. Students shall have the opportunity to demonstrate this mastery through a variety of methods such as classroom participation, tests, and portfolios.

The teacher of each course shall determine the student's scores. The scores assigned by the teacher shall not be changed by the Board or the Superintendent except as provided by law, Board policy, or administrative regulation. (Education Code 49066)

When reporting student performance to parents/guardians, teachers may add narrative descriptions, observational notes, and/or samples of classroom work in order to better describe student progress in specific skills and subcategories of achievement.

BP 5121

Report cards displaying students' scores for academic standards shall be distributed to parents/guardians at the end of each trimester. Parents/guardians shall be offered an opportunity to meet with their child's teacher(s) to discuss the academic progress and strategies to improve their child's performance.

Whenever it becomes evident to a teacher that a student is "at risk" for retention, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report. (Education Code 49067)

Achievement

For grades K-8, students' level of progress shall be reported as follows:

Scale

- | | |
|----------|-----------------------------|
| <i>4</i> | <i>Exceeds Standard</i> |
| <i>3</i> | <i>Meets Standard</i> |
| <i>2</i> | <i>Approaching Standard</i> |
| <i>1</i> | <i>Below Standard</i> |

Physical Education

No score of a student participating in a physical education class may be adversely affected due to the fact that the student, because of circumstances beyond his/her control, does not wear standardized physical education apparel. (Education Code 49066)

(cf. 6142.7 - Physical Education)

Citizenship, Study Skills, and Effort

Scores for citizenship, study skills, and effort shall be reported as follows:

4	<i>Exemplary</i>
3	<i>Proficient</i>
2	<i>Progressing</i>
1	<i>Unsatisfactory</i>

Pass/Fail

The Superintendent or designee may identify courses or programs for which students may, with parent/guardian permission, elect to earn a Pass or Fail instead of a score.

Students who receive a Pass shall acquire the appropriate units of credit for the course. A Pass shall not be counted in determining class rank, honors list, or membership in the California Scholarship Federation. Students who receive a Fail shall not receive credit for taking the course.

Achievement Score Average

The Superintendent or designee shall calculate each student's achievement score average using the scores assigned to each report card standard or subject in accordance with the scale described in the section "Achievement" above. AR 5121

NOTE: LUESD Board Policy 5124(a) and California Education Code 49067 requires that “a written report shall be sent to or a conference shall be held with the student’s parent/guardian in the event the student is in danger of failing the course.”

PROMOTION/ACCELERATION/RETENTION

The Governing Board expects students to progress through each grade level within one school year. Toward this end, instruction shall be designed to accommodate the variety of ways that students learn and provide strategies for addressing academic deficiencies as needed.

Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement.

When high academic achievement is evident, the teacher may recommend a student for acceleration to a higher grade level. The student's maturity level shall be taken into consideration in making a determination to accelerate a student.

Teachers shall identify students who should be retained or who are at risk of being retained at their current grade level as early as possible in the school year and as early in their school careers as practicable. Such students shall be identified at the following grade levels: (Education Code 48070.5)

1. *Between grades 1 and 2*
2. *Between grades 2 and 3*
3. *Between grades 3 and 4*
4. *Between grades 4 and 5*
5. *Between the end of the intermediate grades and the beginning of the middle school grades*
6. *Between the end of the middle school grades and the beginning of the high school grades*

Students shall be identified for retention on the basis of failure to meet minimum levels of proficiency, as indicated by grades and district assessments.

When a student is recommended for retention or is identified as being at risk for retention, the Superintendent or designee shall offer an appropriate program of remedial instruction to assist the student in meeting grade-level expectations. (Education Code 48070.5)

BP 5123

Acceleration from Kindergarten to First Grade

Any student who meets the age eligibility requirement and has completed one year of kindergarten shall be admitted to first grade unless the parent/guardian and the Superintendent or designee agree that the student shall continue in kindergarten. (Education Code 48010, 48011)

A student who does not meet the age eligibility requirement may be admitted to first grade at the discretion of the Superintendent or designee and with the consent of the parent/guardian upon determination that the student is ready for first-grade work, subject to the following minimum criteria:

1. *The student is at least five years of age.*
2. *The student has attended a public school kindergarten for a long enough time to enable school personnel to evaluate his/her ability.*
3. *The student is in the upper five percent of his/her age group in terms of general mental ability.*
4. *The physical development and social maturity of the student are consistent with his/her advanced mental ability.*
5. *The parent/guardian of the student has filed a written statement with the district approving the placement in first grade.*

Continuation in Kindergarten

Whenever the Superintendent or designee and the parents/guardians agree that a student shall continue in kindergarten for an additional year, the Superintendent or designee shall secure an agreement, signed by the parent/guardian, stating that the student shall continue in kindergarten for not more than one additional school year. (Education Code 46300, 48011)

The Superintendent or designee shall not approve a student's continuation in kindergarten until the student has been enrolled in kindergarten for close to one school year.

Retention at Other Grade Levels

If a student is identified as performing below the minimum standard for promotion to the next grade level based on the indicators specified in Board policy, the student shall be retained in his/her current grade level unless the

student's regular classroom teacher determines, in writing, that retention is not the appropriate intervention for the student's academic deficiencies. This determination shall specify the reasons that retention is not appropriate for the student and shall include recommendations for interventions other than retention that, in the opinion of the teacher, are necessary to assist the student in attaining acceptable levels of academic achievement. (Education Code 48070.5)

If the teacher's recommendation to promote is contingent on the student's participation in a summer school or interim session remediation program, the student's academic performance shall be reassessed at the end of the remediation program, and the decision to retain or promote the student shall be reevaluated at that time. The teacher's evaluation shall be provided to and discussed with the student's parents/guardians and the principal before any final determination of retention or promotion. (Education Code 48070.5)

When a student is identified as being at risk of retention, the Superintendent or designee shall so notify the student's parent/guardian as early in the school year as practicable. The student's parent/guardian shall be provided an opportunity to consult with the teacher(s) responsible for the decision to promote or retain the student. (Education Code 48070.5)

The Superintendent or designee shall also provide a copy of the district's promotion/retention policy and administrative regulation to those parents/guardians who have been notified that their child is at risk of retention.

Appeal Process

Whenever a student's parent/guardian appeals the teacher's decision to promote or retain a student, the burden shall be on the parent/guardian to show why the teacher's decision should be overruled. (Education Code 48070.5)

To appeal a teacher's decision, the parent/guardian shall submit a written request to the Superintendent or designee specifying the reasons that the teacher's decision should be overruled. The appeal must be initiated within 10 school days of the determination of retention or promotion.

The teacher shall be provided an opportunity to state orally and/or in writing the criteria on which his/her decision was based.

Within 30 days of receiving the request, the Superintendent or designee shall determine whether or not to overrule the teacher's decision. Prior to making this determination, the Superintendent or designee may meet with the parent/guardian and the teacher. If the Superintendent or designee determines that the parent/guardian has overwhelmingly proven that the teacher's decision should be overruled, he/she shall overrule the teacher's decision.

The Superintendent or designee's determination may be appealed by submitting a written appeal to the Governing Board within 15 school days. Within 30 days of receipt of a written appeal, the Board shall meet in closed session to decide the appeal. The Board's decision may be made on the basis of documentation prepared as part of the appeal process or, at the discretion of the Board, the Board may also meet with the parent/guardian, the teacher, and the Superintendent or designee to decide the appeal. The decision of the Board shall be final.

If the final decision is unfavorable to the parent/guardian, he/she shall have the right to submit a written statement of objections which shall become part of the student's record.

AR 5123

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

The Governing Board recognizes that extracurricular and co-curricular activities enrich the educational and social development and experiences of students. The district shall encourage and support student participation in extracurricular and co-curricular activities without compromising the integrity and purpose of the educational program.

All aspects of the District's school environment, including all academic, extracurricular and school-sponsored programs, activities and practices shall be free from discrimination, harassment, intimidation, and bullying based on race, color, religion ancestry, national origin, ethnic group identification, age, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The Superintendent or designee shall review district programs and activities to ensure the removal of any barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities, including the use of facilities. He/she shall take prompt, reasonable actions to remove any identified barrier. No student shall be prohibited from participating in extracurricular and co-curricular activities related to the educational program because of inability to pay fees associated with the activity.

The Governing Board recognizes that the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs, including all academic, extracurricular and school-sponsored activities. The district shall investigate and seek to resolve any complaints alleging failure to comply with such laws and/or alleging discrimination, harassment, intimidation or bullying and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures. (5 CCR 4620)

Academic Standards for Extracurricular Activities

1. Eligibility shall be based upon the previous trimester grades, and this requirement must be achieved at each grading period while the student is participating. Eligibility for the first trimester shall be determined by the grades given for the last trimester of the previous grade.
2. Students entering the seventh grade are scholastically eligible for the first trimester.
3. Transfer students entering the school from another district are scholastically eligible during the trimester in which they are admitted.

