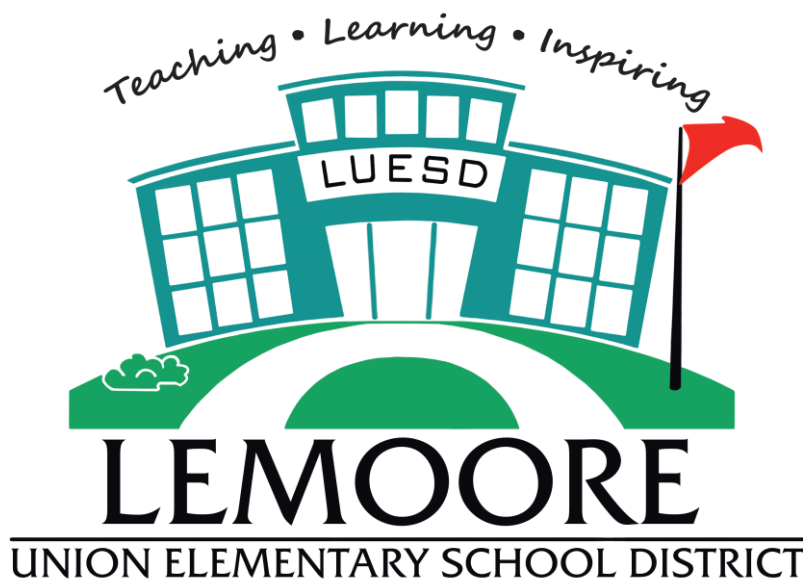


Lemoore Union Elementary School District

Classified Employee Handbook



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

2020/2021

ADMINISTRATION - Lemoore Union Elementary School District	4
ABSENCES	8
ABSENCES - DEDUCTIONS FOR ABSENCE	8
ACCOMMODATIONS	8
ACCIDENT/INJURY TO EMPLOYEES	9
BULLYING (B.P. 5131.2)	10
BUS SUPERVISION	13
CAMPUS VISITORS/VOLUNTEERS/CHAPERONES	14
VOLUNTEERS / CHAPERONES	14
CARE OF CLASSROOM AND SCHOOL FACILITIES	16
CHANGE OF ADDRESS OR TELEPHONE NUMBER	17
CHILD ABUSE REPORTING RESPONSIBILITIES	17
CLASSROOM HEATING AND AIR CONDITIONING	22
COACHING RESPONSIBILITIES	22
COMPLAINTS	24
PROCEDURES FOR FILING COMPLAINTS	24
COMPLAINTS CONCERNING SCHOOL PERSONNEL (BP/AR 1312.1)	24
UNIFORM COMPLAINT PROCEDURES (UCP) BP 1312.3 5 CCR 4600-4670	25
WILLIAMS UNIFORM COMPLAINT PROCEDURES (UCP) AR 1312.4 5CCR	37
TITLE IX NOTIFICATION	39
CONFIDENTIAL AND PRIVILEGED INFORMATION	41
DRESS CODE	42
DRUG- AND ALCOHOL-FREE WORKPLACE	42
EMERGENCY PROCEDURES	43
RULES FOR FIRE DRILLS	44
STAFF ASSIGNMENTS	44
PUPIL ASSIGNMENTS	44
EXIT PLAN	44
MANAGEMENT TEAM RESPONSES	45
EMERGENCY COMMANDS & PROCEDURES	45
PROCEDURES DURING PERIODS OF UNUSUAL STUDENT ACTIVITY	45
BOMB THREAT (Code Red)	45
EARTHQUAKE	46
AIR POLLUTION ALERT	47
STAGE I ALERT	47
STAGE II ALERT	47
STAGE III ALERT	47

EMPLOYEE USE OF TECHNOLOGY (BP 4040)	47
Acceptable Use Policy - Staff	47
EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS	51
KEYS	52
NAME BADGES	52
NONDISCRIMINATION/HARASSMENT (BP 5145.3, and BP 1312.3)	52
PAY	54
PAYROLL	54
PERMANENCY	54
PERSONAL MAIL	54
PERSONNEL FILES	55
SAFETY	55
SCHOOL FACILITIES (USE OF)	55
SCHOOL SCHEDULES	56
SEXUAL HARASSMENT (Education Code 212.5 and 231.5)	57
SEXUAL HARASSMENT/STUDENTS (BP/AR 5145.7)	57
SEXUAL HARASSMENT PERSONNEL BP/AR 4119.11	58
SMOKING	59
STUDENT INJURY	59
STUDENT ACCIDENT INSURANCE	59
STUDENT CONFLICT INTERVENTION	59
TELEPHONE USE	60
TRAVEL AND CONFERENCES	60
HOTEL RESERVATIONS AND PAYMENT	61
CONFERENCE REGISTRATION	61
MILEAGE REIMBURSEMENT OF PERSONAL AUTOMOBILE	61
MEALS AND INCIDENTALS – PER DIEM OR ACTUAL	61
OTHER TRAVEL COSTS	62
REIMBURSEMENT FOR FAMILY MEMBERS	62
TRANSPORTATION BEST PRACTICE	62
USE OF SCHOOL EQUIPMENT	62
SOCIAL MEDIA	62
WORK SCHEDULE / WORK SITE	63
EXHIBIT #1 ANNUAL NOTICE FOR UNIFORM COMPLAINT PROCEDURES	64

