BOARD OF TRUSTEES

Jeanne Castadio
John Droogh
Lois Hubanks
Jason Orton
Dr. Lupe Solis

CHARTER COUNCIL

Giselle Simon, West Hills College Lemoore
Lois Hubanks, Lemoore Union High School District
Debbie Muro, Lemoore Union High School District
Michael Armstrong, LMCHS Teacher
Justin Mclelland, LMCHS Teacher
Leslie Daniel, LMCHS Teacher
Tawna Duvall, LMCHS School Secretary
Jamison WHiting, LMCHS Principal
Barbara Hill, LMCHS Parent
Amanda Norris, LMCHS Parent
Sareah Jones, LMCHS Parent
Alessandra Tolentino, LMCHS Student
Sofie Johnson, LMCHS Student
Clayton Lahodny, LMCHS Student

ADMINISTRATION

Site
Jamison Whiting, Principal

District
Debbie Muro, District Superintendent
Charles Gent, Assistant Superintendent
**TABLE OF CONTENTS**

INTRODUCTION/MISSION/VISION ................................................................. 1

STUDENT LEARNING OBJECTIVES (SLOs) .................................................. 2

GRADUATION REQUIREMENTS ...................................................................... 3

CALIFORNIA POST SECONDARY REQUIREMENTS ..................................... 4

CALENDAR .................................................................................................. 5

SCHOOL DIRECTORY .................................................................................. 6

CAMPUS MAP ............................................................................................ 7

SCHOOL SCHEDULES .................................................................................. 8-9
Regular Schedule; Student Schedule; Foggy Day Schedule; Holidays

GENERAL POLICIES AND PROCEDURES ................................................. 9-17
Admission; Bikes, Bike Racks and Bike Helmets; Bus Riders; Food Services;
Complaints; Contacting Faculty; Earthquakes; Field Trips; Health Office;
Homework; Internet Use Agreement/Acceptable Use Policy; Moving; Notebooks;
Sexual Discrimination; Telephone Calls; Textbooks, Materials, and Supplies; Visitors

ACADEMIC POLICIES ............................................................................... 17-20
Academic Eligibility Requirements; Mid-Semester Progress Reports;
Promotion/Retention/Graduation; Report Cards

ATTENDANCE ............................................................................................. 21-25
Attendance Procedures; Independent Study; Make-up Work; Participation;
Tardies; Truancies

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS ......................... 25-29
Behavioral Statement; Expulsion; Sexual Harrassment; Student Dress Code; Behavior
Management System; Discipline Flow Chart; Detention

STUDENT CONDUCT ................................................................................ 29
Bus Conduct, Electronic Devices

School Pupil Activity Bus (SPAB) and Pupil Activity Bus (PAB) ..................... 30

OFFICE DISCIPLINE REFERRAL (ODR) ...................................................... 32

STUDENT RIGHTS AND RESPONSIBILITIES (WHCL) ............................. 33

PARENT/STUDENT/LMCHS COMPACT ..................................................... 34-35

LUHSD iPad User Agreement / LUHSD Network and Technology Use Agreement ...... 36-38

LMCHS School Charter Document .............................................................. 39-46

LEGAL NOTICES TO PARENTS ................................................................. 47-88
HEALTH AND COUNSELING SERVICES
(Where to Find Help)

CHILD ABUSE
Child Protective Services (9-4)-----------------------------------------------582-3241x2325
----- (24 hours) 582-8776

COUNSELING SERVICES AND SUICIDE PREVENTION
CRISIS HOT LINE (24 HOURS)----------------------------------------------- 1-800-655-2553 or 582-4484
Kings County Mental Health (8-5)--------------------------------------------582-4481
NAS Family Service Center--------------------------------------------------998-4042

DOMESTIC VIOLENCE
Kings County Community Action (8-5)-----------------------------------------582-4386

DRUGS AND ALCOHOL
Al-Anon (24 hours)---------------------------------------------------------582-5373
Alcoholic Anonymous (24 hours)----------------------------------------------627-4193
CRISIS HOT LINE (24 hours)----------------------------------------------- 582-4484
Inter-Spirit Alcohol Program (SRR)------------------------------------------924-6529
Kings Co. Community Action (8-5)----------------------------------------- 582-4386
Kings View Community Service (M-F9:30-6) (Sat 8-5)------------------------ 582-9307
NAS Lemoore Counseling & Assistance Center-------------------------------998-4789
National Institute on Drug Abuse-------------------------------------------1-800-662-HELP

EMERGENCY
Ambulance, Fire, Police, Sheriff--------------------------------------------911

FINANCIAL HELP
Legal Aid (9-4)-------------------------------------------------------------584-2631
Navy-Marine Relief Society-------------------------------------------------------998-4045

MEDICAL
Hanford Community Hospital-----------------------------------------------582-9000
Kings County Health Dept. (8-5)--------------------------------------------584-1401
NAS Urgent Care-------------------------------------------------------------998-4435
Naval Hospital---------------------------------------------------------------998-4481
Central Valley General Hospital (Hanford)-------------------------------583-2100

PREGNANCY
CRISIS HOT LINE (24 hours)-----------------------------------------------582-4484
Kings County Crisis Pregnancy Center (24 hours)----------------------------583-1900
Planned Parenthood----------------------------------------------------------582-2795
TAPP-Net (Teenage Pregnancy and Parenting) (8-5)---------------------------582-4386

SEXUALLY TRANSMITTED DISEASES
Aids Hotline (M/F 9-9 S/S 11-5)-------------------------------------------1-800-FOR-AIDS
CRISIS HOT LINE (24 hours)-----------------------------------------------582-4484
Kings County Health Dept.-----------------------------------------------584-1401
Lemoore Middle College High School (LMCHS) is a collaborative effort between the Lemoore Union High School District and West Hills College Lemoore. The program is designed to provide challenging and meaningful learning experiences for students in a nontraditional high school setting on the West Hills College, Lemoore campus.

Students in grades 9-12 will have the opportunity to not only earn a high school diploma that meets university entrance requirements, but also take West Hills College courses that will earn them dual credit toward college and high school. Students will also gain job skills by getting connected with internship opportunities either on the college campus or in the city of Lemoore and neighboring communities.

The LMCHS student should represent the values of both Lemoore Union High School District and West Hills College Lemoore. Some of the characteristics that LMCHS students should possess are:

- Average and above average ability in the areas of reading, writing and math (reflected by standardized test scores and teacher/counselor recommendations)
- Appear able to make mature, independent choices and succeed in both college and high school college preparatory classes.
- Motivated for new intellectual challenges and have the desire to put school and college as a top priority in their lives.

