

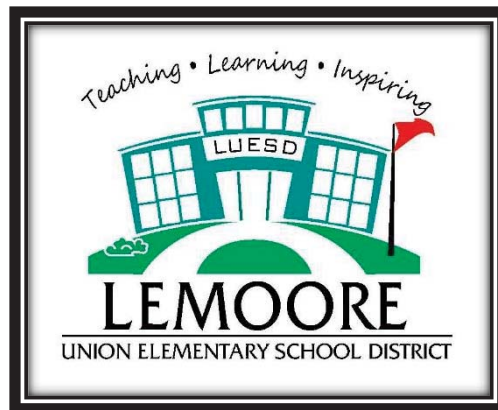
Lemoore Union Elementary School District



University Charter School
Crescenciano Camarena, Dean

2018-2019

Parent/Guardian & Student Handbook



Cheryl Hunt, Superintendent

Ed Ochoa, Assistant Superintendent

Brooke Warkentin, Director of Special Services

Julie Fagundes, Chief Business Official

Marlo De Santos, Director of Human Resources

1200 West Cinnamon Drive Lemoore, CA 93245

(559) 924-6800 Fax (559) 924-6809

www.luesd.k12.ca.us

PARENTS:

Please keep this Parent & Student Notification and Information Handbook in a convenient location for future reference. If an additional copy of this handbook is needed, contact your child's school or log on to www.luesd.k12.ca.us.

This handbook is available in Spanish. Please contact your child's school.

Este manual está disponible en español. Para obtener una copia, favor de comunicarse con la escuela de su estudiante.

Pursuant to EDC 48980, each school district must notify parents and guardians of their legal rights and obligations relating to specified programs or activities at the beginning of the first semester or quarter of the regular school term. The following outline summarizes those programs and activities.

SCHOOL SCHEDULE

SCHOOL SCHEDULE REGULAR SCHEDULE 8:00 a.m. to 3:00 p.m.

LATE –START SCHEDULE 9:30 a.m. to 3:00 p.m.

MINIMUM DAY SCHEDULE 8:00 a.m. to 1:15 p.m.

STUDENT SCHEDULES

Students will receive a weekly schedule at the beginning of the school year. A student's daily class schedule is dependent on their needs and class meetings. These schedules list regular class meeting times/locations.

FOGGY DAY SCHEDULE

We may occasionally have days where the fog may create a delay in your student's transportation to school. Classes at the UCS campus will remain on regular schedule and parents and students should make a safe attempt to arrive to class on time. Afternoon buses will operate normally unless canceled all day.

LATE-START DAY

Late-Start Wednesday: Students will begin class at 9:30 AM in their POC class. Students may begin arriving at 9:25 AM. School will be dismissed at 3:00 p.m. A "Before-School" program for early arrivals will be available with limited supervised activities. Students arriving early on Late-Start Wednesdays will be assigned to one of the "Before-School" sessions for limited supervised activities.

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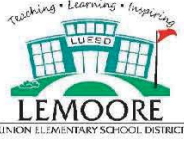
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UCS 2018-2019 CALENDAR

Dates Subject To Change

Aug 14	First Day of School	Jan 9	Late Start – School Begins 9:30 AM
Aug 15	Late Start – School Begins 9:30 AM	Jan 16	Late Start – School Begins 9:30 AM
Aug 22	Late Start – School Begins 9:30 AM	Jan 21	MLK Jr Day – School Holiday
Aug 29	Late Start – School Begins 9:30 AM	Jan 23	Late Start – School Begins 9:30 AM
Sept 3	Labor Day – School Holiday	Jan 30	Late Start – School Begins 9:30 AM
Sept 5	Late Start – School Begins 9:30 AM	Feb 6	Late Start – School Begins 9:30 AM
Sept 12	Late Start – School Begins 9:30 AM	Feb 13	Late Start – School Begins 9:30 AM
Sept 19	Late Start – School Begins 9:30 AM	Feb 18	President’s Day – School Holiday
Sept 26	Late Start – School Begins 9:30 AM	Feb 20	Late Start – School Begins 9:30 AM
Oct 1	Early Out – Parent Conference	Feb 27	Late Start – School Begins 9:30 AM
Oct 2	Early Out – Parent Conference	Mar 6	Late Start – School Begins 9:30 AM
Oct 3	Early Out – Parent Conference	Mar 11	Early Out – Parent Conference
Oct 4	Early Out – Parent Conference	Mar 12	Early Out – Parent Conference
Oct 5	Early Out – Parent Conference	Mar 13	Late Start – School Begins 9:30 AM
Oct 8	Columbus Day – School Holiday	Mar 20	Late Start – School Begins 9:30 AM
Oct 10	Late Start – School Begins 9:30 AM	Mar 27	Late Start – School Begins 9:30 AM
Oct 17	Late Start – School Begins 9:30 AM	Apr 3	Late Start – School Begins 9:30 AM
Oct 24	Late Start – School Begins 9:30 AM	Apr 10	Late Start – School Begins 9:30 AM
Oct 29	Staff Professional Development – No School	Apr 12	Minimum Day
Oct 31	Late Start – School Begins 9:30 AM	Apr 15-22 Spring Break - School Holiday	
Nov 7	Late Start – School Begins 9:30 AM	Apr 24	Late Start – School Begins 9:30 AM
Nov 12	Veteran’s Day – School Holiday	May 1	Late Start – School Begins 9:30 AM
Nov 14	Early Out – Parent Conference	May 6	* Staff Appreciation – Early Out
Nov 15	Early Out – Parent Conference	May 8	Late Start – School Begins 9:30 AM
Nov 16	Minimum Day	May 15	Late Start – School Begins 9:30 AM
Nov 19-23 Thanksgiving – School Holiday		May 22	Late Start – School Begins 9:30 AM
Nov 28	Late Start – School Begins 9:30 AM	May 27	Memorial Day – School Holiday
Dec 5	Late Start – School Begins 9:30 AM	May 29	Late Start – School Begins 9:30 AM
Dec 12	Late Start – School Begins 9:30 AM	June 3	Early Out
Dec 14	Minimum day	June 4	Early Out
Dec 17– Jan 4 Winter Break		June 5	Early Out
		June 6	Milestone Ceremony – Minimum Day



LEMOORE UNION ELEMENTARY SCHOOL DISTRICT SCHOOL YEAR CALENDAR 2018-2019

August 14	First Day of School	January 21
August 16	Back to School Night (Elem)	February 18
August 21	Back to School Night (LMS & UCS)	April 2
September 3	Labor Day	April 4
October 8	Columbus Day	April 15-22
November 12	Veteran's Day	May 27
November 19-23	Thanksgiving	June 5
December 17- January 4	Winter Break	June 6
		June 6
		Martin Luther King Day
		President's Day
		Open House (Elem)
		Open House (LMS & UCS)
		Spring Break
		Memorial Day
		LMS Promotion Ceremony
		UCS Milestone Ceremony
		Last Day of School

July						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10#	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8T	9T	10T	11
12	13T	14#	15	16	17	18
19	20E	21	22	23	24	25
26	27E	28	29	30	31	

September						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10E	11#	12	13	14	15
16	17E	18	19	20	21	22
23	24E	25	26	27	28	29
30						

October						
S	M	T	W	T	F	S
	1E	2P	3P	4P	5P	6
7	8	9#	10	11	12	13
14	15E	16	17	18	19	20
21	22E	23	24	25	26	27
28	29T	30	31			

November						
S	M	T	W	T	F	S
				1	2	3
4	5E	6	7	8	9	10
11	12	13#E	14P	15P	16*	17
18	19	20	21	22	23	24
25	26E	27	28	29	30	

December						
S	M	T	W	T	F	S
						1
2	3E	4	5	6	7	8
9	10	11#	12	13	14*	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7E	8#	9	10	11	12
13	14E	15	16	17	18	19
20	21	22	23	24	25	26
27	28E	29	30	31		

February						
S	M	T	W	T	F	S
					1	2
3	4E	5	6	7	8	9
10	11E	12#	13	14	15	16
17	18	19	20	21	22	23
24	25E	26	27	28		

March						
S	M	T	W	T	F	S
					1	2
3	4E	5	6	7	8	9
10	11E	12#P	13P	14	15	16
17	18E	19	20	21	22	23
24	25E	26	27	28	29	30
31						

April						
S	M	T	W	T	F	S
	1E	2	3	4	5	6
7	8	9#	10	11	12*	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29E	30				

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6E	7	8	9	10	11
12	13E	14#	15	16	17	18
19	20E	21	22	23	24	25
26	27	28	29	30	31	

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

LEGEND	
	HOLIDAY/NO SCHOOL
E	EARLY OUTS
P	PARENT/TEACHER CONFERENCES
*	MINIMUM DAY
#	BOARD MEETINGS
T	TEACHER WORK DAY/NO SCHOOL

PARENT / TEACHER CONFERENCES	
October 2-5	
November 14-15	
March 12-13	

TRIMESTERS	
Tri 1 - August 14 - November 2	
Tri 2 - November 5 - March 1	
Tri 3 - March 4 - June 6	

BOARD APPROVED 12/12/2017

LEMOORE UNION ELEMENTARY SCHOOL DISTRICT SCHOOL LISTING

Mailing address for all Lemoore Union Elementary Schools is:
100 Vine Street, Lemoore CA 93245

<p>Cinnamon Elementary (K-6) 500 E. Cinnamon Drive (559) 924-6870 FAX 924-6879 Loretta Black, Principal Sarah Streib, Learning Coordinator www.luesd.k12.ca.us/cinnamon</p>	<p>Engvall Elementary (K-6) 1055 Cedar Lane (559) 924-6850 FAX 924-6859 Renea Fagundes, Principal Stephanie Tischmacher, Learning Coordinator www.luesd.k12.ca.us/engvall</p>
<p>Lemoore Elementary (K-6) 573 W Bush Street (559) 924-6820 FAX 924-6829 Amy Garcia, Principal Cherie Solian, Learning Coordinator www.luesd.k12.ca.us/lemoore</p>	<p>Meadow Lane Elementary (K-6) 325 Meadow Lane (559) 924-6840 FAX 924-6849 Rhett Kenney, Principal Elizabeth Norris, Learning Coordinator www.luesd.k12.ca.us/meadow</p>
<p>Liberty Middle School (7-8) 1000 Liberty Drive (559) 924-6860 FAX 924-6869 Ben Luis, Principal Robert Guzman, Assistant Principal Erin Revious, Assistant Principal www.luesd.k12.ca.us/liberty</p>	<p>University Charter School (5-8) 450 Marsh Drive (559) 924-6890 FAX 924-6839 Crescenciano Camarena, Dean www.luesd.k12.ca.us/ucs</p>
<p>Bridges Academy (5-8) 1200 W Cinnamon Drive (559) 924-7400 FAX 924-6809 Brooke Warkentin, Administrator http://www.luesd.k12.ca.us/bridges</p>	

ENROLLMENT

ADMISSION

Application forms for enrollment in University Charter School are available in the school office. Enrollment in the school is limited to the availability of space in the assigned grade. Upon approval for enrollment parents must present proof of residency (may include mortgage or rental receipt or utility bill). Students who have been dismissed from the school by the Administration and/or Administrative Review Committee or have voluntarily unenrolled may re-apply for admission in the following school year. Parents must provide the student's immunization records to verify that the student has received the required immunizations for school entry (polio, DTP, MMR, hepatitis B, varicella/documented proof of disease, and Tdap booster).

ATTENDANCE

In order for students to have the best opportunity to achieve academic success, it is imperative that they attend school daily.