ADMINISTRATION - Lemoore Union Elementary School District

BOARD OF TRUSTEES

Jerry Waymire, President of the Board
Mark Pescatore, Clerk of the Board
Ed Mendes, Trustee
Stephen Todd, Trustee

DISTRICT ADMINISTRATION

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

SCHOOL ADMINISTRATION

CINNAMON ELEMENTARY

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

ENGVALL ELEMENTARY

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

LEMOORE ELEMENTARY

Amy M. Garcia, Principal
Stephanie Tischmacher, Learning Coordinator
Brenden Boesch, Counselor

LIBERTY MIDDLE SCHOOL

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

MEADOW LANE ELEMENTARY

Rhett Kenney, Principal
Tracy Cassina, Learning Coordinator
Kim Ellis, Counselor

UNIVERSITY CHARTER SCHOOL

Crescenciano Camarena, Charter School Dean
Lori Buder, Counselor

BRIDGES ACADEMY

Brooke Warkentin, Director

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

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

Curriculum, Instruction, Professional Development
and State and Federal Programs

Eduardo Ochoa, Assistant Superintendent
Alecia Goforth, Administrative Assistant
(559) 924-6813

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

State and Federal Programs

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

Responsibilities include:

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

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

Teacher's textbooks and District printing.

Susan Loper, Tech/Student Database Coordinator

(559) 924-6886

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

Special Services

Brooke Warkentin, Director

Olivia Gutierrez, Special Services Technician

(559) 924-6823

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

Emily Carney, Psychologist

Deena Mathers, Psychologist

Hugo Calvillo, Psychologist

Ruth Garcia, Behavioral Specialist

Stephanie Martin, District Nurse

Jeanette Clodfelter, School Nurse

Business Services

Balbir Saini, Chief Business Official

Dinora Perez, Administrative Assistant

(559) 924-6805

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

Amy De Sousa, Business Services Technician

(559) 924-6806

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

Renee Dykstra, Director of Child Nutrition

Olga Aguilera, Business Services Technician

(559) 924-6801

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

Chris Surratt, Director of Facilities, Maintenance and Operations

(559) 924-6811

Directing the implementation of designed functions of the District Maintenance, Custodial and Grounds services.

Yolanda Hinojos, Instructional Material Services (IMS) Clerk/Technician

(559) 924-6883

Teacher's classroom supply budgets and orders.

Human Resources

Marlo De Santos, Director

Amy D. Garcia, Administrative Assistant

(559) 924-6804

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

Amy De Sousa, Business Services Technician

(559) 924-6806

Certificated substitute calling and coordinating.

Technology Services

Darrin Cooper, Director of Technology

Jeanette Montes, Support Technician

(559) 924-6837

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

ABSENCES

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

If at any time it is necessary for an employee to leave school grounds during working hours, they must get permission from their supervisor and leave written notice with the principal's secretary of the time he/she is to be away and where they will be. Only for emergencies with supervisor permission, if available, may an employee leave work during working hours.

Employees should never be absent from work without notifying his/her supervisor in advance and receiving permission. Sufficient notice is needed in order to secure a substitute if needed. For leave that is not sick leave, employees shall fill out a Record of Absence/Leave Request Form and submit it to his/her supervisor at least five days prior to the leave date (s). Personal necessity, personal leave and vacation must be approved by the supervisor prior to the absence.

Beginning with the 2020/2021 school year, personal necessity and personal leaves must be reported to SmartFind Express. For sick leave, you must notify the SmartFind Express system as soon as possible but no later than 6:00 a.m. on the day you will be absent. Any delay in reporting leaves complicates the process of finding a substitute (if needed). Before going home for the day, you must ensure the absence in SmartFind Express is accurate. The next business day after your absence occurs, you will receive an email notification that you have an online absence authorization form in the Employee Web portal. It is your responsibility to confirm your absence in the Employee Web portal by the next business day after your absence has occurred. Once your absence is confirmed by you, your supervisor will verify the absence and the Human Resources/Payroll department will finalize the absence and your leave balances will be updated. NOTE: It is your responsibility to familiarize yourself with the SmartFind Express Employee User Guide, the Employee Web Portal and Article XVII of the CBA to avoid confusion about requesting and reporting leaves.

An employee shall be entitled to bereavement leave on account of the death of any member of the immediate family. The leave shall be for a period not to exceed five (5) consecutive working days. Please refer to Article XVII, Section E in the LECO Bargaining Agreement for the definition of immediate family. The employee who is taking bereavement leave shall complete a Record of Absence/Leave Request form and submit the form to his/her supervisor.

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

ABSENCES - DEDUCTIONS FOR ABSENCE

The Education Code requires that absence for personal reasons must be reported and pay deduction made when necessary.

ACCOMMODATIONS

The Governing Board recognizes the immediate and long-term health advantages of breastfeeding for infants and mothers and desires to provide a supportive environment for any district employee to express milk for her infant

child upon her return to work following the birth of the child. The Board prohibits discrimination, harassment, and/or retaliation against any district employee who chooses to express breast milk for her infant child while at work.

