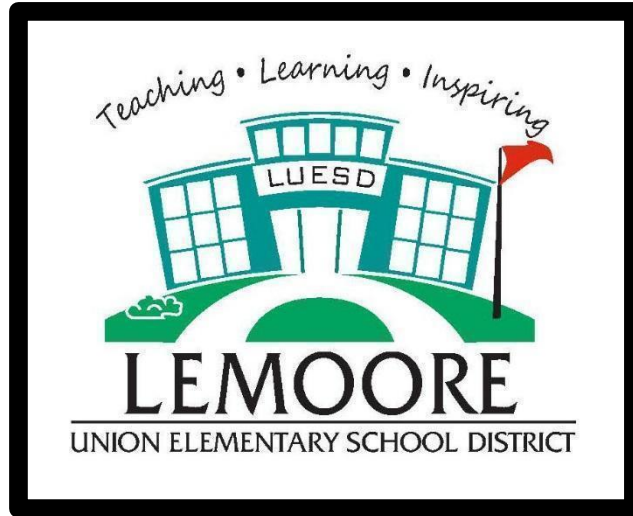


Lemoore Union Elementary School District



2023-2024 Parent/Guardian & Student Handbook All Elementary Schools (TK-6th) Liberty Middle School (7th-8th) University Charter School (6th-8th) Bridges Academy (6th-8th)

Cheryl Hunt, Superintendent
Ben Luis, Assistant Superintendent
John Raven, Assistant Superintendent of Special Services
Balbir Saini, Chief Business Official
Darrin Cooper, Director of Information Technology
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.

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LEMOORE UNION ELEMENTARY SCHOOL DISTRICT SCHOOL YEAR CALENDAR 2023-2024

August 14
August 17
August 24
September 4
October 9
November 10
November 20-24
December 18- January 5

First Day of School
Back to School Night (Elem)
Back to School Night (UCS)
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Break
Winter Break

January 15
February 19
March 25 - April 1
May 27
April 23
April 25
June 5
June 6
June 6

Martin Luther King Day
President's Day
Spring Break
Memorial Day
Open House (Elem)
Open House (LMS & UCS)
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	8#	9T	10T	11T	12
13	14E	15	16	17	18	19
20	21E	22	23	24	25	26
27	28E	29	30	31		

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

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

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

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

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

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

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8E	9#	10	11	12	13
14	15E	16	17	18	19	20
21	22E	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	3E	4E	5E	6E	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 - 6	
November 15-16	
March 12-13	

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

BOARD APPROVED 12/13/2022

SCHOOLS

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

Cinnamon Elementary (TK-6)

500 E. Cinnamon Drive
(559) 924-6870
FAX 924-6879
Sarah Streib, Principal
Carlee Dias, Learning Coordinator
www.luesd.k12.ca.us/cinnamon

Engvall Elementary (TK-6)

1055 Cedar Lane
(559) 924-6850
FAX 924-6859
Renea Fagundes, Principal
Jenna Brown, Learning Coordinator
www.luesd.k12.ca.us/engvall

Freedom Elementary (TK-6)

755 N. 19th Avenue
(559) 925-7050
FAX 925-7059
Tracy Cassina, Principal
Stephanie Tischmacher, Learning Coordinator
www.luesd.k12.ca.us/freedom

Lemoore Elementary (TK-6)

573 W Bush Street
(559) 924-6820
FAX 924-6829
Amy Garcia, Principal
Katy Bispham, Learning Coordinator
www.luesd.k12.ca.us/lemoore

Meadow Lane Elementary (TK-6)

325 Meadow Lane
(559) 924-6840
FAX 924-6849
Rhett Kenney, Principal
Dawn Taylor, Learning Coordinator
www.luesd.k12.ca.us/meadow

Liberty Middle School (7-8)

1000 Liberty Drive
(559) 924-6860
FAX 924-6869
Erin Revious, Principal
Kelley Dow, Assistant Principal
Robert Guzman, Assistant Principal
www.luesd.k12.ca.us/liberty

University Charter School (6-8)

450 Marsh Drive
(559) 924-6890
FAX 924-6899
Micky Yocum, Dean
www.luesd.k12.ca.us/ucs

Bridges Academy (6-8)

1200 W Cinnamon Drive
(559) 925-7040
FAX 924-6809
John Raven, Assistant Superintendent of Special Services
<http://www.luesd.k12.ca.us/bridges>

SCHOOL SCHEDULES

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

Regular Day Schedules

Cinnamon Elementary	<u>Grades TK-3:</u> 8:10-2:26	<u>Grades 4-6:</u> 8:10-2:46
Engvall Elementary	<u>Grades TK-3:</u> 8:10-2:36	<u>Grades 4-6:</u> 8:10-2:46
Freedom Elementary	<u>Grades TK-3:</u> 8:10-2:31	<u>Grades 4-6:</u> 8:10-2:46
Lemoore Elementary	<u>Grades TK-6:</u> 8:10-2:41	
Meadow Lane Elementary	<u>Grades TK-3:</u> 8:10-2:26	<u>Grade 4-6:</u> 8:10-2:41
Liberty Middle School	<u>Grades 7-8:</u> 8:00-3:00	
University Charter School	<u>Grades 6-8:</u> 8:00-2:50	
Bridges Academy	<u>Grades 6-8:</u> 8:00-3:00	

Early Out Monday and Minimum Day Schedules

Cinnamon Elementary	<u>Grades TK-6:</u> 8:10-1:25	
Engvall Elementary	<u>Grades TK-6:</u> 8:10-1:25	
Freedom Elementary	<u>Grades TK-6:</u> 8:10-1:25	
Lemoore Elementary	<u>Grades TK-6:</u> 8:10-1:25	
Meadow Lane Elementary	<u>Grades TK-3:</u> 8:10-1:16	<u>Grade 4-6:</u> 8:10-1:16
Liberty Middle School	<u>Grades 7-8:</u> 8:00-1:38	
University Charter School	<u>Grades 6-8:</u> 8:00-1:08	
Bridges Academy	<u>Grades 6-8:</u> Follow Regular Day Schedule	

Foggy Day Schedules*

Cinnamon Elementary	<u>Grades TK-3:</u> 9:00-2:26	<u>Grades 4-6:</u> 9:00-2:46
Engvall Elementary	<u>Grade TK-3:</u> 9:00-2:36	<u>Grades 4-6:</u> 9:00-2:46
Freedom Elementary	<u>Grades TK-3:</u> 9:00-2:31	<u>Grades 4-6:</u> 9:00-2:46
Lemoore Elementary	<u>Grades TK-6:</u> 9:00-2:41	
Meadow Lane Elementary	<u>Grades TK-3:</u> 9:00-2:26	<u>Grades 4-6:</u> 9:00-2:41
Liberty Middle School	<u>Grades 7-8:</u> 9:00-3:00	
University Charter School	<u>Grades 6-8:</u> 9:00-2:50	
Bridges Academy	<u>Grades 6-8:</u> No Foggy Day Schedules	

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

Cinnamon Elementary	Grades TK-6: 9:00-1:25
Engvall Elementary	Grades TK-6: 9:00-1:25
Freedom Elementary	Grades TK-6: 9:00-1:25
Lemoore Elementary	Grades TK-6: 9:00-1:25
Meadow Lane Elementary	Grades TK-6: 9:00-1:16
Liberty Middle School	Grades 7-8: 9:00-1:38
University Charter School	Grades 6-8: 9:00-1:08
Bridges Academy	Grades 6-8: Follow Regular Day Schedule

ENROLLMENT

ELEMENTARY SCHOOLS/LIBERTY MIDDLE SCHOOL

MINIMUM AGE OF ADMISSION

A child shall be admitted to kindergarten at the beginning of a school year, or at any later time in the same year if the child will have his or her fifth (5th) birthday on or before September 1. Children turning five (5) between September 2 and April 2 are eligible for Transitional Kindergarten.