**Mission Statement**
The mission of Lemoore Middle College High School is to provide an accelerated college preparatory education with a specific focus on concurrent college coursework embedded into the regular school day. Students will receive a standards and research-based college preparatory curriculum in a small school environment while benefiting from the opportunities available on a large community college campus.

**Vision Statement:**
All LMCHS students will graduate from the program with a strong sense of personal and school pride, accomplishment, and support, while knowing that they have the maturity, aptitude, and education to pursue their college degree.

**Core Beliefs:**
- All students can learn
- All students deserve our best effort
- All students learn differently and may need individual attention
- Our jobs are first and foremost to help students achieve
- Everything we say and do has an impact on students
- Students must feel safe, respected, and supported at school
- All students can be prepared for college
- Student failure is preventable
- All students can be responsible contributors to their respective communities
Student Learning Objectives

1. All students, upon graduation from Lemoore Middle College High School, will be fully prepared and eligible to enter, and be successful in, college or university, as indicated by:
   - Completing of all A-G requirements with an overall average of “C” or better;
   - Earning at least 6 units of WHC credit each year while attending LMCHS;
   - Having a six-year academic plan in place(high school and community college) in the freshman year, and modifying the plan as needed in subsequent years;
   - Being familiar with the college admission requirements for public and private university institutions;
   - Taking the placement exam for West Hills College;
   - Being exposed to the community college environment on a daily basis;
   - Being informed about financial aid for public and private institutions;
   - Being encouraged to explore a variety of college course offerings (e.g. technology, vocational, health sciences, etc.).

2. All students, upon graduation from Lemoore Middle College High School, will have undertaken a standards and research-based college preparatory curriculum, as indicated by:
   - Taking a rigorous and relevant curriculum, with a minimal cumulative G.P.A of 2.5 earned for all LMCHS coursework;
   - Passing the California High School Exit Exam at the proficient or advanced level;
   - Successfully complete the district’s senior exit interview

3. All students, upon graduation from Lemoore Middle College High School, will be prepared to participate in their respective communities as responsible and knowledgeable citizens, as indicated by:
   - Completing a minimum of 40 hours of community service;
   - Taking part in school and community based projects throughout their four years of school;
   - Participating in the leadership and governance of their school and their student organizations;
   - Providing opportunities to act as ambassadors who positively promote and represent their school and community
   - Learning the importance of school, local, state, and federal governance, and the role of each.
GRADUATION (DIPLOMA) REQUIREMENTS

Graduation Requirements for all LMCHS students will meet the University of California A-G requirements.

- 260 credits—205 credits in required subjects, 55 credits in electives (These credits are earned through a combination of classes taught by LMCHS teachers as well as college courses taken at WHCL which count as dual credit). All courses must be completed with grade “C” or better.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
<th>Semesters</th>
<th>*** WHCL Options/Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>40</td>
<td>8</td>
<td>* Check with LMCHS Counselor</td>
</tr>
<tr>
<td>Geography</td>
<td>5</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>World History</td>
<td>10</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>US History</td>
<td>10</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>American Government</td>
<td>5</td>
<td>1</td>
<td>* Check with LMCHS Counselor</td>
</tr>
<tr>
<td>Economics</td>
<td>5</td>
<td>1</td>
<td>* Check with LMCHS Counselor</td>
</tr>
<tr>
<td>Science</td>
<td>30</td>
<td>6</td>
<td>* Check with LMCHS Counselor</td>
</tr>
<tr>
<td>Mathematics</td>
<td>30</td>
<td>6</td>
<td>* Check with LMCHS Counselor</td>
</tr>
<tr>
<td>Fine Art</td>
<td>10</td>
<td>2</td>
<td>* Check with LMCHS Counselor</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>20</td>
<td>4</td>
<td>* FLSPN 1,2,3 &amp; ASL 1, 2</td>
</tr>
<tr>
<td>AVID (Class of 2021 &amp; later)</td>
<td>10</td>
<td>2</td>
<td>Both HE 35/IS2 and IS1</td>
</tr>
<tr>
<td>Physical Education</td>
<td>30</td>
<td>6</td>
<td>* Check with LMCHS Counselor</td>
</tr>
</tbody>
</table>

Additional Requirements
- Complete 8 semesters of coursework
- Pass the Senior Exit Interview
- Complete at least 40 hours of community service
- Complete senior portfolio and presentation to be presented at exit interview

* West Hills classes will meet high school graduation requirements and also meet “A-G” requirements. They will also count as transferable college units. These subjects will not be taught by LMCHS teachers.

*** Students must complete a 6-year plan with the LMCHS counselor to be able to submit a West Hills College course in lieu of the high school course. These substitutions are only accepted for core subject areas in their final year of required coursework. **College course must be completed prior to semester in which high school course is required (cannot be concurrent). Course must be completed with a grade of “C” or better. Student will still need to meet the minimum number of daily high school minutes in their Senior year.**

Scheduling changes must be initiated at the beginning of Fall semester and must be made within the first 10 days of instruction. Changes made in the Spring semester must be initiated in the first 5 days of instruction. Requests must be for class conflicts or compelling reasons. Changes will not be made for: 1) dislike of class, teacher or curriculum, 2) disciplinary reasons, 3) to have same schedule as friends, 4) due to excessive absences or incomplete work.
CALIFORNIA POST-SECONDARY REQUIREMENTS

CALIFORNIA COMMUNITY COLLEGE SYSTEM
Admission is granted if you are:
- A California resident
- A high school graduate or 18 years of age or older.

CALIFORNIA STATE UNIVERSITY SYSTEM
Admission is based upon:
- GPA in grades 10-12 in the required courses (“A-G”) requirements
- Scores on an entrance examination SAT I or ACT
- A mark lower than “C” is generally not accepted.

UNIVERSITY OF CALIFORNIA SYSTEM
Admission is based upon:
- GPA in grades 10 -12 in the required courses (“a-g” requirements*)
- Scores on two entrance examinations SAT I (or ACT) and SAT II Achievement Tests.
- A mark lower than “C” is generally not accepted.
- * At least seven classes of the “A-G” requirements must be earned in the last 2 years of high school.