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

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

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

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

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

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

ACCIDENT/INJURY TO EMPLOYEES

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

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

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

- If/when medical treatment is needed, you will be directed to Kings Industrial Medical Center, 1028 N. Douty Street in Hanford (559) 589-0800. Emergency and/or after hours treatment is provided by Hanford Community Hospital. You may pre-designate a doctor to treat you for Workers' Compensation related cases, but such pre-designation with the approval of your doctor and must be on file with the District. Pre-designation forms are available at the District Office. You may not go to your personal doctor for a Workers' Compensation related illness or injury unless a pre-designation form is on file BEFORE the illness or injury.
- If you are off work due to a work related injury, you MUST have a doctor's off work order for it to be covered. Example: Injury occurs on Monday and you leave work. You are off Tuesday and get in to see the doctor on

Wednesday. Monday and Tuesday will be charged against your sick leave because you did not go to the doctor on Monday. The doctor cannot legally release you from work until he/she sees you. Time off without a doctor's release will be charged to sick leave.

- *Follow-up treatment, physical therapy and examination appointments should be scheduled around your work hours.*
- You must give the District Office a copy of ALL work-status slips issued to you by the doctor. If you cannot deliver the slip immediately call the District Office to provide updates on your condition. Deliver the slip or fax it within 24 hours. It is **your responsibility** to keep your supervisor informed of your condition.
- If/When the doctor releases you to regular, modified, limited or light duty, NOTIFY the District Office immediately. Your immediate supervisor will be contacted. If you are released with doctor-imposed restrictions, the administration will decide whether or not the restrictions can be accommodated. **Please note:** *If you are released to work and you do not report for duty, time missed will be charged against your sick leave and disciplinary action will be taken.*
- If your primary treating doctor has taken you off of work or released you to modified, limited or light duty, you must continue care until you are released to full duty or declared permanently unable to return to your usual and customary duties and vocational rehabilitation is necessary.
- Do **NOT** discuss your claim with any other employee/co-worker. Workers' Compensation Claims are confidential and should not be discussed with or by anyone at work except your supervisor or designated school district official.

BULLYING (B.P. 5131.2)

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

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

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

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

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

Definitions

Bullying is an unwanted, aggressive behavior that involves a real or perceived imbalance of power between

individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and involves repetition or potential repetition of a deliberate act.

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

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

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

Measures to Prevent Bullying

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

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

Staff Development

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

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

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

Student Instruction

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

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

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

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

Reporting and Filing of Complaints

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

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or

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

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

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

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

Discipline/Corrective Actions

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

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

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

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

BUS SUPERVISION

These regulations must be enforced by all staff including coaches and chaperones:

1. Roughhousing or wrestling in any form is prohibited.
2. Throwing things in the bus or from the bus is prohibited.
3. Saving seats on the bus is not permitted on the bus at any time.
4. Positively no eating or drinking is permitted on the bus at any time.
5. Students must get on and off the bus only at their regular stops, except by

- special arrangement and permission granted in advance.
- 6. Smoking or lighting of matches is prohibited.
- 7. State law requires that there are no loud noises or other disturbances that may distract the driver.
- 8. Any damage to the bus must be paid for by the student(s) involved.
- 9. Written citations must be submitted to the Transportation Department.

CAMPUS VISITORS/VOLUNTEERS/CHAPERONES

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

VISITORS

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

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

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

VOLUNTEERS / CHAPERONES

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

The Board prohibits harassment of any volunteer on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender,

gender identity, gender expression, age, sexual orientation, or military and veteran status.

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

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

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

How Do I Become a Cleared Volunteer or Chaperone?

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

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

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

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

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

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

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

What is a Volunteer vs a Chaperone?

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

Clearance criteria for each is listed below:

VOLUNTEER	CHAPERONE
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.

CARE OF CLASSROOM AND SCHOOL FACILITIES

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

The Superintendent or designee may authorize the use of volunteers and may require tuberculosis testing and fingerprinting of volunteers. The Superintendent or designee shall establish procedures to protect the safety of both students and volunteers. Volunteers shall act in accordance with district policies and regulations. (BP 1240)

The Governing Board encourages parents/guardians and interested members of the community to visit the schools and view the educational program. The Superintendent or designee shall invite parents/guardians and the community to Open House activities and other special events.

To ensure minimum interruption of the instructional program, the Superintendent or designee shall establish procedures, which facilitate visits during regular school days. Visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during non-instructional time.

To ensure the safety of students and staff and avoid potential disruptions, the Board encourages all visitors to identify themselves to the principal or designee upon entering school grounds.

All outsiders shall register in accordance with law immediately upon entering any school building or grounds when school is in session.

For purposes of school safety and security, the principal or designee may design a visible means of identification for visitors while on school premises.

No electronic listening or recording device may be used in a classroom without the teacher and principal's permission. (BP 1250)

Students are not allowed to bring visitors without prior approval by the principal. Adult visitors/volunteers must

sign in at the school office and must sign out at departure.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Change of address, name or telephone number must be reported to the Human Resource Office in the District Office as soon as possible after the change occurs and the employee must complete and Employee Change Form. For an address change, a new W-4 and insurance change of address form will also need to be submitted to the District Business Office. Please visit the Human Resources website @ <http://www.luesd.k12.ca.us/humanresources>, or the District Office for the appropriate forms.