CLASS SESSIONS

ALL classes are to remain in session for the **ENTIRE INSTRUCTIONAL TIME**. The principal must approve any change to the class-meeting place.

HIRING OF INSTRUCTIONAL PARAPROFESSIONALS

The hiring of instructional paraprofessionals is done through the Human Resources Department. Site administrators are responsible for establishing their daily schedules to best meet the needs of the students. ALL instructional paraprofessionals must possess an AA degree or completed 48 approved units toward paraprofessional certification or successfully passed a rigorous paraprofessional test. Teachers may not hire their own paraprofessionals.

SOCIAL MEDIA

Website

The Lemoore Union Elementary School District produces a website which is maintained on a regular basis. Our website contains interesting and valuable information for employees, parents, students and community members, such as the school calendar, breakfast and lunch menus, dress code, curriculum overview, regular meetings of the Board of Trustees, employment information/forms, health benefit information and much more. Please visit our website at: www.luesd.k12.ca.us



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DAILY PLANNING

Planning for the work of a day, a week, or a year is a professional responsibility of grave importance. It reflects the philosophy of education to which the school is committed; it involves the teacher's concept of methods; it involves the analysis the teacher has made of the developmental possibilities in the selection and organization of activities. The program planning reveals the extent of the teacher's understanding of the particular community and the particular group of children to be served. Any important work merits careful planning; a good school program requires appropriate facilities and emphasizes educational activities in which each student is given the help he needs to attain desirable educational goals.

CHECKLIST FOR DAILY PLANNING

1. What am I trying to accomplish today?
 - a) What are the specific needs of the groups or individuals?
 - b) What suggestions of the students need to be considered in modifying previous plans?
 - c) What is the probable order of events in guiding a specific activity?
 - d) What provision is made for making materials available without confusion?
2. What charts need to be written; i.e. directions, steps in problem solving, vocabulary words, experience charts, etc.?
3. What information needs to be made available in resource books for answering questions raised?
 - a) What directions need to be on the whiteboard?
4. What changes in room arrangement need to be made to carry out plans for the day?
5. What changes need to be made in room environment to stimulate thinking and promote interest?

- a) Place on classroom wall for student work?
6. What materials need to be prepared and made available for on-going activities?
- a) What provisions will be made for the care and safe use of tools and equipment?

LESSON PLANS

Written lesson plans are essential to careful planning, preparation, and organization that will assure children the best possible educational program.

Purpose

1. To insure that necessary supplies, media and equipment are available.
2. To assist the principal in planning and working with the teacher to improve the educational program within a classroom.
3. To provide a good line of communication between the principal, office and teachers.
4. To assist the teacher in evaluating the teaching program.
5. To centralize the vital information about a classroom for substitutes.

General

1. The daily general plan should include curriculum subjects to be covered, time of day for each subject including duty.
2. Show special materials to be used: books, lesson number and page numbers, materials to be used to teach the lesson, technology support required.
3. Details to be included are left to the individual teacher. If you work from a more detailed daily plan your lesson plan book would not include such items as pages in reading books or such specific items.
4. Plans should include broad purposes and objectives. Print and electronic media should be used to support and enhance the lesson being taught and included in the lesson plans.
5. The weekly lesson plan is due in the principal's office each week on Friday before you go home. (Check with your site principal for guidelines)

GUIDELINES TO CONSIDER WHEN WRITING LESSON PLANS

1. Write your daily lesson plans in the present tense.
2. Write them as plans, not narratives that indicate briefly and directly what is to be done by the pupils and the teacher.
3. Avoid writing dialogue except when appropriate.

4. Indicate substance of responses desired from pupils in parenthesis following questions asked. Example: "What are we trying to find out about plants with our experiments?" (To see if plants need soil: to see if some soils are better food than others.)
5. What you will do may be a major item in your plan. If so, state it. Example: Hand out a worksheet or set a date when students should start bringing in material.
6. Head your plan with grade, your name, date (to coincide with your overview), time (number of minutes).
7. Although there is no single form for the daily lesson plan, most plans include the following:

a) Purposes	d) Activities or procedures
1) Teachers	e) Questions to be recorded on
2) Pupils (when applicable)	whiteboard/PowerPoint (when applicable)
b) Materials	f) Evaluation and/or follow-up
c) Motivation	
8. Include in your plans sufficient detail about what you consider essential. The plan should show how the lesson is to be taught and provide a step-by-step sequence of instruction with key questions in order. Keep statements simple and brief.
9. Plan for transitions. Anticipate physical transitions. Difficulties arise when you move a group from one part of the room to another collect or distribute material, change from a listening activity to a manual activity.
10. Anticipate amount of time needed for activities planned.

HOMEWORK

Homework is defined as school-related assignments by a teacher, or through mutual agreement of the student and teacher, which will require time and effort outside of the regular classroom for successful completion.

The Governing Board considers homework to be an important part of the instructional program, because when it is properly implemented students will:

- 1. Develop regular study habits and the self-discipline basic to effective study and the ability to work independently.*
- 2. Gain more information than would be possible in the classroom situation alone.*
- 3. Have more opportunity to develop a personalized, creative approach to projects and other schoolwork.*
- 4. Learn to budget their time more effectively.*
- 5. Come into contact with out-of-school learning resources.*

The number, frequency and degree of difficulty of homework assignment should be based on the ability and needs of the student.

Homework should always serve a valid learning purpose. It should never be used as a punitive measure.

The Superintendent or designee and staff shall develop an effective homework program for all students in all grades, including guidelines for assignment of homework, instruction in the techniques and methods for doing homework, duties of students and staff in regard to homework, informing parents/ guardians about their responsibilities as parents/guardians in this area, and the relation of homework to the grades and evaluations of

each student.

Makeup Work

As a general rule, students shall be given the opportunity to make up schoolwork missed because of an excused absence and to receive full credit if the work is turned in according to a reasonable makeup schedule. Students who miss schoolwork because of unexcused absences shall be given the opportunity to make up missed work for full or reduced credit at the option of the teacher. (BP 6154)

The assignment of homework by staff shall be according to these guidelines:

- 1. Homework may be assigned for special class projects (special reports, experiments, models, etc.).*
- 2. Homework may be assigned when regular class assignments are unfinished.*
- 3. A moderate amount of homework may be given, on a daily basis, to provide practice in the mastery of skills and experience in data gathering and integration of knowledge.*
- 4. Teachers should make every reasonable effort to make parents aware of homework assignments, especially those parents of students who do not comply with requirements.*
- 5. Average time suggested for 7th and 8th grade level (20 minutes per academic class per night, maximum of 1-1/2 hours per night.) (AR 6154)*

Types of homework assignments may be:

- a) A specific assignment
- b) Class work needing completion
- c) Review for a test
- d) Project or research paper

HOMEWORK FOLLOW-UP

1. When student completes work:
 - a) He/she receives some form of credit.
 - b) He/she receives oral or written encouragement.
 - c) Return homework as soon as possible.
2. If student does not complete work:
 - a) He/she may be retained at break, lunch, or after school until the homework is completed.
 - b) A parent contact is made to discuss the problem.
 - c) A written contract to be signed by parent will be prepared by the classroom teacher.

SCHOOL/HOME COMMUNICATION

The Governing Board believes that good communication between parent/guardian and teacher is important in the educational process. Reporting contacts between parent/guardian and teacher should be varied and frequent, and all appropriate forms of communication should be utilized, including parent-teacher conferences, mail, telephone, and school visitation by parents/guardian.

Student progress reports shall reflect the educational progress of the student in terms of class work and the attainment of proficiency levels. The report shall also indicate educational growth in relation to the student's ability, attitude, interests, and conduct or citizenship.

A written report shall be sent to or a conference shall be held with the student's parent/guardian in the event the student is in danger of failing the course. (BP 5124)

Teachers should make a special effort to learn something about every child in the class that is worthy of communication and then by note, telephone or personal contact let the parent/ guardian know about that "something." This should be done at least once during the year. When a child is absent for any length of time, the teacher should try to contact the parent/ guardian and ask about his/her child. Such seemingly simple interest in each child by his/her teacher is immeasurable in maintaining the good will and loyal support of the parent/guardian.

So far as is possible, a teacher should make an effort to become acquainted with every parent/guardian represented in his/her classroom. (AR 5124)

Please forward to the principal's office two copies of any school/home communication prior to sending it to parents. This will inform the administration and the district office so that questions from parents can be answered. In addition, teachers should show discretion in the quality of materials sent home. When in doubt, check with the principal.