CSU AND UC “A-G” REQUIREMENTS*

<table>
<thead>
<tr>
<th>Course</th>
<th>Years required</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. History/Social Science</td>
<td>2 years</td>
</tr>
<tr>
<td>b. English</td>
<td>4 years</td>
</tr>
<tr>
<td>c. Mathematics</td>
<td>3 years, 4 recommended</td>
</tr>
<tr>
<td>d. Science</td>
<td>2 years, 3 recommended</td>
</tr>
<tr>
<td>e. Language other than English</td>
<td>2 years, 3 recommended</td>
</tr>
<tr>
<td>f. Visual &amp; Performing Arts</td>
<td>1 year</td>
</tr>
<tr>
<td>g. College Prep. Elective</td>
<td>1 year</td>
</tr>
</tbody>
</table>

Specific requirements for particular colleges/universities should be considered when making preparations, including the specific majors that are available on particular campuses. A good source of this type of information is www.collegesource.org. Most all reputable colleges can be found on the internet. For CSU information check www.csumentor.edu and for UC www.ucop.edu.pathways.
Board Approved: June 11, 2020
# Lemoore Middle College High School
## Staff Contact List

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone Number 1</th>
<th>Phone Number 2</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Mr. Jamison Whiting</td>
<td>559-925-3552</td>
<td></td>
<td><a href="mailto:jwhiting@luhsd.k12.ca.us">jwhiting@luhsd.k12.ca.us</a></td>
</tr>
<tr>
<td>School Registrar</td>
<td>Mrs. Lori Wells</td>
<td>559-925-3429</td>
<td></td>
<td><a href="mailto:lwells@luhsd.k12.ca.us">lwells@luhsd.k12.ca.us</a></td>
</tr>
<tr>
<td>School Secretary</td>
<td>Miss Yvonne Anaya,</td>
<td>559-925-3552</td>
<td></td>
<td><a href="mailto:yanaya@luhsd.k12.ca.us">yanaya@luhsd.k12.ca.us</a></td>
</tr>
<tr>
<td>Student Assistant</td>
<td>Miss Tawna Duvall</td>
<td>559-925-3515</td>
<td></td>
<td><a href="mailto:tduvall@luhsd.k12.ca.us">tduvall@luhsd.k12.ca.us</a></td>
</tr>
<tr>
<td>Special Education Teacher</td>
<td>Mr. Michael Armstrong</td>
<td>559-925-3558</td>
<td></td>
<td><a href="mailto:marmstrong@luhsd.k12.ca.us">marmstrong@luhsd.k12.ca.us</a></td>
</tr>
<tr>
<td>Biology Teacher</td>
<td>Mrs. Sarah Howard</td>
<td>559-925-3432</td>
<td></td>
<td><a href="mailto:showard@luhsd.k12.ca.us">showard@luhsd.k12.ca.us</a></td>
</tr>
<tr>
<td>Music/Guitar Teacher</td>
<td>Mr. Rod Borges</td>
<td>559-925-3518</td>
<td></td>
<td><a href="mailto:rborges@luhsd.k12.ca.us">rborges@luhsd.k12.ca.us</a></td>
</tr>
<tr>
<td>Social Studies Teacher</td>
<td>Mr. Robert Kidder</td>
<td>559-925-3430</td>
<td></td>
<td><a href="mailto:rkidder@luhsd.k12.ca.us">rkidder@luhsd.k12.ca.us</a></td>
</tr>
<tr>
<td>English Teacher</td>
<td>Mrs. Leslie Daniel</td>
<td>559-925-3459</td>
<td></td>
<td><a href="mailto:ldaniel@luhsd.k12.ca.us">ldaniel@luhsd.k12.ca.us</a></td>
</tr>
<tr>
<td>Spanish Teacher</td>
<td>Mr. Oscar Lopez</td>
<td>559-925-3426</td>
<td></td>
<td><a href="mailto:olopez@luhsd.k12.ca.us">olopez@luhsd.k12.ca.us</a></td>
</tr>
<tr>
<td>Tutorial Teacher</td>
<td>Mrs. Tanya Macias</td>
<td>559-925-3517</td>
<td></td>
<td><a href="mailto:tmacias@luhsd.k12.ca.us">tmacias@luhsd.k12.ca.us</a></td>
</tr>
<tr>
<td>P.E./Service Learning Teacher</td>
<td>Mr. Justin McLelland</td>
<td>559-925-3435</td>
<td></td>
<td><a href="mailto:jmclelland@luhsd.k12.ca.us">jmclelland@luhsd.k12.ca.us</a></td>
</tr>
<tr>
<td>Math Teacher</td>
<td>Mr. Cormac Meehan</td>
<td>559-925-3434</td>
<td></td>
<td><a href="mailto:cmeehan@luhsd.k12.ca.us">cmeehan@luhsd.k12.ca.us</a></td>
</tr>
<tr>
<td>English Teacher</td>
<td>Ms. Sierra Patheal</td>
<td>559-925-3555</td>
<td></td>
<td><a href="mailto:spatheal@luhsd.k12.ca.us">spatheal@luhsd.k12.ca.us</a></td>
</tr>
<tr>
<td>Social Studies Teacher</td>
<td>Mrs. Ashley Penir</td>
<td>559-925-3418</td>
<td></td>
<td><a href="mailto:apenir@luhsd.k12.ca.us">apenir@luhsd.k12.ca.us</a></td>
</tr>
<tr>
<td>AVID/P.E. Teacher</td>
<td>Mr. Frank Ramos</td>
<td>559-925-3427</td>
<td></td>
<td><a href="mailto:framos@luhsd.k12.ca.us">framos@luhsd.k12.ca.us</a></td>
</tr>
<tr>
<td>Social Studies Teacher</td>
<td>Mr. David Coulon</td>
<td>559-925-3525</td>
<td></td>
<td><a href="mailto:dcoulon@luhsd.k12.ca.us">dcoulon@luhsd.k12.ca.us</a></td>
</tr>
<tr>
<td>Art Teacher</td>
<td>Miss Megan Johnson</td>
<td>559-925-3557</td>
<td></td>
<td><a href="mailto:mjohanson@luhsd.k12.ca.us">mjohanson@luhsd.k12.ca.us</a></td>
</tr>
<tr>
<td>Math/Aca. Decathlon Teacher</td>
<td>Mr. Allen Tong</td>
<td>559-925-3422</td>
<td></td>
<td><a href="mailto:atong@luhsd.k12.ca.us">atong@luhsd.k12.ca.us</a></td>
</tr>
<tr>
<td>Science Teacher</td>
<td>Julie Luikart</td>
<td>559-925-3551</td>
<td></td>
<td><a href="mailto:aosterland@luhsd.k12.ca.us">aosterland@luhsd.k12.ca.us</a></td>
</tr>
</tbody>
</table>