CHILD ABUSE REPORTING RESPONSIBILITIES

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

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

Definitions

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

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

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)
(cf. 3515.3 - *District Police/Security Department*)
3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code

44807)

4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of a student (Education Code 49001)

(*cf. 5131.7 - Weapons and Dangerous Instruments*)

(*cf. 5144 - Discipline*)

(*cf. 6159.4 - Behavioral Interventions for Special Education Students*)

5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by a student (Education Code 49001)

(*cf. 6142.7 - Physical Education and Activity*)

(*cf. 6145.2 - Athletic Competition*)

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

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

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

Reportable Offenses

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

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

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

Responsibility for Reporting

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

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

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

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)
(*cf. 1240 - Volunteer Assistance*)

Reporting Procedures

1. Initial Telephone Report

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

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

2. Written Report

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

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

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

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

- e) The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information
- f) The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)
- g) The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)

3. Internal Reporting

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

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

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

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

Training

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

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

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

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

Victim Interviews by Social Services

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

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements: (Penal Code 11174.3)

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

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

Release of Child to Peace Officer

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

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

Parent/Guardian Complaints

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

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

(cf. 1312.1 - Complaints Concerning District Employees)

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

(cf. 1312.3 - Uniform Complaint Procedures)

Notifications

The Superintendent or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, their reporting obligations under Penal Code 11166, and their confidentiality rights under Penal Code 11167. The district also shall provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

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

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

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

The Superintendent or designee also shall notify all employees that:

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

CLASSROOM HEATING AND AIR CONDITIONING

All classrooms are equipped with HVAC (heating, ventilation, air conditioning) systems. Classroom doors are to remain closed when the HVAC systems are in use. This is to help control energy costs for the district and to improve the air quality for staff and pupils (air is filtered through HVAC units).

COACHING RESPONSIBILITIES

1. All Coaches are responsible for:

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

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 the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing any program subject to the UCP which is offered by the district, including adult education programs, After School Education and Safety programs; agriculture career technical education; federal career technical education; child care and development programs; child nutrition programs; compensatory education; consolidated categorical aid programs; the federal Every Student Succeeds Act; migrant education; Regional Occupational Centers and Programs; and any other district-implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code 64000
2. Any complaint, by a student, employee, or other person participating in a district program of activity, alleging the occurrence of unlawful discrimination (such as discriminatory 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, 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)
3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222).
4. Any complaint alleging district noncompliance with requirements to provide a pregnant or parenting student the accommodations specified in Education Code 46015, including those related to the provision of parental leave, right of return to the school of previous enrollment or to an alternative education program, if desired, and possible enrollment in school for a fifth year of instruction to enable the student to complete state and Board-imposed graduation requirements (Education Code 46015)
5. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)
6. Any complaint alleging district noncompliance with applicable requirements of Education Code 52060-52077 related to the implementation of the local control and accountability plan, including the development of a local control funding formula budget overview for parents/guardians (Education Code 52075)
7. Any complaint alleging noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council, as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64000-64001, 65000-65001)

8. Any complaint, by or on behalf of any student who is a foster youth as defined in Education Code 51225.2, alleging district noncompliance with any requirement applicable to the student regarding placement decisions; the responsibilities of the district's educational liaison to the student; the award of credit for coursework satisfactorily completed in another school or district or county; school or records transfer; or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)
9. Any complaint, by or on behalf of a student who transfers into the district after the second year of high school and is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student currently enrolled in the district, a child of a military family as defined in Education Code 49701 or a migrant student as defined in Education Code 54441, or by or on behalf of an immigrant student participating in a newcomer program as defined in Education Code 51225.2 in the third or fourth year of high school, alleging district noncompliance with any requirement applicable to the student regarding the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1)
10. Any complaint, by or on behalf of a student who is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student, a child of a military family as defined in Education Code 49701, a migrant child as defined in Education Code 54441, or a newly arrived immigrant student who is participating in a newcomer program as defined in Education Code 51225.2, alleging district noncompliance with requirements for the award of credit for coursework satisfactorily completed in another school, district, or country (Education Code 51225.2)
11. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)
12. Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)
13. Complaints regarding the noncompliance of a license-exempt California State Preschool Program (CSPP) with health and safety standards specified in Health and Safety Code 1596.7925 and related state regulations (Education Code 8235.5; Health and Safety Code 1596.7925)
14. 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
15. Any other complaint as specified in a district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process 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 referred to the specified agency: (5 CCR 4611)

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

Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.

Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments, shall be investigated and resolved in accordance with the procedures in AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)

Compliance Officers

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

Mrs. Marlo De Santos
Director of Human Resources

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

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

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

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

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

Notifications

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

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

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group and all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy
2. 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

3. 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
4. A statement that a complaint regarding student fees must be filed no later than one year from the date the alleged violation occurred
5. A statement that the district will post a standardized notice of the educational rights of foster youth, homeless students, former juvenile court school students now enrolled in the district, children of military families, migrant students, and immigrant students enrolled in a newcomer program, as specified in Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process
6. Identification of the responsible staff member(s), position(s), or unit(s) designated to receive complaints
7. 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
8. A statement that the complainant has a right to appeal the district's decision to CDE by filing a written appeal, including a copy of the original complaint and the district's decision, within 15 days of receiving the district's decision
9. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable
10. A statement that copies of the district's UCP are available free of charge

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

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

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

Filing of Complaints

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

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

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

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy (item #1 of the section "Complaints Subject to the UCP") may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)
3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation or bullying), may be filed only by persons who allege that they have personally suffered unlawful discrimination or who believe that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint shall be initiated no later than six months from the date when the alleged unlawful discrimination, occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
5. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation or bullying) or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

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

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

of the right to end the informal process at any time.

