

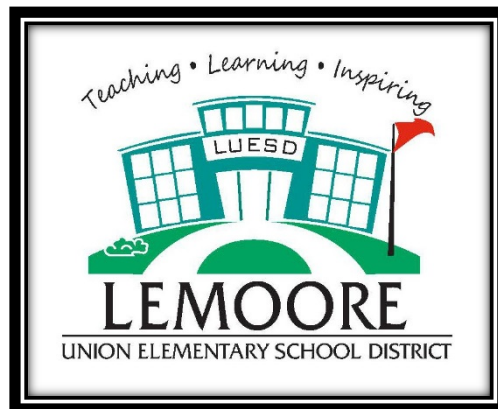
# *Lemoore Union Elementary School District*



*University Charter School*  
Crescenciano Camarena, Dean

***2020-2021***

## *Parent/Guardian & Student Handbook*



**Cheryl Hunt, Superintendent**

Ed 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

**1200 West Cinnamon Drive Lemoore, CA 93245**

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

**[www.luesd.k12.ca.us](http://www.luesd.k12.ca.us)**

**PARENTS:**

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

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

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

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

## **SCHOOL SCHEDULE**

<b>SCHOOL SCHEDULE REGULAR SCHEDULE</b>	<b>8:00 a.m. to 3:00 p.m.</b>
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<b>LATE –START SCHEDULE</b>	<b>9:30 a.m. to 3:00 p.m.</b>
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<b>MINIMUM DAY SCHEDULE</b>	<b>8:00 a.m. to 1:15 p.m.</b>
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**STUDENT SCHEDULES**

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

**FOGGY DAY SCHEDULE**

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

**LATE-START DAY**

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

# Table of Contents

<b>CALENDAR</b>	<b>Page 1</b>
<b>SCHOOL LISTING</b>	<b>Page 2</b>
<b>ENROLLMENT</b> Admission.	<b>Page 3</b>
<b>ATTENDANCE</b> Excused Absences; Method of Verification; Tardy/Early Dismissal and Truancies; Excuse from Instruction on Religious (Moral) Grounds; Absences for Obtaining Confidential Medical Services without Parental or Guardian Consent; Independent Study; Pupils with Temporary Disabilities- Residency Requirements.	<b>Page 3</b>
<b>HEALTH</b> Immunization for Communicable Disease; Administration of Medication at School or Continuing use of Medication; Epinephrine Auto Injectors; Exemption from Physical Examinations; Medical and Hospital Services for Pupils; California Healthy Youth Act; Growth and Development Class; Head Lice; Medi-Cal Billing; Insurance-Student Accident.	<b>Page 4</b>
<b>STUDENT RECORDS</b> Pupil Records Right to Access; Directory Information; Student and Family Privacy Rights.	<b>Page 7</b>
<b>SPECIAL EDUCATION</b> Students with Disabilities and Special Education; Students with Disabilities Under Section 504; Pupils with Temporary Disabilities-Individual Instruction.	<b>Page 7</b>
<b>DRESS CODE</b>	<b>Page 11</b>
<b>STUDENT DISCIPLINE</b> District Rules Regarding Student Discipline; Discipline Policy; Behavior Expectations; Bus Conduct; Detention; Possession of Cell Phones & Other Electronic Signaling Devices; Items Inappropriate for School; Restricted Areas; Relationships; Year-End Activities & Eligibility.	<b>Page 12</b>
<b>SCHOOL SAFETY</b> Asbestos Management Plan; Pesticide Notification; Child Abuse Reporting (BP/AR 5141.4); Closed Campus; Visitors, Volunteers/Chaperones; Emergency Preparedness; Earthquakes; Emergency Response; Lockdowns; Nondiscrimination/Harassment (BP 5145.3); Sexual Discrimination; Sexual Harassment; Bullying/Bullying Prevention & Intervention; Tobacco-Free Campus; Use of Trained Dogs.	<b>Page 15</b>
<b>TECHNOLOGY</b> Pupil Internet Access Policy.	<b>Page 23</b>
<b>CHILD NUTRITION</b> Cafeteria; Duffy-Moscone Family Nutrition Education and Services Act.	<b>Page 23</b>
<b>PARENTS RIGHT TO KNOW</b> Parental Notifications (BP 5145.6); Attendance of Parent; School Accountability Report Card; Pupils' Right to Refrain from the Harmful or Destructive use of Animals; Promotion/Retention; Handicapped Pupils; Discrimination; Minimum Days and Pupil-Free Staff Development Days; Curriculum; 504 Coordinator; Attendance Options; Safe Routes to School; Prohibition of Sexual Bias in Course of Study.	<b>Page 25</b>

**COMPLAINTS****Page 25**

Procedures for Filing Complaints; Complaints Concerning School Personnel (BP/AR 1312.1); Uniform Complaint Procedures (UCP) (BP/AR 1312.3); Williams Uniform Complaint Procedures (BP 1312.4); Title IX Notification.