ADMISSION

We use Aeries Online Enrollment, an online student registration system, to support our parents with the online student registration process. When enrolling your students in school, please upload the following on Aeries on-line:

- Transfer from previous school and/or report card if possible;
- Proof of Age;
- Proof of residency (may include recent mortgage/rental receipt, utility bill, or pay stub: for a full list of possible documents see <https://www.luesd.k12.ca.us/page/how-to-enroll-and-required-documents>);
- Immunization Record ~ Parents must provide the student's immunization records to verify that the student has received the required immunizations for school entry. (<https://eziz.org/assets/docs/IMM-231.pdf>)

UNIVERSITY CHARTER SCHOOL

ADMISSION

Application forms for enrollment in University Charter School are available online. 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.

(<https://eziz.org/assets/docs/IMM-231.pdf>)

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. Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health due to quarantine under the direction of a county or city health officer.
2. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
3. For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
4. For the purpose of jury duty in the manner provided for by law.
5. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a note from a doctor.
6. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
7. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
8. For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
9. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
10. For the purpose of participating in a cultural ceremony or event.
11. For the purpose of a middle school or high school pupil engaging in a civic or political event for only one school day-long absence per school year, provided that the pupil notifies the school ahead of the absence.

12. Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.

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 then the parent **MUST** notify the office stating the date, reason and days of absence, no later than five school days from the absence. Failure to do so would be considered unexcused.

If your child has a fever of 100 degrees Fahrenheit or higher, they 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.

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 (30 minutes or more) violate state law and shall be categorized as truanies. 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 may result in a referral to the School Attendance Review Board (SARB).

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.

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 principal. Independent studies may not be granted in the last two weeks of school, during state/district assessments or to extend the recess period. Work must be turned into the school on the next scheduled day of attendance per the independent study contract.

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).

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 (Ed. Code § 46010.1).

HEALTH

The school requires the parent to update the student's medical information and emergency contact information every school year through the Aeries Portal 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, students can only be released to people on the list.

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 a certain contagious disease or running a fever may need to meet certain criteria before returning to 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 may need a healthcare provider's written recommendation on restrictions related to school.

IMMUNIZATIONS AND COMMUNICABLE DISEASE

Health and Safety Code section 120325, et. Seq., CCR Section 6075, and EDC 48216 requires that every child entering a California School be immunized against diphtheria, tetanus, pertussis, polio, rubella, mumps, measles, Hepatitis B, Varicella, and any other disease designated by the CDPH. Up to date requirements can be found at the CDPH Immunization Branch website: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/School/shotsforschool.aspx>. A written immunization record of each required vaccine, including date and provider, must be presented at school entry. LUESD is also allowed to verify student vaccination status through the district's authorized student access to the CA Immunization Registry (CAIR) system if the parent/guardian authorized consent into this program at the location where the student received the immunization. All students entering 7th grade will need proof of receiving a pertussis booster shot, in addition to the above requirements. If an enrolled student who was previously believed to be in compliance with immunization requirements is subsequently discovered to not be in compliance, the parent/guardian will be notified by the school and the student will be excluded from school 10 days after the parent/guardian receives notification. 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. As of 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. As of January 1, 2021, all medical exemptions must go through the State of CA's CAIR-ME website at <https://cair.cdph.ca.gov/exemptions/home>

If the district has good cause to believe that a student has been exposed to a communicable disease and the student's documentation of immunization does not show proof of full immunization against that communicable disease, that student may be temporarily excluded from school until the local health department advises that the student is no longer at-risk of developing or transmitting the communicable disease (Health and Safety Code 120370).

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 should be provided each school year, but must be provided annually 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 OR WEBSITE. A NEW AUTHORIZATION FORM SHOULD BE SUBMITTED EACH SCHOOL YEAR, BUT MUST BE COMPLETED AT LEAST ANNUALLY.

AFTER SCHOOL PROGRAM (ELEMENTARY SCHOOLS ONLY)

The Lemoore Union Elementary School District and the after school program employees often need to discuss information regarding a student's health needs. Although both organizations serve the same students, parental written permission is needed to share student health information with each other. Parents may grant the two organizations permission to communicate. Forms are obtained and maintained through the after school program. It is the parent's responsibility to report any new medical history or medication changes to both the school district and the after school program. If the student requires access to the medication provided to the school site for the regular school day, it is the parent's responsibility to communicate with the school site a plan on how that medication will be accessible during the after school program.

CONTINUING USE OF MEDICATION

The parent or legal guardian of any public school pupil on a continuing medication regimen for a non-episodic 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)

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.

MENSTRUATION HYGIENE DISPENSER

Some of the restrooms on campus are equipped with menstruation 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 menstruation 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).

HEARING AND VISION SCREENING

A qualified provider will conduct hearing and vision screenings each school year on all TK, Kinder, 2nd, 5th, and 8th grade students as mandated (EDC 49455). Students in other grades may also be screened if a parent or school employee requests. Students receiving extra support related to academics may also be screened to rule out hearing or vision issues. Parents/guardians can exempt their student from screenings in school by signing a written statement annually indicating they do not consent to a physical examination of their child (EDC 49451).

CALIFORNIA HEALTHY YOUTH ACT (SEX ED)

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 (PUBERTY)

Pupils in 5th grade may have the opportunity to participate in a growth and development class taught by a credentialed employee. 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, if a student is found with live lice, they shall be allowed to stay in school until the end of the school day. The parent will be given information about the treatment of head lice and informed that the student will be checked upon return to school the next day and allowed to remain in school if no live lice are detected. The full LUESD Lice Policy is published on our website. 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. Lemoore Union Elementary School District ("LUESD"), in cooperation with the California Medicaid Program, is involved in a program that allows the District to be reimbursed with federal Medi-Cal dollars for selected services provided to students. These services are being provided to students whether or not the parent/guardian agrees to allow the District to seek reimbursement. Your child's current Medi-Cal or insurance coverage, if applicable, will not be affected by this program, nor the services your child receives at school. The District is required to provide you with your rights and protections when a public agency seeks to access your child's public benefits or insurance. This is a brief description of your rights and protections: 34 CFR 300.154(d) (1)

- District may use reimbursement funds to pay for required services as permitted. 34 CFR 300.154(d) (2) (i-iii)
- The District may not require children/families to sign up for Medi-Cal or insurance programs.
- The District may not require parents to incur any out-of-pocket expense.
- The District may not use a child's benefits if it will alter or affect the child's benefits 34 CFR 300.154(d) (2) (v)
- The public agency will notify parents in writing, annually, and will obtain one-time written consent before accessing the child's or parent's public benefits or insurance to pay for services under the Individual Disability Education Act. 34 CFR 300.154(e) (ii)
- Parents have the right to refuse to allow the District to seek reimbursement. The District must still provide the required services at no cost to the parent.
- Parents/Guardians have the right to withdraw consent for the District to disclose their child's personal identifiable information for Medi-Cal purposes at any time.

INSURANCE – STUDENT ACCIDENT

Student accident coverage has been purchased for all students 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.

NOTICE OF DISCLOSURE OF HEALTH INFORMATION

The district may disclose student immunization data to the Kings County Health Department and the California Department of Public Health (CDPH) as authorized under Health & Safety Code 120440. Annual immunization reports to the CDPH in grade levels TK, Kinder, and 7th are submitted through the CDPH online reporting tool [on their Immunization Branch webpage](#) with number data only and no student identifying information. Immunization audits from the Kings County Health Department may request identifying information of students by name or CA student ID and would be reviewed by the county health department at the time of the audit or in advance at 330 Campus Drive, Hanford, CA. LUESD may communicate with Kings County Health Department regarding questions related to individual students meeting the immunization requirements for school entry. Parents/guardians may refuse to allow this information to be shared with the CDPH or Kings County Health Department in the manner described above by written notice to the student's school.

Title 17 under the CA Code of Regulations requires designated employees to report to the local health officer (Kings County Health Department) suspected or known reportable diseases or conditions of students in their school district.

CONFIDENTIAL MEDICAL SERVICES/MINOR CONSENT LAWS

For students in grades 7 through 12 and/or age 12 or older, the District may release a student for the purpose of obtaining confidential medical services without obtaining the consent or knowledge of the student's parent or guardian. (EDC 46010.1). [Minor consent laws](#) allow minors to consent to certain services without parent or guardian involvement.