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

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

Investigation of Complaint

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

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

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

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

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

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

Timeline for Final Decision

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

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

Final Written Decision

For all complaints, the district's final written decision shall include: (5 CCR 4631)

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

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

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

- a. The manner in which the misconduct affected one or more students' education
 - b. The type, frequency, and duration of the misconduct
 - c. The relationship between the alleged victim(s) and offender(s)
 - d. The number of persons engaged in the conduct and at whom the conduct was directed
 - e. The size of the school, location of the incidents, and context in which they occurred
 - f. Other incidents at the school involving different individuals
5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

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

- a. The corrective actions imposed on the respondent
 - b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.

c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence

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

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

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

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

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

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

Corrective Actions

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

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

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus

5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

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

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

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

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

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

However, if a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes for students in elementary schools, 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, 51223, 52075)

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

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision of a complaint regarding any specified federal or state educational program subject to the UCP may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. (5 CCR 4632)

The complainant shall specify the basis for the appeal of the decision and how the facts of the district's decision are

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

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

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

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

Health and Safety Complaints in California State Preschool Program

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

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

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

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 report the resolution of the complaint to the complainant within 45 working days of the initial filing of the complaint. If the preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee. If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Board at a regularly scheduled meeting. (Education Code 8235.5)

A complainant may file a written appeal of the district's decision to CDE in accordance with 5 CCR 4632. (Education Code 8235.5)

Any such appeal shall be filed within 30 days of receiving the decision.

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

WILLIAMS UNIFORM COMPLAINT PROCEDURES (UCP) AR 1312.4 5CCR

Types of Complaints

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

1. Complaints regarding insufficiency of textbooks and instructional materials, including any complaint alleging that: (Education Code 35186; 5 CCR 4681)

- a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
- b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
- c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that: (Education Code 35186; 5 CCR 4682)

- a. A semester begins and a teacher vacancy exists.
- b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.
- c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

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

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

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

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

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

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

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

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

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

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

Forms and Notices

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

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

Filing of Complaint

A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the principal or designee, at the school in which the complaint arises. A complaint about problems beyond the authority of the principal shall be forwarded to the Superintendent or designee in a timely manner, but not to exceed 10 working days. Complaints may be filed anonymously. (Education Code 8235.5, 35186; 5 CCR 4680)

Investigation and Response

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

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

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

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

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

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

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

Reports

On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled public Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code 8235.5, 35186; 5 CCR 4686)

TITLE IX NOTIFICATION

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

A Policy against Discrimination Based on Sex

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

District's Title IX Coordinator:

Marlo De Santos, Director of Human Resources

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

Summary of Student Rights (Education Code section 221.8)

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

The School's Responsibilities

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

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

How to File a Title IX Complaint

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

is a summary of each process.

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

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

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

OCR Complaint

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

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

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

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

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

Office for Civil Rights

U.S. Department of Education
50 United Nations Plaza
Mail Box 1200, Room 1545
San Francisco, CA 94102
Telephone: 415-486-5555
FAX: 415-486-5570
TDD: 800-877-8339
Email: ocr.sanfrancisco@ed.gov

CONFIDENTIAL AND PRIVILEGED INFORMATION

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

No employee shall disclose confidential information acquired in the course of his/her official duties. Confidential information includes information that is not a public record subject to disclosure under the Public Records Act,

information that by law may not be disclosed, or information that may have a material financial effect on the employee. Any action by an employee that inadvertently or carelessly results in release of confidential/privileged information shall be recorded, and the record shall be placed in the employee's personnel file. Depending on the circumstances, the Superintendent or designee may deny the employee further access to any privileged information and shall take any steps necessary to prevent any further unauthorized release of such information. (BP 4219.23)

The law prohibits giving out information concerning students except to:

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

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

DRESS CODE

The Governing Board believes that appropriate dress and grooming by district employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor. (BP 4219.22)

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

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

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

DRUG- AND ALCOHOL-FREE WORKPLACE

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

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

The Superintendent or designee shall notify employees of these prohibitions.

An employee shall abide by the terms of this policy and notify the district, within five days, of any criminal drug or

alcohol statute conviction that he/she receives for a violation occurring in the workplace.

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

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

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

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

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

EMERGENCY PROCEDURES

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

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

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

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

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

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

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

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

RULES FOR FIRE DRILLS

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

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

STAFF ASSIGNMENTS

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

PUPIL ASSIGNMENTS

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

EXIT PLAN

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

OVERALL CONSIDERATIONS

1. The principal location will serve as the command post.
2. The principal and the assistant principal will provide overall coordination of the emergency response until

- relieved by emergency management personnel.
3. The school secretary or designated secretary will handle all outside communications, including the call(s) for emergency personnel and equipment.
 4. All students report to class.
 5. The assistant principal will direct first aid and custodial personnel.