**STUDENT ACTIVITIES****Page 39**

Non-Discrimination in District Programs and Activities (BP 0410); Extracurricular and Co- curricular Activities; Assemblies/Rallies; Citizen Eligibility; Student Council.

**GENERAL POLICIES AND PROCEDURES****Page 40**

Arrival/Dismissal Time; Bikes, Bike Racks and Bike Helmets; Home to School Transportation - Buses; Contacting Teachers; Counseling Services; Field Trips; Gifts to Students; Homework and Makeup Work; Relocating; Notebooks; Aeries Parent Portal; Student Office Hours; Physical Education; Telephone Calls; Textbooks, Materials, and Supplies; Website.

**ACADEMIC POLICIES****Page 42**

Academic Eligibility Requirements; Academic probation; Progress Reports and Conferences; Promotion/Retention (8th grade); Report Cards; Standards Based Grading; Honor Roll.

**STUDENT COMPACT****Page 44**



# LEMOORE UNION ELEMENTARY SCHOOL DISTRICT SCHOOL YEAR CALENDAR 2020-2021

August 10  
August 11  
August 13  
August 18  
September 7  
October 12  
November 11  
November 23-27  
December 21- January 8

Back to School Night (LE, ML & LMS)  
First Day of School  
Back to School Night (CE & EE)  
Back to School Night (UCS)  
Labor Day  
Columbus Day  
Veteran's Day  
Thanksgiving  
Winter Break

January 18  
February 15  
April 20  
April 22  
March 29-April 5  
May 31  
June 2  
June 3  
June 3

Martin Luther King Day  
President's Day  
Open House (Elem)  
Open House (LMS & UCS)  
Spring Break  
Memorial Day  
LMS Promotion Ceremony  
UCS Milestone Ceremony  
Last Day of School

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

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

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

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

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

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

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

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

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

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

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

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

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

PARENT/ TEACHER CONFERENCES	
September 28 - October 2	
November 18-19	
March 9-10	

TRIMESTERS	
Tri 1 - August 11 - October 30	
Tri 2 - November 2 - February 26	
Tri 3 - March 1 - June 3	
Board Approved 06/16/20	

# LEMOORE UNION ELEMENTARY SCHOOL DISTRICT SCHOOL LISTING

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

## **Cinnamon Elementary (K-6)**

500 E. Cinnamon Drive  
(559) 924-6870  
FAX 924-6879  
Sarah Streib, Principal  
Rebecca Garnica, Learning Coordinator  
[www.luesd.k12.ca.us/cinnamon](http://www.luesd.k12.ca.us/cinnamon)

## **Engvall Elementary (K-6)**

1055 Cedar Lane  
(559) 924-6850  
FAX 924-6859  
Renea Fagundes, Principal  
Jessica Coughlin, Learning Coordinator  
[www.luesd.k12.ca.us/engvall](http://www.luesd.k12.ca.us/engvall)

## **Lemoore Elementary (K-6)**

573 W Bush Street  
(559) 924-6820  
FAX 924-6829  
Amy Garcia, Principal  
Stephanie Tischmacher, Learning Coordinator  
[www.luesd.k12.ca.us/lemoore](http://www.luesd.k12.ca.us/lemoore)

## **Meadow Lane Elementary (K-6)**

325 Meadow Lane  
(559) 924-6840  
FAX 924-6849  
Rhett Kenney, Principal  
Tracy Cassina, Learning Coordinator  
[www.luesd.k12.ca.us/meadow](http://www.luesd.k12.ca.us/meadow)

## **Liberty Middle School (7-8)**

1000 Liberty Drive  
(559) 924-6860  
FAX 924-6869  
Ben Luis, Principal  
Robert Guzman, Assistant Principal  
Erin Revious, Assistant Principal  
[www.luesd.k12.ca.us/liberty](http://www.luesd.k12.ca.us/liberty)

## **University Charter School (5-8)**

450 Marsh Drive  
(559) 924-6890  
FAX 924-6839  
Crescenciano Camarena, Dean  
[www.luesd.k12.ca.us/ucs](http://www.luesd.k12.ca.us/ucs)

## **Bridges Academy (5-8)**

1200 W Cinnamon Drive  
(559) 924-7400  
FAX 924-6809  
Brooke Warkentin, Administrator  
<http://www.luesd.k12.ca.us/bridges>

# ENROLLMENT

## **ADMISSION**

Application forms for enrollment in University Charter School are available online. Enrollment in the school is limited to the availability of space in the assigned grade. Upon approval for enrollment parents must present proof of residency (may include mortgage or rental receipt or utility bill). Students who have been dismissed from the school by the Administration and/or Administrative Review Committee or have voluntarily unenrolled may re-apply for admission in the following school year. Parents must provide the student's immunization records to verify that the student has received the required immunizations for school entry. (<https://eziz.org/assets/docs/IMM-231.pdf>)

# ATTENDANCE

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

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

1. Due to the pupil's illness.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
4. For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
5. For the purpose of jury duty in the manner provided for by law.
6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a note from a doctor.
7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
9. For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
10. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
11. Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.