**Attendance:** 925-3552
## SCHOOL DAILY SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday/Wednesday/Friday</th>
<th>Tuesday/Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 - 9:30</td>
<td>Period 1</td>
<td>Period 2</td>
</tr>
<tr>
<td>9:30 - 9:35</td>
<td>Passing</td>
<td></td>
</tr>
<tr>
<td>9:35 - 10:55</td>
<td>Period 3</td>
<td>10:10 - 10:25</td>
</tr>
<tr>
<td>10:55 - 11:05</td>
<td>Break</td>
<td>10:25 - 12:25</td>
</tr>
<tr>
<td>11:05 - 12:25</td>
<td>Period 5</td>
<td>12:25 - 1:00</td>
</tr>
<tr>
<td>12:25 - 1:00</td>
<td>Lunch</td>
<td>1:00 - 3:00</td>
</tr>
<tr>
<td></td>
<td>Monday/Wednesday</td>
<td></td>
</tr>
<tr>
<td>1:00 - 3:00</td>
<td>Period 7</td>
<td>Period 6</td>
</tr>
<tr>
<td>3:00 – 4:00</td>
<td>After School Electives</td>
<td></td>
</tr>
<tr>
<td></td>
<td>After School Electives</td>
<td></td>
</tr>
</tbody>
</table>

### Early Release Friday’s
All students are released at 12:25 on Fridays for staff collaboration and meetings. *Project days are the only exception in which students are on campus on Friday until 3:00 P.M.*

### Project Day Friday’s
LMCHS has six scheduled Project Days (see calendar) throughout the year in which students work on Academic Enrichment and Intervention. Elective credit is earned for project days. Grading and attendance does apply. The LMCHS Expo, for all grade levels, will be in the final quarter of the year, and will be the culminating presentation for student groups to present projects to the school, staff, parents and community members.
STUDENT SCHEDULES
A student’s daily class schedule is dependent on their needs and class meetings. Students will receive a weekly schedule at the beginning of each semester. These schedules list regular class meeting times/locations. In the event that the times/locations of classes change, instructors will inform parents/guardians of these changes in advance, when these changes affect a student’s normal class schedule.

FOGGY DAY SCHEDULE
LMCHS does not have a foggy day schedule. LMCHS may occasionally have days where the fog may create a delay or cancellation in your student’s transportation to school. However, classes at LMCHS and West Hills College will remain on regular schedule and parents and students should make a safe attempt to arrive to class on time.

HOLIDAYS
There are Lemoore High School District holiday’s such as Columbus Day and Spring Break Travel Day, in which LMCHS will still be in session; therefore, students will need to provide their own transportation to and from school. These days are made up later in the year with an extra day for President’s Day and an earlier release from school in May.

GENERAL POLICIES AND PROCEDURES

ADMISSION
Preliminary Enrollment Packets (PEP’s) are available at the district office and the Lemoore Middle College High School office. Enrollment in the school is limited to the first three weeks of each semester and is based on waitlist placement. Students on the waitlist are given first consideration of new enrollments. State law makes it mandatory to present evidence that your student has been protected against Polio, MMR, DPT, and Hepatitis B, TDAP, or has an appropriate waiver.

Open Campus
LMCHS is an open campus to all students during lunch break. Individual students may lose these privileges in the event that they are observed violating school rules and policies on or off campus during lunch. STUDENTS MAY NOT BE LOITERING IN THE PARKING LOTS, LIBRARY OR OTHER AREAS OF THE WEST HILLS CAMPUS WHERE THEY ARE NOT VISIBLE. Students may leave campus for lunch, eat lunch in the West Hills Student Union or table area / lunch room at LMCHS. Students are not to be loitering in secluded areas around the library, arena, West Hills classrooms or parking lot where they can not be supervised by the LMCHS staff.

FOOD SERVICE
The Lemoore Union High School District Food Services provides lunch daily for $2.50. Unlimited lunches may be prepaid, preferably the first day of the week. The West Hills College snack bar is available to students at posted hours and is at the discretion of LMCHS and the WHCL snack bar manager. Students pick up their lunches in the Student Collaboration Center and may eat inside or take their lunch to our picnic areas. STUDENTS MAY NOT CHARGE MEALS. ALL STUDENTS, WHETHER THEY HAVE SACK LUNCHES OR ARE PURCHASING LUNCH, MUST EAT IN THE DESIGNATED EATING AREAS.

BIKES, BIKE RACKS, AND BIKE HELMETS
Bike racks are provided near parking lots and passenger drop off locations. Owners of bicycles shall LOCK THEIR BICYCLE 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.

BUS RIDERS
Riding the bus is a privilege. Student bus discipline is subject to Lemoore Area Schools Transportation procedures.

COMPLAINTS
Complaints against school employees should be handled directly by the individual faculty involved.

Step 1: You may request that your child’s instructor call you after school by calling their office phone number or e-mailing them and leaving a message.

Step 2: You may request a conference with your child’s instructor.

Complaints not resolved through step 1 or step 2 shall be appealed to the Principal. Most concerns, questions and complaints can be resolved by speaking with the child’s instructor.

Parents and students have the right to follow the Uniform Complaint Procedures that are posted in the LMCHS office, and on the district website.

CONTACTING FACULTY
LMCHS teachers may be contacted via e-mail or voice mail. These numbers and emails are included in this handbook and will be given to parents at the beginning of the year. Aries Browser Interface (ABI) is also an excellent way in which parents can view student grades and attendance in each teacher’s class and contact the teacher by email. Please see the office staff for password details. Please do not call the West Hills College administration in an attempt to contact your child’s teacher as college staff cannot, by law, and will not, discuss student matters with parents.

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 bearing wall. Cover the back of your head and neck with coat, sweater, notebook or hands. Wait for further signals and/or instructions. LMCHS participates, along with West Hills College Lemoore, in The Great California Shake Out, which is held in October.

FIELD TRIPS
On all school-sponsored trips, school employees shall make provisions for proper supervision. Parents/guardians are encouraged to participate in such supervision. Student must return the district permission slip in order to attend any field trip.

Pupil Activity Bus (PAB) Policy
Please review this policy on page 39 regarding the use of limousine services for school events and functions. It provides important information on what parents must do to meet compliance.

HEALTH OFFICE
THE SCHOOL REQUIRES AN EMERGENCY CARD WITH CURRENT INFORMATION. IT IS IMPORTANT THAT PARENTS/GUARDIANS NOTIFY THE SCHOOL PRINCIPAL OF INSTRUCTION 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 district office. A student infected with any contagious disease or running a fever may not remain in school. Students with nits or lice may not remain at school. This is in accordance with the district’s nit-free policy. When a student is injured or becomes ill after arriving at school, (s)he is to report to his/her instructor who will contact the
parent/guardian. A local emergency number is required for each student to be used in case the parent/guardian cannot be contacted.