MANAGEMENT TEAM RESPONSES

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

EMERGENCY COMMANDS & PROCEDURES

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

PROCEDURES DURING PERIODS OF UNUSUAL STUDENT ACTIVITY

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

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

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

BOMB THREAT (Code Red)

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

TURN OFF WIRELESS DEVICES (CELL PHONES, ETC.) AND MAKE SURE STUDENTS DO NOT ATTEMPT TO MAKE CALLS. EXPLOSIVES MAY BE DETONATED BY ELECTRONIC SIGNALS.

EARTHQUAKE

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

1. Inside School Building

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

2. On School Grounds:

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

3. On School Bus:

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

4. Walking To and From School:

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

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

present.

AIR POLLUTION ALERT

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

STAGE I ALERT

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

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

STAGE II ALERT

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

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

STAGE III ALERT

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

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

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

EMPLOYEE USE OF TECHNOLOGY (BP 4040)

Acceptable Use Policy - Staff

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

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

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

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

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

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

Misuse of technology resources may result in disciplinary action.

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

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

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

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

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

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

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

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

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

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

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

Data Security: District staff and students may have access to confidential and/or personally identifiable

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

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

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

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

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

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

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

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

Distance Learning and video meetings: Students are expected to behave in an appropriate, safe, respectful and

kind manner while online and participating in distance learning sessions. Under no circumstances should pictures or recordings be taken of video calls/meetings, and students are not to share or forward web conferencing links to anyone.

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

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

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

Authorized Possessor

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

Specific Consent

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

Users are hereby put on notice as to the lack of privacy afforded by electronic data storage and electronic mail in

general, and must apply appropriate security to protect private and confidential information from unintended disclosure. Electronic data, including email, which is transmitted through District technology resources is more analogous to an open postcard than to a letter in a sealed envelope. Under such conditions, the transfer of information which is intended to be confidential should not be sent through District technology resources.

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

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

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

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

Limitation of Liability

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

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

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

Violations of this Acceptable Use Policy

Employee Violations: Users shall report any suspected violation of the Policy by a District employee to the employee’s supervisor who shall immediately refer the matter to the Director of Human Resources for review. The Director of Human Resources shall then work with the Director of Technology or designee to determine whether a violation of the Policy has occurred. If the Director of Human Resources determines that a violation has occurred, he or she may take immediate action by directing the Director of Technology to restrict, suspend, or revoke the user’s privileges. The user may also be subject to appropriate discipline, legal action, and/or prosecution.

EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS

Occupational exposure means reasonably anticipated skin, eye, mucous membrane, or parental contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. Exposure incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parental contact with blood or other potentially infectious materials that result from the performance of an employee's duties. Parental contact means piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.

A sharp object is any object that can be reasonably anticipated to penetrate the skin or any other part of the body

and to result in an exposure incident. A sharps injury is any injury caused by a sharp, including but not limited to cuts, abrasions or needle sticks. Work practice controls are controls that reduce the likelihood of exposure by defining the manner in which a task is performed.

Engineering controls are controls, such as sharps disposal containers, needle-less systems, and sharps with engineered sharps injury protection, that isolate or remove the bloodborne pathogens hazard from the workplace. Engineered sharps injury protection is a physical attribute built into a needle device or into a non-needle sharp, which effectively reduces the risk of an exposure incident.

The Superintendent or designee shall use engineering and work practice controls to eliminate or minimize employee exposure, and shall regularly examine and update controls to ensure their effectiveness.

The hepatitis B vaccination and vaccination series shall be made available at no cost to all employees who have occupational exposure. The hepatitis B vaccination shall be made available after an employee with occupational exposure has received the required training and within 10 working days of initial assignment, unless the employee has previously received the complete hepatitis B vaccination series, or antibody testing has revealed that the employee is immune, or vaccination is contraindicated by medical reasons. Employees who decline to accept the vaccination shall sign the hepatitis B declination statement.

The Superintendent or designee shall ensure that all employees with occupational exposure participate in a training program containing the elements required by state regulations, during working hours and at no cost to the employee. Designated first aid providers shall receive training that includes the specifics of reporting first-aid incidents, which involve blood or body fluids that are potentially infectious.

All exposure incidents shall be reported as soon as possible to the Superintendent or designee. Following a report of an exposure incident, the Superintendent or designee shall immediately make available to the exposed employee, at no cost, a confidential medical evaluation, post-exposure evaluation and follow-up.

KEYS

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

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

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

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

NAME BADGES

All employees should wear district or school issued name badges during work hours.

NONDISCRIMINATION/HARASSMENT (BP 5145.3, and BP 1312.3)

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

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

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

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

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

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

The Superintendent or designee shall provide training and 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.

PAY

The regular rate of pay for each position shall be in accordance with the rates established for each job classification. All employees will be paid monthly on the last working day of the month. For more information and the salary schedule, please see Article XXII Compensation of the collective bargaining agreement between LUESD and LECO.

PAYROLL

Payroll for all employees except Certificated Extra Duty runs between the 16th of the month to the 15th of the next month.

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

- Timesheets (In ink only – penciled forms will be returned unpaid*)
- Absence Logs (separated by classified and certificated)
- Record of Absence/Leave Request Form (in alphabetical order)
- Other forms example (W-4), etc due by 15th of the month to take effect in that month.