## **METHOD OF VERIFICATION**

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

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

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

*If your child has a fever, they will need to stay home for at least 24 hours after they no longer have a fever without the use of fever-reducing medications, such as acetaminophen or ibuprofen. The Center for Disease Control defines a fever as anything over 100 degrees Fahrenheit (37.8 degrees Celsius) when measured by mouth.*

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

## **TARDY/EARLY DISMISSAL AND TRUANCIES**

Students that are tardy must report to the office for an admit slip. Students who are absent without a valid excuse for more than

three (3) days in one school year will be classified as truant. Habitual tardiness/truancy will result in a referral to the School Attendance Review Board (SARB).

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

#### **EXCUSE FROM INSTRUCTION ON RELIGIOUS (MORAL) GROUNDS**

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

#### **ABSENCES FOR OBTAINING CONFIDENTIAL MEDICAL SERVICES WITHOUT PARENTAL OR GUARDIAN CONSENT**

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

#### **INDEPENDENT STUDY**

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

#### **PUPILS WITH TEMPORARY DISABILITIES - RESIDENCY REQUIREMENTS**

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

## **HEALTH**

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

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

#### **IMMUNIZATIONS AND COMMUNICABLE DISEASE ([SHOTS FOR SCHOOL.ORG](http://shotsforschool.org))**

Health and Safety Code section 120325, et. seq., CCR Section 6075, and EDC 48216 requires that every child entering a California School be immunized against diphtheria, tetanus, pertussis, polio, rubella, mumps, measles, Hepatitis B, and varicella. Up to date requirements can be found at [shotsforschool.org](http://shotsforschool.org). A written immunization record of each required vaccine, including date and provider, must be presented at school entry. All students entering 7th grade will need proof of receiving a pertussis booster shot, in addition to the above requirements. In the event that the school district should participate in an immunization program for the purposes of prevention and control of communicable diseases, your child will not participate unless you have provided specific written consent. Starting January 1, 2016, parents or guardians of students in any school or child-care facility, whether public or private, will no longer be allowed to submit a personal beliefs exemption to a currently-required vaccine. A medical exemption may be obtained by providing a signed written statement from a licensed physician (M.D. or D.O.) in California which states the specific



nature of the physical condition or medical circumstance of the child for which a licensed physician does not recommend immunization, which vaccines are being exempted, whether the medical exemption is permanent or temporary, and the expiration date no more than 12 calendar months from the date of signing, if the exemption is temporary. Additional medical exemption requirements will go into effect January 1, 2021.

#### **ADMINISTRATION OF MEDICATION AT SCHOOL**

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

Medications administered at school must be:

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

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

#### **CONTINUING USE OF MEDICATION**

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

#### **EPINEPHRINE AUTO INJECTORS**

The school has epinephrine auto injectors available that may be used to provide emergency medical aid to any person suffering, or reasonably believed to be suffering, from potentially life-threatening symptoms of anaphylaxis (severe allergic reaction). If your child has a history of anaphylaxis and has an epinephrine auto injector, you should continue to provide the epinephrine auto injector and the authorization form to the school for your child's use. Stock epinephrine auto injectors should

not be relied upon if your child has a known history of anaphylaxis. The stock epinephrine auto injector will not be available on field trips, and there is always a possibility that the stock epinephrine auto injector was used and not yet replaced by the time that your child may need it. (EC 49414)

#### **EXEMPTION FROM PHYSICAL EXAMINATIONS**

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

#### **FEMININE HYGIENE DISPENSER**

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

#### **MEDICAL AND HOSPITAL SERVICES FOR PUPILS**

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

#### **CALIFORNIA HEALTHY YOUTH ACT**

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

#### **GROWTH AND DEVELOPMENT CLASS**

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

#### **HEAD LICE**

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

#### **MEDI-CAL BILLING**

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

#### **INSURANCE – STUDENT ACCIDENT**

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

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

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

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

#### **NOTICE OF DISCLOSURE OF HEALTH INFORMATION**

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

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

## **STUDENT RECORDS**

#### **PUPIL RECORDS; RIGHT TO ACCESS**

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

#### **DIRECTORY INFORMATION**

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

#### **STUDENT AND FAMILY PRIVACY RIGHTS**

The Governing Board believes that personal information concerning district students and their families should be kept private in accordance with law. The Board prohibits district staff from administering or distributing to students survey instruments that are designed for the purpose of collecting personal information for marketing or for selling that information (AR 5022).