<http://teenhealthlaw.org/wp-content/uploads/2019/08/2019CaMinorConsentConfChartFull.pdf>

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 (EDCEDC 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).

STUDENT TRANSFERS

Lemoore Union Elementary School District is pleased to inform you that a variety of School Choice Options are available.

ALTERNATIVES

California law [EDC 48980(j)] requires all school boards to inform each student's parents/guardians at the beginning of the school year of the various ways in which they may choose schools for their children to attend other than the ones assigned by school districts. Students that attend schools other than those assigned by the districts are referred to as "transfer students" throughout this notification. There is a process for choosing a school within the district in which the parents/guardians live (intra-district transfer), and for selecting schools in other districts (inter-district transfer). The general requirements and limitations of each process are described below.

CHOOSING A SCHOOL WITHIN THE DISTRICT IN WHICH PARENTS/GUARDIANS LIVE

The law [EDC 35160.5(b)] requires the school board of each district to establish a policy that allows parents/guardians to choose the schools their children will attend, regardless of where the parents/guardians live in the district. The law limits choice within a school district as follows:

- Students who live in the attendance area of a school must be given priority to attend that school over students who do not live in the school's attendance area.
- Intra-district transfer forms are available in school offices, the district website, and the district office. Parents/guardians are to submit applications between February 1st through March 31st for the upcoming year for students in grades 1-6. Kindergarten applications are accepted between February 1st and April 15th.
- In cases in which there are more requests to attend a school than there are openings, the selection process shall be on a first-come, first-served basis.
- If a transfer is denied, a parent/guardian does not have an automatic right to appeal the decision. Any complaints regarding the selection process should be taken to the Superintendent or designee.

INTER-DISTRICT TRANSFERS

The law [EDC 46600 through 46611] allows two or more districts to enter into an agreement for the transfer of one or more students pursuant to policies of the board and terms of the agreement. The agreement must specify the terms and conditions under which transfers are permitted. There are no statutory limitations on the kinds of terms and conditions districts are allowed to place on transfers. A summary of the district's policy on inter-district transfers (BP/AR 5117) follows:

- Inter-district transfer forms are available in school offices, the district website, and the district office. Parents may submit inter-district transfer requests for the upcoming school year after the start of the second trimester of the current school year. The Superintendent or designee shall inform applicants by mail as to whether their applications have been approved, denied, or placed on a waiting list by August 1 of the requested school year. If the application is denied, the reasons for denial shall be stated.
- The district shall limit the net transfer of students out of the district to 75 students for transfers.
- If the district denies a transfer request, a parent/guardian may have the right to appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision.
- The district is not required to provide transportation to a student who transfers into the district.

RESIDENCY BASED ON PARENT EMPLOYMENT "ALLEN BILL TRANSFER"

The law [EDC 48204(b)] provides that if one or both parents/guardians of a student are employed within the boundaries of a school district other than the one in which they live, the student may be considered a resident of the school district in which his/her parents or guardians work. This does not require that a school district automatically accept a student requesting a transfer on this basis, but a student may not be rejected on the basis of race, ethnicity, sex, parental income, academic achievement, or any other "arbitrary" consideration.

The above summary of the attendance alternatives available to parents/guardians and their children is intended to provide them with an overview of the laws applying to each alternative. Any parent/guardian who is interested in securing more information about these options, district policies or procedures, and timelines for applying for transfers should contact their school office or the district office.

NOTICE OF ALTERNATIVE SCHOOLS

California state law authorizes all school districts to provide for alternative schools. *Section 58500 of the Education Code* defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

- a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- b) Recognize that the best learning takes place when the student learns because of his desire to learn.
- c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects.
- d) Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of

the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. Furthermore, a copy shall be posted in at least two places normally visible to pupils, teachers, and visiting parents in each attendance unit for the entire month of March in each year. (EDC 58501.)

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.)

COUNSELING SERVICES

LUESD currently employs six (6) full-time School Counselors.

School Counselors are trained to help students succeed academically, socially, behaviorally and emotionally. They work directly with students to address academic and social-emotional needs, as addressed by parents, school personnel and other key stakeholders. They also collaborate with educators, parents, and other professionals to create safe, healthy, and supportive learning environments that strengthen connections between home, school, and the community for all students.

Within LUESD, School Counselors works with students to:

- Develop academic plans for students to make academic progress
- Conduct academic and career planning with students
- Provide behavioral support to students through such services as:
 - direct behavioral support
 - consultation services to student or to in-line staff

- data collection and BIP development
- Provide direct instruction on appropriate:
 - social skills
 - friendship skills
 - anger management
 - self-regulation
 - problem solving
- Provide individual services to students, as identified by key stakeholders
- Make referrals to outside agencies for mental health care

Students who may be in need of mental health services can be provided these services through the School Counselor and these services are generated by any stakeholder through a Student Study Team Referral, Section 504 and/or IEP. If said services are not available on the school site, a referral to a partnering agency will be made on behalf of the family and child.

Within LUESD, School Counselors works with Students and Their Families to:

- Evaluate eligibility for Section 504 services (within a multidisciplinary team)
- Provide behavioral techniques and interventions to staff
- Create plans to support general education students who are experiencing behavioral issues within the school setting
- Provide parents with information to enhance parenting skills
- Make referrals to outside agencies for mental health care
- Make referrals and help coordinate community support services

Parents/Guardians who feel their student may be in need of mental health services can seek out these services by contacting the School Counselor, directly. If said services are not available on the school site, a referral to a partnering agency will be made on behalf of the family and child.

Useful links:

- [Suicide Prevention Policy](#)
- [Kings County Behavioral Health](#)
- [King View Counseling Services](#)

PSYCHOLOGICAL SERVICES

LUESD School District currently employs two (2) full-time School Psychologists and one (1) Behavior Specialist.

School Psychologists is a credentialed professional whose primary objective is the application of scientific principles of learning and behavior to reduce school-related problems and to facilitate the learning and development of children within the school district. They are trained to help identify specific learning and behavioral barriers and develop a plan to support the student and staff to assist the student in making progress toward their academic, social and behavioral goals. In addition to working directly with students, the School Psychologists also collaborate with educators, parents, and other professionals to create safe, healthy, and supportive learning environments that strengthen connections between home, school, and the community for all students.

Within LUESD, School Psychologists works with students to:

- Increase achievement by assessing barriers to learning and determining the best instructional strategies to improve learning
- Provide behavioral support to students through such services as:
 - direct behavioral support
 - consultation services to student or to in-line staff
 - data collection and BIP development
- Support and improve behavioral functioning of identified students on the school campus
- Promote wellness and resiliency by:
 - reinforcing communication and social skills
 - helping students develop sound, problem solving skills
 - development of anger management skills
 - understanding and monitoring of self-regulation skills
 - develop a sense of self-determination
 - find optimism

Students who may be in need of mental health services can be provided these services through the School Psychologist and these services are generated by any stakeholder through a Student Study Team Referral, Section 504 and/or IEP. If said services are not available on the school site, a referral to a partnering agency will be made on behalf of the family and child.

Within LUESD district, School Psychologists works with students and their families to:

- Identify and address learning and behavior problems that interfere with school success
- Evaluate eligibility for special education services (within a multidisciplinary team)
- Support students' social, emotional, and behavioral health
- Provide parents with information to enhance parenting skills

- Increase positive behavior interactions with peers and staff
 - Guide the implementation of a Behavior Intervention Plan or Functional Behavior Assessment
- Consults with outside agencies to provide services for students
- Make referrals and help coordinate community support services

Parents/Guardians who feel their student may be in need of mental health services can seek out these services by contacting the School Psychologist, directly. If said services are not available on the school site, a referral to a partnering agency will be made on behalf of the family and child.