CUM FOLDERS

Cum records contain confidential information and therefore should be handled appropriately. Teachers should use appropriate checkout procedures and return folders at the end of the day. CUM FOLDERS CANNOT LEAVE THE CAMPUS. **NO EXCEPTIONS.**

MID-TRIMESTER REPORTS

At the end of the sixth week of the first trimester, teachers shall provide progress updates on all students and identify students that are underachieving ("at risk") relative to grade level standards in reading (grades 1-3) or reading, language arts, and/or math (grades 4-8). Parents/Guardians of these students shall be invited to attend teacher/parent conferences during the eighth week of school.

OUTSIDE SPEAKERS

The use of outside speakers is encouraged when educationally sound. Prior approval must be obtained by the administration.

SURVEYS AND QUESTIONNAIRES

Collection of Personal Information for Marketing Purposes

The Board prohibits district staff from administering or distributing to students survey instruments that are designed for the purpose of collecting personal information for marketing or for selling that information. (BP 5022)

The following rules apply:

1. All surveys used on campus shall have prior administrative approval.
2. Surveys shall be neat and free of error.
3. It shall be stated on the survey that response is voluntary and that the anonymity of the respondent shall be preserved.
4. An explanation of the purpose and use of the survey shall be stated clearly.
5. Education code 60650 (quoted in the section "Prohibited Instruction" in this handbook) limits the use of surveys relating to personal beliefs in sex, family life, morality, and religion.

INDEPENDENT STUDY

When a student anticipates an absence of a minimum of five (5) days, that student may be temporarily placed on Independent Study. To be placed on Independent Study, a contract must be developed with the principal. Independent Study allows students to obtain all assignments prior to the anticipated absence and not be penalized for an unexcused absence. Parents should contact the attendance office to initiate the process.

INDEPENDENT STUDY PROCEDURE

PREPARING TO SEND INDEPENDENT STUDIES

1. REQUEST (dates) for Independent Study will be taken in the office. A note will then be placed in the student's homeroom teacher's box. It will be the responsibility of the homeroom teacher to notify any other teachers of the Independent Study request. It will then be each individual teacher's responsibility to prepare the Independent Study. These contracts will be in a file cabinet marked "Independent Study."
2. The contracts must have ALL signatures prior to dissemination. There will be no exceptions.
3. The Independent Study **MUST** have ALL assignments listed on it as indicated or they can be listed on a separate sheet that can be attached.
4. The pink copy **MUST** accompany the work being sent with the student. The teacher will retain the yellow copy for his or her own records.
5. The white copy, with the assignments listed, is sent to the office as soon as possible. This is kept in the office for attendance and accountability purposes during the student's absence.

INDEPENDENT STUDIES RECEIVED

Teachers **MUST** receive the Independent Study assignment from the student on the DUE DATE indicated on the contract. Teachers will then have the next 3 attendance days to grade the Independent Study, sign off the pink copy of the contract (sign off the yellow if the pink is not returned), complete contract provision form and return to the office with the signed off copy of the contract.

NOTE: The due date on the Independent Study Contract indicates the day it is due to the teacher. This must be indicated on the contract. Independent Studies not submitted in accordance with the established due date may not be claimed for ADA. The student may still get credit if they've submitted the Independent Study work in accordance with the above. The contract provision form may not be honored if the work and a copy of the contract are not submitted to the teacher by the due date. If no credit is earned, the teacher does not get compensated.

TEACHER/PARENT CONFERENCES

First trimester teacher/parent conference week is set each year by Board action. Typically it is the second week following the end of the term. Each day of conference week is a minimum day to allow time for teachers to conduct conferences. Parents/Guardians of all students must be invited to attend first trimester conferences and a concerted effort must be made to contact and inform parents that do not attend scheduled conferences. Second trimester conferences are conducted for parents of underachieving ("at risk") children.

TEXTBOOK ACCOUNTING AND CHECK-OUT PROCEDURE

1. CHECKING OUT BOOKS

- a. Individual teachers are accountable for checking out textbooks to students.
 - b. Books must be covered. (Check with site principal for specific guidelines)
2. TEXTBOOK CHECKOUT SHEETS
 - a. If possible, have students sign in alphabetical order.
 - b. The classroom teacher must retain the list in he/her classroom.
 - c. A textbook inventory check needs to be done midyear and at the end of the school year..
3. RETURNING BOOKS
 - a. Teachers will check their inventory list (from IMS) at the end of the school year. Books will remain in the classroom.
 - b. Teachers should check periodically with students regarding possession of textbooks.
4. TRANSFER STUDENTS AND STUDENTS WHO DROP
 - a. Students receive or return their books to the teacher upon arrival or when leaving the school.
 - b. After receiving a book from the teacher, the student should sign the teacher's checkout sheet.
5. LOST BOOKS
 - a. In cases of extreme financial difficulty, the student may receive permission from the administration to obtain a new book before he/she pays for the lost one.
 - b. Teachers and students may check for lost books in the "Lost and Found" and in the library after the custodians have cleaned. Many lost/stolen books turn up at this time.
6. FINANCIAL OBLIGATION SLIPS
 - a. It is necessary for teachers to check their checkout sheets for those students who have returned books. Otherwise, the administration will write financial obligation slips for students who have not returned books.
 - b. Fill out these forms completely to include the date, the price of the book, book number, and the name of the student as he/she is registered. Please do not use nicknames.
 - c. Current price lists are in the office or call IMS for current price of book.

Textbooks are assigned to the classroom and may not be moved without expressed permission from IMS and the site administrator.

MEDIA CENTER/LIBRARY MATERIAL POLICY

No teacher shall require or suggest any reading of any material that is not available through the library unless such materials have been submitted to the administration for review and approval. This procedure will protect the teacher from criticism, ensure equitable access for students and guarantee that the materials necessary to support the curriculum are available.

All media, whether print or electronic, must be appropriately used to support and enhance the standards and/or concepts being taught in the classroom. The resources you choose to use should be listed in your lesson plans.

POLICIES AND PROCEDURES OF THE MEDIA CENTER/LIBRARY

1. The use of the media center/library facilities must be by arrangement. Arrangements are to be made through the librarian.
2. All students coming to the media center/library from a classroom must have a pass from the teacher. Names of the students and the name of the teacher must be completed - first names and initials are not acceptable. Only one student per pass will be allowed.

3. Instructors planning to bring the entire class into the library must receive clearance from the media center/library office. A phone call will be sufficient.
4. Instructors having an entire class in the media center/library must remain with the class. It is helpful if classes are seated together so that supervision is easier. The instructor is responsible for having the library materials returned to the main desk at the end of the period and for proper control of the class.

USE OF VIDEO RECORDINGS IN AN EDUCATIONAL SETTING

It is the intent of the Lemoore Elementary School District to adhere to the provisions of the Federal Copyright Revision Act (PL 94-553) that allows for Fair Use of copyrighted material for educational use and sets forth criteria for such fair use.

The principal in each school site is responsible for establishing practices that will enforce this policy at the school level. Employees are notified that willful infringement of the law can result in disciplinary action.

Employees violating copyright laws will not be defended by the Lemoore Elementary School District in the event a criminal or civil action is filed against them. Employees shall recognize and adhere to the "Guidelines for Off Air Recording of Broadcast Programming for Educational Purposes" as outlined below.

OFF-AIR VIDEO RECORDING

1. A Commercial Broadcast, or one by a Public Broadcast system may be recorded off-air simultaneously with transmission and retained by a non-profit educational institution for 45 calendar days after date of recording. At the conclusion of the 45-calendar day retention period, all off-air recordings must be discarded.
2. Off-air recordings (in #1 above) may be used once by an individual teacher for relevant educational classroom activities and once for necessary reinforcement as part of a systematic instructional play during the first ten (10) consecutive school days after recording. Programs must be used for specific educational purposes, and not for entertainment value.
3. After the first ten (10) school days, recordings may be used up to the end of the 45-day retention period for teacher evaluation purposes only (e.g., to determine if the program should be purchased or obtained by license for the curriculum).
4. Such recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded more than once for the same teacher.
5. Such recordings need not be used in their entirety but may not be altered or edited and must include the copyright notice on the program as recorded. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

6. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

VIDEO PROGRAMS MARKED "FOR HOME USE ONLY"

Video programs marked "For Home Use Only" purchased by the district may be used in direct instructional activities as a part of a systematic instructional plan in a face-to-face teaching activity by the teacher in a classroom.

- a) **These programs as well as electronic media accessed through the internet must contribute to the educational goals and objectives of the grade level and meet the preview and selection criteria for all supplementary instructional materials used in Lemoore Elementary School District.**
- b) **The site administrator must first clear all videos shown that are not the property of the Lemoore Union Elementary School District. This includes YouTube, School Tube, etc.**
- c) **The video may not be used for entertainment, rewards, or extracurricular activities and must be shown in a classroom or similar place devoted to instruction.**

GUIDELINES FOR USE OF "OFF-AIR RECORDINGS" AND "FOR HOME USE ONLY" VIDEOS

1. Materials not adopted by Lemoore Elementary School District or the Kings County Office of Education may be used by the teacher provided that the material is previewed and advance permission is secured from the site administrator. The material must comply with existing procedures for evaluation and selection of materials.
2. It is prohibited to use district owned equipment for making or playing back copies that are not legally acquired.
3. **All videos, DVD's, YouTube, School Tube and any other electronic media accessed through the internet to be shown at school must be on the lesson plans and have the goals and objectives for the video stated in the plan.**

GUIDELINES FOR STUDENT DISCIPLINE

The Governing Board desires to provide an orderly and caring learning environment in which students feel comfortable, share responsibility for maintaining a positive school climate, and take pride in their school and their achievements. District staff shall encourage and reward success and achievement, participation in community projects, and positive student conduct.