## **SPECIAL EDUCATION**

#### **STUDENTS WITH DISABILITIES AND SPECIAL EDUCATION**

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

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

#### **STUDENTS WITH DISABILITIES UNDER SECTION 504**

Section 504 of the Rehabilitation Act of 1973 (Section 504) is a federal civil rights law that prohibits discrimination against individuals with disabilities in programs and activities that receive financial assistance from the U.S. Department of Education. Discrimination, harassment, intimidation, and/or bullying in any form toward individuals on the basis of their actual or perceived disability is unacceptable and will not be tolerated. The District will promptly investigate any complaints of disability-based discrimination/harassment and take reasonable actions to stop future incidents of such discrimination/harassment. The District has specific responsibilities related to the provision of a free appropriate public education (FAPE) to school age individuals with disabilities under Section 504. The District is required to provide a program designed to meet the educational needs of students with disabilities as adequately as the educational needs of students without disabilities. For students who are not eligible for special education services, but meet the federal definition of persons with disabilities under Section 504, a Section 504 Plan may be developed which indicates the accommodations, supplementary aids and/or services that will be provided to assist the student in accessing the general education program. Section 504 must provide nonacademic and extracurricular services and activities in a manner that ensures that individuals with disabilities have an equal opportunity to participate. Parents or guardians must be notified in writing of any District decisions regarding the evaluation, identification, and/or educational placement of their student and their right to participate in and/or appeal these decisions under Section 504. For further information about Section 504 and/or assistance in filing an appeal, complaint or to conduct an informal mediation or impartial hearing regarding Section 504, contact the Department of Special Services at (559) 924-6823.

#### **PUPILS WITH TEMPORARY DISABILITIES - INDIVIDUAL INSTRUCTION**

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

#### **COUNSELING SERVICES**

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

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

Within LUESD, School Counselors work with Students to:

- Develop academic plans for students to make academic progress
- Conduct academic and career planning with students
- Provide behavioral support to students through such services as:
  - direct behavioral support
  - consultation services to student or to in-line staff
  - data collection and BIP development
- Provide direct instruction on appropriate:
  - social skills
  - friendship skills
  - anger management
  - self-regulation
  - problem solving
- Provide individual services to students, as identified by key stakeholders
- Make referrals to outside agencies for mental health care

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

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

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

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

Useful links:

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

### PSYCHOLOGICAL SERVICES

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

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

Within LUESD, School Psychologists works with students to:

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

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

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

- Identify and address learning and behavior problems that interfere with school success
- Evaluate eligibility for special education services (within a multidisciplinary team)
- Support students' social, emotional, and behavioral health
- Provide parents with information to enhance parenting skills
- Increase positive behavior interactions with peers and staff
  - Guide the implementation of a Behavior Intervention Plan or Functional Behavior Assessment
- Consults with outside agencies to provide services for students
- Make referrals and help coordinate community support services

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

Useful Links

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

### OUTSIDE AGENCY PARTNERSHIPS

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

The LUESD District also partners with Kings View Counseling Services. Kings View Counseling Services for Kings County promote the prevention of and recovery from mental illness and substance abuse for the individual, family and community by offering accessible, caring and culturally competent services. Kings View offers a wide variety of services and programs to children and adults. To contact Kings View Counseling Services, call 582-4481 or visit their website at [www.kingsview.org](http://www.kingsview.org)

### **SUICIDE PREVENTION POLICY**

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

### **Suicide Prevention Education**

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

<http://5il.co/429x>

<b>Local Resources for Suicide Prevention</b> Kings County Behavioral Health (All Insurance) 450 Kings County Dr., Suite 104 Hanford, CA 93230 559-582-3211	<b>Kings View Counseling Services (Medi-Cal)</b> 1393 Bailey Drive Hanford, CA 93230 559-582-4481	<b>Fleet and Family Service Center (Military Dependents)</b> Regular Appointments: 866-923-6478 Immediate Need: 559-998-4043 (Clinical Front Desk) 559-998-4042 (Front Desk)	<b>National Resources for Suicide Prevention</b> National Suicide Prevention Lifeline 1-800-273-8255 (TALK)
<b>National Suicide Prevention Lifeline via TTY</b> 1-800-799-4889	<b>Crisis Text Line</b> Text "HOME" to 741-741	<b>The Trevor Project</b> Lifeline: 1-866-488-7386 Text: Text "Trevor" to 1-202-304-1200	

# DRESS CODE

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

## **The Lemoore Union Elementary School District requires that:**

Students attending school must be clean. All clothing must fit, shall be neat, clean, and acceptable in repair and appearance and shall be worn within the bounds of decency and good taste as appropriate for school. Appropriate undergarments that provide proper coverage shall be worn. Clothes shall be sufficient to conceal undergarments at all times.