Useful Links

- [Suicide Prevention Policy](#)
- [Kings County Behavioral Health](#)
- [King View Counseling Services](#)

OUTSIDE AGENCY PARTNERSHIPS

The LUESD District partners with Kings Behavioral Health. Kings Behavioral Health provides a wide variety of services to support students and families in need of mental health support. Their expertise runs that gamut. To contact Kings Behavioral Health, call (559) 852-2444 or visit their website at www.kcbh.org

The LUESD District also partners with Kings County Mental Health and Mental Health Services KIND Center. Who provides outpatient mental health services, including individual, collateral and group therapy, case management and crisis intervention. Medi-Cal beneficiaries and uninsured children and youth who present with moderate to severe needs up to age 21 and their families are served. Insured persons are referred to their own providers.

SUICIDE PREVENTION POLICY

The Lemoore Union Elementary School District (District) recognizes of the need to protect the health, safety and welfare of its students, to promote healthy development, to safeguard against the threat or attempt of suicide among school aged youth, and to address barriers to learning, hereby adopts this policy. This policy corresponds with and supports other federal, state and local efforts to provide youth with prevention education, early identification and intervention, and access to all local resources to promote health and prevent personal harm or injury. The complete LUESD Suicide Prevention Policy can be found at [Suicide Prevention Education](#)

Students will receive age appropriate lessons and presentations delivered by school staff during instructional time. These presentations will focus on the importance of safe and healthy choices, as well as help-seeking strategies for self or others. Warning signs of suicidal behavior as well as information about specific resources available to all students at school will also be addressed. Students are taught not to make promises of confidence when they are concerned about a peer or significant other. Lessons will contain information on comprehensive health and wellness, including emotional, behavioral and social skills development. Students who are in need of intervention will be referred to their School Counselor for screening and recommendations. <http://5il.co/429x>

Local Resources for Suicide Prevention Kings County Behavioral Health (All Insurance) 450 Kings County Dr., Suite 104 Hanford, CA 93230 559-582-3211	Kings County MHS KIND Center 1002 N Douty Street Hanford, CA 93230 559-235-9239	Fleet and Family Service Center (Military Dependents) Regular Appointments: 866-923-6478 Immediate Need: 559-998-4043 (Clinical Front Desk) 559-998-4042 (Front Desk)	National Resources for Suicide Prevention National Suicide Prevention Lifeline 1-800-273-8255 (TALK)
National Suicide Prevention Lifeline via TTY 1-800-799-4889	Crisis Text Line Text "HOME" to 741-741	The Trevor Project Lifeline: 1-866-488-7386 Text: Text "Trevor" to 1-202-304-1200	

DRESS CODE

We believe that appropriate dress and grooming contribute to a productive learning environment. Students are expected to give proper attention to personal cleanliness and to wear clothes that comply with each school's adopted dress code. Students must be in compliance with the Dress and Grooming Code (AR 5132), as established by the Board of Trustees.

ELEMENTARY SCHOOLS/LIBERTY MIDDLE SCHOOL/UNIVERSITY CHARTER SCHOOL

The Lemoore Union Elementary School District requires that:

Students attending school must be clean. All clothing must fit, 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. Appropriate undergarments that provide proper coverage shall be worn. Clothes shall be sufficient to conceal undergarments at all times. Each administrator reserves the right to determine and enforce appropriate dress at school and at school sponsored events. School officials may prohibit any apparel, accessory, hairstyle or cosmetic, even if not specifically mentioned below, that 1) creates a safety concern; 2) draws undue attention to the wearer; 3) detracts from the learning process; 4) causes disturbances among other students; 5) is considered gang related.

1. Shorts/Skirts/Pants: Oversized, baggy or saggy clothing is prohibited. Bottoms with bibs are not permitted for students in grades 4 through 8. Shorts are to be hemmed and not form fitting. The length of shorts and skirts shall be no higher than mid-thigh. Skirts or shorts shorter than mid-thigh are prohibited. Leggings will be allowed if the over garment is no shorter than mid-thigh. Pants cannot exceed 4 inches when measured at the kneecap of the straightened leg. Pants and shorts must fit and be worn at the natural waist. The bottom of the pant leg may not be "frayed" or drag on the ground. Pants must be hemmed and not stapled, pinned, or taped. Clothing must be free of any rips, tears, or holes four (4) or more inches above the knee, and worn as traditionally intended. Any holes located four (4) or more inches above the knee must be concealed. Sleepwear, including flannel pajama-type pants are not acceptable.
2. Shirts: All blouses and shirts must be clean and neat. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs are prohibited. Appropriate undergarments that provide proper cover shall be worn. Clothes shall be sufficient to conceal undergarments at all times. All blouses and shirts must be properly buttoned. "Henley" style shirts are not permitted. Oversized shirts that present a safety concern are not acceptable.
3. Jewelry/Personal Items: Piercings may **only** be worn in the ears. Personal items, clothing, jewelry, 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 weapons of any kind, which promote violence, 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. 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.
4. Clothing/Apparel/Personal Appearance: Any clothing or apparel that a student or group of students wear to identify themselves for the purpose of harassing, threatening, or intimidating others will not be allowed and 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 weapons of any kind, which promote violence, which display gang symbols, or which advocate racial, ethnic or religious prejudice. Clothing or other items that materially interfere with school work, create disorder or disrupt the educational process are not allowed. Military, paramilitary, or camouflage attire will not be permitted. No tattoos may be showing at any time.
5. Hats: Hats, caps, and other head coverings shall not be worn in class. Students may wear sun-protection clothing, including hats that must have a 360° sun-protecting brim of no more than 2 inches. However, knit caps may be worn outside of school buildings during cold or inclement weather.
6. Shoes: Shoes must be worn at all times. Sandals must have heel straps. Backless shoes, open sandals, high-heeled shoes, slipper-type shoes and thongs are hazardous on the school playground and are not appropriate for school. No hard-toed or steel-toed shoes/boots will be allowed. No high top, laced up, combat, or military style boots will be allowed.
7. Hair: Hair must be clean and show evidence of having been neatly groomed for school. No designs shaved (ex. lines, numbers, shapes, etc.) or colored into the head are allowed. Hair may not be sprayed by any coloring that would drip when wet. Hair that causes undue attention is not acceptable. Beards are not allowed.
8. Athletic Wear: Gym shorts, "sweatpants", and "athletic style" pants may not be worn in classes other than physical education. "Sweat pants" can be worn by students in grades Kindergarten through 3.

The principal at each school shall ensure that authorized school spirit shirts are viewpoint neutral and content neutral.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and co-curricular activities.

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

Please Note: The State of California has determined that "A 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.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

Gang-Related Apparel

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

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received. As necessary, the school shall collaborate with law enforcement agencies to update definitions of gang-related apparel.

BRIDGES ACADEMY

The Lemoore Union Elementary School District requires that:

Students attending school must be clean. All clothing must fit, 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. Appropriate undergarments that provide proper coverage shall be worn. Clothes shall be sufficient to conceal undergarments at all times. Each administrator reserves the right to determine and enforce appropriate dress at school and at school sponsored events. School officials may prohibit any apparel, accessory, hairstyle or cosmetic, even if not specifically mentioned below, that 1) creates a safety concern; 2) draws undue attention to the wearer; 3) detracts from the learning process; 4) causes disturbances among other students; 5) is considered gang related.

1. Shorts/Skirts/Pants: Oversized, baggy or saggy clothing is prohibited. Bottoms with bibs are not permitted for students in grades 4 through 8. Shorts are to be hemmed and not form fitting. The length of shorts and skirts shall be no higher than mid-thigh. Skirts or shorts shorter than mid-thigh are prohibited. Leggings will be allowed if the over garment is no shorter than mid-thigh. Pants cannot exceed 4 inches when measured at the kneecap of the straightened leg. Pants and shorts must fit and be worn at the natural waist. The bottom of the pant leg may not be "frayed" or drag on the ground. Pants must be hemmed and not stapled, pinned, or taped. Clothing must be free of any rips, tears, or holes four (4) or more inches above the knee, and worn as traditionally intended. Any holes located four (4) or more inches above the knee must be concealed. Sleepwear, including flannel pajama-type pants are not acceptable.

2. Shirts: All blouses and shirts must be clean and neat. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs are prohibited. Appropriate undergarments that provide proper cover shall be worn. Clothes shall be sufficient to conceal undergarments at all times. All blouses and shirts must be properly buttoned. "Henley" style shirts are not permitted. Oversized shirts that present a safety concern are not acceptable.