The district shall encourage attitudes and behaviors that promote mutual respect and harmonious relations. The schools shall promote nonviolent conflict resolution techniques and provide students opportunities to voice their concerns about school policies and practices. The Superintendent or designee may initiate student courts, campus beautification projects, buddy systems, vandalism prevention campaigns, and other programs in which students may identify and solve problems that affect their school.

Students shall not bully other students or use vulgar, obscene or fighting words. Students who do so shall be subject to appropriate counseling and discipline in accordance with law.

The Board encourages classroom use of cooperative learning strategies that foster positive social interactions among students from diverse backgrounds. The district shall provide instruction and counseling designed to promote positive racial and ethnic identity, help students understand diverse cultures, teach them to think critically about racial bias, and show them how to deal with discriminatory behavior in appropriate ways. (BP 5137)

The Governing Board desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, effective classroom management and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible.

When misconduct occurs, staff shall implement appropriate discipline and attempt to identify and address the causes of the student's behavior. Continually disruptive students may be assigned to alternative programs or removed from school in accordance with law, Board policy and administrative regulation. At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline.

The Superintendent or designee shall provide professional development as necessary to assist staff in developing classroom management skills and implementing effective disciplinary techniques. (BP 5144)

Classroom discipline is primarily the responsibility of the individual teacher. Grounds discipline is the responsibility of duty teachers and the entire staff. Most problems of a minor nature can be solved in the classroom and teachers should make every reasonable effort to save "office trips" for most effective use. Repeated trips to the office lose value particularly when minor matters are involved.

However, when the circumstances warrant, when it is a serious or persistent matter, the student should be referred to the office with a "Discipline Incident Report" or a "Classroom Rules Form." For one reason or another it might not be possible for the office staff to give attention to a student right at that moment. In such cases, the principal or designee will definitely call the student in at a later time and teachers need not feel that the matter will be forgotten.

- ◆ Careful and considerate cooperation between teachers and administration can go far towards creating a good, fair, democratic discipline situation in the school.
- ◆ Generally speaking, good classroom discipline is indicative of engaging lessons. When discipline problems begin to arise, the most effective thing a teacher can do is critically evaluate how the lesson engages each student..

- ◆ The best place to solve classroom discipline problems is within the classroom itself. Students respect teachers who can handle their own discipline problems and are able to exert their own leadership. Often a teacher can eliminate classroom misbehavior by directly speaking to the student either in the classroom or in the corridor. A telephone call to parents is also effective and recommended.
- ◆ When the problem is so severe that a referral to the principal's office is necessary, either a Student Referral or a note must be sent to the office. Typically, a student will minimize the severity of his action when he/she discusses the offense with an administrator. In order to put the student's behavior in a proper perspective, it is necessary to have some written description of the misbehavior.
- ◆ Every effort will be made to inform you of the action taken. If you don't hear from the office within a day, then ask whether any action was taken or not. In some instances, the student may not have arrived at the office.
- ◆ Good counseling can prevent many behavior problems. Discuss with administration or school psychologist any student that is presenting problems in the classroom.

TEACHER AUTHORITY

Education Code 48921 states, "All pupils should comply with the regulations, pursue the required course of study and submit to the authority of the teachers of the school." This section of the Code points out that the authority of the classroom teachers extends well beyond the classroom.

CLASSROOM BEHAVIOR CODE

1. Students should enter the room in an orderly manner and be in their assigned seats, quiet, and ready to work when the tardy bell rings.
2. Students will be responsible for bringing the required books, supplies, pencils, assignment papers, and equipment to each of their classes.
3. Students are to show good manners, courtesy and respect for other students, teachers, and aides.
4. The following are **NOT** allowed:
 - a) Bringing or eating any type of food in class unless approved by the administration
 - b) Throwing and/or shooting of any objects such as paper, etc.
 - c) Interruptions of teachers or students
 - d) Fighting, hitting, or horseplay
 - e) Use of personal electronic devices during school hours without permission of his/her teacher or a school administrator.
5. Students are not to deface desks, tables, doors, walls, bulletin boards, books, counters, display areas, school property, etc.
6. Students may be granted permission from the teacher to leave the room but must get a pass before leaving the classroom during the class period.
7. Students are to be dismissed by the teacher in an orderly manner. The bell does not dismiss students.
8. Students are to be attentive, good listeners, remain in seats, attempt assignments and work with a minimum amount of visiting, talking, and disturbing other students.
9. Students should raise hand for recognition and permission to speak.
10. Students are to know and obey the class standards, procedures, and rules as determined by each particular

teacher as it relates to sharpening pencils, getting drinks of water, collection and distribution of papers, books, etc.

11. Students or parents are financially responsible for lost school materials or equipment.

SUGGESTIONS FOR CLASSROOM CONTROL

In a well-disciplined classroom, children are busily engaged with schoolwork. This may range from class-wide projects to a small group or individual work. Whatever the task, the activity is carried on in an orderly manner with a minimum of interference to others and a "work-noise" level commensurate with the activity. There is neither laxness nor tenseness in the atmosphere. A feeling of courtesy, interest and mutual respect exists. A well-disciplined class responds quickly and willingly to the requests of a teacher. The class will do this because the emphasis is on self-discipline and the needs and rights of the group, rather than because of fear or pressure.

The teacher sets the tone for the class through:

Use of authority

- Uphold the school wide positive behavior matrix and standards established by the school, and teacher.
- Use firmness and positive action when the occasion demands.
- Respect a child's personality under all circumstances.
- Reject unacceptable behavior, but not the child.
- Help the child save face: "Perhaps Johnny did not hear."
- Remember responsibility to the group as well as to the individual.

Manner of direction

- Make the "right thing to do" seem easy and attractive.
- Be clear, concise, and reasonable.
- Place emphasis on correction rather than on punishment.
- Re-direct poor behavior into acceptable channels.
- Seek to maintain an objective, unemotional attitude.
- Be a helpful and respected leader.

Development of responsibility

- Regard self-control and good behavior on the part of pupils as expectations rather than choices.
- Lead children to appreciate the meaning and desirability of self-control and responsibility for their actions. Help individuals and the class do what is expected of them.

If a school or a teacher has problems of discipline (neither school nor teacher is completely free from problems of this nature), it is indicative of fundamental deficiencies in the teaching situation. When the right classroom conditions exist, there are fewer opportunities for misbehavior.

RELATIONSHIPS

During the time the students are in school, they should use good judgment in their relationships with fellow students. The following behavior shall not be permitted:

- a) holding hands
- b) kissing
- c.) putting arms around each other
- d) any other conduct that is not in good taste

Teacher's Role - When inappropriate behavior is observed, the teacher should immediately ask the students involved to stop. Persistent violators should be referred to the office.

ITEMS INAPPROPRIATE FOR SCHOOL

1. Candy, sunflower seeds, gum, toothpicks, skateboards, permanent markers, sunglasses (exception of medical reasons), inline skates, Heelys, electronic devices, trading cards, scooters, rubber bands, digital cameras, toys, marbles, yo-yos, or other items that create a distraction are not permitted because of the problems caused by misuse. Students may not sell candy as part of a fundraising project for their own profit, or for another school or organization.

Teacher's Role - Violators should be treated under the school's minor disciplinary procedures.

2. Electronic entertainment devices are inappropriate at school.

Teacher's Role - They should be confiscated and returned at the end of the school day.

3. Skateboards, roller-skates, and roller-blades have no legitimate purpose at school.

Teacher's Role - They should be confiscated from the student and given to the office. The parent or guardian must pick up skateboards.

LITTERING

Littering is throwing paper, food products, or any refuse on the school grounds.

Teacher's Role - All teachers should as often as possible remind students of their responsibility to keep the campus and classrooms clean. It is important to instill pride in them about the school and outline their responsibility to help maintain the grounds.

CONDUCT AT ASSEMBLIES

Assemblies are considered to be a classroom situation and students should conduct themselves accordingly.

Teacher's Role - Since assemblies are mandatory and considered to be a classroom situation, faculty members will attend and sit in their respective class sections. Faculty should not sit or stand in one group, but in respective class assigned areas, and should request students to be seated as soon as possible. During the assembly, the teachers should remove any student creating a continual disturbance. These students will be placed on the non-privileged list and will be excluded from all student activities for a specified length of time.