1. **Shorts/Skirts/Pants:** Oversized, baggy or saggy clothing is prohibited. Bottoms with bibs are not permitted for students in grades 4 through 8. Shorts are to be hemmed and not form fitting. Skirts or shorts shorter than mid-thigh are prohibited. Leggings will be allowed if over garment is no shorter than mid-thigh. Pants cannot exceed 4 inches wider than the leg when measured out from the kneecap of the straightened leg. Pants and shorts must fit and be worn at the natural waist. The bottom of the pant leg may not be frayed or drag on the ground. Pants must be hemmed and not stapled, pinned, or taped.
2. **Shirts:** All blouses and shirts, *except for authorized school spirit shirts*, must have a collar or turtleneck and be properly buttoned. "Henley" style shirts are not permitted. Oversized shirts that present a safety concern are not acceptable. All blouses and shirts must be clean and neat. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs are prohibited.
3. **Jewelry/Personal Items:** Piercings may *only* be worn in the ears. Personal items, clothing, jewelry, backpacks, binders, gym bags, water bottles, etc., shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, which display gang symbols, or which advocate racial, ethnic or religious prejudice. Clothing or other items that materially interfere with school work, create disorder or disrupt the educational process are not allowed. Also prohibited are jewelry items that may potentially cause injury, sunglasses (exceptions include medical reasons), and other decorations, ornaments and accessories not appropriate for elementary or middle school.
4. **Clothing/Apparel:** Any clothing or apparel that a student or group of students wear to identify themselves for the purpose of harassing, threatening, or intimidating others will not be allowed. Military, paramilitary, or camouflage attire will not be permitted. No tattoos may be showing at any time.
5. **Hats:** Hats, caps, and other head coverings shall not be worn in class. Students may wear sun-protective clothing, including hats that must have a 360° sun-protecting brim of no more than 2 inches. However, knit caps may be worn outside of school buildings during cold or inclement weather.
6. **Shoes:** Shoes must be worn at all times. Sandals must have heel straps. Backless shoes, open sandals, high-heeled shoes, slipper-type shoes and thongs are hazardous on the school playground and are not appropriate for school. No hard-toed or steel-toed shoes/boots will be allowed. No high top, laced up, combat, or military style boots will be allowed.
7. **Hair:** Hair must be clean and show evidence of having been neatly groomed for school. No designs shaved (ex. lines, numbers, shapes, etc.) or colored into the head are allowed. Hair may not be sprayed by any coloring that would drip when wet. Hair that causes undue attention is not acceptable. Beards are not allowed.
8. **Athletic Wear:** Gym shorts, "sweat pants", and "athletic style" pants may not be worn in classes other than physical education. "Sweat pants" can be worn by students in grades Kindergarten through 3.

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

The principal and staff at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities. Coaches and teacher may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes. Bona fide religious or philosophical objections, or medical reasons, when verified, may be grounds for an exemption to a specific portion of the Dress and Grooming Policy. A written request for an exemption from enforcement of a specified portion of Dress Code Policy must be submitted to the school principal.

***Please Note: The State of California has determined that "A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself/herself for the classroom before entering." (California Administrative Code, Title V, Section 302) 1994.***



# STUDENT DISCIPLINE

## DISTRICT RULES REGARDING STUDENT DISCIPLINE

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

## DISCIPLINE POLICY

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

<div style="display: flex; justify-content: space-between; align-items: center;">  <h2 style="text-align: center;">UCS Behavior Expectations Matrix</h2>  </div> <div style="text-align: center; font-size: 1.5em; font-family: cursive;">“The Hawk Way”</div>						
	Bus	Cafeteria	Classroom	Office	Playground	Restroom
Kindness and Encouragement	<ul style="list-style-type: none"> <li>Walk and keep hands to self</li> <li>Help keep aisle clear and bus clean</li> </ul>	<ul style="list-style-type: none"> <li>Have patience</li> <li>Use kind/polite words</li> <li>Include/welcome others at your table</li> </ul>	<ul style="list-style-type: none"> <li>Dude be nice</li> <li>Celebrate and praise others' achievements</li> <li>Use kind/polite words and encourage</li> </ul>	<ul style="list-style-type: none"> <li>Walk in, use voice level (1-2)</li> <li>Listen and respond politely to adult directions</li> <li>Use please and thank you</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words</li> <li>Share (time, space, and equipment)</li> <li>Include others to play with you</li> </ul>	<ul style="list-style-type: none"> <li>Get in and get out</li> <li>Wait patiently if there is a line</li> </ul>
Responsibility	<ul style="list-style-type: none"> <li>Line up</li> <li>Refrain from eating and drinking</li> <li>Remain seated and facing forward until bus stops and door is opened</li> </ul>	<ul style="list-style-type: none"> <li>Help care for your area/table</li> <li>Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>Be on time and ready to learn</li> <li>Be prepared-bring your materials</li> <li>Persevere-keep trying and don't quit</li> <li>Think first and be safe</li> <li>Complete work</li> </ul>	<ul style="list-style-type: none"> <li>Wait your turn</li> <li>Ask permission to use the phone</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment safely</li> <li>Kick and throw on grass</li> <li>Bounce on black top</li> <li>Throw away trash</li> <li>Stop play when bell rings and return equipment to proper place</li> </ul>	<ul style="list-style-type: none"> <li>Use 1 pump of soap</li> <li>Wash and dry hands</li> <li>Throw away your trash</li> </ul>
Respectful	<ul style="list-style-type: none"> <li>Use crosswalk</li> <li>Follow driver's directions</li> <li>No hanging out the window</li> </ul>	<ul style="list-style-type: none"> <li>Share in your group's duties</li> <li>Use voice level (1-2)</li> </ul>	<ul style="list-style-type: none"> <li>Be helpful</li> <li>Treat others the way you want to be treated</li> <li>Use classroom materials appropriately</li> <li>Keep classroom clean</li> </ul>	<ul style="list-style-type: none"> <li>Wait patiently for an adult</li> <li>Use Mr./Mrs. when talking to school staff</li> <li>Be respectful when using the phone</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate voice level (3-4)</li> <li>Voice level in hallway (0-1)</li> <li>Treat the equipment, materials, and furniture with care</li> <li>Be helpful with equipment</li> </ul>	<ul style="list-style-type: none"> <li>Don't hang out in the restroom</li> <li>Use inside voice (1-2)</li> <li>Respect others' privacy</li> </ul>