Medication: All prescription medication to be used by students must be checked in through the faculty. **UNDER CALIFORNIA LAW, WHEN PRESCRIBED MEDICATION MUST BE GIVEN DURING SCHOOL HOURS, PROPER FORMS ARE TO BE COMPLETED BY THE PARENTS AND THE DOCTOR. THE FORMS MAY BE OBTAINED FROM THE LEMOORE UNION HIGH SCHOOL DISTRICT NURSE’S OFFICE.** All such medications must be:

1. Clearly labeled and delivered by parent or guardian to school in a container from the pharmacy.
2. Accompanied by the "permission to administer medication" form. A local emergency phone number is required for each student to be used in case the parent cannot be reached.
3. No more than one month's supply of medicine may be kept in the instructor's office.
4. Under special circumstances, a student may carry an inhaler with parents' and doctor's written permission on file in the Lemoore Union High School District Health office.

PLEASE NOTE: School personnel ARE **NOT** allowed to give out aspirin, Tylenol, etc. for any reason.

**HOMEWORK**

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

**INTERNET USE AGREEMENT**

Advanced technology and access to Internet services at Lemoore Middle College High School support student learning. Students must have a parent authorization allowing Internet access on file prior accessing Internet services. All conditions and rules governing Internet access as delineated in the signed Internet Use Agreement must be followed. Violation of school rules or state and federal laws will result in appropriate disciplinary action, including loss of Internet access.

**LUHSD iPad/Chromebook User Agreement**

LMCHS requires each student to check out an iPad and keyboard portfolio case for school work, or a Chromebook. Please review the LUHSD iPad/Chromebook User Agreement form on pages 33-34.

**Lemoore Union High School District**

**ACCEPTABLE USE POLICY (AUP) 2020-21**

**For the use of Computers, Internet, Google Application, ZOOM, Mobile Devices and Internet Applications (including all devices and resources utilized at LMCHS)**

**Definitions:**

"**User**" includes anyone, including employees, students, and guests, using Lemoore Union High School District (LUHSD) technology, including, but not limited to, computers, networks, internet, email, chat rooms and other forms of technology services and products

"**Network**" is wired and wireless technology networks including school and district networks, cellular networks, commercial, community or home-based wireless networks accessible to students

"**Mobile**" devices are cellular phones, Blackberry type devices, PDAs, MP3 players, IPod type devices, and portable computers such as laptops, iPads, notebooks, tablets and net books as well as portable storage devices
Technology provides students with unique and powerful ways to enhance their learning. LUHSD supports the use of technology for the purpose of enhancing and supporting learning and is pleased to offer Users access to computer networks so that they can access district-supplied technology to enhance learning any time of day.

It is one of the technology goals of the district to ensure that each User’s interactions with technology contribute positively to the learning environment both at school and in the community. Negative use of technology through LUHSD-owned devices inside or outside or our schools that degrades or defames other Users, or members of our community is unacceptable. LUHSD also recognizes that Users have widespread access to both technology and the Internet; therefore, use of personal devices and connectivity is considered to be included in this Acceptable Use Policy (AUP).

Access to the LUHSD’s network is a privilege, not a right. The use of technology whether owned by the LUHSD or devices supplied by the Users entails personal responsibility. It is expected that Users will comply with LUHSD rules, act in a responsible manner, and will honor the terms and conditions set by the classroom teacher, the school, and the LUHSD. Failure to comply with such terms and conditions may result in temporary or permanent loss of access as well as other disciplinary or legal action as necessary. In particular, students will be held accountable for their actions and are encouraged to report any accidental use immediately to their teacher or school administration.

With the increased usage of free educational applications on the Internet, digital storage areas, containing less sensitive user information, may or may not be located on property of the school, LUHSD, or county. In some cases, data will not be stored on local servers. Therefore, Users should not expect that files and communication are private. LUHSD reserves the right to monitor Users’ online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of LUHSD property, network and/or Internet access or files, including mail.

LUHSD has a private and secure system for sensitive school records, which will be managed by LUHSD Information Technology Staff.

Google Apps in Education Applications
LUHSD is offering Users a free educational suite of applications for use to enhance teaching and learning. Google Apps is a concept known as “cloud computing” where services and storage are provided over the Internet.

LUHSD will use this technology protection measure to block or filter, to the extent practicable, access of visual depictions that are obscene, pornographic, and harmful to minors over the network.

In order for Users to gain access to his/her Educational Google Applications account on the Internet, LUHSD must obtain parental permission for a minor under the age of 18 years. Students 18 years and older are also required to acknowledge and accept LUHSD’s terms and conditions prior to obtaining access to technology within our schools. Under both circumstances, this may be accomplished by completing an “Acceptable Use Policy” (AUP) and “Responsible Use Acknowledgement” (RUA) forms.

I. G Suite for Education Notice to Parents and Guardians
LUHSD uses G Suite for Education and will provide and manage a G Suite for Education account for each student. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. Students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills. This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts. Using their G Suite for Education accounts, students may access and use the following “Core Services” offered by Google (described at
In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following “Additional Services”:

<table>
<thead>
<tr>
<th>Google Books</th>
<th>Google News</th>
<th>Google Photos</th>
</tr>
</thead>
<tbody>
<tr>
<td>Google Finance</td>
<td>Google Play</td>
<td>Google Takeout</td>
</tr>
<tr>
<td>Google Maps</td>
<td>Google Public Data</td>
<td>YouTube and Blogger</td>
</tr>
</tbody>
</table>

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at [https://gsuite.google.com/terms/education_privacy.html](https://gsuite.google.com/terms/education_privacy.html). You should review this information in its entirety, but below are answers to some common questions:

**II. What personal information does Google collect?**

When creating a student account, LUHSD may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account. When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

**III. How does Google use this information?**

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes. In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

**IV. Does Google use student personal information for users in K-12 schools to target advertising?**

No. For G Suite for Education users in K-12 schools, Google does not use any user personal information (or any information associated with G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

**V. Can my child share information with others using the G Suite for Education account?**
We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

VI. Will Google disclose my child’s personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- **With parental or guardian consent.** Google will share personal information with companies, organizations or individuals outside of Google when it has parents’ consent (for users below the age of consent), which may be obtained through G Suite for Education schools.

- **With LUHSD.** G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.

- **For external processing.** Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google’s instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.

- **For legal reasons.** Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
  - meet any applicable law, regulation, legal process or enforceable governmental request.
  - enforce applicable Terms of Service, including investigation of potential violations.
  - detect, prevent, or otherwise address fraud, security or technical issues.
  - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information, such as trends about use of services, publicly & with partners.