NON-PRIVILEGED LIST (Liberty)

The non-privileged list is posted on a regular basis to inform teachers of any students who are not to attend activities that are not part of the normal Liberty curriculum. This also pertains to any after-school activities. It is the teachers' responsibility to refer to the non-privileged list prior to allowing any student to participate in extra-curricular activity. The interdisciplinary team will assign teachers to stay behind for detention when an activity takes place during school hours.

OFFICE REFERRAL FORM

This office referral can be used for reporting the following:

1. Habitual tardies
2. Discipline problems
3. Teacher request for student to conference with counselor or administrator
4. Student request to see counselor or administrator.

5. Emergency occurrences. If an emergency arises, please call on the intercom for assistance or send student directly to the office. Eventually you will need to complete office referral form in order for the office to proceed with disciplinary action.

DRESS AND GROOMING – STUDENTS (BP 5132)

The Governing Board recognizes that a consistent dress and grooming policy is necessary in order to maintain order, promote health and safety, and contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and neatness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or be a distraction that would interfere with the educational process. Appropriate student dress and grooming supports a more effective climate for learning by advancing a safe, secure and healthy learning environment.

The Board shall authorize school regulations that prohibit student dress or grooming practices that present a hazard to the health or safety of the student or to others in the school. Student dress and grooming shall not materially interfere with schoolwork, create disorder, or disrupt the educational program. Dress that causes excessive wear or damage to school property is prohibited. Student dress and grooming shall not prevent or impede any student from achieving educational objectives. (BP 5132)

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with district policy and regulations. These school dress codes shall be regularly reviewed. In addition to the student uniform that may be required by each school, the following district dress and grooming standards have been established to insure that the instructional program of the school may operate fully and effectively for all students, free of interference and distraction and without hazard or threat to students' health, safety and general welfare.

The Lemoore Union Elementary School District requires that:

- 1. Students attending school must be clean. All clothing shall be neat, clean and acceptable in repair and appearance and shall be worn within the bounds of decency and good taste as appropriate for school.*
- 2. Clothing must fit. Oversized, baggy or saggy clothing is prohibited. Pants cannot exceed 4 inches when measured at the kneecap of the straightened leg. Bottoms with bibs are not permitted for students in grades 4 through 8. Shorts are to be hemmed and not form fitting. The length of shorts and skirts shall be no higher than mid-thigh. Pants and shorts must fit and be worn at the natural waist. The bottom of the pant leg may not be frayed or drag on the ground. Pants must be hemmed and not stapled, pinned, or taped.*
- 3. All blouses and shirts must have a collar or turtleneck and be properly buttoned. Oversized shirts that present a safety concern are not acceptable. All blouses and shirts must be clean and neat.*
- 4. Clothing, jewelry and personal items (backpacks, binders, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, which display gang symbols, or which advocate racial, ethnic or religious prejudice. Clothing or other items that materially interfere with schoolwork, create disorder or disrupt the educational process are not allowed.*
- 5. Any clothing or apparel that a student or group of students wear to identify themselves for the purpose of harassing, threatening, or intimidating others will not be allowed. Military, paramilitary, or camouflage attire will not be permitted.*
- 6. Hats, caps and other head coverings shall not be worn in class. Students may wear sun-protective clothing, including hats that must have a 360 degree sun-protecting brim of no more than 2 inches. However, knit caps may be worn outside of school buildings during cold or inclement weather.*

7. Shoes must be worn at all times. Sandals must have heel straps. Backless shoes, open sandals, high-heeled shoes, slipper-type shoes and thongs are hazardous on the school playground and are not appropriate for school. No hard-toed or steel-toed shoes/boots will be allowed. No high top, laced up, combat, or military style boots will be allowed.

8. Also prohibited are jewelry items that may potentially cause injury, sunglasses (exceptions include medical reasons), and other decorations, ornaments and accessories not appropriate for elementary or middle school.

9. Appropriate undergarments that provide proper cover shall be worn. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited. Leggings will be allowed if over garment is no shorter than mid-thigh.

10. Hair must be clean and show evidence of having been neatly groomed for school. Hair may not be sprayed by any coloring that would drip when wet. Hair that causes undue attention is not acceptable. Beards are not allowed.

11. Gym shorts, "sweat pants", and "athletic style" pants may not be worn in classes other than physical education. "Sweat pants" can be worn by students in grades Kindergarten through third grade.

The principal and staff at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities. Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

Bona fide religious or philosophical objections, or medical reasons, when verified, may be grounds for an exemption to a specific portion of the Dress and Grooming Policy. A written request for an exemption from enforcement of a specified portion of Dress Code Policy must be submitted to the school principal.

Please Note: The State of California has determined that "A student who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself/herself for the classroom before entering." (AR 5132)

GANG-RELATED APPAREL

School sites have the responsibility to identify and restrict attire that may lead to unsafe conditions. If it is determined that particular clothing is gang related, the school site might prohibit students from wearing the identified attire. Nothing in these dress standards precluded the school from establishing and requiring more stringent uniform or dress requirements.

At schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

HEALTH ISSUES

HEALTH OFFICE

A student must obtain a pass for routine referrals. If an emergency occurs, notify the school office immediately. The nurse will advise faculty members of any student with special health problems. Teachers are required to verify

acknowledgment of any student enrolled in their class who has a health problem.

STUDENT INJURY

If a student is injured during any school activity, the supervising person, after attending to the needs of the student, must complete an incident report even if the injury is minor. Forms are available from the school secretary or the nurse. The report must be turned in to the principal's office within the day. This report protects not only the student but the teacher as well.

INSURANCE – STUDENT ACCIDENT

Student accident coverage has been purchased for all students through Catlin Insurance Company under the California Student Accident Insurance Program (CSAIP).

This program provides coverage for all student injuries that occur during the hours and days when school is in session and while attending or participating in school sponsored and supervised activities on or off school premises and whether or not school is in session. This coverage includes all interscholastic sports, excluding tackle football.

Student Accident Insurance is an EXCESS plan; claims are paid on a secondary basis. This means the program will pay toward those expenses not paid or payable by any other valid and collectible insurance plan.

For more information or to file a claim please contact your site secretary.

CONFIDENTIAL HEALTH LIST

A confidential list of students with special health concerns may be given to you to assist you in planning educational needs. This list is CONFIDENTIAL. Keep it in a safe place secure from students and others. Discuss any concerns or questions you may have with the school nurse. Return your list to the school nurse.

MEDICATION

Medication should never be given to a student without a physician's order and parental consent. Those students requiring medication should see the nurse or health aide. It is inappropriate for teachers to make recommendations to parents regarding any medication.

BEE STING ALLERGIES

Bee stings can be fatal to those who have an allergy to bee venom. Review the confidential list to become aware of those with known allergies and what action to take. Some students have Epi-Pens in the nurse's office. Question any student who is stung to see if there is a history of allergic reaction. Notify the nurse. Do not send the student alone to the office.

AIDS

Acquired Immunodeficiency Syndrome is caused by the Human Immunodeficiency Virus (HIV). It is not known to be casually transmitted. It is transmitted through contact with blood, blood products, and bodily fluids. You are to use the rubber gloves in your first aid box should you come in contact with blood or bodily fluids. For more specific information see the school nurse.

SUSPECTED CHILD ABUSE

The Board recognizes that child abuse has severe consequences and that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

Employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect. (BP 5141.4)

Definitions

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
3. Neglect of a child as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4
(*cf. 4119.21/4219.21/4319.21 - Professional Standards*)
(*cf. 5145.7 - Sexual Harassment*)

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)
(*cf. 3515.3 - District Police/Security Department*)
3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)
4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of a student (Education Code 49001)
(*cf. 5131.7 - Weapons and Dangerous Instruments*)
(*cf. 5144 - Discipline*)
(*cf. 6159.4 - Behavioral Interventions for Special Education Students*)
5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily

engaged in by a student (Education Code 49001)
(cf. 6142.7 - *Physical Education and Activity*)
(cf. 6145.2 - *Athletic Competition*)

6. Homelessness or classification as an unaccompanied minor (Penal Code 11165.15)

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; athletic coaches, administrators, and directors; administrators and employees of a licensed child day care facility; Head Start teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. However, *reasonable suspicion* does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

Reportable Offenses

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11166.05, 11167)

Any district employee who reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury against a victim who is a child under age 14 shall notify a peace officer. (Penal Code 152.3, 288)

Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child

abuse or neglect to the appropriate agency. (Penal Code 11166)
(*cf. 1240 - Volunteer Assistance*)

Reporting Procedures

1. Initial Telephone Report

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11165.9, 11166)

Kings County Human Services Agency
1200 South Drive
Hanford, CA 93230
(866) 582-8776 / 24 hours

2. Written Report

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

The Department of Justice form may be obtained from the district office or other appropriate agencies, such as the county probation or welfare department or the police or sheriff's department.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location, and, where applicable, school, grade, and class
- c. The names, addresses, and telephone numbers of the child's parents/guardians
- d. The name, address, telephone number, and other relevant personal information about the person who might have abused or neglected the child
- e. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)

3. Internal Reporting

The mandated reporter shall not be required to disclose his/her identity to his/her supervisor, the principal, or the Superintendent or designee. (Penal Code 11166)

However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

Training

Within the first six weeks of each school year, the Superintendent or designee shall provide training on mandated reporting requirements to district employees and persons working on their behalf who are mandated reporters. Any school personnel hired during the school year shall receive such training within the first six weeks of employment. (Education Code 44691; Penal Code 11165.7)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall use the online training module provided by the California Department of Social Services. (Education Code 44691) If the online training module is not used, the Superintendent or designee is required to report to the CDE regarding the training being used in its place.