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

**\*\*Voice Level Key: 0=silent; 1= whisper; 2=normal speaking; 3=slightly raised; 4=outside; 5=emergency**



**48900 Major Infractions (Suspension or Expulsion possible)**

<i>EDC, 48900:</i>	
a.(1) Caused, attempted to cause, or threatened to cause physical injury to another person.	g. Stealing, or attempting to steal school or private property
a.(2) Willfully used force or violence upon the person of another, except in self-defense.	h. Tobacco or tobacco products (possessed, used)
b. Possession, sale, or furnishing of any knives, firearms, explosives or other dangerous objects.	i. Committed an obscene act or engaged in habitual profanity or vulgarity.
c. Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance or an intoxicant of any kind.	j. Possessed, offered, arranged, or negotiated to sell any drug paraphernalia.
d. Offering, arranging, or negotiating to sell drugs, alcohol or any intoxicant and then substituting a look-a-like substance intended to represent drugs, alcohol, or an intoxicant.	k. Willful defiance and/or disruption of school activities and/or the learning environment.
e. Committed or attempted to commit robbery or extortion.	l. Knowingly received stolen school or private property.
f. Caused or attempted to cause damage to school or private property (including graffiti/tagging).	m. Possession of an imitation firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
n. Committed sexual assault or battery.	q. Engaged or attempted to engage in an act of hazing initiation or preinitiation into a student organization.
o. Harassed, threatened, or intimidated a pupil who is a witness in a school disciplinary proceeding for the purpose of intimidation or retaliations.	r. Engaged in an act of bullying, including, but not limited electronic act, directed toward a pupil or school personnel.
p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.	48900.4 Engaged in harassment, threats, or intimidation directed against school personnel or pupils.
48900.2 Committed sexual harassment.	48900.7 Making terroristic threats against students, school officials, and/or property.
48900.3 Caused or attempted to cause, threatened to cause, or participated in any act of, hate violence.	

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

**Major Infractions (Expellable Offenses)**

<b><i>EDC, Section 48915 (A)</i></b> <i>(Shall Recommend Expulsion unless particular circumstances render inappropriate.)</i>	<b><i>EDC, Section 48915 ©: Serious Safety</i></b> <i>(Must Recommend Expulsion--Mandatory)</i>
Causing serious physical injury to another person except in self-defense [EC 48915 (a)(1)(A)]. <i>*Medical verification required. Refer to EDC</i>	Possessing, selling, or otherwise furnishing a firearm. [EC 48915(c)(1)] <i>*Must be verified/witnessed/observed by district employee</i>
Possession of any knife, or other dangerous object of no reasonable use to the pupil. [EC 48915 (a)(1)(B)]	Brandishing a knife at another person. [EC 48915 (c)(2)]

Unlawful possession of any controlled substance except for the first offense of possession of not more than one ounce of marijuana. [EC 48915 (a)(1)(C)]	Unlawful selling a controlled substance. [EC 48915 (c)(3)]
Robbery or extortion. [EC 48915 (a)(1)(D)]	Committing or attempting to commit sexual assault or battery. [EC 48915(c)(4)]
Assault or battery upon a school employee. [EC 48915(a)(1)(E)]	Possession of an explosive. [EC 48915(c)(5)]

### **BUS CONDUCT**

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

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

### **DETENTION**

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

### **POSSESSION OF CELLULAR PHONES & OTHER ELECTRONIC SIGNALING DEVICES**

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

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

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

1<sup>st</sup> offense – confiscated for the rest of the school day.