VII. What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child’s information by Google. If you don’t provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child’s information as described in this notice. If you consent to your child’s use of G Suite for Education, you can access or request deletion of your child’s G Suite for Education account by contacting LUHSD Educational Services. If you wish to stop any further collection or use of your child’s information, you can request that we use the service controls available to limit your child’s access to features or services, or delete your child’s account entirely. You and your child can also visit [https://myaccount.google.com](https://myaccount.google.com) while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

VIII. What if I have more questions or would like to read further?

If you have questions about our use of G Suite for Education accounts or the choices available to you, please contact: **LUHSD Educational Services at 559-924-6600, ext. 2000.** To learn more about how Google collects, uses, and discloses personal information to provide services, please review the **G Suite for Education Privacy Center** ([https://www.google.com/edu/trust/](https://www.google.com/edu/trust/)), the **G Suite for Education Privacy Notice** ([https://gsuite.google.com/terms/education_privacy.html](https://gsuite.google.com/terms/education_privacy.html)), and the **Google Privacy Policy** ([https://www.google.com/intl/en/policies/privacy/](https://www.google.com/intl/en/policies/privacy/)). The Core G Suite for Education services are provided under **Google’s Apps for Education agreement** ([https://www.google.com/apps/intl/en/terms/education_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html)).
Terms and Conditions

These are examples of inappropriate activity on the LUHSD network, but LUHSD reserves the right to take immediate action regarding activities 1) that create security and/or safety issues for the LUHSD network, Users, schools, network or computer resources; 2) that expend LUHSD resources on content it determines lacks legitimate educational content/purpose; or 3) other activities as determined by LUHSD as inappropriate.

1. Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials.
2. Criminal activities that can be punished under law.
3. Selling or purchasing illegal items or substances.
4. Obtaining and/or using external email sites, spamming, spreading viruses.
5. Causing harm to others or damage to their property.
6. Using profane, abusive or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials.
7. Deleting, copying, modifying, or forging other Users’ names, emails, file or data, disguising one’s identity, impersonating other users, or spending anonymous email.
8. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance.
9. Using any LUHSD computer/mobile devices to pursue “hacking,” internal or external to LUHSD, or attempting to access information protected by privacy laws.
10. Accessing, transmitting or downloading large files, including “chain letters” or any type of “pyramid schemes.”
11. Using web sites, email, networks, or other technology for political uses or personal gain.
12. LUHSD Internet and intranet property must not be used for personal benefit.
13. Users shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.
14. Advertising, promoting non-LUHSD sites or commercial efforts and events.
15. Users must adhere to all copyright laws.
16. Users are not permitted to use the network for non-academic related bandwidth intensive activities such as network games or transmission of large audio/video files or serving as a host for such activities.
17. The User in whose name an online services account is issued is responsible for its proper use at all times. Students shall keep personal account numbers and passwords private and shall only use the account to which they have been assigned.
18. Users shall use the district’s system safely, responsibly, and primarily for educational purposes.
19. Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)
20. Users shall not use the system to encourage the use of drugs, alcohol, or tobacco, not shall they promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.
21. Users shall not use the system to threaten, intimidate, harass, or ridicule other students or staff.
22. Users shall report any security problem or misuse of the services to the teacher or principal.

Cybersafety and Cyberbullying
The superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

All Users – Despite every effort for supervision and filtering, all Users and Students’ parents/guardians are advised that access to the network may include the potential for access to content inappropriate for school-aged students. Every user must take responsibility for his or her use of the network and make every effort to avoid those types of content. Every User must report security or network problems to a teacher, administrator, or system administrator.

Personal Safety – In using the network and Internet, Users should not reveal personal information such as home address or telephone number.

Confidentiality of User Information – Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.

Active Restriction Measures – LUHSD will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. Attempts to circumvent or ‘get around’ the content filter are strictly prohibited, and will be considered a violation of this policy. LUHSD will also monitor the online activities of Users through direct observation and/or other technological means. This applies to school owned devices on or off the district network.

Interactive Web 2.0 Tools
Technology provides an abundance of opportunities for users to utilize interactive tools and sites on public websites that benefit learning, communication, and social interaction.

Users may be held accountable for the use of and information posted on these sites if it detrimentally affects the welfare of individual users or the governance, climate, or effectiveness of the school(s). From time to time, teachers may recommend and use public interactive sites that, to the best of their knowledge are legitimate and safe. As the site is “public” and the teacher, school, and LUHSD is not in control of it, all Users must use their discretion when accessing information, storing, and displaying work on the site. All terms and conditions provisions I this AUP also apply to User-owned devices utilizing the LUHSD network.

Student Use of Interactive Web 2.0 Tools
Online communication is critical to the students’ learning of 21st Century skills, and tools such as blogging, podcasting, and chatting offer an authentic, real-world vehicle for student expression. Student safety is the primary responsibility of teachers.
Therefore, teachers need to ensure that use of Google Documents, Edmodo, classroom blogs, student e-mail, podcast projects, email chat features, or other Web interactive tools follow all established Internet safety guideline including:

1. The use of Docs, ZOOM, blogs, podcasts or other web 2.0 tools is considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other web 2.0 tools. This includes—but is not limited to—profanity, racist, sexist, or discriminatory remarks.
2. Users using Docs, ZOOM, blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.
3. Students should NEVER post personal information on the web (including, but not limited to, last names, personal details such as address or phone numbers, or photographs).
4. Students should NEVER, under any circumstances, agree to meet someone they have met over the Internet.
5. Any personal blog a student creates in class is directly linked to the class blog which is typically linked to the student profile and therefore must follow these blogging guidelines. In addition to following the information above about not sharing too much personal information (in the profile or in any posts/comments made), students need to realize that anywhere they use the blog login it links back to the class blog. Therefore, anywhere that login is used (posting to a separate personal blog, commenting on someone else’s blog, etc.), the account should be treated the same as a school blog and should follow these guideline.
6. Students should never link to web sites from their blog or blog comments without reading the entire article to make sure it is appropriate for a school setting.
7. Students using such tools agree to not share their user name or password with anyone besides their teachers and parents and treat Web posting spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.
8. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

**Student use of Mobile Devices**

1. LUHSD may provide some students with devices for use both in school as well as away from school. The LUHSD-owned devices follow the stipulations outlined in this AUP as well as a specific device RUA.
2. School Administration and LUHSD Technology staff may search the student’s memory device if they feel school rules have been violated, which may include, but are not limited to, audio and video recording, photographs taken on school property that violate the privacy of others, or other issues regarding bullying, etc.
3. Students may not use an audio recording device, video camera, or camera (or any device with one of these, e.g. cell phone, laptop, tablet, etc.) to record media or take photos during school unless they have permission from both staff member and those whom they are recording.
4. These rules apply to student-owned devices as well. A student-owned mobile device is not non-district supplied device used while at school or during school or district-sponsored activities. The students may use the student-owned mobile devices in class only with the teacher’s expressed permission.