3. Jewelry/Personal Items: Piercings may **only** be worn in the ears. Personal items, clothing, jewelry, 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 weapons of any kind, which promote violence, 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. 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.

4. Clothing/Apparel/Personal Appearance: Any clothing or apparel that a student or group of students wear to identify themselves for the purpose of harassing, threatening, or intimidating others will not be allowed and 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 weapons of any kind, which promote violence, which display gang symbols, or which advocate racial, ethnic or religious prejudice. Clothing or other items that materially interfere with school work, create disorder or disrupt the educational process are not allowed. Military, paramilitary, or camouflage attire will not be permitted. No tattoos may be showing at any time.

5. Hats: Hats, caps, and other head coverings shall not be worn in class. Students may wear sun-protection clothing, including hats that must have a 360° sun-protecting brim of no more than 2 inches. However, knit caps may be worn outside of school buildings during cold or inclement weather.

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

7. Hair: Hair must be clean and show evidence of having been neatly groomed for school. No designs shaved (ex. lines, numbers, shapes, etc.) or colored into the head are allowed. Hair may not be sprayed by any coloring that would drip when wet. Hair that causes undue attention is not acceptable. Beards are not allowed.

8. Athletic Wear: Gym shorts, "sweatpants", and "athletic style" pants may not be worn in classes other than physical education. "Sweat pants" can be worn by students in grades Kindergarten through 3.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and co-curricular activities.

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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.)

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)

LUESD utilizes a school wide implementation called Positive Behavior Intervention and Supports (PBIS). Through the implementation of PBIS our goal is to explicitly teach behavior expectations and then recognize the positive behavior shown by students.

At a Glance:

- Positive behavioral interventions and supports (PBIS) is a way for schools to encourage good behavior.
- With PBIS, kids learn about behavior, just as they learn other subjects like math or science.
- The key to PBIS is prevention, not punishment

In order for students to benefit from a positive, safe school environment, student discipline issues are enforced in a consistent manner and positive behavior is reinforced.

Consequences of student behavior are utilized to teach appropriate behavior. For students who are meeting the behavioral expectations their consequence will be something that reinforces that behavior (PBIS tickets, extra time, preferred activity, etc). For students who are not meeting the expectations they will be retaught the expectations and will receive consequences that are appropriate for the action. These consequences include but are not limited to; student conference, parent conference, detention, loss of privileges, restitution, in or out of school suspension, PRIDE Academy (LMS Only). If appropriate interventions fail to bring about proper conduct or if the principal, Superintendent, or designee perceives the violation is serious enough in nature to warrant expulsion, a discretionary recommendation for expulsion shall be made.

For Education Code 48900 charges, acts must occur:

- While on any school grounds
- While going to or coming from school
- During lunch period whether on or off campus
- During or while going to or coming from any school sponsored activity at school, before and after school and at school sponsored events [48900 (s)]

48900 Infractions (Suspension or Expulsion possible)

<i>Education Code, 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	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	<p>k. Willful defiance and/or disruption of school activities and/or the learning environment. "Disruption of school activities" is defined as follows: when a student's conduct, presence or actions disrupts or threatens to disrupt normal district or school operations, threatens the health or safety of anyone on district or school property, or causes or threatens to cause damage to district property or to any property on school grounds.</p> <p>"Willful defiance of valid authority" is defined as follows: when a student defies the valid authority of a district or school official or district or school staff in a manner that has an impact on the effective or safe functioning of district or school operations, such as continuing to remain at the scene of a fight or to instigate a disturbance after being told to stop the subject behavior; repeated disobedience to or defiance of school personnel when other interventions have not been successful in modifying the misbehavior; or in the proper instance one-time or first-time disobedience to or defiance of school personnel that has an impact on the effective or safe functioning of district or school operations.</p> <p>Note, no LMS student may be recommended for expulsion for violation of Education Code 48900(k)(1). [E.C. 48900(k)(2)]</p>
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.
48900.2 Committed sexual harassment.	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 Education Code 48915 charges, acts must occur at school or school sponsored activity.

Education Code, Section 48915 (A) <i>(Shall Recommend Expulsion unless particular circumstances render inappropriate.)</i>	Education Code, Section 48915 ©: Serious Safety <i>(Must Recommend Expulsion--Mandatory)</i>
Causing serious physical injury to another person except in self-defense [EC 48915 (a)(1)(A)] <i>*Medical verification required. Refer to Education Code</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. (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.

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 during the instructional day.** 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. **Students are not to leave class to take or make a call.**

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

1st offense – confiscated for the rest of the school day and a parent/guardian is required to pick up the device from the office.

2nd offense – parent/guardian required to pick up devices from the office, and the student not able to bring back to school for the remainder of the 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 for medical reasons)	Toys/Marbles	

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

LIBRARY / MEDIA CENTER

Library personnel are in the library to assist students. Time in the library must be spent constructively. Students who are unable to abide by the Library/Media Center regulations will be sent back to their classes or to the office. Disciplinary action will be determined at that time. Items checked out are the responsibility of each student. Parents will assume financial responsibility for items not returned to the library.

RESTRICTED AREAS

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

1. Bike racks
2. Restrooms
3. Parking lots
4. Patio area
5. Far athletic fields
6. Front office area and by classroom doors
7. Other areas unique to each school site

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. Activities include but are not limited to: promotion/milestone ceremony, end-of-year field trips, athletic contests, and evening performances. Notification for loss of privileges shall be given to students and parents by school 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. 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 “Raptor” in all of our district schools to build on the district’s focus of campus safety for students and faculty. Part of keeping students and faculty safe is to know who is on our campuses at all times. The Raptor system allows us to track visitors and provide us with a safe environment for our students and staff. All visitors at our sites must be scanned into the system and obtain a visitor badge.

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

A visitor’s badge will not be necessary for those who visit our schools simply to drop off a child or an item or paperwork in the office or pick up a child. Small children and pets are not permitted as visitors.

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

VOLUNTEERS / CHAPERONES

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

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

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

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

Volunteers shall act in accordance with district policies, regulations, and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

The Board desires to provide a safe environment for volunteers and minimize the district’s exposure to liability.

How Do I Become a Cleared Volunteer or Chaperone?

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

All NEW Volunteers and Chaperones Required to Complete Online Application Using Raptor in 2023/2024

NOTE: Anyone interested in serving as a new volunteer or chaperone for the 2023/2024 school year **must apply** through the Raptor system. In order to complete the entire application process, you must visit the school site where you wish to volunteer or chaperone to have your government-issued identification scanned. You will receive an email notification once you have been approved.

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

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

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

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

All RETURNING Volunteers and Chaperones must have their ID scanned at their school site in order to confirm their Volunteer/Chaperone Status for the 2023/2024 school year.

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

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

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 contact information 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. Students will only be released to people on the emergency list.
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 a 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 a 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, students will be released to families at an assigned 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 contact information is current and correct. Please notify your child's school any time the emergency contact information changes.

LOCKDOWNS

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.

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 parents 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 telephone messaging system. It is vital for parents to keep all contact information up to date.

NONDISCRIMINATION/HARASSMENT (BP 5145.3)

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

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

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

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

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

discrimination complaint.

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

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

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

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

Record-Keeping

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

SEXUAL HARASSMENT - TITLE IX SEXUAL HARASSMENT COMPLAINT PROCEDURES

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

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

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

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

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

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

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

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

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

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

SEXUAL HARASSMENT/STUDENTS (BP/AR 5145.7)

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

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

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

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

1. A district employee conditioning the provision of a district aid, benefit, or service on the student's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the district's education program or activity
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

Examples of Sexual Harassment

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

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

Title IX Coordinator/Compliance Officer

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

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

Notifications

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

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

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

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

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

Reporting Complaints

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

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

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

Complaint Procedures

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

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

SEXUAL HARASSMENT PERSONNEL BP 4119.11

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

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

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

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

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

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

Sexual Harassment Reports and Complaints

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

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

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

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

BULLYING BP 5131.2

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

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

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

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

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

DEFINITIONS

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

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

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

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

MEASURES TO PREVENT BULLYING

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

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

STAFF DEVELOPMENT

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

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

1. Discuss the diversity of the student body and school community, including their varying immigration experiences

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

STUDENT INSTRUCTION

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

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

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

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

REPORTING AND FILING OF COMPLAINTS

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

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

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

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

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

DISCIPLINE/CORRECTIVE ACTIONS

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

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

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

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

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.