A student's absence shall be excused for the following reasons:

1. Personal illness (EDC [48205](#))
2. Quarantine under the direction of a county or city health officer (Education Code [48205](#)) (cf. [5112.2](#) - Exclusions from Attendance)
3. Medical, dental, optometrical, or chiropractic appointment (EDC [48205](#))
4. Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state (EDC [48205](#)). Immediate family shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household (EDC [45194](#), [48205](#))
5. Jury duty in the manner provided by law (EDC [48205](#))
6. The illness or medical appointment during school hours of a child to whom the student is the custodial parent (EDC [48205](#))
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (EDC [48205](#))
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observation of a holiday or ceremony of his/her religion
 - d. Attendance at religious retreats not to exceed four hours per semester
 - e. Attendance at parent/guardian's service member pre-deployment, deployment and returning from deployment activities not to exceed four days per school year.
8. Participation in religious exercises or to receive moral and religious instruction in accordance with district policy (EDC [46014](#))
 - a. In such instances, the student shall attend at least the minimum school day.
 - b. The student shall be excused for this purpose on no more than four days per school month.

METHOD OF VERIFICATION

When a student is absent from school, a telephone call from the parents or guardian to the school by 11:00 a.m. that day is required giving the following information:

- (a) Parent or guardian name
- (b) Student's name
- (c) Reason for absence
- (d) Estimated date of return
- (e) Whether assignments are needed

If a student has been absent and no phone call has been made, then the student MUST bring a WRITTEN NOTE stating the date, reason, days of absence and parent signature to the main office no later than five school days from the absence.

If your child has cold or flu-like symptoms, such as fever, headache, extreme tiredness, dry cough, sore throat, runny or stuffy nose, muscle aches, nausea, vomiting or diarrhea, your child will need to stay home for at least 24 hours after they no longer have a fever without the use of fever-reducing medications, such as acetaminophen or ibuprofen. The Center for Disease Control defines a fever as anything over 100 degrees Fahrenheit (37.8 degrees Celsius) when measured by mouth.

NOTE: STUDENTS WHO ARE ABSENT REPEATEDLY WILL BE REFERRED TO THE SCHOOL ADMINISTRATION, WHICH MAY RESULT IN A REFERRAL TO THE SCHOOL ATTENDANCE REVIEW BOARD (SARB).

TARDY/EARLY DISMISSAL AND TRUANCIES

Students that are tardy must report to the office for an admit slip. Multiple unexcused absences and/or tardies violate state law and

shall be categorized as truanancies. Students who are absent without a valid excuse for more than three (3) days in one school year will be classified as truant. Habitual tardiness/truancy will result in a referral to the School Attendance Review Board (SARB).

Multiple unexcused absences and very tardies violate state law and can be categorized as truanancies. A CLASS CUT IS TRUANCY. Students absent without a valid excuse for more than three (3) days in one school year will be classified as truant.

EXCUSE FROM INSTRUCTION ON RELIGIOUS (MORAL) GROUNDS

If any part of the school's instruction in health conflicts with the religious training and beliefs of a parent/guardian of a pupil, the pupil, upon written request of the parent or guardian, shall be excused from the part of the instruction that conflicts with the religious training and beliefs. For purposes of this section, "religious training and beliefs" includes personal moral convictions.

ABSENCES FOR OBTAINING CONFIDENTIAL MEDICAL SERVICES WITHOUT PARENTAL OR GUARDIAN CONSENT

The governing board of each school district shall notify pupils in grades 7 to 12, inclusive, and the parents or guardians of all pupils, that school authorities may excuse any pupil from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian (EDC § 46010.1).

INDEPENDENT STUDY

When a parent anticipates an absence that would normally be unexcused, the student may be temporarily placed on Independent Study. Independent Study allows students to obtain all assignments prior to the anticipated absence, and not be penalized for an unexcused absence. Students **may not** be placed on Independent Study when they are ill. Parents should contact the school office to initiate the process **at least five (5) days in advance** of the absence. Independent Study contracts must be for a minimum of five days and must be approved by the Charter School Dean. Independent studies are not granted in the last two weeks of school, during state/district assessments or to extend the winter break/spring break. Work must be turned in to school on the next scheduled day of attendance per the study contract. This will exclude your child from any attendance award.

PUPILS WITH TEMPORARY DISABILITIES - RESIDENCY REQUIREMENTS

A pupil with a temporary disability, who is in a hospital or other health facility, excluding a state hospital, which is outside of the school district in which the parent or guardian resides, shall have complied with the residency requirements for school attendance in the school district in which the hospital is located. It is the primary responsibility of the parent or guardian of the pupil with the temporary disability to notify the school district of the pupil's presence in a qualifying hospital. The pupil shall be provided with instruction no later than 5 working days after a determination is made that he or she qualifies for individual instruction (EDC § 48207, 48208).

HEALTH

The school requires the parent update the student's medical information and emergency contact information every school year and throughout the school year if there are any changes. It is important to provide current contact information for the parent, as well as for the emergency contacts. Emergency contacts will be used if the parent cannot be reached.

It is important that the parent notifies the office if their child has a known health condition that requires attention while at school. Injuries occurring on the school grounds or a school-sponsored event shall be reported to the office. A student infected with any contagious disease or running a fever may not remain in school. When a student is injured or becomes ill after arriving at school, (s)he is to report to his/her teacher who will send him/her to the office with a pass (except in emergencies). Parents are to report to the front office when coming to pick up a student who is ill or injured. A student returning to school with stitches, staples, Ace bandage (elastic bandage), cast, splint, crutches, cane, walker, or a wheelchair must have a healthcare provider's written release to attend school that includes any recommendations and/or restrictions related to physical activity, mobility and safety.

IMMUNIZATION FOR COMMUNICABLE DISEASE (SHOTSFOR SCHOOL.ORG)

Health and Safety Code section 120325, et. seq. **and EDC 48216** requires that every child entering a California School be immunized against diphtheria, tetanus, pertussis, polio, rubella, mumps, measles, Hepatitis B, and varicella. A written immunization record of each required vaccine, including date and provider, must be presented at school entry. All students entering 7th grade will need proof of receiving a pertussis booster shot, **in addition to the above requirements**. In the event that the school district should participate in an immunization program for the purposes of prevention and control of communicable diseases, your child will not participate unless you have provided specific written consent. Starting January 1, 2016, parents or guardians of students in any school or child-care facility, whether public or private, will no longer be allowed to submit a personal beliefs exemption to a currently-required vaccine. A medical exemption may be obtained by providing a written statement from a licensed physician (M.D. or D.O.) which states that the physical condition or medical circumstances of the child are such that the required immunization is not indicated, which vaccines are being exempted, whether the medical exemption is permanent or temporary, and the expiration date, if the exemption is temporary.

ADMINISTRATION OF MEDICATION AT SCHOOL

Any pupil who is required to take prescription or over-the-counter medication during the regular school day may be assisted by the school nurse or other designated school personnel. Over the counter medications are medications that can be purchased without a prescription. For example, acetaminophen (Tylenol), ibuprofen, antacids, or cough drops. In order for a pupil to be assisted by a school nurse or other designated school personnel, the parent or guardian must provide the school district with a written statement from a healthcare provider detailing the name of the prescription or over-the counter medication, method, amount, and time schedules by which the medication is to be taken, and a written statement from the parent, foster parent, or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the statement of the healthcare provider. The written statement must be provided each school year and more frequently if the medication, dosage, frequency of administration, or reason for administration changes. In order for a pupil to carry and self-administer prescription auto-injectable epinephrine or inhaled asthma medication, the parent or guardian must provide the school district a written statement from the healthcare provider detailing the name of the medication, method, amount, time schedules by which the medication is to be taken, and confirmation that the pupil is able to self-administer the medication, and a written statement from the parent, foster parent, or guardian of the pupil consenting to the self administration, providing a release for the school nurse or other designated school personnel to consult with the health care provider of the pupil regarding any questions that may arise with regard to the medication, and releasing the school district and school personnel from civil liability if the self-administering pupil suffers an adverse reaction as a result of self-administering the medication (EC 49423, 49423.1).

Medications administered at school must be:

1. Accompanied by an authorization form.
2. Delivered to the school by the parent, guardian, or adult designee, except those medications that the student is authorized to carry and self-administer.
3. In a container labeled by a pharmacist licensed in the United States with the student's name, the healthcare provider's name, the name of the medication, and directions for use. Over-the-counter medications must be delivered to the school in the original unopened container.
4. Signed out from the school by the parent, guardian, or adult designee, except those medications that the student is authorized to carry and self-administer, no later than 3:00pm on the last day of school. If the medication is not picked up by this time, it will be disposed of.

THE AUTHORIZATION FORM MAY BE OBTAINED FROM THE SCHOOL OFFICE. A NEW AUTHORIZATION FORM MUST BE COMPLETED EACH SCHOOL YEAR.

CONTINUING USE OF MEDICATION

The parent or legal guardian of any public school pupil on a continuing medication regimen for a nonepisodic condition, shall inform the school nurse or other designated certificated school employee of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian of the pupil, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose (EDC 49480).

EPINEPHRINE AUTO INJECTORS

The school has epinephrine auto injectors available that may be used to provide emergency medical aid to any person suffering, or reasonably believed to be suffering, from potentially life-threatening symptoms of anaphylaxis (severe allergic reaction). If your child has a history of anaphylaxis and has an epinephrine auto injector, you should continue to provide the epinephrine auto injector and the authorization form to the school for your child's use. Stock epinephrine auto injectors should not be relied upon if your child has a known history of anaphylaxis. The stock epinephrine auto injector will not be available on field trips, and there is always a possibility that the stock epinephrine auto injector was used and not yet replaced by the time that your child may need it. **(EC 49414)**

The school has epinephrine auto injectors available that may be used to provide emergency medical aid to any person suffering, or reasonably believed to be suffering, from potentially life-threatening symptoms of anaphylaxis (severe allergic reaction). If your

child has a history of anaphylaxis and has an epinephrine auto injector, you should continue to provide the epinephrine auto injector and the authorization form to the school for your child's use. Stock epinephrine auto injectors should not be relied upon if your child has a known history of anaphylaxis. The stock epinephrine auto injector will not be available on field trips, and there is always a possibility that the stock epinephrine auto injector was used and not yet replaced by the time that your child may need it.

EXEMPTION FROM PHYSICAL EXAMINATIONS

Upon receipt of a written request, the parent can exempt a child from all physical examinations. However, the child may be sent home if there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease (EDC § 49451). The written request must be submitted to the health office each school year.

FEMININE HYGIENE DISPENSER

50% of the restrooms on campus are equipped with feminine hygiene dispensers that provide tampons and sanitary napkins free of charge. Students are expected to use these dispensers for their intended use and any vandalism or mistreatment will be subject to the consequences noted in the Student Discipline section of this handbook. Tampons may be associated with some adverse health issues. We encourage parents/guardians to talk with your student about the appropriate use of feminine hygiene products. (EDC 35292.6)

MEDICAL AND HOSPITAL SERVICES FOR PUPILS

A school district may provide medical or hospital service, or accident or liability insurance policies, for student injuries occurring while in or on the property of the district. No student shall be compelled to accept such service without his/her consent, or a minor without the consent of his/her parent or guardian (EDC § 49472).

CALIFORNIA HEALTH YOUTH ACT

All pupils in grades 7 to 12, inclusive, will receive comprehensive sexual health education and HIV prevention education from instructors trained in the appropriate courses. Each pupil shall receive this instruction at least once in junior high or middle school and at least once in high school (EDC § 51934). The school will notify the parent or guardian in writing about the comprehensive sexual health education and HIV prevention education, as well as research on pupil health behaviors and risks, at least fourteen days before the instruction is delivered. This notification will include (a) that written and audiovisual educational materials to be used in comprehensive sexual health education and HIV prevention education are available for inspection, (b) that the parent/guardian may request in writing that their child not receive comprehensive sexual health education and HIV prevention education, (c) that the parent/guardian has a right to request a copy of EDC 51930-51939, (d) and whether the comprehensive sexual health education and HIV prevention education will be taught by district personnel or outside consultants. This section does not apply to description or illustration of human reproductive organs that may appear in a textbook, adopted pursuant to law, on physiology, biology, zoology, general science, personal hygiene, or health (EDC §.51932).

GROWTH AND DEVELOPMENT CLASS

Pupils in 5th grade may have the opportunity to participate in a growth and development class taught by a credentialed school nurse. The school will notify the parent or guardian in writing at least fourteen days before the instruction is delivered. This notification will include that any written or audiovisual educational materials to be used are available for inspection, and that the parent or guardian may request in writing that their child not participate in the growth and development class.