The training shall include, but not necessarily be limited to, training in identification and reporting of child abuse and neglect. In addition, the training shall include information that failure to report an incident of known or reasonably suspected child abuse or neglect as required by law is a misdemeanor punishable by imprisonment and/or a fine as specified. (Education Code 44691; Penal Code 11165.7)

The Superintendent or designee shall obtain and retain proof of each mandated reporter's completion of the training. (Education Code 44691)

Victim Interviews by Social Services

Whenever the Department of Social Services or another government agency is investigating suspected child abuse or neglect that occurred within the child's home or out-of-home care facility, the student may be interviewed by an agency representative during school hours, on school premises. The Superintendent or designee shall give the student the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the student. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected

person accepts, the principal or designee shall inform him/her of the following requirements: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. (Education Code 48906)

(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)

Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with procedures for reporting suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is not English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

(cf. 1312.1 - Complaints Concerning District Employees)

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650.

(cf. 1312.3 - Uniform Complaint Procedures)

Notifications

The Superintendent or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, their reporting obligations under Penal Code 11166, and their

confidentiality rights under Penal Code 11167. The district also shall provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Before beginning employment, any person who will be a mandated reporter by virtue of his/her position shall sign a statement indicating that he/she has knowledge of the reporting obligations under Penal Code 11166 and will comply with those provisions. The signed statement shall be retained by the Superintendent or designee. (Penal Code 11166.5)

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.

The Superintendent or designee also shall notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)
2. If a mandated reporter fails to timely report an incident of known or reasonably suspected child abuse or neglect, he/she may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code 11166)
3. No employee shall be subject to any sanction by the district for making a report unless it can be shown that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11166)

SUICIDE PREVENTION

The Governing Board recognizes that suicide is a leading cause of death among youth that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. To attempt to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention. The District's Suicide Prevention Policy can be found at <http://5il.co/429x>.

In developing measures and strategies for use by the district, the Superintendent or designee may consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, local health agencies, mental health professionals, and community organizations.

Suicide prevention strategies shall include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other district employees who interact with students in the secondary grades

2. Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others
3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students
4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the youth suicide problem, the district's suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis
5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
6. Crisis intervention procedures for addressing suicide threats or attempts
7. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth. (Education Code [215](#))

The district's comprehensive health education program shall promote the healthy mental, emotional, and social development of students including, but not limited to, the development of problem-solving skills, coping skills, and self-esteem.

Whenever a staff member suspects or has knowledge of a student's suicidal intentions, he/she shall promptly notify the principal or school counselor. The principal or counselor shall then notify the student's parents/guardians as soon as possible and may refer the student to mental health resources in the school or community.

Students shall be encouraged to notify a teacher, principal, counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

THREATS

When violence is directed against an employee by any individual and the employee so notifies the Superintendent or designee, the Superintendent or designee shall take steps to ensure that appropriate legal measures are instituted. When the employee notifies the Superintendent or designee of a threat of bodily harm, the district shall take appropriate measures to enable the employee to request assistance if a threat occurs on school grounds. (BP 4158)

Student may not express verbal or written threats against other students or staff. Threats should be taken seriously and reported immediately to a school administrator.

HEALTH AND FIELD TRIPS

When planning field trips: (1) Review the confidential health list and discuss with the nurse those students who

may have special needs (medications, etc.). (2) Have emergency phone numbers for students, faculty, and volunteers.

AUXILIARY EDUCATION

COUNSELING SERVICES

A counselor is available to the schools. Students referred to the counselor by the Student Success Team or the administration may be seen individually or in groups with parental permission.

RESOURCE SPECIALIST SERVICES

The resource specialist is available to the staff for individual consultation regarding student's academic needs. In consultation, the resource specialist can provide ideas for helping teachers to better instruct special education students, including academic behavior and social needs. Under the implementation of a Student Success Plan, the resource specialist may provide instructional strategies, interventions, and accommodations to assist general education teachers in meeting the individual learning needs of all students.

The resource specialist then serves as a learning specialist, assessing academic strengths and weaknesses through the special education assessment process. The resource specialist works with teachers to best implement the goals developed on a special education student's individual educational plan. All referrals to the resource specialist for special education assessment should be in the form of a Student Success Team referral.

The resource specialist and school psychologist are available for staff training throughout the academic year.

STUDENT SUCCESS TEAM (BP/AR 6164.5)

The Governing Board encourages the collaboration of parents/guardians, teachers, resource personnel, administrators and students in evaluating the strengths and needs of students having academic, attendance or behavioral difficulties and in identifying strategies and programs that may assist the students. The Superintendent or designee shall establish student success teams as needed to address individual students' needs.

The Superintendent or designee shall establish a process for initiating referrals of students to the student success team.

Each student success team shall develop intervention strategies to assist the student. Such strategies may include changes in program placement or instructional methods, recommendation of supplemental educational services, parent involvement strategies, behavioral interventions, discipline, referrals to other agencies or resources, and/or other appropriate interventions. (BP 6164.5)

Team Membership

Members of individual student success teams may include:

- 1. The principal or designee*
- 2. One or more of the student's classroom teachers or former teachers*
- 3. The student's parents/guardians*
- 4. The student if appropriate*
- 5. Resource personnel or specialists, such as a school counselor, psychologist, nurse, outreach consultant, special education resource person, categorically funded staff person, department chairperson, speech and language specialist, reading specialist, social worker, probation officer, community resource representative, mental health worker or other person relevant to the student's situation*

Team Responsibilities

The principal or designee shall:

- 1. Schedule meetings and establish meeting procedures*
- 2. Consult with appropriate school or district resource personnel*
- 3. Arrange for observation of the student in the problem situation as needed*
- 4. Collect any additional background information necessary to inform team members about the student's strengths and needs*
- 5. Help the student and parents/guardians prepare for the meeting*
- 6. Facilitate the team meetings*
- 7. Ensure that the student's progress is monitored and that follow-up meetings are regularly scheduled (AR 6164.5)*

The Student Success Team (SST) meets whenever a student is referred by a teacher or parent. It is the teacher's responsibility to ascertain what steps might be taken to better meet the referred student's learning needs. Core members of the SST include the referring teacher, the rest of the interdisciplinary team (Liberty) as well as a representative of the special education staff to provide consultation when appropriate. Additional SST members may include the parent, the student, the school nurse, psychologist, or speech and language specialist as needed.

To begin the SST process for a student, teachers must consult with site administration. Teachers shall have gathered student data (work samples, assessment scores, accommodations, already being implemented.)

EMERGENCY PROCEDURES

The Governing Board recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which details provisions for handling emergencies and disasters and which shall be included in the district's comprehensive school safety plan.

The Superintendent or designee shall also develop and maintain emergency plans for each school site.

In developing the district and school emergency plans, the Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators.

The Superintendent or designee shall use state-approved Standardized Emergency Management System guidelines and the National Incident Command System when updating district and site-level emergency and disaster preparedness plans.

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs.

School employees are considered disaster service workers and are subject to disaster service activities assigned to them. (BP 3516)

NOTE: It is critical that you develop a family emergency plan in the event that administrators, teachers, and classified staff are assigned to disaster service activities beyond the normal workday. Although it is unlikely that such an event will occur, it is important that family members know that you might not be able

to leave the school until you are released by emergency management personnel.

RULES FOR FIRE DRILLS

The State Fire Marshall has established the following rules for fire drills:

1. Immediate action must be taken when the fire alarm is sounded.
2. Everyone must participate in fire drills.
3. Pupils must conduct themselves properly. Disorderly acts, including running, pushing, and screaming could result in a panic condition.
4. Movement must be according to the established rules for speed and must be kept subordinate to control, order, and safety.
5. Pupils must proceed to the locations outside the building assigned for use by the group they are in when the fire alarm is sounded.
6. Each group must remain in its assigned location until a specific ALL CLEAR SIGNAL is sounded to re-enter the building.