TECHNOLOGY

STUDENT 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, Freedom, 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 email 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 email to school staff.
- I understand that I will not share my Google Apps password with others and am responsible for all email sent through my account.
- I understand that email sent through this account may be scanned for content violating the terms of this agreement and that my email 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.

Chromebook and iPad Usage

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

Equipment

Device usage is a privilege and not a right. Students will receive appropriate instruction in the usage and care of the device. ***Devices 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 the teacher, who will then determine the necessary action. If a device is damaged, the school will work with the student/family to determine if it is a warranty claim, accidental damage, or damage due to neglect or abuse. If a device is damaged due to neglect or abuse, it is the family's responsibility to 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 repair/replacement cost will be assessed on a case-by-case basis.

Device Usage Rules

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

1. The device is to be used for educational purposes only. Do not go to any sites, access any apps, or do anything that your teacher has not told you to do. During class time you can use the device when directed by the teacher and you may only use the apps appropriate for the tasks.
2. Do not let anyone else use the device that was given to you for your use. When you are finished using the device, plug it in at home (Liberty students) or in the cart (elementary school) for recharging. You are responsible for making sure it is plugged in correctly and charged.
3. The device is the District's property. Everything you do is monitored, and any device may be inspected at any time. You should have no expectations of privacy of materials found on the device.
4. Do not change any of the settings (lock screen, home screen, text size, etc.) unless approved by your teacher. You may not modify or delete any settings that change the network monitoring access.
5. The device can take photos and videos. Do not take any pictures of classmates or yourself unless directed to do so, and ask permission before recording an individual or group. All photos saved to the device 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 device may be listened to according to the rules of the classroom teacher.
7. Do not eat or drink while using the device.
8. Do not remove any stickers or labels on the device.
9. Do not pick at and remove any components of the device.
10. The device must be carried with two hands at all times or in the case provided by the District (Liberty students).
11. Use only the screen cleaning materials provided by your teacher to clean the screen. Do not place the device in your desk or backpack.
12. Only use headphones when needed and use an adapter if one is provided.
13. If there is any problem with the device, 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 the 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, the District may access and provide such data without the knowledge or consent of the user.

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

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

Limitation of Liability

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

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

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

Violations of this Acceptable Use Policy

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

The Child Nutrition Department provides Universal Free Meals for All students, therefore, there is no charge for breakfast and lunch. Students may purchase additional meals and milk, known as Ala Carte. Ala Carte **may not** be charged to their account. For Ala Carte items, payment may be made to the students account with cash, cashier's check, or via the web at www.ezschoollpay.com. Personal checks are not accepted. 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, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax:

(833) 256-1665 or (202) 690-7442; or

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.)

WELLNESS POLICY

The Lemoore Union Elementary School District ensures that students receive nutritious meals at school. The District's full Wellness Policy can be found at <https://www.luesd.k12.ca.us/o/luesd/page/child-nutrition--33>

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.
- 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 the 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.

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).

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).

MINIMUM DAYS AND PUPIL-FREE STAFF DEVELOPMENT DAYS

Parents/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

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

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

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

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

The District Complaint Officer information is below:

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

COMPLAINTS CONCERNING SCHOOL PERSONNEL (BP/AR 1312.1)

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

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

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

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

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

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

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

The Board prohibits retaliation against complainants.

Appeals

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

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

The Board's decision shall be final.

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

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

Complaints Subject to the UCP

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

1. Accommodations for pregnant and parenting students (Education Code 46015)
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)
3. After School Education and Safety programs (Education Code 8482-8484.65)
4. Agricultural career technical education (Education Code 52460-52462)
5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
6. Child care and development programs (Education Code 8200-8498)
7. Compensatory education (Education Code 54400)
8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)
9. Course periods without educational content, when students in grades 9-12 are assigned to such courses more than one week in any semester or in a course the student has previously satisfactorily completed, unless specified conditions are met (Education Code 51228.1-51228.3)
10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)
11. Educational and graduation requirements for students in foster care, homeless students, students from military families, students formerly in a juvenile court school, migrant students, and immigrant students participating in a newcomer program (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
12. Every Student Succeeds Act (Education Code 52059; 20 USC 6301 et seq.)
13. Local control and accountability plan (Education Code 52075)
14. Migrant education (Education Code 54440-54445)
15. Physical education instructional minutes (Education Code 51210, 51222, 51223)
16. Student fees (Education Code 49010-49013)
17. Reasonable accommodations to a lactating student (Education Code 222)
18. Regional occupational centers and programs (Education Code 52300-52334.7)

19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
20. School safety plans (Education Code 32280-32289)
21. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
22. State preschool programs (Education Code 8235-8239.1)
23. State preschool health and safety issues in license-exempt programs (Education Code 8235.5)
24. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
25. Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate

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

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation or bullying), the Superintendent or designee shall keep the identity of the complainant and/or subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained. When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

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

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

Non-UCP Complaints

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

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division and the appropriate law enforcement agency.
2. (5 CCR 4611)
3. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be deferred to the Department of Social Services. (5 CCR 4611)
4. Any complaint alleging that a student, while in an education program or activity in which the district exercises substantial control over the context and respondent, was subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.
5. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.
6. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education, failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of FAPE shall be submitted to the California Department of Education (CDE) in accordance with AR 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)
7. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)
8. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15582)
9. 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 mis-assignments, shall be investigated and

resolved in accordance with the procedures in AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)

Compliance Officers

The district designates the individual(s), position(s), or unit(s) identified below as responsible for receiving, coordinating and investigating the complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination, harassment, intimidation or bullying and in AR 5145.7 - Sexual Harassment for handling complaints regarding sexual harassment.

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

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

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

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

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

Notifications

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

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

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group and all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy
2. The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such persons will be knowledgeable about the laws and programs that they are assigned to investigate
3. A statement that a UCP complaint, except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than one year from the date the alleged violation occurred.

4. A statement that, in the case of a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, a UCP complaint must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct
5. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities
6. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint
7. A statement that the district will post a standardized notice of the educational and graduation requirements of foster youth, homeless students, children of military families, and former juvenile court school students now enrolled in the district, as specified in Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process
8. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant
9. A statement that, for programs within the scope of the UCP as specified in the accompanying Board Policy, the complainant has a right to appeal the district's investigation report to the California Department of Education (CDE) by filing a written appeal, including a copy of the original complaint and the district's decision, within 30 days of receiving the district's decision
10. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal laws prohibiting discrimination, harassment, intimidation or bullying, if applicable
11. A statement that copies of the district's UCP are available free of charge

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

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

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

Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a site administrator not designated as a compliance officer receives a complaint, the site administrator shall notify the compliance officer.

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

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

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy (item #1 of the section "Complaints Subject to the UCP") may be filed by any individual, public agency, or organization. (5 CCR 4600)
2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee.
3. A UCP complaint, except for a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying, shall be filed no later than one year from the date the alleged violation occurred. For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the Board. (5 CCR 4630)
4. A complaint alleging unlawful discrimination, harassment, intimidation or bullying, may be filed only by a person who alleges having personally suffered unlawful discrimination, a person who believes that any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation or bullying.

5. A complaint alleging unlawful discrimination, harassment, intimidation or bullying shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
6. When a complaint alleging unlawful discrimination, 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.
7. When the complainant of unlawful discrimination, harassment, intimidation or bullying or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

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

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

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

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

Investigation of Complaint

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

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

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

To investigate a complaint alleging retaliation or unlawful discrimination, harassment, intimidation or bullying, the compliance officer shall interview the alleged victim(s), any alleged offender(s), 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. Refusal by the district to provide the investigator with access to records and/or information 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)

Timeline for Final Decision

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

For any complaint alleging unlawful discrimination, harassment, intimidation, and bullying, the respondent shall be informed of any extension of the timeline agreed to by the complainant.