HEAD LICE

In accordance with Board Policy 5141.33, students found with active, adult head lice will be allowed to stay in school until the end of the school day. The parent/guardian will be given information about the treatment of head lice, encouraged to begin treatment of the student immediately, and to check all members of the family. The student shall be checked upon return to school the next day and allowed to remain in school if no active head lice are detected. In "Guidance on Head Lice Prevention and Control for School Districts and Child Care Facilities," the California Department of Public Health states, "There is a lack of evidence showing that routine class or school-wide screening reduces lice infestation rates (Frankowski, 2010). Moreover, many schools now lack the resources to do routine lice checks. Parents should check their children for lice regularly." The school district may perform classroom lice screening upon parent or staff request, if time permits. School-wide lice screenings will not be performed.

MEDI-CAL BILLING

Our school district has entered into an agreement with the California Department of Education and Department of Health Services that will allow us to collect federal funds for some of the health services we provide at school by billing Medi-Cal. In order to do this, we must offer the option to bill private insurance. Please fill out the Medical Insurance Information form and indicate if you **do** or **do not** consent to submission of claims to your insurance carrier. Those services currently provided at school will continue unchanged. Parents will NOT be billed for any services provided at school.

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.

STUDENT RECORDS

PUPIL RECORDS; RIGHT TO ACCESS

Parents of currently enrolled or former pupils have a right to access any and all pupil records related to their children which are maintained by school districts or private schools. The custodian of records maintains student records at each school site. District policy 5125 details the criteria by which school officials and employees can access the files. Parent rights regarding student records include a) review and inspection, b) receipt of copies upon request and payment of a reasonable fee per page, c) interpretation by certificated personnel, and d) written request to challenge the content and request information to be expunged. Parents also have the right to file a complaint with the United States Department of Health, Education, and Welfare concerning an alleged violation of 20 USCA Sec. 1232g (EDC 49069).

DIRECTORY INFORMATION

Parents or guardians shall be given the right to allow the district to release "directory information" on pupils or former pupils of the district to officials, organizations or individuals according to district policy. The district has classified the following as directory information: student's name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, and most recent previous school attended. No information shall be released when a parent has notified the district not to release such information (EDC § 49073.).

STUDENT AND FAMILY PRIVACY RIGHTS

The Governing Board believes that personal information concerning district students and their families should be kept private in accordance with law. 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 (AR 5022).

SPECIAL EDUCATION

STUDENTS WITH DISABILITIES AND SPECIAL EDUCATION

Students learn in a variety of ways with most students learning effectively in a traditional school setting. Students with disabilities may be eligible to receive special education services. These services are based on assessment and determined by an Individualized Education Program (IEP) team, which includes the student's parent(s) as equal participants. Special education services are designed to meet the unique educational needs of students with disabilities and are provided at no cost to parents. To the maximum extent appropriate, students with disabilities are educated with their nondisabled peers in the general education environment at the school they would attend if they were not disabled.

Parents of school-age children who suspect their child may have a disability and who may need special education services should contact the administrator of their neighborhood public school. Parents of non-enrolled preschool- age children who suspect their child may have a disability and may be eligible for special education services should contact Kings County SELPA at (559) 583-1441 or the Department of Social Services at (559) 924-6823. Further information concerning special education programs and services is provided on the Department of Special Services website: www.luesd.k12.ca.us. Assistance related to special education issues is available from your school administrator or the Department of Special Education at (559) 924-6823.

STUDENTS WITH DISABILITIES UNDER SECTION 504

Section 504 of the Rehabilitation Act of 1973 (Section 504) is a federal civil rights law that prohibits discrimination against individuals with disabilities in programs and activities that receive financial assistance from the U.S. Department of Education. Discrimination, harassment, intimidation, and/or bullying in any form toward individuals on the basis of their actual or perceived disability is unacceptable and will not be tolerated. The District will promptly investigate any complaints of disability-based discrimination/harassment and take reasonable actions to stop future incidents of such discrimination/harassment. The District has specific responsibilities related to the provision of a free appropriate public education (FAPE) to school age individuals with disabilities under Section 504. The District is required to provide a program designed to meet the educational needs of students with disabilities as adequately as the educational needs of students without disabilities. For students who are not eligible for special education services, but meet the federal definition of persons with disabilities under Section 504, a Section 504 Plan may be

developed which indicates the accommodations, supplementary aids and/or services that will be provided to assist the student in accessing the general education program. Section 504 must provide nonacademic and extracurricular services and activities in a manner that ensures that individuals with disabilities have an equal opportunity to participate. Parents or guardians must be notified in writing of any District decisions regarding the evaluation, identification, and/or educational placement of their student and their right to participate in and/or appeal these decisions under Section 504. For further information about Section 504 and/or assistance in filing an appeal, complaint or to conduct an informal mediation or impartial hearing regarding Section 504, contact the Department of Special Services at (559) 924-6823.

PUPILS WITH TEMPORARY DISABILITIES - INDIVIDUAL INSTRUCTION

Students with temporary disabilities, who cannot attend regular day classes, may receive individual instruction provided by the District. Parents or guardians of pupils within this category shall be given notice regarding the availability of such individualized instruction. (EDC § 48206.3.)

Lemoore Union Elementary School District
University Charter School
DRESS/GROOMING CODE

Garment Type	Other Requirements
<u>TOPS</u>	<ul style="list-style-type: none"> • Oversized shirts that present a safety concern are not acceptable. • See-through or fishnet fabrics, halter tops, off the shoulder or low-cut tops, and bare midriffs are prohibited. • Clothes shall be sufficient to conceal undergarments at all times. Tops 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. • Spirit wear that includes the names of Lemoore High Schools, West Hills College, or University Charter School may be worn.
<u>BOTTOMS</u>	<ul style="list-style-type: none"> • Oversized, baggy and saggy clothing is prohibited. • Pants cannot exceed 4 inches when measured at the kneecap of the straightened leg. • Pants 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/Shorts/Skirts must be hemmed and not stapled, pinned, or taped. • The length of shorts and skirts shall be no higher than finger-tip length. • See-through or fishnet fabrics, and skirts or shorts shorter than finger-tip are prohibited. • “Athletic” style pants and/or bottoms may be worn in class.
<u>SHOES</u>	<ul style="list-style-type: none"> • Shoes must be worn at all times and have closed toes. • Sandals must have heel straps. • Backless shoes, open sandals, high-heeled shoes, slipper-type shoes and flip-flops 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.
<u>SOCKS/LEGGINGS</u>	<ul style="list-style-type: none"> • Leggings will be allowed if over garment is not shorter than finger-tip.
<u>UNDERGARMENTS</u>	<ul style="list-style-type: none"> • Appropriate undergarments that provide proper cover shall be worn. • Clothes shall be sufficient to conceal undergarments at all times.
<u>HATS</u>	<ul style="list-style-type: none"> • Hats with a 360° brim of no more than 2 inches may be worn outside. Knit caps may be worn outside during cold or inclement weather. • Hats, caps and other head coverings shall not be worn in class.

MISCELLANEOUS

- 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.
- Clothing must fit.
- 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.
- Any clothing or apparel that a student or group of students wear to identify themselves for the purpose of harassing, threatening, or intimidating other will not be allowed.
- Military or paramilitary attire will not be permitted.
- 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.
- Hair must be clean and show evidence of having been neatly groomed for school.
- Hair must not be sprayed with any coloring that would drip when wet.
- Hair that causes undue attention is not acceptable.
- The Charter School Dean may permit variations from the Dress Code on designated days or for school "spirit" attire.

The Principal, Charter School Dean, and faculty 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. Religious beliefs or medical reasons, when verified, may be grounds for exemptions to a specific portion of the Dress and Grooming Policy. A written request for an exemption from enforcement of a special portion of Dress Code Policy must be submitted to the School Principal or Charter School Dean.

Please Note: The State of California has determined that "A pupil 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." (California Administrative Code, Title V, Section 302) 1994.

STUDENT DISCIPLINE

DISTRICT RULES REGARDING STUDENT DISCIPLINE

The governing board of each school district maintaining grades one through twelve shall notify the parents or guardians of the availability of rules regarding student discipline. (EDC § 35291.)

DISCIPLINE POLICY

University Charter School will maintain an atmosphere of positive student involvement and mutual respect for individuals. The Charter School reserves the right to dismiss a student from the Charter School if the student fails to support the development of responsibility and respect in the Charter School and follow the guideline of discipline listed below.

BEHAVIOR EXPECTATIONS

	CLASSROOM	CAFETERIA	PLAYGROUND
Kindness and Encouragement	<ul style="list-style-type: none"> • Celebrate and praise others' achievement • Use kind/polite words 	<ul style="list-style-type: none"> • Have patience • Use kind/polite words • Include others at your table 	<ul style="list-style-type: none"> • Use kind words • Share (time, space, and equipment) • Include others to play with you
Responsibility	<ul style="list-style-type: none"> • Complete work • Be prepared – bring your materials • Be on time ready to work • Persevere – keep trying and don't quit • Think first and be safe 	<ul style="list-style-type: none"> • Help care for our area/table • Wait your turn • Think first and be safe 	<ul style="list-style-type: none"> • Think first and be safe • Help keep the campus clean • Use equipment safely • Stop play when bell rings and return equipment to proper place
Respectful	<ul style="list-style-type: none"> • Be helpful • Use classroom materials appropriately • Keep classroom clean • Listen and respond appropriately to everyone • Speak kindly 	<ul style="list-style-type: none"> • Share in your group's duties • Use an inside voice 	<ul style="list-style-type: none"> • No screaming • Use hallways quietly during passing times • Treat the equipment, material, and furniture with care • Be helpful with equipment

WITS: Walk-away – Ignore – Talk it out – Seek adult help

48900 Major Infractions (Suspension or Expulsion possible)

<i>EDC, 48900:</i>	
a.(1) Caused, attempted to cause, or threatened to cause physical injury to another person.	g. Stealing, or attempting to steal school or private property
a.(2) Willfully used force or violence upon the person of another, except in self-defense.	h. Tobacco or tobacco products (possessed, used)
b. Possession, sale, or furnishing of any knives, firearms, explosives or other dangerous objects. Knife is less than 3.5 inches and non-locking blade	i. Committed an obscene act or engaged in habitual profanity or vulgarity.
c. Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance or an intoxicant of any kind.	j. Possessed, offered, arranged, or negotiated to sell any drug paraphernalia.
d. Offering, arranging, or negotiating to sell drugs, alcohol or any intoxicant and then substituting a look-a-like substance intended to represent drugs, alcohol, or an intoxicant.	k. Willful defiance and/or disruption of school activities and/or the learning environment. (Suspendable grades 4th-6th).

e. Committed or attempted to commit robbery or extortion.	l. Knowingly received stolen school or private property.
f. Caused or attempted to cause damage to school or private property (including graffiti/tagging).	m. Possession of an imitation firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
n. Committed sexual assault or battery.	q. Engaged or attempted to engage in an act of hazing initiation or preinitiation into a student organization.
o. Harassed, threatened, or intimidated a pupil who is a witness in a school disciplinary proceeding for the purpose of intimidation or retaliations.	r. Engaged in an act of bullying, including, but not limited electronic act, directed toward a pupil or school personnel.
p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.	48900.4 Engaged in harassment, threats, or intimidation directed against school personnel or pupils. (Suspendable grades 4-6 only).
48900.2 Committed sexual harassment. (Suspendable grades 4-6 only)	48900.7 Making terroristic threats against students, school officials, and/or property.
48900.3 Caused or attempted to cause, threatened to cause, or participated in any act of, hate violence.	

For EDC 48915 charges, acts must occur at school or school sponsored activity.