STAFF ASSIGNMENTS

1. Close doors.
 - a. Each teacher should close the door to his/her classroom.
 - b. Each office employee should close the doors to the office in which he/she is working.
2. Check rooms to make sure they are vacated.
 - a. Each teacher should check his/her assigned area to make sure it has been vacated.
3. Remove class registers.
 - a. Each teacher shall carry the classroom register out as he/she leaves the building.

PUPIL ASSIGNMENTS

1. Open doors.
 - a. The first pupil to reach a door leading to the outside is to open the door and fasten it open, or hold the door open until all the pupils who must use the opening have passed through.
2. Help handicapped pupils.
 - a. One pupil is responsible for helping each physically handicapped pupil who needs help in getting out of the building. When pupils move from one group to another, a pupil in each group should be assigned this responsibility if there is a handicapped pupil in the group.

EXIT PLAN

Students exit from all areas as indicated on the sign posted in each room.

OVERALL CONSIDERATIONS

1. The principal location will serve as the command post.
2. The principal and the assistant principal will provide overall coordination of the emergency response until relieved by emergency management personnel.
3. The school secretary or designated secretary will handle all outside communications, including the call(s) for emergency personnel and equipment.

4. All students report to class.
5. The assistant principal will direct first aid and custodial personnel.

MANAGEMENT TEAM RESPONSES

1. Any emergency will be announced or signaled.
2. Each management team member is to report to their assigned location immediately and provide leadership to staff and students.
3. A report of the condition of staff and buildings should be reported in to your contact person listed below, who will also provide communication for you to and from the command post.
4. Teachers must take their roll books with them upon leaving the classrooms. Accurate attendance is vital.

EMERGENCY COMMANDS & PROCEDURES

Every teacher is responsible for knowing the emergency commands and procedures specific to their site. The Commands & Procedures folder is to remain posted along with your current student roster next to the exit door for easy retrieval. You will be called upon to participate in a minimum of one (1) monthly emergency drill.

PROCEDURES DURING PERIODS OF UNUSUAL STUDENT ACTIVITY

Lemoore Elementary School District campuses are not immune to the student unrest and student activities that have taken place at many schools in the Valley. It is necessary that every staff member be aware of the actions required if a student problem develops.

If it becomes evident that any unusual student activity is developing, the Principal's office should be informed immediately. Our responsibility as educators is to work with and talk with students. It will be initiated by the administration as follows:

1. Inform the administration immediately of any unusual activities.
2. The principal or assistant principal will go on all-call and direct all students to report to their assigned class or to report to the cafeteria if unassigned.
3. Teachers will take an accurate roll of students assigned to their class and administrative personnel will supervise and take roll for those students reporting to the cafeteria.
4. Allow no students to leave your classrooms until directed to do so by the administration.
5. Students not reporting to their rooms as required will be referred to the appropriate administrative personnel.

BOMB THREAT (Code Red)

The following actions will take place in accordance with the Kings County Schools Emergency Operation Plan: All bomb threats will be taken seriously. Upon receipt of a bomb threat, notify the school office and remain in the room. A school administrator(s) will visually scan areas for foreign or suspicious objects, packages, etc. and determine the appropriate action. If necessary, the fire alarm will be activated and all buildings evacuated. Law enforcement must be notified and once police arrive staff will follow their directions.

TURN OFF WIRELESS DEVICES (CELL PHONES, ETC.) AND MAKE SURE STUDENTS DO NOT

ATTEMPT TO MAKE CALLS. EXPLOSIVES MAY BE DETONATED BY ELECTRONIC SIGNALS.

EARTHQUAKE

Earthquakes usually strike without warning. The following actions, as time permits, will be accomplished:

1. Inside School Building

- a) The teacher, or other person in authority, implements Action DROP.
- b) Try to avoid glass and falling objects. Move away from windows where there are large panes of glass and out from under heavy suspended light fixtures.
- c) Implement Action LEAVE BUILDING when the earthquake is over. Special considerations should be given to exit routes. DO NOT RUN.
 - (1) Do not return to buildings for any reason until they have been declared safe.
 - (2) Guards should be posted at a safe distance from all building entrances to see that no one re-enters the buildings.
- d) Do not light any fires after the earthquake.
- e) Avoid touching electrical wires that may have fallen.
- f) Render first aid as necessary.
- g) Take roll
- h) Request assistance as needed, through channels from the County or City Civil Defense Office.
- i) Notify utility companies of any break, or suspected break.
- j) The principal will determine the advisability of closing the school. If necessary, he will try to procure the advice of competent authority about the safety of the building.
 - (1) In most parts of California the initial earth shock is the most severe, and subsequent shocks are less intense.

2. On School Grounds:

- a) The teacher, or any person in authority, implements Action DROP.
- b) The safest place is in the open. Stay there until the earthquake is over.
- c) Move away from buildings, trees, and exposed wires.
- d) DO NOT RUN.
- e) Follow procedures *d* through *k* under “Inside School Building.”

3. On School Bus:

- a) If possible, the bus driver will pull to side of road away from any buildings, and issue Action DROP when the students are on the bus.

4. Walking To and From School:

- a) The safest place is in the open. Stay there.
- b) Move away from buildings, trees and exposed wires.
- c) DO NOT RUN.
- d) After the earthquake, if on way to school, continue to school.
- e) After the earthquake, if on way from school, continue home.*

*Teachers should instruct students to react in the same manner on their own to this type of catastrophe in case it occurs while they are on their way to or from school, away from school, or when the teacher is temporarily not present.

AIR POLLUTION ALERT

The Air Pollution Control Officer of Kings County will notify school districts of alerts. There are three (3) stages of alerts:

STAGE I ALERT

1. A Stage I Alert is mainly a health warning alert. School age children in the area should restrict physical activity, and persons suffering from respiratory and/or cardiac disorders curtail unnecessary physical activity and consult their physicians for advice.
2. Everyone is urgently asked to stop all non-essential use of automobiles.

NOTE: The Principal shall inform the students and staff. Physical Education will move inside.

STAGE II ALERT

1. A Stage II is a warning alert. The Air Pollution Officer orders the following curtailment of educational activities: All delivery services of non-perishables are prohibited. All non-essential stationary sources of emissions, gasoline and diesel engines, etc. will be closed down. All non-essential government offices will be closed. All non-essential automobile traffic will be prohibited.

NOTE: The principal and staff will be kept informed when school is to be closed and informed about the situation as it develops. Remain calm and avoid unnecessary physical activities. Stay in your homes or on the premises (school) as far as possible.

STAGE III ALERT

1. A Stage III Alert is an EMERGENCY ALERT.
2. The following curtailment in business, commercial, industrial and education activities: All will be closed and suspended for the duration of the emergency period.

NOTE: The principal and staff will be kept informed about the situation as it develops. Remain calm, avoid unnecessary physical activities, and stay in your home or at school where you are, as far as possible.

The Air Resources Board will provide information regarding the Stage III Alert.

SCHOOL SCHEDULES

Students may not arrive at school before breakfast is served, as there is no supervision.
Once a student arrives on campus, he/she may not leave the campus without permission from the office.

Regular Day Schedules

Cinnamon Elementary	<u>Grades K-3:</u> 8:10-2:26	<u>Grades 4-6:</u> 8:10 - 2:46
Freedom Elementary	<u>Grades K-3:</u> 8:10-2:31	<u>Grades 4-6:</u> 8:10 - 2:46
Lemoore Elementary	<u>Grades TK-6:</u> 8:10-2:41	
Engvall Elementary	<u>Grades K-3:</u> 8:10-2:36	<u>Grades 4-6:</u> 8:10-2:46
Meadow Lane Elementary	<u>Grades TK-3:</u> 8:10-2:41	<u>Grade 4-6:</u> 8:00 - 2:41

Early Out Monday and Minimum Day Schedules

Cinnamon Elementary	<u>Grades K-6:</u> 8:10 - 1:25	
Freedom Elementary	<u>Grades K-6:</u> 8:10 - 1:25	
Lemoore Elementary	<u>Grades TK-6:</u> 8:10 - 1:25	
Engvall Elementary	<u>Grades K-6:</u> 8:10 - 1:25	
Meadow Lane Elementary	<u>Grades TK-3:</u> 8:10 - 1:16	<u>Grade 4-6:</u> 8:00 - 1:16

Foggy Day Schedules*

Cinnamon Elementary	<u>Grades K-3:</u> 9:45 - 3:30	<u>Grades 4-6:</u> 9:45 - 3:30
Freedom Elementary	<u>Grades K-3:</u> 9:45 - 3:35	
Lemoore Elementary	<u>Grades TK-6:</u> 9:45 - 3:35	
Engvall Elementary	<u>Grade K-3:</u> 9:45 - 3:30	<u>Grades 4-6:</u> 9:45-3:35
Meadow Lane Elementary	<u>Grades TK-6:</u> 9:45-3:30	

**Please note that foggy days called on early-out Mondays will follow the regular foggy day schedule.*

If foggy day schedule is called on the following early out days: Friday prior to Winter Break, Friday prior to Spring Break, and Parent Teacher Conferences we will adhere to the following schedule:

Cinnamon Elementary	Grades K-6: 9:45 - 1:30
Freedom Elementary	Grades K-6: 9:45 - 1:30
Lemoore Elementary	Grades TK-6: 9:45 - 1:25
Engvall Elementary	Grades K-6: 9:45 - 1:25
Meadow Lane Elementary	Grades TK-6: 9:45 - 1:16

TRAVEL PROCEDURES

TRAVEL PROCEDURES

The Lemoore Union Elementary School District has need of employees to travel to conferences, seminars, and meetings. It provides for the expense of travel and conference for business use. This policy provides basic procedures for the allowable travel forms and proper payments.