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

PERMANENCY

All original appointments of classified employees shall be on a probationary period of one year (12 months). A probationary employee may be dismissed at any time during the probationary period, and such action shall not entitle the employee to a hearing before the Board of Trustees. An employee who serves the required probationary period in a satisfactory manner shall be classified as a permanent employee and shall be subject to dismissal only for cause.

PERSONAL MAIL

The school district addresses are not to be used for personal mail of any kind. School district addresses are for school mail only. Personal packages and mail will not be received at IMS. Packages or mail addressed to a school address and received by IMS will be considered school-related mail that is subject to opening and inspection.

PERSONNEL FILES

Personnel files are maintained on all employees at the District Office. Employees have the right to examine and/or obtain copies of any material from the employee's personnel file with the exception of material that included ratings, reports, or records that were obtained prior to the employment of the employee involved.

SAFETY

The personal safety and health of each district employee is of primary importance. All employees shall comply with all occupational safety and health standards, rules, regulations and orders required by law and district regulations. Employees shall report any safety hazards or concerns to their supervisor immediately.

Eye safety devices shall be worn by employees, students and visitors whenever they are engaged in or observing an activity involving hazards or hazardous substances likely to cause injury to the eyes. Such occasions include, but are not limited to, the following:

1. Working with hot molten metal
2. Milling, sawing, turning, shaping, cutting, grinding and stamping of any solid materials
3. Heat treating, tempering, or kiln firing of any metal or other materials
4. Gas or electric arc welding
5. Repair or servicing of any vehicles, machinery or equipment
6. Working with hot liquids or solids or with chemicals which are flammable, toxic, corrosive to living tissues, irritating, strongly sensitizing, radioactive, or which generate pressure through heat, decomposition, or other means

SCHOOL FACILITIES (USE OF)

Request to use school/district facilities should be submitted to the appropriate office as early as possible to avoid duplication of dates or facilities. In case of duplication, the one listed first will have preference unless circumstances justify a change.

SCHOOL SCHEDULES

Students may not arrive at school before 7:40 when the cafeteria opens for breakfast as there is no supervision. Once a student arrives on campus, he/she may not leave the campus without permission from the office.

Regular Day Schedules

Cinnamon Elementary	<u>Grades K-3:</u>	8:10 – 2:26	<u>Grades 4-6:</u>	8:10 – 2:46
Lemoore Elementary	<u>Grades TK-6:</u>	8:10 – 2:41		
Engvall Elementary	<u>Grade K-3:</u>	8:10 – 2:36	<u>Grades 4-6:</u>	8:10 – 2:46
Meadow Lane Elementary	<u>Grades TK, K, 1, 2, 3, 5 & 6:</u>	8:10 – 2:41	<u>Grade 4:</u>	8:00 – 2:41
Liberty Middle School		8:00 – 3:00		
University Charter School		8:00 – 3:00		

Early Out Monday and Minimum Day Schedules

Cinnamon Elementary	<u>Grades K-6:</u>	8:10 – 1:25		
Lemoore Elementary	<u>Grades TK-6:</u>	8:10 – 1:25		
Engvall Elementary	<u>Grades K-6:</u>	8:10 – 1:25		
Meadow Lane Elementary	<u>Grades TK, K, 1, 2, 3, 5 & 6:</u>	8:10 – 1:16	<u>Grade 4:</u>	8:00 – 1:16
Liberty Middle School		8:00 – 1:38		
University Charter School		9:30 – 3:00 (Late Start Wednesday Schedule)		
University Charter School		8:00 – 1:15 (Minimum Day Schedule)		

Foggy Day Schedules*

Cinnamon Elementary	<u>Grades K-3:</u>	9:45 – 3:30	<u>Grades 4-6:</u>	9:45 – 3:30
Lemoore Elementary	<u>Grades TK-6:</u>	9:45 – 3:35		
Engvall Elementary	<u>Grade K:</u>	9:45 – 3:30	<u>Grades 1-3:</u>	9:45 – 3:30
			<u>Grades 4-6:</u>	9:45-3:35
Meadow Lane Elementary	<u>Grades TK-6:</u>	9:45 – 3:30		
Liberty Middle School		9:45 – 3:36		

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

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

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

Information regarding foggy day is available via local television or by calling Lemoore Area Schools Transportation at 924-6640.

SEXUAL HARASSMENT (Education Code 212.5 and 231.5)

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

SEXUAL HARASSMENT/STUDENTS (BP/AR 5145.7)

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

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

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy. The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

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

investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

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

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

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

SEXUAL HARASSMENT PERSONNEL BP/AR 4119.11

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

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

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

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

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

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

administrator who receives a harassment complaint shall promptly notify the coordinator.

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

SMOKING

The Governing Board recognizes the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff.

In accordance with state and federal law, smoking is prohibited in all enclosed district facilities and vehicles.

Smoking or use of any tobacco-related products and disposal of any tobacco-related waste are prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. (BP 3513.3)

STUDENT INJURY

In case of accident to a pupil, the school office must be called at once. The injured person should not be moved if there is any doubt as to the nature of the injury. Qualified personnel may administer emergency First Aid. All district personnel observing the incident or accident must make a report for all accidents. This report will be made through the School Site Office. The school cannot and does not pay for first aid or follow-up medical treatment for students.