Major Infractions (Expellable Offenses)

<i>EDC, Section 48915 (A)</i> <i>(Shall Recommend Expulsion unless particular circumstances render inappropriate.)</i>	<i>EDC, Section 48915 ©: Serious Safety</i> <i>(Must Recommend Expulsion--Mandatory)</i>
Causing serious physical injury to another person except in self-defence [EC 48915 (a)(1)(A)]. <i>*Medical verification required. Refer to EDC</i>	Possessing, selling, or otherwise furnishing a firearm. [EC 48915(c)(1)] <i>*Must be verified/witnessed/observed by district employee</i>
Possession of any knife, or other dangerous object of no reasonable use to the pupil. <i>Knife is longer than 3.5 inches and/or locking blade.</i> [EC 48915 (a)(1)(B)]	Brandishing a knife at another person. [EC 48915 (c)(2)]
Unlawful possession of any controlled substance except for the first offense of possession of not more than one ounce of marijuana. [EC 48915 (a)(1)(C)]	Unlawful selling a controlled substance. [EC 48915 (c)(3)]
Robbery or extortion. [EC 48915 (a)(1)(D)]	Committing or attempting to commit sexual assault or battery. [EC 48915(c)(4)]
Assault or battery upon a school employee. [EC 48915(a)(1)(E)]	Possession of an explosive. [EC 48915(c)(5)]

BUS CONDUCT

Most buses leave the school within a few minutes after the final bell. Pupils are expected to conduct themselves in an orderly manner when waiting for or riding on the bus. Proper behavior on the bus includes sitting in your seat without moving around, keeping your hands and arms inside the bus, using acceptable language, and talking in a normal tone of voice. The bus driver has complete authority on the bus. Students may be removed from the bus either for a period of time or for the remainder of the year for habitually defying bus rules. No eating or drinking is allowed on the school bus.

Pupils are expected to conduct themselves in an orderly manner when waiting for or riding on the bus. Proper behavior on the bus includes sitting in your seat without moving around, keeping your hands and arms inside the bus, using acceptable language, and talking in a normal tone of voice. The bus driver has complete authority on the bus. The bus driver may remove students from the bus either for a period of time or for the remainder of the year for habitually defying bus rules.

DETENTION

The classroom teacher or administration may assign detention. Students not attending an assigned detention will receive additional disciplinary action. The assigning staff member will also make contact with the parent/guardian regarding detention assignments.

POSSESSION OF CELLULAR PHONES & OTHER ELECTRONIC SIGNALING DEVICES

Students may carry cell phones and other electronic communication devices while on school grounds and at school activities. However, these devices are to be turned off once a student arrives on campus. Silent or vibrate mode is not acceptable. Any use of and/or disruption caused by electronic communication devices during instructional time (e.g.: incoming/ outgoing calls, paging, text messaging, electronic games) will be considered a violation of this policy resulting in disciplinary action, which may include referrals, confiscation and other appropriate actions.

Devices must be turned off once a student arrives on campus. Students are not to leave class to take or make a call.

If a cell phone is found to be turned on school time or a student is found using it, the following shall occur:

1st offense – confiscated for the rest of the school day.

2nd offense - confiscated for the rest of the school day and a parent/guardian is required to pick up the device from the office.

3rd offense – parent/guardian required to pick up device from office, student not able to bring back to school for remainder of school year.

ITEMS INAPPROPRIATE FOR SCHOOL

Inappropriate items include but are not limited to the following:

Gum/Candy	Inline Skates, Heelys	Scooters
Sunflower Seeds	Electronic Devices	Rubber bands
Skateboards	Video games	Digital Cameras
Permanent Markers	Trading Cards	Matches/Lighters
Sunglasses (exception of medical reasons)	Toys/Marbles	

*The school administrator may determine that other items are inappropriate at school.

RESTRICTED AREAS

Loitering is prohibited in these areas before, during, and after school:

1. Bike racks
2. Restrooms
3. Parking lots
4. Hallways during lunch/break
5. WHC Campus.
6. Other areas identified by administration

RELATIONSHIPS

Good judgment should be used in personal relationships. The following behavior is not appropriate at school or during school functions:

1. Holding hands.
2. Putting arms around each other.
3. Kissing.
4. Any other behavior viewed as inappropriate by the administration.

YEAR-END ACTIVITIES & ELIGIBILITY

Students who have received loss of privileges may become ineligible for end-of-year activities upon receiving a major referral during the third trimester. Activities include but are not limited to: Milestone ceremony, end-of-year field trips, and evening performances. Notification for loss of privileges shall be given to student and parents by UCS administration.

SCHOOL SAFETY

ASBESTOS MANAGEMENT PLAN

An updated management plan for asbestos-containing material in school buildings is available at the District Office (40 C.F.R § 763.93).

PESTICIDE NOTIFICATION

Enclosed with this Notice is a notification of the name and active ingredients of all pesticide products expected to be applied at District schools during the upcoming year. Parents may register with the District if they wish to receive notification of individual pesticide applications at the school facility (EDC 17612).

CHILD ABUSE REPORTING (BP/AR 5141.4)

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.

The Superintendent or designee shall provide training regarding the reporting duties of mandated reporters.

In the event that training is not provided to mandated reporters, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided (Penal Code 11165.7).

CLOSED CAMPUS

In order to keep students in a supervised, safe and orderly environment, the Governing Board established a closed campus at all district schools.

Students shall not leave the school grounds at any time during the school day without written permission of their parents/guardians and school authorities. ALL STUDENTS LEAVING CAMPUS DURING THE DAY MUST BE CHECKED OUT IN THE OFFICE BY PARENT/GUARDIAN. Students who leave school without authorization shall be classified truant and subject to disciplinary action.

VISITORS

The Lemoore Union Elementary School District uses the Raptor Visitor Management System in all of our district schools to build on the district's focus on campus safety for students and faculty. Part of keeping students and faculty safe is to know who is on our campuses at all times. 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 Araceli Hernandez at 559-924-6802.

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 in 2018/19

NOTE: Beginning July 1, 2018, anyone interested in serving as a volunteer or chaperone for the 2018/2019 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.

LUESD Volunteer/Chaperone Application (Link Below)
<https://www.luesd.k12.ca.us/Page/2097>

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
1. Complete Online Volunteer/Chaperone Application and Registered Sex Offender Check through the Raptor System 2. TB Risk Assessment/Clearance VOLUNTEERS DO NOT REQUIRE FINGERPRINTING	1. Complete Online Volunteer/Chaperone Application and Registered Sex Offender Check through the Raptor System 2. TB Risk Assessment/Clearance 3. Criminal Background Check/Fingerprint Clearance

LiveScan Fingerprinting appointments will be scheduled through the Human Resources Department, once Chaperones have completed the online application. *Cost for fingerprinting is at the expense of the chaperone, and is currently \$87.00. Acceptable forms of payment include cash, credit card, Money Order or Cashier's Check made payable to Hanford Mobile Live Scan.* Returning Chaperones who have a fingerprint clearance on file with the district are not required to be fingerprinted again. A fingerprint clearance shall remain valid as long as the parent/guardian has children who remain continuously enrolled in the district. Any break in enrollment may cause the fingerprint clearance to be nullified.

EMERGENCY PREPAREDNESS

Lemoore Union Elementary School District works diligently to make sure that students and staff are prepared for an emergency. Every school has plans that provide guidance for the school staff in an emergency. Every school conducts regular drills that meet or exceed the state mandated requirements and accommodates persons with disabilities. In addition to conducting regular drills, each school stocks emergency supplies to sustain students and staff. These supplies include the following: food, first aid supplies, search and rescue supplies, and sanitation items. These supplies are checked regularly by school staff and inspected by Office of Environment Health and Safety inspectors.

WHAT PARENTS CAN DO TO BE BETTER PREPARED

1. Make sure your child's emergency card is current and correct. If your child rides the school bus to and from school, make sure that his/her routing information is current, as well as the designated adult who can receive your child in case you cannot be present.
2. Instruct your child to take all emergency drills seriously. Regularly review home and school emergency procedures with your child.
3. Prepare a family disaster plan and review it regularly with everyone in your family.

WHAT PARENTS CAN DO DURING AN EMERGENCY

1. Knowing where to pick up your child will save time and reduce anxiety. Parents should remember that schools have emergency procedures in place to protect all the students and will follow these procedures during an emergency.
2. Parents should also remember that students look to them for guidance and support during an emergency; parents who are strong and calm can inspire students to do the same. This will go a long way to promote recovery and return to normalcy.
3. Parents who have questions about their school's emergency procedures are encouraged to contact the school's administration.

EARTHQUAKES

In the event of an earthquake, drop to the floor beneath desk, chair, table, or bench with your back to windows. If no cover is near get close to a load bearing wall. Cover the back of your head and neck with coat, sweater, notebook or hands. Wait for further signals and/or instructions.

EMERGENCY RESPONSE

Schools are among the safest places to be during an emergency. By law, California public schools are built to a higher standard than other buildings; therefore, schools will generally not sustain the same damage as other buildings during an event such as an earthquake.

In general, schools will respond to emergencies by moving students to the safest possible location. During fires or earthquakes, students will be moved out of the classrooms to a safe assembly area, usually the school field or play yard.

During an emergency, parents who want to pick up their children may be asked to go to the Release Gate located on the school's perimeter. This is a specific location that schools will use to release students. Please remember that students will only be released to a person whose name is listed on the emergency card. Parents must make sure that the emergency card is current and correct. Please notify your child's school any time the emergency contact information changes.

If there is an intruder incident, the school will be locked down and students will be sheltered in secure locations. IT IS CRITICAL THAT PARENTS/GUARDIANS STAY AWAY FROM THE SCHOOL UNTIL NOTIFIED. During this type of emergency when the campus must be protected, parents will not be able to pick up their children until the school campus is declared to be safe by law enforcement. Parents need to understand that the students are being sheltered in secure locations for their safety and will be released only when it is safe to do so. THE UNTIMELY ARRIVAL OF PARENTS/GUARDIANS COULD COMPROMISE LAW ENFORCEMENT'S EFFORTS TO GAIN CONTROL OF THE SITUATION.

LOCKDOWNS

All schools must be prepared to conduct a school "lockdown" under certain conditions which may involve a life-threatening emergency that requires specific action in order to ensure the safety of staff and students. During a lockdown, students are asked to seek cover and remain quiet until advised the school is now safe. Teachers are asked to lock doors and await instructions. In the event of a lockdown, students shall be released to their parent or guardian in a controlled manner. We ask that parents not contact students via cell phone as a precaution measure to ensure silence is maintained. Parents shall be notified and given instructions for any lockdowns through the school messenger system. It is vital for parents to keep all contact information up to date.

NONDISCRIMINATION/HARASSMENT (BP 5145.3)

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, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression 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. He/she shall provide training and 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. He/she shall report his/her 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 EDC 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.

SEXUAL DISCRIMINATION

It is the policy of the Lemoore Union Elementary School District not to discriminate on the basis of sex in its educational programs, activities, admissions or employment policies as required by Title IX of the 1972 Educational Amendments. This school district has a Student Grievance Procedure for students to follow in alleged discrimination and sex discrimination.

SEXUAL HARASSMENT (EDC 212.5 and 231.5)

State law requires each district to have a written policy regarding sexual harassment. This policy will be part of any student orientation for new students, be included with mandated parent notification posted, and distributed to all employees.

SEXUAL HARASSMENT/STUDENTS (BP/AR 5145.7)

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-8, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreements.

SEXUAL HARASSMENT PERSONNEL BP/AR 4119.11

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 prohibits retaliatory behavior or action against any person who complains, testifies or otherwise participate in the complaint process established for the purpose of this policy.

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, and fair 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

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (2 CCR 11023)

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.

Any district employee who feels that he/she has been sexually harassed in the performance of his/her district responsibilities or who has knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to his/her direct supervisor, another supervisor, the district's coordinator for nondiscrimination, the Superintendent, or, if available, a complaint hotline or an ombudsman. A supervisor or administrator who receives a harassment complaint shall promptly notify the coordinator.

Complaints of sexual harassment shall be filed and investigated in accordance with the complaint procedure specified in AR 4030 - Nondiscrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

BULLYING BP 5131.2

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect 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, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel. Cyberbullying includes the creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

BULLYING PREVENTION

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes

effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior. Staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective response. Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

BULLYING INTERVENTION

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and remain anonymously.