Investigation Report

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

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

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

In consultation with district legal counsel, information about the relevant part of an investigation report may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the investigation report or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination, harassment, intimidation, and bullying, notice of the district's investigation report 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 (LEP) student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

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

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

Corrective Actions

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

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

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

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

For complaints involving retaliation, unlawful discrimination, harassment, intimidation or bullying involving a student as the respondent, appropriate corrective actions that may be provided to the student may include, but are not limited to, the following:

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

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

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

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

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

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

Appeals to the California Department of Education

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

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

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

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

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

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

Health and Safety Complaints in License-Exempt Preschool Programs

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

In order to identify appropriate subjects of CSPP health and safety issues pursuant to Health and Safety Code 1596.7925, a notice shall be posted in each license-exempt CSPP classroom notifying parents/guardians, students, and teachers of the health and safety requirements of Title 5 regulations that apply to CSPP programs pursuant to Health and Safety Code 1596.7925 and the location at which to obtain a form to file any complaint alleging noncompliance with those requirements. For this purpose, the Superintendent or designee may download and post a notice available from the CDE website (Education Code 8212; 5 CCR 4691)

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

Any complaint regarding specified health or safety issues in a license-exempt CSPP program shall be filed with the preschool program administrator or designee, and may be filed anonymously. The complaint form shall specify the location for filing the complaint, contain a space to indicate whether the complainant desires a response to the complaint, and allow a complainant to add as much text as desired to explain the complaint. If it is determined that the complaint is beyond the authority of the preschool program administrator, the matter shall be forwarded to the Superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. (Education Code 8212; 5 CCR 4690)

If it is determined that the complaint is beyond the authority of the preschool program administrator, the matter shall be forwarded to the Superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. The preschool administrator or the Superintendent or designee shall make all reasonable efforts to investigate any complaint within their authority. (Education Code 8212; 5 CCR 4692)

Investigation of a complaint regarding health or safety issues in a license-exempt CSPP program shall begin within 10 days of receipt of the complaint. (Education Code 8212; 5 CCR 4692)

The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or Superintendent's designee shall, within 45 working days of the initial filing of the complaint, report the resolution of the complaint to the complainant and CDE's assigned field consultant. If the preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 8212; 5 CCR 4692)

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Board at a regularly scheduled hearing and, within 30 days of the written report, may file a written appeal of the district's decision to the Superintendent of Public Instruction in accordance with 5 CCR 4632. (Education Code 8212; 5 CCR 4693, 4694)

All complaints and responses are public records. (5 CCR 4690)

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

WILLIAMS UNIFORM COMPLAINT PROCEDURES (UCP) AR 1312.4 5CCR

Types of Complaints

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

1. Complaints regarding insufficiency of textbooks and instructional materials, including any complaint alleging that: (Education Code 35186; 5 CCR 4681)
 - a) A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.

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

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

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

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

3. Complaints regarding the condition of school facilities, including any complaints alleging that: (Education Code 35186; 5 CCR 4683)
- a) A condition poses an emergency or urgent threat to the health or safety of students or staff.

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

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

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

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

In any district school serving any of grades 6-12, a complaint may be filed alleging noncompliance with the requirement of Education Code 35292.6 to, at all times, stock and make available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom. (Education Code 35292.6)

Forms and Notices

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

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

The Superintendent or designee shall post in each classroom in each school a notice containing the components specified in Education Code 35186. (Education Code 35186)

Filing of Complaint

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

Investigation and Response

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

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

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

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

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

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

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

Reports

On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code 35186; 5 CCR 4686)

TITLE IX NOTIFICATION

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

A Policy against Discrimination Based on Sex

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

District's Title IX Coordinator:

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

Summary of Student Rights (Education Code section 221.8)

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

The School's Responsibilities

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

- **California Office of Equal Opportunity**
- **United States Department of Education Office of Civil Rights**

How to File a Title IX Complaint

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

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

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

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

OCR Complaint

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

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

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

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

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

Office for Civil Rights

U.S. Department of Education

50 United Nations Plaza

Mail Box 1200, Room 1545

San Francisco, CA 94102

Telephone: 415-486-5555

FAX: 415-486-5570

TDD: 800-877-8339

Email: ocr.sanfrancisco@ed.gov

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.

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 administration.

DANCES (Liberty Middle School)

Dances are held periodically during the school year. The following rules apply to all Liberty School dances, including end-of-the-year dances.

1. Dances are for Liberty Middle School students only. (No visitors)
2. A student who enters the dance shall not leave until the dance is over or picked up by a parent.
3. Most dances begin at 3:00 p.m. and end at 5:00 p.m.
4. Students must be picked up within 30 minutes of the end of the dance, or he/she will not be allowed to attend the next dance.
5. The Student Council will determine the price of admission.
6. School dress and behavior codes will apply to all dances.
7. Extra/Co-curricular eligibility requirements apply.

STUDENT COUNCIL (Elementary Schools)

The Student Council shall act as the representative group for the entire student body. Council duties include informing the faculty and students of any concerns or projects that directly or indirectly affect the welfare of the school or the student body. The Council is made up of representatives from each class in grades 4-6. Student body officers are president, vice president, secretary, and treasurer. If a representative or officer receives one major referral it is grounds for removal from the Student Council.

STUDENT COUNCIL (Liberty Middle School)

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.

STUDENT ORGANIZATIONS/ACTIVITIES (Liberty Middle School)

May include:

Concert Band/Jazz	Band Intramural	Athletics
Leadership	GATE	Yearbook
Community Service	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 unless eating breakfast in the cafeteria. 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 on each school site. Owners of bicycles shall LOCK THEIR BICYCLE to safeguard their property. Loitering at the bicycle racks is prohibited. The school is not responsible for theft or damage to bicycles while parked at school. BICYCLES, IN-LINE SKATES, AND SKATEBOARDS 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 SHALL NOT be brought to school.

BOOK LOCKERS (Liberty Middle School)

Student book lockers are provided for the convenience of the student and to help protect school issued property. Student lockers are a privilege and can be revoked if deemed necessary by school administration. Students are responsible for all school issued property, even if stolen from them. The school does not relinquish control over the lockers and retains the right to examine the contents of the lockers at any time without notice. Trained dogs may be used for detection of prohibited objects or substances. Students are responsible for the contents of lockers assigned to them. If prohibited items are discovered in a student’s assigned locker, that student is subject to appropriate disciplinary action. Do not store valuables in lockers. If a lock or locker does not function properly, make a report to the office. The locker will either be repaired or the school secretary will issue the student a new locker. Lockers must not be shared. The school is not responsible for lost or stolen articles. There is to be no loitering around lockers. No personal locks may be placed on lockers. Any personal locks placed on the lockers will be cut off. Students must remove all belongings by the last day of school. The school is not responsible for items left in lockers.

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 emotional and social difficulties and behavioral issues. 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.

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.

To be eligible for home to school transportation, elementary students must live 1 mile or more from school; middle school students 1.5 miles or more from school.

HOMEWORK AND MAKEUP WORK

Homework is defined as school-related assignments by a teacher, or through mutual agreement of the student and teacher, which will require time and effort outside of the regular classroom for successful completion. Grade level teams at each site will determine which homework assignments best support student learning. Homework may follow the "10 minute" rule for each grade level (Kindergarten = 10 minutes, first grade = 20 minutes, second grade = 30 minutes, etc.). Spending at least 20 minutes reading each day is always beneficial for students, even if homework is not assigned by the teacher. If you have any questions regarding homework, please talk with your child's teacher. All make-up work needs will be arranged through communication between the student/parent and teacher.

LIBRARY POLICIES

In LUESD, the library belongs to everyone. Therefore, there are some policies that we ask everyone to follow in order to ensure that our library is a happy, neat, and satisfying place to visit.