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

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

### **ITEMS INAPPROPRIATE FOR SCHOOL**

Inappropriate items include but are not limited to the following:

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

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

### **RESTRICTED AREAS**

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

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

### **RELATIONSHIPS**

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

functions:

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

#### **YEAR-END ACTIVITIES & ELIGIBILITY**

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

## **SCHOOL SAFETY**

#### **ASBESTOS MANAGEMENT PLAN**

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

#### **PESTICIDE NOTIFICATION**

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

#### **CHILD ABUSE REPORTING (BP/AR 5141.4)**

The Board recognizes that child abuse has severe consequences and that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law. Employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

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

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

#### **CLOSED CAMPUS**

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

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

#### **VISITORS**

The Lemoore Union Elementary School District uses the Raptor Visitor Management System “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.

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](http://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 in 2020/21

**NOTE:** Anyone interested in serving as a volunteer or chaperone for the 2020/2021 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 (Link Below)

[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
<b>VOLUNTEERS DO NOT REQUIRE FINGERPRINTING</b>	3. Criminal Background Check/Fingerprint Clearance

In order to expedite the fingerprint clearance process, all new chaperones shall use the Live Scan Fingerprinting service available through the Kings County Office of Education, by **appointment only, on Monday through Friday from 8:30 a.m. to 4:00 p.m.** You

may contact the Kings County Office of Education at 584-1441 to schedule an appointment. The processing fee is \$61.00 payable in cash only. Please pay this fee when you are fingerprinted, and provide the school site with one copy of the Live Scan Request form, once fingerprints are completed.

### **EMERGENCY PREPAREDNESS**

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

#### **WHAT PARENTS CAN DO TO BE BETTER PREPARED**

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

#### **WHAT PARENTS CAN DO DURING AN EMERGENCY**

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

### **EARTHQUAKES**

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

### **EMERGENCY RESPONSE**

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

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

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

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

### **LOCKDOWNS**

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

### **NONDISCRIMINATION/HARASSMENT (BP 5145.3)**

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

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

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

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

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

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

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

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

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

#### **Record-Keeping**

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

#### **SEXUAL DISCRIMINATION**

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

**SEXUAL HARASSMENT (EDC 212.5 and 231.5)**

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

**SEXUAL HARASSMENT/STUDENTS (BP/AR 5145.7)**

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

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

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

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

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

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

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

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

**SEXUAL HARASSMENT PERSONNEL BP/AR 4119.11**

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

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

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

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

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

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

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

### **BULLYING BP 5131.2**

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

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

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

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

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

### **Definitions**

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

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



identity in order to damage that person's reputation.

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

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

### **Measures to Prevent Bullying**

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

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

### **Staff Development**

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

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

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

### **Student Instruction**

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

social-emotional learning, effective communication and conflict resolution skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

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

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

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

### **Reporting and Filing of Complaints**

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

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

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

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

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

### **Discipline/Corrective Actions**

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

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

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

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

### **TOBACCO FREE CAMPUS**

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

### **USE OF TRAINED DOGS**

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

## **TECHNOLOGY**

### **PUPIL INTERNET ACCESS POLICY**

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

## **CHILD NUTRITION**

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

### **CAFETERIA**

Eligible students may participate in the National School Lunch Program and/or School Breakfast Program and receive meals free of charge or at a reduced price of **\$0.25** for breakfast and **\$0.25** for lunch. Non-eligible students may buy breakfast for **\$1.25** and lunch for **\$2.00**. An eligibility Meal application may be submitted online at [www.EZMEALAPP.com](http://www.EZMEALAPP.com) or you may pick up an application at the school office. Students with sack lunches may purchase milk for \$.35. Unlimited lunches may be prepaid, preferably the first day of the week. STUDENTS MAY NOT CHARGE MEALS. Personal checks are not accepted. Payment can be made in cash, cashier's check, or via the web at [www.ezschoollpay.com](http://www.ezschoollpay.com). To ensure confidentiality, we recommend that students take their envelopes to the front office in the morning before school starts and not hold onto them until they are in the lunch line. Students wishing to eat in the cafeteria shall have courteous and proper behavior. Shouting or talking loudly from one table to another is unacceptable.

### **Nondiscrimination Statement:**

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

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

This institution is an equal opportunity provider.