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. (EDC 48900.9)

TOBACCO FREE CAMPUS

Smoking or use/disposal of any tobacco-related waste within 25 feet of a school/playground (except sidewalks within 25 feet of playground) is prohibited.

USE OF TRAINED DOGS

In an effort to keep the school free of drugs, the district may use specially trained nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or district policy. The dogs may sniff the air around lockers, desks, bags, items or vehicles on district property or at district sponsored events as long as they are not allowed to sniff any person. Items shall not be sniffed if a person is close by. The above inspections shall be unannounced and may be made at the discretion of the Superintendent or designee. Students and parents/guardians shall be informed of this policy at the beginning of each school year.

TECHNOLOGY

PUPIL INTERNET ACCESS POLICY.

A school district that provides pupils with access to the internet and on-line services shall adopt a policy regarding such access and inform parents of "harmful matter" as defined in Penal Code section 313 (a) (EDC § 51870.5).

ACCEPTABLE USE POLICY - STUDENTS

Pursuant to BP/AR 6163.4 - Student Use of Technology

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. 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 staff 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.

Unless approved by the teacher and/or school administration, students are only permitted to use cellular phones or other mobile communication devices outside of the instructional day (before school, at lunch, and after school). Students must keep their cellular phones or other mobile communication devices powered off and out of sight during instructional time.

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.

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 students to carry out the District's educational mission. Upon receipt of a District-owned device, the student is the authorized possessor as defined by the California Electronic Communications Privacy Act (also known as CalECPA or SB 178). Students 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 student is no longer the authorized possessor of the District-owned device. While serving as the authorized possessor of a District-owned device, the student is personally responsible for keeping the device free from illegal content or material inappropriate for the school setting. District-owned devices issued to students are not to be used by students' 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. Students may only use personal accounts on district devices with permission, and when 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. Students 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.

CODE OF CONDUCT OF GOOGLE APPLICATIONS

Google Account: Applications and Tools

Google Apps for Education Edition offers a free (and ad-free) set of customizable tools that enable teachers and students to work together and learn more effectively. The account established is a service provided by Google that allows users to communicate and collaborate effectively in a digital educational environment. Students will use Google for educational purposes. The Google account assigned to your student was created by the school and assigned to your student. No student personal information was collected by Google in creating these accounts. As per school policies, all activities requiring Internet access are supervised by the teacher. The school is in control of which Google services it provides for student use. As part of our educational technology plan, internet safety is a main component of technology use. Teacher supervision, school filters, and spot checking student accounts will be used to ensure that students use of digital tools adheres to school policy.

Students will use these tools available to all Google Account Members:

- Custom email address
- Calendar to enter school assignments and activities
- Apps: Individual or shared online word processing document (similar to Microsoft Word), Presentation documents (similar to PowerPoint) and spreadsheet documents (similar to Excel)
- Google Earth and Maps

These free tools provided by Google are available to students at school and at home. It does not matter whether a student is working on a Macintosh or a Windows based computer. These tools help students keep organized, prevent lost homework, and allow students

to work individually or collaboratively on school assignments. When using Google Apps and Tools, students work in a safe environment because people in the outside world can NOT participate in the assignment. In order to participate in an assignment, a person must be added to the site as a "shared collaborator".

The District has a registered Google domain and students will be monitored when using Google Apps and Tools at school. The administrator of the domain can turn off a student's services based on the items stated in this Acceptable Use Policy (AUP). This AUP extends to all students for the duration of their enrollment at any of our schools: Cinnamon, Engvall, Lemoore, Liberty, Meadow Lane, University Charter, Bridges Academy. ***This policy must be read and signed before students will be given a school hosted Google Account.***

Proper and Ethical Use

All students in the District must:

- Practice appropriate ethical use of Google Apps and abide by the accepted rules of network etiquette.
- Accept responsibility for reporting any misuse of the Google Apps to a school administrator or any teacher.
- Make sure that other students are not being made fun of, harassed or cyber-bullied by any comment made on a Google document.

Rules of Etiquette

- Be polite at all times
- Use appropriate "school" language at all times
- Don't type abusive, hurtful or gossip-type messages
- Respect other student's privacy. In other words, don't reveal the name, home address, email address, or phone number of yourself or another student.
- Respect all security issues. Don't share passwords with other students.
- Don't delete another student's data without that student's knowledge
- The use of my Google account will be in support of and consistent with the educational goals of the Lemoore Union Elementary School District. The use of Google will also follow the guidelines of the District's Acceptable Use Policy.

Therefore, I will abide by the following:

- I will not use Google Apps to post any web pages for commercial activities, product advertisement, or political advocacy.
- I will not use Google Apps to post any obscene, discriminatory or offensive material. All material posted will relate to classroom assignments.
- I understand that district and school employees have the right to monitor all postings, including emails.
- I will only share and collaborate on projects that have been assigned to me by a teacher.
- I will respect the collaborative work of my teachers and peers. In other words, I will not delete the work of others unless I have their permission.

Electronic Mail

Inappropriate language or harassment will result in loss of system privileges and maybe other disciplinary measures. By signing this acceptable use policy, students agree to the following:

- I understand that e-mail sent via the Google Apps must be school-related and must abide by the guidelines outlined here. I will immediately report any inappropriate, threatening, obscene, or harassing e-mail to school staff.
- I understand that I will not share my Google Apps password with others and am responsible for all e-mail sent through my account.
- I understand that e-mail sent through this account may be scanned for content violating the terms of this agreement and that my e-mail may be reviewed by school administration.

Information Literacy Issues: Plagiarism and Fair Use

In the District, a variety of sources are used to conduct research. The purpose of research is to learn more about a topic and share that information with others in a variety of ways. When participating in a research or collaborative project, adhere to the following guidelines:

- Plagiarism will not be tolerated. Users shall not plagiarize content, including words or images, from the Internet. Copying a paragraph, and then just changing a few words, is blatant plagiarism! Plagiarism also includes using someone else's ideas without giving credit. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online.
- All projects require a "Works Cited" section. Research conducted via the Internet must be appropriately cited, giving credit to the original author.
- If found to be copied from anyone else, any work the student indicates as his or her own will cause the student to get zero credit for the entire project. Disciplinary consequences might also occur.

iPAD USAGE

We are providing the opportunity for students to use an iPad in accordance with the Acceptable Use Agreement.

Equipment

iPad usage is a privilege and not a right. Students will receive appropriate instruction in the usage and care of the iPad. iPads will be available for use once students have demonstrated knowledge of the rules and procedures and the agreement form has been signed and returned.

Damage or Loss of Equipment

Students will immediately report any damage to an iPad to the teacher, who will then determine the necessary action. If an iPad is damaged, the school will work with the student/family to determine if it is a warranty claim, an accidental damage, or damage due to neglect or abuse. If an iPad is damaged due to neglect or abuse, it is the family's responsibility to replace the iPad or pay for necessary repairs. This shall include full liability for the cost of repair or replacement. This decision will be at the discretion of the District and replacement cost will be assessed on a case-by-case basis. The full replacement cost is approximately \$400.00.

iPad Usage Rules

The following is a list of rules governing the usage of the iPad. Students will receive instruction in the rules governing the use of the iPad. Students who violate one or more of the rules, may, at the District's discretion, be placed on Restricted Use of the iPad. This restriction will continue until the District determines that the student has satisfied the conditions for non-restrictive use.

1. The iPad is to be used for educational purposes only. Do not go to any sites, any apps, or do anything that your teacher has not told you to do. During class time you can use the iPad when directed by the teacher and you may only use the apps appropriate for the tasks.
2. Do not let anyone else use the iPad that was given to you for your use. When you are finished using the iPad, plug it in at home or in the cart (with permission) for recharging. You are responsible for making sure it is plugged in correctly.
3. The iPad is the District's property. Everything you do is monitored. It may be inspected at any time. You should have no expectations of privacy of materials found on the iPad.
4. Do not change any of the settings (lock screen, home screen, text size, etc.) You may not modify or delete any settings that change the network monitoring access.
5. The iPad can take photos and videos. Ask permission before recording an individual or group. Do not take any pictures of classmates or yourself unless directed to do so. All photos saved to the iPad library must be school appropriate and have an educational or research purpose. Recordings and photos taken without permission are subject to disciplinary consequences.
6. You do not have permission to access any music streaming websites. Music stored on the iPad may be listened to according to the rules of the classroom teacher.
7. Do not eat or drink while using the iPad.
8. The iPad must be carried with two hands at all times.
9. Use the screen cleaning materials provided by your teacher to clean the screen. Do not use a tissue or your sleeve to clean screen.

If there is any problem with the iPad you must inform your teacher immediately.

Examples of Acceptable Use

I will:

- Use District technologies for instructional activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat District resources and equipment carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a staff member if I see threatening, inappropriate, or harmful content (images, messages, posts or videos) online.
- Use District technologies at appropriate times, in approved places, and only for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that the use of District technologies is a privilege and treat it as such.
- Be cautious to protect the safety of others and myself.
- Help to protect the security of District resources.

Examples of Unacceptable Use

I will not:

- Use District technologies in a way that could be harmful.
- Attempt to find inappropriate images or content, or attempt to circumvent the District's filtering tools.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Use District technologies to send mass mailings, "spam," or "mail bombs." Mass mailings directed to any large subgroup of District employees or students shall be approved by the sender's immediate supervisor in advance.

- Plagiarize content I find online.
- Share personally identifying information, about others or myself.
- Use District technologies for personal gain, product advertisement, political lobbying, or partisan political activities.
- Use language online that would be unacceptable in the classroom.
- Use District technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that is not intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using District technologies.

No Expectation of Privacy: District technology resources and all user accounts are the property of District. There is no right to privacy in the use of the technology resources or user accounts.

In addition, 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. 27

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

Student Violations: Users shall report any suspected violation of the Policy by a student to a school site administrator, who may refer the matter to the Director of Technology or designee for review and/or assistance. If it is determined that a violation has occurred, the user may be subject to appropriate discipline, legal action, and/or prosecution.

Examples of Acceptable Use

I will:

- Use District technologies for instructional activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat District resources and equipment carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a staff member if I see threatening, inappropriate, or harmful content (images, messages, posts or videos) online.
- Use District technologies at appropriate times, in approved places, and only for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that the use of District technologies is a privilege and treat it as such.
- Be cautious to protect the safety of others and myself.
- Help to protect the security of District resources.

Examples of Unacceptable Use

I will not:

- Use District technologies in a way that could be harmful.
- Attempt to find inappropriate images or content, or attempt to circumvent the District’s filtering tools.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Use District technologies to send mass mailings, “spam,” or “mail bombs.” Mass mailings directed to any large subgroup of District employees or students shall be approved by the sender’s immediate supervisor in advance.
- Plagiarize content I find online.

- Share personally identifying information, about others or myself.
- Use District technologies for personal gain, product advertisement, political lobbying, or partisan political activities.
- Use language online that would be unacceptable in the classroom.
- Use District technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that is not intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using District technologies.

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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.

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Violations of this Acceptable Use Policy

Student Violations: Users shall report any suspected violation of the Policy by a student to a school site administrator, who may refer the matter to the Director of Technology or designee for review and/or assistance. If it is determined that a violation has occurred, the user may be subject to appropriate discipline, legal action, and/or prosecution.

CHILD NUTRITION

Our mission is to serve students attractive, nutritious meals, prepared under safe and sanitary conditions in pleasant surroundings at the lowest possible price and to contribute to their nutritional and educational needs by giving them the keys for lifelong healthy eating habits. Pursuant to the LUESD Wellness Policy, "foods prepared off campus and brought on campus for food sales or classroom parties must be prepared in accordance with the health and safety standards and California Uniform Retail Food Facilities Law set by the Health Department. Acceptable items are foods prepared commercially in a restaurant and grocery store or pre-packaged items commercially sealed." Foods offered to students by LUESD staff or parents during the day as a snack or incentive shall be consistent with the goals of the wellness policy. If you have any questions or concerns about your child's nutritional needs, please contact the Director of Child Nutrition at 924-6844.