1. Staff completes the Travel Authorization Pre-Approval Form located in the travel folder. Please attach appropriate back-up with the Travel Authorization Pre-Approval Form.

Appropriate back-up includes a conference flyer, registration form with dates, location and purpose of conference. Hotel information showing room rates and parking fees. For privately owned vehicle travel you can submit a map displaying total mileage round trip or a rental car may be requested.

2. The originator will also complete the following Purchase Request and Per Diem Forms
 - a. Event Registration - PO Request form
 - b. Hotel Arrangement -PO Request form
 - c. Rental Car (If not using personal vehicle) - PO Request form
 - d. Per Diem Form (IRS rates will be used. Form should be completed 30 days prior to travel. The Business office need 2 weeks to process a check so please plan ahead.)
3. Submit the Travel Forms and back up to site and/or department supervisors for travel approval.
4. Once approved by the appropriate site and/or department administration, contact the Business Services Tech to coordinate reservations and/or bookings.

HOTEL RESERVATIONS AND PAYMENT

The District will pay for lodging for an employee attending a conference if the conference is being held farther away than 100 miles. One night of lodging will be covered for each full (8:00 am – 5:00 pm) of conference. For example, if your conference is in Sacramento and begins at 8:00 a.m., the District will pay for lodging the night before the conference begins, if the conference is only one day, the lodging provided the night before the conference will be the only lodging provided.

If more than one employee from the District is attending the same conference, lodging will be provided and paid for at double occupancy only, if appropriate. In all cases, only the standard room will be covered and at the conference rate if available. Upon checkout please request a complete receipt. This receipt must be sent to the District Accounts Payable department for reconciliation and audit purposes.

The Business office will use the district credit card to reserve all hotel rooms. District policy will not permit reimbursement for hotel costs. **Cancellation of reservations is the responsibility of the employee and must be made in a timely manner to ensure that first night charges are not incurred. Employee must notify the business office of cancellations immediately.**

CONFERENCE REGISTRATION

The registration payment must be sent to the business department at least 15 working days before the payment is needed. Unit credit received while attending district paid conferences may not be used for salary compensation purposes, even if the employee pays the unit costs.

MILEAGE REIMBURSEMENT OF PERSONAL AUTOMOBILE

The District pays a mileage rate for the business use of personal automobiles. It may be paid as an advance for conferences with the appropriate Per Diem Form or reimbursed on an Expense Reimbursement Form after the travel occurs. Use of the District Travel Advance Mileage Guide or a MapQuest print-out may be attached as support documentation.

For regular in-county travel, employees should submit a Travel Reimbursement Claim Form on a quarterly basis.

July – Sept due Oct 15,
Oct – Dec due Jan 15,
Jan – March due April 15th,
May – June **due June 30th**

For audit purposes, the claim form must be completed. The employee may attach a separate document showing the date, destination, and number of miles traveled each day. Claims submitted without this information will not be processed. Late claims will not be paid.

MEALS AND INCIDENTALS – PER DIEM OR ACTUAL

Employee travel cost for meals and incidentals may be paid prior to the conference using the Per Diem Request Form. Payment will be made at the allowable IRS per diem rates.

If cost for meals is claimed on a Reimbursement Form after travel occurs, all itemized receipts must be provided and the reimbursement cannot exceed the IRS per diem rate. Tips may not exceed 15% of the meal cost. Alcoholic drinks are not to be paid from governmental funds and may not be claimed. Meal per diem will not be covered by the District when the meal is provided by the conference or by the hotel (lunch is often provided with the conference and breakfast may be either included with the conference or by the hotel, this includes continental breakfast).

Meals are paid at a daily rate unless only a portion of the day occurs for travel activity:

Breakfast may be claimed if travel began at or prior to 6:00 a.m. and terminated at or after 9:00 a.m.

Lunch may be claimed if travel began at or prior to 11:00 a.m. and terminated at or after 2:00 p.m.

Dinner may be claimed if travel began at or prior to 4:00 p.m. and terminated at or after 7:00 p.m.

OTHER TRAVEL COSTS

Parking fees and road tolls are not considered incidental expenses and may be reimbursed after travel using the Reimbursement Request Form. Proper documentation must be attached and is subject to approval. The District will reimburse for self-parking rates if needed. If you use valet-parking, you will only be reimbursed at the self-

parking rate.

REIMBURSEMENT FOR FAMILY MEMBERS

The District shall not reimburse employees or Board members for his/her family's expenses.

TRANSPORTATION BEST PRACTICE

In an effort to minimize the fiscal impact on the district for transportation expenses, it is standard travel procedure to require a minimum of four passengers per vehicle for school business travel. When cost effective, rental of a larger vehicle such as a van or SUV, may be required in lieu of a second vehicle. In the event a rental car is needed for the school business travel, the district will cover costs for the rental car reservation and provide a gas card. A purchase order requisition will need to be submitted for Enterprise rental car. Gas receipts will also be collected.

EXHIBIT #1 ANNUAL NOTICE FOR UNIFORM COMPLAINT PROCEDURES

Uniform Complaint Procedures (UCP) Annual Notice for 2021/2022

For students, employees, parents or guardians, school and district advisory committee members, private school officials, and other interested parties

The Lemoore Union Elementary School District annually notifies our students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process.

The UCP Annual Notice is available on our website.

The Lemoore Union Elementary School District is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP.

Programs and Activities Subject to the UCP

Accommodations for Pregnant Parenting Pupils	Local Control Accountability Plans (LCAP)
Adult Education	Migrant Education
After School Education and Safety	Physical Education Instructional Minutes
Agricultural Career Technician Education	Pupil Fees
Career Technical Education and Technical Education and Career Technician and Technical Training Programs	Reasonable Accommodations to a Lactating Pupil
Child Care and Development Programs	Regional Occupational Centers and Programs
Compensatory Education	School Plans for Student Achievement
Consolidated Categorical Aid Programs	School Safety Plans
Course Periods without Educational Content	School Site Councils
Discrimination, harassment, intimidation, or bullying against any protected group as identified under sections 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic as set forth in Section 422.55 of the Penal Code, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.	State Preschool

Education and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court Pupils now enrolled in a school district	State Preschool Health and Safety Issues in LEAs Exempt from Licensing
Every Student Succeeds Act	And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) of the California Department of Education (CDE) or designee deems appropriate.

Filing a UCP Complaint

A UCP complaint shall be filed no later than one year from the date the alleged violation occurred. For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by our agency.

A pupil enrolled in any of our public schools shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint may be filed with the principal of a school or our superintendent or his or her designee.

A pupil fee or LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

Responsibilities of the Lemoore Union Elementary School District

We shall post a standardized notice, in addition to this notice, with educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly Juvenile Court now enrolled in a school district.

We advise complainants of the opportunity to appeal an Investigation Report of complaints regarding programs within the scope of the UCP to the Department of Education (CDE).

We advise any complainant of civil law remedies, including, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of our Uniform Complaint Procedures process shall be available free of charge.

For UCP Complaints Regarding State Preschool Health and Safety Issues Pursuant to Section 1596.7925 of the California *Health and Safety Code* (HSC)

In order to identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the California *Health and Safety Code* (HSC) a notice shall be posted in each California state preschool program classroom in each school in our agency.

This notice is in addition to this UCP annual notice and addresses parents, guardians, pupils, and teachers of (1) the health and safety requirements under Title 5 of the *California Code of Regulations (5 CCR)* that apply to California state preschool programs pursuant to *HSC* section 1596.7925 and (2) the location at which to obtain a form to file a complaint.

Contact Information

Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints:

Name and Title:	Marlo De Santos, Director of Human Resources
Address:	100 Vine Street, Lemoore, CA 93245 (Mailing) 1200 W. Cinnamon Drive, Lemoore, CA 93245 (Physical)
Telephone Number:	(559) 924-6800
FAX:	(559) 924-6809
Email:	mdesantos@myluesd.net

The above contact is knowledgeable about the laws and programs that are assigned to investigate in Lemoore Union Elementary School District.