**Student Supervision and Security**

LUHSD does provide content filtering controls for student access to the Internet using LUHSD’s network as well as reasonable adult supervision, but at times inappropriate, objectionable, and/or offensive material may circumvent the filter as well as the supervision and be viewed by students. Students are to report the occurrence to their teacher or the nearest supervisor.
Students will be held accountable for any deliberate attempt to circumvent LUHSD technology security and supervision.

MOVING
Please notify the school at least one day in advance if you are moving. Students must pick up a transfer form from the district office and obtain clearance from all faculty and the library before leaving. Students 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 school.

SEXUAL DISCRIMINATION
It is the policy of the Lemoore Union High 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 cases.

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 nor may they use cell phones during instructional time.

TEXTBOOKS, MATERIALS, AND SUPPLIES
Students will be responsible for checking-out their necessary LMCHS books, according to their issued book list, at orientation or through the LMCHS front office. Students must have a photo ID at the time of check-out. Students who are unable to obtain their textbooks on the designated days for distribution must make arrangements with the LMCHS office for pick-up. Failure to obtain books on the designated days could result in a student being unprepared on the first week of school. Students are responsible for the care of each text assigned to him or her. LMCHS shall seek reimbursement of damages, within the limitations specified in law, from any individual, or from the parent/guardian of any minor, who has committed theft or has willfully damaged district or employee property. Students are strongly 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 text that was issued to him/her. Students having obligations for lost or damaged books or materials, or damage of school property to include library books will not be issued their report card or allowed to participate in activities. College texts will be issued to students at no cost for courses that are designated by LMCHS as a required/suggested class through a lending library and will need to be returned at the end of the semester. Students who wish to have their own text to keep will have to purchase it from the bookstore. Likewise, students who elect to take other or additional courses at WHCL, on their own, will be required to purchase the texts needed for the class(es). If the necessary book is within LMCHS’s lending library, students may check out the book for classes outside of their regular school day. If a student chooses to drop a class or purposely fails a class by not attending, they will be responsible for the purchase of their college textbook and materials for that class.

STUDENT AWARDS
LMCHS has a variety of academic and participation awards for co-curricular and extracurricular activities below is of awards and eligibility requirements.
Academic Letter/Lamp - One semester with GPA of 3.75 or higher. One lamp given for each semester thereafter.

Academic Decathlon Letter - Participation is course for two or more years with grade “C” or better and must have competed at county level on team.

Robotics Letter - Two or more years in course with grade “C” or better with at least one competition participation.

Music Letter - At least two years participation in music course with grade “C” or better with performance history (concert/recital) each year.

Leadership Letter - At least two years of participation in leadership course with grade "C" or better along with participation in at least two after school events per semester.

AVID Letter - At least two years participation in AVID course with grade “C” or better.

VISITORS
Parents are invited to visit the school or classes. All visitors must check in at the office and with the instructors of the class. STUDENTS ARE NOT PERMITTED TO BRING GUESTS ON CAMPUS DURING THE SCHOOL DAY. Small children or pets are not permitted as visitors.

ACADEMIC POLICIES

Program
LMCHS is a college preparatory program in which all core classes offered meet A-G requirements for the UC and CSU system. It is LMCHS’s practice and expectation to enroll students in courses that meet not only the required level of coursework for UC acceptance, but also the recommended level. This means that LMCHS students are required to complete more core educational classes and fewer electives than most comprehensive high school students. Furthermore, these courses must be completed with a letter grade of “C” or better to count toward graduation credit at LMCHS.

Academic Probation and Academic Dismissal Policy

Academic Probation
Students who are not performing to expected standards at LMCHS will be placed on Academic Probation. Students who remain on Academic probation for two consecutive semesters will be recommended to the Charter Council for Academic Dismissal from the program. Furthermore, students who fall into academic probation in any given semester will be placed on intervention plans to improve their academic progress. Plans can include, but are not limited to, tutoring, Success Lab classes rather than electives, temporary drop from college coursework to focus on full-time high school courses. Students may be placed on academic probation for any of the following:

- GPA falls below 2.0
- Drop from college classes by teacher or by withdrawal without discussion with counselor or principal
- Failing college courses
- Two or more D’s or F’s in one semester in any combination of high school and college coursework
- Excessive (in excess of 20% of semester) unexcused absences (no doctor’s note)
- Violation of School Compact
Violations of West Hills College Code of Conduct

Academic Dismissal
Academic Dismissal is the required disenrollment of a student from Lemoore Middle College High School for violations of Academic Policies. Academic Dismissal is not expulsion from the school or the district. Students who are dismissed from LMCHS in this process are eligible to return to their home district school at that district's discretion without an expulsion on their record. Students who are dismissed are not eligible for reenrollment at LMCHS without the written recommendation of the school principal and approval by the Charter Council. Students and Parents of Students who are recommended to the Charter Council for Academic Dismissal will have the opportunity to write an appeal to the Council for consideration. Parents have the right to appeal the Council’s decision to the Lemoore Union High School District Board. The Board will receive all relevant documentation and the written recommendation for dismissal. The Board will then hear the appeal and make their decision. The decision of the Board is final.

Expulsion
Students may be expelled if the student violates the elements of the LMCHS Parent/Student Compact and/or for violations of the California Education Code 48900 and other provisions of State and Federal statutes regarding student safety issues. The due process for suspension and expulsion will follow District policies and regulations as adopted by the District Board of Trustees. Policies and regulations will conform to applicable federal law. All students being considered for expulsion may be suspended pending the presentation of the facts to an Administrative Review Committee or Board of Trustees. The Administrative Review Committee will make a recommendation to the Board of Trustees. District policies and regulations regarding suspension and expulsion appeal procedures will be followed.

Students that are in Special Education or 504 will have due process and procedural safeguards under the law. These procedure safeguards will be followed to conform to applicable federal law regarding students with exceptional needs. LMCHS will follow Section 504, the IDEIA, and all applicable Federal and State laws including but not limited to Ed Code when imposing suspensions/expulsions. LMCHS will notify the district of the suspension of any SPED/504 student or suspected student of disability prior to an expulsion.