CAFETERIA

Eligible students may participate in the National School Lunch Program and/or School Breakfast Program and receive meals free of charge or at a reduced price of **\$0.00 (non-pricing)**. Non-eligible students may buy breakfast for **\$1.00** and lunch for **\$1.50**. An eligibility Meal application may be submitted online at www.EZMEALAPP.com or you may pick up an application at the school office. Students with sack lunches may purchase milk for \$.35. Unlimited lunches may be prepaid, preferably the first day of the week. **STUDENTS MAY NOT CHARGE MEALS.** Personal checks are not accepted. Payment can be made in cash, cashier's check, or via the web at www.ezschoollpay.com. To ensure confidentiality, we recommend that students take their envelopes to the front office in the morning before school starts and not hold onto them until they are in the lunch line. Students wishing to eat in the cafeteria shall have courteous and proper behavior. Shouting or talking loudly from one table to another is unacceptable.

Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

DUFFY - MOSCONE FAMILY NUTRITION EDUCATION AND SERVICES ACT

Eligible students may receive meal supplementation while attending school. In accordance with law, the district shall provide free and reduced price meals for students whose families meet federal eligibility criteria. (EDC § 49510, et seq.)

PARENTS RIGHT TO KNOW

PARENTAL NOTIFICATIONS (BP 5145.6)

The Governing Board recognizes that notifications are essential to effective communication between the school and the home. The Superintendent or designee shall send students and parents/guardians all notifications required by law, including notifications about their legal rights, and any other notifications he/she believes will promote parental understanding and involvement.

ATTENDANCE OF PARENT

The district has adopted a policy which requires classroom attendance by the parents or legal guardian of a pupil who has been suspended for obscenity or profanity, for disruption of school activities, or for willful defiance of school personnel. A copy of the policy (BP/AR 5144.1) may be obtained at the District Office.

SCHOOL ACCOUNTABILITY REPORT CARD

The School Accountability Report Card is available on the district's website: www.luesd.k12.ca.us For a paper copy, please contact your school office or district office. (EDC 35256)

PUPILS' RIGHTS TO REFRAIN FROM THE HARMFUL OR DESTRUCTIVE USE OF ANIMALS

A pupil's moral objection to dissection or otherwise harming or destroying animals must be substantiated by a note from the pupil's parent or guardian. Each teacher whose instruction utilizes live or dead animals must also notify pupils of their right to refrain from such activity (EDC § 32255, et seq).

PROMOTION/RETENTION

Students in grades 1-3 will be promoted to the next grade if they meet minimum academic standards for promotion in English/language arts and mathematics. Students who receive an Achievement Score Average less than 2.00 are identified as "at risk" for retention.

Students in grade 4-6 will be promoted to the next grade if they meet minimum academic standards for promotion in English/language arts and mathematics. Students who receive an Achievement Score Average of less than 2.00 in English/language arts or mathematics are identified as "at risk" for retention.

Parents of students who have been identified as "at risk" for retention will be invited to conferences with the teachers at the end of each trimester.

HANDICAPPED PUPILS

No pupil will be discriminated against on the basis of handicap. Reasonable accommodation is available for handicapped students if necessary (Section 504 of the Rehabilitation Act of 1973).

DISCRIMINATION

District programs and activities shall be free from discrimination based on gender, race, color, religion, ancestry, national origin, ethnic group, and/or physical or mental disability (42 USC § 2000).

CHILD ABUSE PREVENTION TRAINING PROGRAM

Parents have the right to refuse to allow their children to participate in a child abuse primary prevention program (Welf. & Inst. Code § 18976.5).

MINIMUM DAYS AND PUPIL-FREE STAFF DEVELOPMENT DAYS

Parent/guardians will be informed of the District's schedule of minimum days and pupil-free staff development days. A copy of the District's ensuing school calendar is contained in this handbook. If any more minimum days or pupil-free staff development days are scheduled following circulation of this notice, parents/guardians will be notified as soon as possible.

CURRICULUM

A summary of the district's curriculum and programs is available on the district's website. For a paper copy, please contact your school office or the district office. (EDC 49091.14)

504 COORDINATOR

Director of Special Services is the district's 504 Coordinator, 100 Vine Street, Lemoore, CA 93245, phone – (559) 924-6823.

ATTENDANCE OPTIONS

Enclosed with this Notice is a list of the District's current statutory attendance options and local attendance options available on both an intra-district and inter-district basis, together with a description of each option, a description of the application procedure, and a description of the appeal procedure available, if any. (EDC § 48980(j).)

SAFE ROUTES TO SCHOOL

Please visit www.luesd.k12.ca.us for safe walking/biking routes to your school.

PROHIBITION OF SEXUAL BIAS IN COURSE OF STUDY

Elementary and high schools shall offer classes and courses to its pupils without regard to the sex of the student and shall provide counseling in career, vocational or higher education opportunities without regard for the sex of the student counseled, if such counseling or school program guidance is provided.

Notification of parents or guardians of the pupil shall be given in advance to encourage their participation in such counseling sessions and decisions (EDC § 221.5).

COMPLAINTS

PROCEDURES FOR FILING COMPLAINTS

Depending on the type and nature of the complaint, you may request that your child's teacher call you after school by contacting the school office. You may also request a conference with your child's teacher. 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 Director of Human Resources, Superintendent and/or the Board of Trustees.

If filing a written complaint, complaint forms are specific to the type of complaint (i.e., employee, program, discrimination, Uniform Complaints, etc.) and are available at any school site office, the Human Resources Department located at the District Office or at <http://www.luesd.k12.ca.us/humanresources>. The written complaint process begins by completing a complaint form and returning it to the Director of Human Resources, who is identified as the Compliance Officer.

The complaint process is handled in a confidential manner. Retaliation for filing complaint is prohibited by law and Board policy.

COMPLAINTS CONCERNING SCHOOL PERSONNEL (BP/AR 1312.1)

Complaint forms can be obtained at any school site, the Human Resources Department (924-6800) or at www.luesd.k12.ca.us/humanresources. The form must be completed in full and submitted to the Human Resources Department. If the complaint is not resolved informally, a written response will be submitted to the complainant within 30 calendar days.

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 process specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

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

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, after school education and safety programs, agriculture vocational education, American Indian education centers and early childhood

education program assessments, bilingual education, peer assistance and review programs for teachers, career technical and technical education and training programs, child care and development programs, child nutrition programs, compensatory education, consolidated categorical aid programs, Economic Impact Aid, English learner programs, federal education programs in Title I-VII, migrant education, Regional Occupational Centers and Programs, school safety plans, special education programs, State Preschool Programs, Tobacco-Use Prevention Education programs, and any other district-implemented program which is listed in EDC 64000(a) (5 CCR 4610)

2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), against any student, employee or other person participating in district programs and activities, including but not limited to, 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 or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in EDC 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics. (5 CCR 4610)

3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (EDC 222).

4. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

5. Any complaint alleging district noncompliance with legal requirements related to the implementation of the local control and accountability plan (EDC 52075)

6. Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements (EDC 48853, 48853.5, 49069.5, 51225.1, 51225.2)

7. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, a former juvenile court school student, or a child of a military family as defined in EDC 49701 who transfers into the district after his/her second year of high school, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements (EDC 51225.1, 51225.2)

8. Any complaint alleging district noncompliance with the requirements of EDC 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (EDC 51228.3)

9. Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (EDC 51210, 51223)

10. 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

11. Any other complaint as specified in a district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is acceptable to all parties. ADR such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation may 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, unlawful discrimination (such as discriminatory harassment, intimidation or bullying), the Superintendent or designee shall keep confidential the identity of the complainant and/or subject of the complaint if he/she is 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 related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints in accordance with applicable law and district policy.

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be deferred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging fraud shall referred to the Legal, Audits and Compliance Branch of the California Department of Education.

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.

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. (EDC 35186)

Compliance Officers

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s) also serve as the compliance officer(s) 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 individual(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

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. (EDC 234.1)

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. The notification shall include information regarding the prohibition of discrimination, harassment, intimidation, and bullying; unlawful student fees; local control and accountability plan (LCAP) requirements; and requirements related to the educational rights of foster youth and homeless students, former juvenile court school students, and children of military families. (EDC 262.3, 48853, 48853.5, 49010-49013, 49069.5, 51225.1, 51225.2, 52075; 5 CCR 4622)

District Responsibilities

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)

For complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall inform the respondent when the complainant agrees to an extension of the timeline for investigating and resolving the complaint.

The compliance officer 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.

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation, unlawful discrimination (such as discriminatory harassment, intimidation or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5CCR 4630, 4964)

All complainants shall be protected from retaliation.

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 him/her 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 language (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 requiring students to pay 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. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (EDC 49013, 52075; 5 CCR 4630)
3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation or bullying), may be filed only by a person who alleges that he/she personally suffered unlawful discrimination, discriminatory harassment, intimidation or bullying, or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination, discriminatory harassment, intimidation and/or bullying occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination, discriminatory harassment, intimidation or bullying. 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)
4. 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.
5. When the complainant or alleged victim of unlawful discrimination (such as discriminatory harassment, intimidation or bullying) or the alleged victim, when he/she is not the complainant, requests confidentiality, the compliance officer shall inform him/her 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 the compliance officer receives the complaint, he/she 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 may not be offered or used to resolve any complaint involving an allegation of a 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, 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 his/her 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 to 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 his/her representative with the opportunity to present the information contained in complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to 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. He/she, 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, 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)

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. The standard is met in the allegation is more likely to be true than not.

Report of Findings

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant, and respondent if there is one, a written report, as described in the section "Final Written Decision" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

Final Written Decision

The district's decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant and respondent. (5 CCR 4631)

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision 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 attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In other all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
 - a. Statements made by any witnesses
 - b. The relative credibility of the individuals involved
 - c. How the complaining individual reacted to the incident
 - d. Any documentary or other evidence relation to the alleged conduct
 - e. Past instances of similar conduct by any alleged offenders
 - f. Past false allegations made by the complainant
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation or bullying), the disposition of the complaint shall include a determination for each allegations as to whether retaliation or unlawful discrimination, discriminatory harassment, intimidation and/or bullying has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a. The manner in which the misconduct affected one or more students' education
- b. The type, frequency, and duration of the misconduct
- c. The relationship between the alleged victim(s) and offender(s)
- d. The number of persons engaged in the conduct and at whom the conduct was directed
- e. The size of the school, location of the incidents, and context in which they occurred
- f. Other incidents at the school involving different individuals

5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with EDC 49013 and 5 CCR 4600

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation or bullying), the decision may, as required by law, include:

- a. The corrective actions imposed on the respondent
- b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.
- c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence

6. Notice of the complainant's and respondent's right to appeal the district's decision to the CDE within 15 calendar days, and procedures to be followed for initiating such an appeal

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

For complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation or bullying), the decision shall also include a notice to the complainant that:

1. He/she 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.(EDC 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination, discriminatory harassment, intimidation and/or bullying complaints based on federal law. (EDC 262.3)
3. Complaints alleging discrimination, discriminatory harassment, intimidation and/or bullying 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, discriminatory harassment, intimidation and/or bullying.

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision of a complaint regarding any specified federal or state educational program subject to the UCP may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision.

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, he/she, in the same manner as the complainant, may file an appeal with the CDE.

The complainant or respondent shall specify the basis for the appeal of the decision and how the facts are incorrect and/or the law has been misapplied. The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's decision in that complaint. (5 CCR 4632)

Upon notification by the CDE that the complainant or respondent has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the written decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. 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
5. A report of any action taken to resolve the complaint

6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

WILLIAMS UNIFORM COMPLAINT PROCEDURES (UCP) BP 1312.4 5CCR

Pursuant to EDC 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each student, including an English learner, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including certification required to teach English learners, if present.

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.

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 a semester for an entire semester.

1. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following website: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

TITLE IX OF THE EDUCATIONAL AMENDMENT

"No person...shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance."