STUDENT ACCIDENT INSURANCE

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

This program provides coverage for all student injuries that occur during the hours and days when school is in session and while attending or participating in school sponsored and supervised activities on or off school premises and whether or not school is in session. This coverage includes all interscholastic sports, excluding tackle football. Student Accident Insurance is an EXCESS plan; claims are paid on a secondary basis. This means the program will pay toward those expenses not paid or payable by any other valid and collectible insurance plan.

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

STUDENT CONFLICT INTERVENTION

Employees should intervene during student verbal conflicts by either reporting the incident to an administrator or teacher, or directing the students to cease as deemed appropriate. In the event of a physical fight, employees should verbally direct students to stop. If verbal commands do not halt the fight, then only an amount of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, for purposes of self-defense, or to obtain possession of weapons or other dangerous objects within the control of the pupil, may be used. (Education Code Section 49001)

TELEPHONE USE

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

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

USE OF CELLULAR TELEPHONES:

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

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

If there is an emergency, please direct family members and friends to contact the school office. If you are not assigned to a specific site, please direct your family members and friends to contact your immediate supervisor in the event of an emergency. For employees who are working after office hours, you may leave your cell phone on but it should be on vibrate or silent setting and only be answered during work time in the case of an emergency.

TRAVEL AND CONFERENCES

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

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

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

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

4. Once approved by the appropriate site and/or department administration, contact the Business Services Tech to coordinate reservations and/or bookings.

HOTEL RESERVATIONS AND PAYMENT

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

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

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

CONFERENCE REGISTRATION

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

MILEAGE REIMBURSEMENT OF PERSONAL AUTOMOBILE

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

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

July – Sept due Oct 15,

Oct – Dec due Jan 15,

Jan – March due April 15th,

May – June **due June 30th**

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

MEALS AND INCIDENTALS – PER DIEM OR ACTUAL

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

If cost for meals is claimed on a Reimbursement Form after travel occurs, all itemized receipts must be provided and

the reimbursement cannot exceed the IRS per diem rate. Tips may not exceed 15% of the meal cost. Alcoholic drinks are not to be paid from governmental funds and may not be claimed. Meal per diem will not be covered by the District when the meal is provided by the conference or by the hotel (lunch is often provided with the conference and breakfast may be either included with the conference or by the hotel, this includes continental breakfast).

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

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

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

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

OTHER TRAVEL COSTS

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

REIMBURSEMENT FOR FAMILY MEMBERS

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

TRANSPORTATION BEST PRACTICE

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

USE OF SCHOOL EQUIPMENT

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

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

SOCIAL MEDIA

Website

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



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WORK SCHEDULE / WORK SITE

The workday for all employees shall be established and regularly fixed by the District in order to meet the District's educational goals and objectives, and to function in an organized and efficient manner. The District shall have the authority to alter employee work schedules and or site assignments based upon the educational program and/or need. If the District Administration extends employee work hours, the employee shall be compensated at his hourly rate.

Not less than one, 30-minute non-compensated lunch period shall be provided all employees who render service of at least five (5) consecutive hours. The lunch period shall be assigned by the immediate administrator, normally to be taken at the conclusion of four (4) hours of service. A 15 minute compensated rest period shall be provided to all employees for each full four (4) hours of consecutive period of service.

EXHIBIT #1 ANNUAL NOTICE FOR UNIFORM COMPLAINT PROCEDURES

Uniform Complaint Procedures (UCP) Annual Notice for 2020/2021

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

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

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

Accommodations for Pregnant Parenting Pupils	Local Control Accountability Plans (LCAP)
Adult Education	Migrant Education
After School Education and Safety	Physical Education Instructional Minutes
Agricultural Career Technician Education	Pupil Fees
Career Technical and Technical Education. Career Technician, Technical Training (state)	Reasonable Accommodations to a Lactating Pupil
Career Technical Education (federal)	Regional Occupational Centers and Programs
Child Care and Development	School Plans for Student Achievement
Compensatory Education	School Safety Plans
Course Periods without Educational Content	School Site Councils
Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court Pupils now enrolled in a school district and Children of Military Families	State Preschool Programs
Every Student Succeeds Act	State Preschool Health and Safety Issues in LEAs Exempt from Licensing

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.

2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or uniform associated with an educational activity.

A pupil fees complaint may be filed with the principal of a school or our superintendent or his or her designee. A pupil fees and/or an LCAP complaint may be filed anonymously, however, the complainant must provide evidence or information leading evidence to support the complaint.

A pupil enrolled in a school in our district shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

Additional Information

We shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in a school district and pupils in military families as specified in Education Code Sections 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

We shall post a notice to identify appropriate subjects of state preschool health and safety issues in each California state preschool program classroom in each school notifying parents, guardians, pupils, and teachers of (1) the health and safety requirements under Title 5 of the *California Code of Regulations* that apply to California state preschool programs pursuant to *HSC* section 1596.7925 and (2) where to get a form for a state preschool health and safety issues complaint.

Contact Information

The staff member responsible to receive UCP complaints in our agency is:

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

Complaints will be investigated and a written report with a Decision will be sent to the complainant within sixty (60) calendar days from the district's receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with UCP policies and procedures.

The complainant has a right to appeal our Decision of a complaint regarding any specific program subject to the UCP, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 calendar days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

We advise any complainant of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, discriminatory harassment, intimidation or bullying laws, if applicable.

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