- Students visit the library every week to check out books.
- As a general rule, Kindergarten and first grade students have a story time before they check out books. Second through sixth grade students have stories read to them as time and need permits.
- Kindergarten and first graders check out one book at a time.
- Second through sixth graders may check out two books at a time.
- Students may visit the library to exchange books, and/or take AR tests before and after school, and at recess with a pass from their teacher.
- Students are not allowed to "hang out" in the library after school.
- Due to the high number of students wanting to visit the library before school, we reserve the right to limit the number allowed.
- Students are not allowed to bring food or drinks into the library.
- Backpacks may not be allowed in the library.
- Loan periods are set for one to two weeks depending on the site.
- Students are expected to bring their library books to the library each week at their library time, even if they are not finished with them. If a student needs more time, they can renew their books and keep reading.

- Students are asked *NOT* to loan their library books to their friends.
- Students are asked to leave library books at school during vacations and long holidays.
- If library books are lost, students are asked to search for their book. A library notice may be sent home with the student.
- Allowing students to check out additional books when they have a lost or damaged book is considered on a student-by-student basis and by teacher discretion.
- Students who habitually lose or damage books will be asked to leave their library books at school.
- If a lost book is not found within one month, students will be asked to pay for the book so that it can be replaced. A library bill will be sent home with the student.
- If a book is damaged, students may be asked, at librarian discretion, to pay for their book so that it can be replaced.
- Students who have long-overdue books (due to loss or damage) may not be allowed to check out additional books until their overdue books are returned or paid for. This is considered on an individual basis. A library bill will be mailed to the student's home and/or School Messenger call will be made.
- Books that are still lost or damaged at the end of the year will stay on the student's library account. Parents will be notified by mail and School Messenger that their students have a lost or overdue book.
- Book donations are welcome; however, books must be in new or like-new condition.

RELOCATING

Please notify the school office at least one day in advance if you are moving. Students must obtain clearance from the office before leaving. A student must return all books and district equipment (ex. uniforms, instruments, etc.) for clearance. NOTE: If you change your address or phone number during the school year, please notify the office.

PARENT REQUEST FOR TEACHERS

As a parent you may request a teacher(s) for your child/children for the upcoming school year. However, your request is not a guarantee for that particular teacher. The principal is responsible to balance all classrooms equitably to ensure the success of all students. Teacher request forms will be accepted in the school office for the following school year between the first Monday and last Friday in April.

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

Liberty 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 the start of year or for any new enrollment that provides ID number and Verification Code.

PHYSICAL EDUCATION (Elementary Schools/University Charter School)

Students may be excused from P.E. for 1-3 days with a note written by their parents 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.

PHYSICAL EDUCATION (Liberty Middle School)

The purpose of Physical Education is to develop and educate the student through physical activities so that he/she will realize their maximum capacity and how to use their power intelligently and cooperatively. Physical Education helps a student function as a good citizen. Students dress out for P.E. but will have to change back into regular clothes before attending the next class. Liberty P.E. uniforms may be purchased from the P.E. department. This includes a pair of shorts and a T-shirt. All students are required to dress out completely every day. Students are NOT allowed to share P.E. uniforms and must change into them only in the P.E. room.

Available for purchase: “LIBERTY PATRIOTS” P.E. T-shirt & shorts

Required Items: Athletic Shoes

Recommended items include: Cotton socks, and deodorant (roll-on or solids only)

PLEASE NOTE: Gray cotton sweat pants and gray cotton sweat tops may be worn on winter days only or at the discretion of the physical education teacher. Students are encouraged to have their PE uniform washed at least once a week. PE uniforms are to be taken home on Fridays and brought back to school on Mondays. PE clothes are not allowed to be worn under regular clothing.

Students requesting an excuse from 1 to 3 days need a note on the day of the excuse from their parents or legal guardian only. All notes need to be dated and state how many days their child needs to be excused from participation. After three days, a doctor's written excuse will be required. Students who have medical excuses from a doctor need to report to the school nurse or health clerk immediately for proper arrangements to be made.

STUDENT OFFICE HOURS (Liberty Middle School)

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

To avoid interruption of instruction, parent calls to students are allowed for emergencies only. Students may not use personal cell phones or the telephone in the office for personal calls. Messages to students are not allowed.

TEXTBOOKS, MATERIALS, AND SUPPLIES

The teachers will issue textbooks, materials, and supplies. Students are responsible for the care of each text or digital device assigned to him or her. Texts or digital devices that are lost, stolen, or damaged are charged to the pupil and parents. Teachers will inspect textbooks and digital devices periodically.

Liberty Middle School/University Charter School

A student must turn in the same text or digital device that was issued to him/her. Students having obligations for lost or damaged books or materials, or damage of school property to include media center/library books, athletic uniforms, band uniforms (band uniforms must be dry cleaned at the student's expense prior to return) and musical instruments, will not be issued their report card, and/or 8th grade promotion certificate or allowed to participate in the 7th or 8th grade end of year activities, including promotion/milestone ceremonies.

WEBSITE/SOCIAL MEDIA (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, and regular meetings of the Board of Trustees. Additionally, the district also has a Facebook Account as do each of the school sites.

ACADEMIC POLICIES

ACADEMIC ELIGIBILITY REQUIREMENTS (Liberty Middle School/University Charter School)

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.

MID TRIMESTER PROGRESS REPORTS

Parents may request, by note or phone, a current status progress report from the office at any time of the year. 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 for completion.

Parent conferences for all students are scheduled in the middle of the first trimester. Conferences may also be requested at any time by a parent or by a teacher.

REPORT CARDS (Elementary Schools)

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. Students of parents who have not attended the conference will receive report cards on the Monday following conference week. For the rest of the year report cards are sent home with the students at the end of each reporting period.

REPORT CARDS (Liberty Middle School/University Charter School)

Report cards are issued to students three (3) times a year. Report cards for at-risk students will be sent home with the parents who attend conferences. Report cards for all other students are sent via the U.S. Mail on the Monday following conference.

ACADEMIC PROBATION (University Charter School)

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) 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 student's 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 a 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.

PROMOTION/RETENTION (EIGHTH GRADE) (Liberty Middle School)

In order to participate in the promotion ceremony, students must meet the following requirements:

1. Have a 95% attendance record during both his/her 7th and 8th grade year. All tardies will count as one period of absence.
2. Have at least a 2 or Standard Nearly Met in each of their classes.
3. Students must pass a proficiency exam in English language arts and math (students will have multiple opportunities to pass).
4. Have no outstanding debts (including but not limited to; books, Chromebooks, athletic uniforms, band uniforms, musical instruments or any additional district owned property).
5. Students who receive a major referral during the school year may forfeit their right to participate in the promotion ceremony. Notification for loss of privileges shall be given to students and parents by Liberty administration.

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

STANDARDS BASED GRADING

Lemoore Union Elementary School District uses a standards based grading system. The following is the grading scale:

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

PROGRESSION OF ACHIEVEMENT LEVELS

1 = Standard Not Met

Trimester 1 & 2: Students are NOT expected to meet the end of year standards unless the level of performance dramatically improves.

Trimester 3: Student demonstrates an extremely limited achievement of the end of year standards. Students need additional learning opportunities to achieve an increased understanding of the concepts and skills. Students are developing their understanding of key concepts and skills.

2 = Standard Nearly Met

Trimester 1 & 2: Students are expected to meet the end of year standards if the present level of performance consistently improves.

Trimester 3: Student demonstrates minimal achievement of the end of year grade level standards. Students show partial understanding of the concepts and skills. Students are beginning to demonstrate, grasp and apply an understanding of the concepts and skills.

3 = Standard Met

Trimester 1, 2 & 3: Student demonstrates mastery of the end of year grade level standards. Students show a solid knowledge of the concepts and skills included in the Common Core State Standards. Students use appropriate strategies to solve problems.

4 = Standard Exceeded

Trimester 1, 2 & 3: Student consistently performs above the end of year grade level standards. Students show an exceptional knowledge of the concepts and skills included in the Common Core State Standards. Students make insightful connections and extend to other ideas and concepts, even those that have not been taught.

N/A = NOT YET TAUGHT