It is the policy of the Lemoore Union Elementary School District not to discriminate on the basis of sex in its educational programs, activities, admissions or employment policies as required by Title IX of the 1972 Educational Amendments. This school district has a Student Grievance Procedure for students to follow in alleged discrimination and sex discrimination.

STUDENT ACTIVITIES

NON-DISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES (BP 0410)

The Governing Board is committed to equal opportunity for all individuals in education. All aspects of the District's school environment, including all academic, extra-curricular 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.

EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

Students are encouraged to participate in extracurricular and co-curricular activities. School employees shall supervise all such activities. In order to participate, students must demonstrate satisfactory educational progress and proper citizenship. Board Policy 6145 requires students to earn a minimum of 2.0 Achievement Score Average in order to participate in such activities. Students may be granted a probationary period by the Superintendent or designee.

ASSEMBLIES/RALLIES

Assemblies and rallies are a regularly scheduled part of the curriculum and, as such, are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. These are considered co-curricular activities

CITIZENSHIP ELIGIBILITY

All students elected to student office, or who represent their school in extra/co-curricular activities, including dances, shall have and maintain good citizenship records. Any student who does not maintain a good citizenship record shall not be permitted to represent fellow students or the school for a period of time recommended by the principal or assistant principal.

STUDENT COUNCIL

The Student Council shall act as the representative group for the entire student body. Their duties shall consist of bringing to the attention of the faculty and students any problems that directly or indirectly affect the welfare of the school or the student body. The Council is made up of representatives from each grade level, with student body officers being President, Vice- President, Secretary, and Treasurer. Officers and grade level representatives must have an Achievement Score Average of 2.00 each trimester and demonstrate appropriate behavior to participate in Student Council.

If a representative or officer receives one major referral it is grounds for removal from Student Council.

GENERAL POLICIES AND PROCEDURES

ARRIVAL/DISMISSAL TIME

Students not involved in school-approved before school activities shall not arrive on campus earlier than 15 minutes prior to the start of school. Students not involved in school-approved after school activities must be off campus 15 minutes after dismissal.

BIKES, BIKE RACKS, AND BIKE HELMETS

Bike racks are provided near parking lots and passenger drop off locations. Owners of bicycles shall LOCK THEIR BIKE to safeguard their property. Loitering at the bicycle racks is prohibited. The school is not responsible for bicycle theft, theft of parts, or damage while bicycles are parked at school. BICYCLES ARE NOT TO BE RIDDEN ON CAMPUS AT ANY TIME. All students riding bicycles to school must abide by the California State helmet law. NOTE: Skates, skateboards, scooters, heelys, and in-line skates MAY NOT be brought to school.

HOME TO SCHOOL TRANSPORTATION - BUSES

Riding the bus is a privilege. Failure to follow bus or school rules while riding or waiting at a bus stop may result in the loss of this privilege. Discipline is subject to Lemoore Area School Transportation procedures.

CONTACTING TEACHERS

LUESD recognizes that student success is dependent upon an effective partnership between the teacher, parent, and student. You are encouraged to discuss your child's progress with his/her teacher; however, due to professional responsibilities, teachers may not always be available before and after school to speak with you. If you would like to speak with your child's teacher, please schedule an appointment by calling your school office or contact the teacher via email at the address listed on the district website (www.luesd.k12.ca.us).

COUNSELING SERVICES

The counseling program at each school provides guidance services and resources to assist students with adjustment to school, personal and social development, achieving academic success and educational and career exploration. A school counselor is available to discuss possible solutions with students, parents and teachers with regard to recurring academic difficulties, emotional and social difficulties, behavioral issues and attendance problems. The goal of the program is to enable all students to achieve success in school and to develop into contributing members of our society.

FIELD TRIPS

During the school year, students may go on field trips (walking/ bus). Permission slips are to be signed and returned to school personnel prior to the trip. Students will not be able to call home for a permission slip on the day of the trip. All standard rules of conduct and procedures used in the daily transportation of pupils will be observed and enforced on field trips unless otherwise stated by the teacher in charge. Students may be excluded from field trips due to habitual violation of school rules.

On all school-sponsored trips involving students, school employees shall make provisions for proper supervision.

Parents/guardians are encouraged to participate in such supervision. Please refer to the “Volunteers/Chaperones” section of this handbook for specific criteria for chaperones. To ensure adequate supervision of students on school-sponsored trips, chaperones shall not bring additional children.

GIFTS TO STUDENTS

Deliveries of balloons, flowers, and gifts to students disrupt instruction and class routines. **Please do not have balloons, flowers, or other gifts delivered to individual students while at school.** The district reserves the right to refuse the delivery of gift items to students.

HOMEWORK AND MAKEUP WORK

Students are expected to complete homework as assigned. It is the philosophy of the school that homework is an integral part of the learning experience and failure to complete homework can lead to lowered academic performance.

Students shall be given the opportunity to make up school work missed because of an excused absence. Students shall have double the time of the absence to make up the assigned schoolwork (2 days absence = 4 days make-up time). Only grading deadlines would supersede this process. Long term assignments with predetermined due dates are due on the scheduled date.

RELOCATING

Please notify the school office at least one day in advance if you are moving. Students must pick up a transfer from the office and obtain clearance from all teachers and the media center before leaving. A student must clean out their locker and return all books for clearance. Grades are issued for students who have been enrolled a minimum of four weeks. NOTE: If you change your address or phone number during the school year, please notify the office.

NOTEBOOKS

University Charter School believes a student who comes to school prepared to learn with the proper necessary tools has a better chance of learning and will focus on their primary task of academic success. Examples of materials needed may include a 3-ring binder notebook that has the following items: 1 set of dividers with slide-in labels, plastic pouch with pencils, pens, small ruler and other necessary school items and binder paper. Writing, pictures and/or illustrations that are gang related or inappropriate are not allowed on or in notebooks, papers or other books.

“PARENT PORTAL” – Online parent link to grades, attendance

UCS uses AERIES student data program for all aspects of information tracking. This program also provides parents access to online information on their child through any modern web browser. Parents may view grades, assignments, and attendance at any time. Parents must have: Email account, Student Permanent ID Number, Valid Area Code and Phone Number, and Verification Code. A letter is provided to all parents at start of year or for any new enrollment that provides ID number and Verification Code.

PHYSICAL EDUCATION

Students may be excused from P.E. for 1-3 days with a note written by their parent or legal guardian. All notes need to be dated with reason and how many days the child needs to be excused from participating in P.E. After 3 days, a doctor’s written excuse will be required. Students who have a medical excuse from a doctor will need to report this to the office immediately.

STUDENT OFFICE HOURS

The office is open to assist students before and after the school day. Any other time students must have a pass from a staff member.

TELEPHONE CALLS

In order to avoid instructional interruptions, parent calls to students should only occur for emergency purposes. Students may not use the telephone in the classrooms or office without permission. Cell phones are to be turned off during the entire instructional day.

TEXTBOOKS, MATERIALS, AND SUPPLIES

The instructors will issue textbooks. Students are responsible for the care of each text assigned to him or her. Texts that are lost or stolen and books that show excessive wear and/or damage are charged to the pupil and parents. Students are encouraged to keep texts covered. Heavy wrapping paper or any commercial cover is adequate. Instructors will check periodically on textbooks, their ownership and condition. A student must turn in the same textbook that was issued to him/her. Students having obligations for lost or damaged books or materials, or damage of school property to include

technology equipment (e.g. computers, wireless keyboards, USB flash drives), library books will not be allowed to participate in the end-of-year activities, including Milestone Ceremonies.

WEBSITE (www.luesd.k12.ca.us)

The Lemoore Union Elementary School District produces a website which is maintained on a regular basis. Our website contains valuable information for parents and students such as the school calendar, breakfast and lunch menus, dress code, curriculum overview, regular meetings of the Board of Trustees.

ACADEMIC POLICIES

ACADEMIC ELIGIBILITY REQUIREMENTS

In order to encourage and promote academic excellence, students participating in extra/co-curricular activities shall have a minimum 2.0 GPA, with no Below Basic on their last report card and must be receiving "Credit" in elective courses. Any student on the "At Risk" list who is otherwise eligible may participate; however, they may not attend any practice, competition, or activity that will require them to miss class time.

ACADEMIC PROBATION

A student will be placed on Academic Probation if he/she is identified as "At-Risk" or has an academic Grade Point Average (GPA) less than or equal to 1.80. Parents and students will be notified by the school at the end of a grading period. A conference will be held, a plan of action to raise the student's scores will be completed, and mandatory interventions assigned. The student will be suspended from extra-curricular activities until that contract is fulfilled. Should a student continue to remain "At-Risk" or show no progress for three out of four consecutive marking periods (report card and progress report) they will have failed to meet the Charter school compact and will have their enrollment revoked. If a student's enrollment is revoked at the end of the school year he/she will be unable to re-enroll the following year or participate in end-of-the-year activities.

Appeal Process

A parent/guardian may appeal the revocation of having the students enrollment revoked within 5 days of the revocation, by stating in writing the reason(s) for the appeal. This information will be presented to the Administrative Review Committee. The committee will meet within 15 days of written request for an appeal. The parent/guardian may present their case to the committee. The committee may ask questions and the parent/guardian and/or student may answer at their own discretion. After the student/parent leaves the meeting room, the committee will deliberate and decide whether or not to uphold the decision for the revocation of enrollment. The committee may also reverse the decision to revoke the enrollment with certain conditions that will need to be met. In this case a contract will be created and a parent/guardian, student and administrator will be required to sign the contract before it is officially in place. The revocation of the enrollment will remain in effect throughout the appeals process and/or until a decision to reverse the revocation has been made by the committee, and/or all new contracts, if applicable, are signed by the appropriate parties. Only one (1) appeal per student will be allowed. In other words, if a parent/guardian appeals an enrollment revocation and the decision to revoke the enrollment is overturned by the committee, and later that same student has his/her enrollment revoked again, then the parent/guardian will not be allowed to appeal for a second time.

MID TRIMESTER PROGRESS REPORTS

Mid-trimester Progress Reports will be issued to students who are having difficulties in class ("BB" or "FBB") or who have had a dramatic drop in their grade. Progress Reports will be sent home during this time or at any other time deemed necessary by the teacher. Parents may also check their student's progress at anytime through the online Parent Portal link, available through the school website.

PROGRESS REPORTS AND CONFERENCES

Parents may request, by note or phone, that their child pick up a current status progress report from the office at any time of the year, except during the two week period prior to the end of a trimester and the two week period following the end of a trimester. Progress reports may be requested on a weekly basis, if so desired. It is the student's responsibility to obtain the report from the office before school starts so he/she can take the form to his/her teacher each period for completion. Parent conferences are scheduled each trimester for at risk students. Conferences may also be requested at any time by a parent or by a teacher. Conferences for "At-Risk" students will be held mid-trimester or at any other time deemed necessary by the teacher.

RETENTION / CONDITIONAL PROMOTION (5-8 Grade)

A student identified as "At Risk" for retention may be conditionally promoted to the next grade if he/she has met the minimum standard in English Language Arts and Math and has a remedial instructional plan to overcome her/his academic deficiencies. Conferences for these students will be held mid-trimester or at any other time deemed necessary by the teacher

REPORT CARDS

Report cards are issued to students three (3) times a year. Report cards for the first trimester will be sent home with the parents who attend conferences. For those who do not attend conferences they will be mailed on the Monday following conference week. For the rest of the year report cards are sent home with the students or via U.S Mail.