### **DUFFY - MOSCONE FAMILY NUTRITION EDUCATION AND SERVICES ACT**

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

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

#### **WELLNESS POLICY**

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

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

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

# **PARENTS RIGHT TO KNOW**

## **PARENTAL NOTIFICATIONS (BP 5145.6)**

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

## **ATTENDANCE OF PARENT**

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

## **SCHOOL ACCOUNTABILITY REPORT CARD**

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

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

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

## **HANDICAPPED PUPILS**

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

## **MINIMUM DAYS AND PUPIL-FREE STAFF DEVELOPMENT DAYS**

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

## **CURRICULUM**

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

## **504 COORDINATOR**

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

## **ATTENDANCE OPTIONS**

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

## **SAFE ROUTES TO SCHOOL**

Please visit [www.luesd.k12.ca.us](http://www.luesd.k12.ca.us) for safe walking/biking routes to your school.

## **PROHIBITION OF SEXUAL BIAS IN COURSE OF STUDY**

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

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

# **COMPLAINTS**

## **PROCEDURES FOR FILING COMPLAINTS**

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

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

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

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

The District Complaint Officer information is below:

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

#### **COMPLAINTS CONCERNING SCHOOL PERSONNEL (BP/AR 1312.1)**

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

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

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

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

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

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

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

The Board prohibits retaliation against complainants.

## **Appeals**

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

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

The Board's decision shall be final.

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

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

### **Complaints Subject to the UCP**

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve 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](http://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, 51222, 51223, 52075)

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

### **Appeals to the California Department of Education**

Any complainant who is dissatisfied with the district's 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) BP 1312.4 5CCR**

### **Types of Complaints**

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

### **Forms and Notices**

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

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

### **Filing of Complaint**

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

### **Investigation and Response**

The principal or 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](mailto: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](mailto:ocr.sanfrancisco@ed.gov)

## **STUDENT ACTIVITIES**

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

The Governing Board is committed to equal opportunity for all individuals in education. All aspects of the District's school environment, including all academic, extra-curricular and school-sponsored programs, activities and practices shall be free from discrimination, harassment, intimidation, and bullying based on race, color, religion ancestry, national origin, ethnic group identification, age, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The Superintendent or designee shall review district programs and activities to ensure the removal of any barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities, including the use of facilities. He/she shall take prompt, reasonable actions to remove any identified barrier.

#### **EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES**

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

#### **ASSEMBLIES/RALLIES**

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

#### **CITIZENSHIP ELIGIBILITY**

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

### **STUDENT COUNCIL**

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

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

## **GENERAL POLICIES AND PROCEDURES**

### **ARRIVAL/DISMISSAL TIME**

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

### **BIKES, BIKE RACKS, AND BIKE HELMETS**

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

### **HOME TO SCHOOL TRANSPORTATION - BUSES**

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

### **CONTACTING TEACHERS**

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

### **COUNSELING SERVICES**

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

### **FIELD TRIPS**

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

On all school-sponsored trips involving students, school employees shall make provisions for proper supervision. Parents/guardians are encouraged to participate in such supervision. Please refer to the "Volunteers/Chaperones" section of this handbook for specific criteria for chaperones. To ensure adequate supervision of students on school-sponsored trips, chaperones shall not bring additional children.

### **GIFTS TO STUDENTS**

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

### **HOMEWORK AND MAKEUP WORK**

Students are expected to complete homework as assigned.

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

### **RELOCATING**

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

### **NOTEBOOKS**

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

### **"PARENT PORTAL" – Online parent link to grades, attendance**

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

### **PHYSICAL EDUCATION**

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

### **STUDENT OFFICE HOURS**

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

### **TELEPHONE CALLS**

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

### **TEXTBOOKS, MATERIALS, AND SUPPLIES**

The instructors will issue textbooks. Students are responsible for the care of each text assigned to him or her. Texts that are lost or stolen and books that show excessive wear and/or damage are charged to the pupil and parents. Students are encouraged to keep texts covered. Heavy wrapping paper or any commercial cover is adequate. Instructors will check periodically on textbooks, their ownership and condition. A student must turn in the same textbook that was issued to him/her. Students having obligations for lost or damaged books or materials, or damage of school property to include technology equipment (e.g. computers, wireless keyboards, USB flash drives), library books will not be allowed to participate in the end-of-year activities, including Milestone Ceremonies.

### **WEBSITE ([www.luesd.k12.ca.us](http://www.luesd.k12.ca.us))**

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

# ACADEMIC POLICIES

## ACADEMIC ELIGIBILITY REQUIREMENTS

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

## ACADEMIC PROBATION

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

### Appeal Process

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

## MID TRIMESTER PROGRESS REPORTS

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

## PROGRESS REPORTS AND CONFERENCES

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

## RETENTION / CONDITIONAL PROMOTION (6-8 Grade)

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

## REPORT CARDS

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

## STANDARDS BASED GRADING

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

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

## HONOR ROLL

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

### Total Grade Points

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

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



## Parent /Student/ University Charter School Compact

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

### CHARTER SCHOOL

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

### PARENTS

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

### STUDENT

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



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

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

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

Student Name: \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_