STANDARDS BASED GRADING

University Charter School uses a standards reference grading system. The following is the grading scale:

- 4 - Standard Exceeded
- 3 - Standard Met
- 2 - Standard Nearly Met
- 1 - Standard Not Met

HONOR ROLL

The Honor Roll is a means of giving recognition to the distinguished students of University Charter School. In keeping with this philosophy, the requirements will reflect not only the student's academic achievement, but his/her effort and citizenship as well. All students are eligible for placement on the Honor Roll subject to the following criteria:

Total Grade Points

A =	Advanced	= 4 points	Dean's List	3.80 – 4.00 or above
P =	Proficient	= 3 points	Advance Scholar	3.60 – 3.79
B =	Basic	= 2 points	Proficient Scholar	3.00 – 3.59
BB =	Below Basic	= 1 point		

1. The student shall have no current grade below a "Basic" on his/her report card.
2. All academic core courses (English, history, math, science and PE) count toward a student's total grade point.
3. Students identified as "At Risk" are not eligible for the honor roll.
4. Students enrolled in college classes or advanced grade level placement will receive advance placement scoring for their core academic record. Advance = 5.00, Proficient = 4.00, Basic = 3.00



Parent /Student/ University Charter School Compact

The purpose of this compact is to promote responsibility and respect in the students of the University Charter School. We recognize that our goal to inspire and prepare students to become successful learners, workers, and citizens requires the partnership of parents, students, and school. This compact secures that both parents and students have read and agree to the terms of the school charter.

CHARTER SCHOOL

1. Recognizes the right of parents to participate in decisions affecting their children and agrees to:
 - a. Provide periodic reports on student progress
 - b. Consult with parents regarding changes in the behavior and/or academic performance of their child
 - c. Respond in a timely manner to parent calls and/or requests for conferences
2. Accepts its obligation to provide a quality education for all students by:
 - a. Responding to the academic needs of students
 - b. Providing appropriate academic interventions
 - c. Utilizing an effective curriculum that will prepare students for the future
 - d. Providing competent personnel who display a nurturing and caring attitude toward children
3. Welcomes parents as partners in the educational process of their children by:
 - a. Allowing parents to participate in various decision-making activities regarding school policy
 - b. Encouraging parent participation in school activities
 - c. Providing opportunities for parents to volunteer

PARENTS

1. Recognize that supervising a student is the joint responsibility of the parent and school and will:
 - a. Provide a time and a place for the completion of the homework assigned to my child
 - b. Reinforce the conduct and dress code of the school
 - c. Ensure regular attendance at school, observing opening and closing times of the instructional day
 - d. Ensure that my student will attend any mandatory interventions assigned due to Academic Probation.
2. Accepts the responsibility of prompt and appropriate communication with the faculty:
 - a. Regarding concerns about student performance, instruction, or other issues
 - b. Concerning matters that may affect the performance and/or behavior of my child at school
3. Agrees to participate, whenever possible, in the school community by:
 - a. Attending a variety of school events
 - b. Volunteering service to the school through the opportunities that are provided

STUDENT

1. Recognize that he/she is ultimately responsible for his/her learning and will:
 - a. Attend school regularly, observing the opening and closing times of the instructional day
 - b. Diligently pursue his/her studies at school and home, completing all work to his/her best ability
 - c. Actively participate in class assignments, discussions, and projects

- d. Attend mandatory interventions assigned due to Academic Probation.
2. Accepts the responsibility of maintaining a high level of conduct at all times by:
 - a. Demonstrating respect toward school employees, other adults on campus, his/her parents, fellow students and the community
 - b. Showing respect for school property and the property of others
 - c. Following all school rules and behavior expectations
 3. Agrees to make a positive contribution to the school and community by:
 - a. Setting a positive example for others to follow
 - b. Contributing to the service of the school through the opportunities that are provided

Parents and students may withdraw from this compact at any time, and arrange for attendance alternatives that may include an alternative District program or attendance in another school district. **Consistent failure to uphold the terms of this compact may result in the dismissal of the student through the process outlined in the Charter School Handbook.**

We, the undersigned, agree to the terms of the compact.

Student Name: _____

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

Principal's Signature _____ Date _____



Lemoore Union Elementary School District

Board Members: Tim Wahl, Stephen Todd, Jim Inglis, Eddie Mendes, Stephen Todd,

Cheryl Hunt, Superintendent

Assistant Superintendent: Eduardo Ochoa

TO: LUESD Staff, Students, and Parents – 2018/2019

FROM: Chris Surratt, Director of Facilities, Maintenance & Operations

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA) inspections have been performed at all district school sites for materials containing asbestos. The asbestos management plans are on file in each school administrative office and in the maintenance & operations office.

The EPA requires all districts to perform regular inspections of asbestos containing materials. We inspect all buildings regularly and safely manage the asbestos containing materials. We have followed all recommendations as advised.

Asbestos containing materials in this school district are in good condition and we will continue to manage them in place for the safety of all students and staff.

A copy of the asbestos management plan, which outlines the methods used to maintain asbestos-containing materials in a safe manner, is on file for your review in the school district maintenance office. If you have any questions or comments please contact me at (559) 924-6811.

Assembly Bill 2260 is in effect for California school districts. The purpose of this law is to reduce children's exposure to toxic pesticides through information and integrated pest management. The Lemoore Union Elementary School District does not use any products under this law that use the signal word "danger", and in the majority of cases, the products used fall into the category "caution". The safety categories are assigned to pesticides to indicate their toxicity level. Caution indicates the least toxic level. In addition, pest management products are applied when children are not present in the area. Applicators receive training, follow U.S. EPA label guidelines, and only apply pesticides when they are absolutely necessary. Under these regulations, the pest management products listed below are used by Lemoore Union Elementary School District as necessity dictates.

PRODUCT	ACTIVE INGREDIENTS	PURPOSE
FarmWorks	Glyphosate	Weeds
Wasp & Hornet Freeze	d-trans Allethrin, 3-Phenoxybenzyl	Wasps & Hornets
Suspend SC	Deltamethrin	Spiders, Cockroaches
Surflan	Orzalin 3,5 -dinitro-dipropylsulfanilamide	Weeds
CY KICK	Cyfluthrin	Ants-Insects
Fertilizer	Nitrogen, soluble potash, calcium, Magnesium, phosphoric acid	Turf Fertilizer

Application dates for pesticide use will be posted in the front area of the school site at least 24 hours prior to, and for 72 hours after application of pesticides. If you would like to register with the school district to receive notification of individual pest management product applications at a specific school site, please contact me at 924-6811 to request a registration form. Registrants will be notified of individual applications at least 72 hours in advance, except in emergency applications. California Department of Pesticide Regulation website: www.cdpr.ca.gov

1200 West Cinnamon Drive • (559) 924-6800 • FAX (559) 924-6809

Mailing Address: 100 Vine Street • Lemoore, CA 93245

On the Web: www.luesd.k12.ca.us



Dear Parents and Caregivers,

Your son or daughter is taking part in classroom lessons from the Common Sense Media Digital Literacy and Citizenship curriculum. The overall goal of this curriculum is to educate and empower young people to harness the power of the Internet and digital technology for learning, and for them to become safe, responsible, and respectful digital citizens.

What is digital citizenship?

YouTube. Runescape. iTunes. Twitter. Facebook. Club Penguin. Digital media and technology is evolving at a dizzying pace, bringing with it extraordinary opportunities as well as real risks for our children. On the positive side, young people are using the immense power of the Internet and mobile technology to create, connect, explore and learn in ways never before imagined. On the negative side, harmful behaviors aided by digital technology, from cyberbullying to digital cheating, are surfacing in schools and in homes across the country. Young people face ethical challenges daily, without a road map to guide them. And many of us – parents and teachers alike – are struggling with how to help kids thrive in this brave new world. That is why we have embarked on this digital citizenship program. Our partner in offering this curriculum is Common Sense Media, a nonprofit organization dedicated to improving the lives of kids and families by providing the trustworthy information, education, and independent voice they need to thrive in a world of media and technology.

What we teach

Common Sense Media's Digital Citizenship curriculum is divided into five units based on the digital ethics research of Dr. Howard Gardner and The GoodPlay Project at the Harvard School of Education. Students learn to think critically about how they treat others in this fast-paced digital world, and they learn to use the Internet in legal, ethical, and responsible ways. The underlying message is one of empowerment: With powerful digital tools of creation and communication comes great responsibility.

- **Digital Life:** Students learn about the 24/7, social nature of digital media, reflect on the role of the Internet in their lives, and are introduced to the concept of digital citizenship.
- **Privacy:** Students learn that the Internet is a public space, and then develop skills to protect their own privacy and respect the privacy of others.
- **Connected Culture:** Students explore the ethics of online relationships – both the negative behaviors to avoid, like cyberbullying and hate speech, and the positive behaviors that support collaboration and community.
- **Self-Expression and Identity:** Students explore the nature of online identity. They see how the choices they make about how to present themselves online can affect their relationships, sense of self, and reputations.
- **Respecting Creative Work:** Students learn the importance of respecting creative work in a connected culture – to download content legally, respect copyright, comment constructively on others' work, as well as how to share what one authors and creates and receive attribution for it.

The curriculum emphasizes skill building, critical thinking, and decision making. We take a balanced approach and celebrate the positive aspects of digital life while teaching students to avoid its potential perils. The Digital Citizenship curriculum is rooted in a model of ethical thinking that starts with the self and moves outward, to encompass the entire community. Through video, hands-on activities, role playing, and classroom discussion, your children will be asked to reflect on how their digital and online behaviors affect themselves, their friends and family, and the communities of which they are a part. They will have the opportunity to use computers and the Internet to practice digital literacy skills and to create digital media products (videos, blogs, digital art) to demonstrate and share their knowledge with you and others.

What families can do

Common Sense Media takes a holistic, school-community approach to digital literacy and citizenship and provides parent educational resources to help you support your child's learning. As we engage in these lessons in class, we will be sending home parent tip sheets, videos, and an occasional homework activity for you to do with your child. We encourage you to read and view the parent materials, have fun with the homework activities, and take this as an opportunity to spend time with your kids and learn together. If you have access to the Internet at home or at work, you can visit the Common Sense Media website at www.commonsensemedia.org and take a look at the wealth of parent resources it provides on kids and media.

We are thrilled to be launching this Digital Citizenship curriculum for middle school and look forward to sharing more with you in the weeks ahead. Please feel free to contact me if you have any questions. Raising and educating young people in today's 24/7 digital media environment is one of the most exciting and daunting challenges that parents and schools face today. Working together, we can raise a generation of kids who become smart, responsible, and respectful digital citizens.



Lemoore Union Elementary School District

Board Members: Eddie Mendes, Tim Wahl, Stephen Todd, Myeisha Neil, Jim Inglis
Cheryl Hunt, Superintendent

Ed Ochoa, Assitant Superintendent

Student Wellness Policy Fact Sheet

The information below is a summary of the Lemoore Union Elementary School District's Wellness Policy.

- The LUESD recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. The prevalence rate for obesity in adults in Kings County is estimated at 36.6%, which is approximately 35,000 people.
- **Daily Recess.** All transitional kindergarten students through sixth grade students will have at least 30 minutes a day of supervised recess, preferably outdoors, during which time staff should encourage moderate to vigorous physical activity.
- **Physical Education.** Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.
- **Sharing of Foods and Beverages.** Schools will discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.
- **Consultation with health staff.** Classroom teachers must consult with the school health office at least one week in advance of class events in regards to student food allergies when food will be offered.
- **Celebrations.** All celebrations must comply with board policies including those regarding food allergies and special dietary needs.
 - Schools should limit celebrations that involve food during the school day. Class parties or celebrations shall be held after the lunch period, unless food is provided by the child nutrition department. Each party may include no more than one food or beverage that does not meet nutrition standards for foods and beverages.
 - All food items brought to school must have ingredient/nutrition labels in order to comply with the district Wellness Policy. **Parents/guardians must consult with the classroom teacher at least 10 days prior to the event in order to discuss bringing any food items to the classroom.** Food items need to be brought to the school office no later than 9:00am the day of the event.
 - *Food brought to school without prior approval from classroom teacher will not be accepted.*
- **Rewards.** Schools are discouraged from rewarding students with foods or beverages.
- **Fundraising Activities**
 - The Superintendent or designee shall encourage school organizations to use healthy food items or non-food items for fundraising purposes.

****Please refer to the district website or your school website for the full Student Wellness Plan.***

1200 West Cinnamon Drive • (559) 924-6800 • FAX (559) 924-6809

Mailing Address: 100 Vine Street • Lemoore, CA 93245

On the Web: www.luesd.k12.ca.us