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 more than 1 “F” or 1 “D” on their last grading period progress report or report card.

MID SEMESTER PROGRESS REPORTS
Progress reports will be issued to all students twice during each semester (at the 6th and 12th week). Progress reports may also be sent home at any other time during the semester if a teacher or the Principal of Students notices that a student’s grade is in the “D” or “F” range.

REPORT CARDS
Report cards are issued to students two (2) times a year. Students who receive a “D” or “F” on a report card will have a conference scheduled to pick up report card and develop an intervention plan.

Commencement
Commencement is reserved for members of the current class who have completed all the diploma (or certificate of completion) requirements, and who submit a signed “Request to Participate in the Commencement Ceremony”. In addition, the following is required for students to be eligible to participate in commencement:

- Students must satisfy the “90% Attendance Rule” each of the four years.
- Students cannot have more than 20 discipline referrals (demerits), and no more than 5 in the senior year.
- Students must have all bills paid.
- Complete 8 semesters of coursework
- Pass the Senior Exit Interview
- Complete at least 40 hours of community service
- Complete senior portfolio to be presented at exit interview

Students and/or parents may request a full accounting of any data pertaining to attendance, citizenship (discipline demerit (referral) s) and GPA by contacting the Principal. There is no process in place to grant exceptions to the ceremony requirements. The Principal will make a reasonable attempt to alert seniors and their parents of their status regarding eligibility for Commencement, but it remains the student’s responsibility to remain within the expectations, and the parent’s responsibility to monitor the status of their student.

The LMCHS Commencement Ceremony is a demonstration to the community that the graduating class has achieved the Mission of LMCHS by earning a diploma while preparing for the next steps after high school, and becoming responsible citizens in a democracy. The expectation is that Commencement will be a demonstration of the respect and courtesy that comes with such responsibility, that every graduate whose name is announced to the audience that evening will have an equal emphasis as all other graduates, and that nothing should distract from focus on each graduate in turn. Graduates who cannot agree to these expectations are invited to not participate in Commencement, and claim their diploma the day following the ceremony.

To respect the experience to all guests at the LMCHS Commencement Ceremony, balloons, signs, or any other possible obstructions of view are prohibited. Air horns and other types of noise makers are also prohibited and will be confiscated.

The Principal may disallow participation in the ceremony for egregious and willful misconduct on the part of the student in the weeks prior to the ceremony.

**NOTE: All rules, requirements and expectations for all graduates and families will be outlined in the LMCHS Graduation Handbook, that will be distributed at Senior Project Day during the Spring Semester of their graduation year.**

**ATTENDANCE**

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

California law allows that students can be absent from school for the following reasons: Personal illness, quarantine directed by a county or city health official, dentist, doctor, optometrist, or chiropractor; death in the immediate family; attendance at funeral services of the immediate family (one day in state and three days out of state). Pursuant to board policy, when a student has had 14 absences in the school year for illness, further absences for illness must be verified by a physician (AR 5113).
1. When a student is absent from school, an e-mail (LMCHSattendance@luhsd.k12.ca.us) or voice mail (559-925-3552) from the parents or guardian to the LMCHS office by 11:00 a.m. that day is required giving the following information:
   (a) Parent or guardian name  (d) Estimated date of return
   (b) Student's name  (e) Whether assignments are needed
   (c) Reason for absence

2. If a student has been absent and no e-mail or voice mail has been made, then the student MUST bring a WRITTEN NOTE stating the date, reason, days of absence and parent signature to the instructor.

NOTE: STUDENTS WHO ARE ABSENT REPEATEDLY WILL BE REFERRED TO THE PRINCIPAL OF STUDENTS, WHICH MAY RESULT IN LOSS OF MIDDLE COLLEGE HIGH SCHOOL ENROLLMENT.

EXCUSED ABSENCES (AR 5113 (a))
Students shall attend school daily except for reasons of excused absence. The state law regarding attendance requires that every person under 18 years of age must attend school and must have required verification of absence. A phone call to the Attendance Office (925-3552) and/or note from the parents or guardian is necessary when a student is absent. Students who fail to provide verification within one (1) day after returning to school will be disciplined. Students who are no longer subject to compulsory education (emancipated minors and students 18 years old and older) are expected to provide appropriate verification of absences upon request. Failure to provide requested verification will result in the student being considered truant. Absences deemed “excused” may still count against the 90% Attendance Policy for Graduation (see below).

EC 48216 states that an absence may be excused if the absence is due to one of the following six reasons:
1. Illness
2. Quarantine
3. Doctor or dentist appointment
4. Death in the immediate family
5. For the purpose of serving jury duty
6. Due to exclusion from school pursuant to Section 3381 of the Health and Safety Code
7. Religious Event

AUTHORIZED ABSENCES (AR 5113 (b))
EC 48205: A pupil shall be excused from school for justifiable personal reasons when the pupil’s absence has been requested in writing by the parent or guardian and approved in advance of the absence by the principal or a designated representative. No punishment will be administered and students may make up work. If a student is absent for any reason except those stated above, his/her absence is considered unexcused. Absences deemed “authorized” may still count against the 90% Attendance Policy for Graduation (see below).

ATTENDANCE PROCEDURES (BP 5113a, 5113b, and/or 5113c)
Verification of an absence is to be made by telephone or note from the parent or guardian indicating the reason for the absence. A telephone call is preferred as soon as possible. If a parent or guardian cannot call, the student should bring a note the day he/she returns to school before school starts.
Upon returning to school, students who fail to clear absences(s) within one (1) day are subject to the truancy policy (see Discipline Policies), even if the absence is cleared later. The student is still expected to clear the absence, preferably by note (phone calls at this point are difficult to trace back to the records involved).

Parents may request attendance reports at any time by visiting or calling the LMCHS office at 559-925-3552.

Any of the following persons may verify an absence due to illness or quarantine (Title 5 California Code of Regulations): A school or public health nurse, an attendance supervisor, a physician, a principal, a teacher, or any other qualified employee of a District or of a County Superintendent of Schools assigned to make such verification.

**Attendance Policy for Graduation (90% Rule) – Waived for 2020-21 School Year**

When students have accumulated excessive absences, parents will also be sent a letter to remind them of the 90% Attendance Policy and the consequences of continued absences. In event a student falls below 90% attendance, the parents will be advised by a registered letter.

To participate in the LMCHS commencement ceremonies, a student must have maintained 90% attendance each year while enrolled in the Lemoore Union High School District. (A student cannot miss more than 18 days per year, or 54 periods per year. In cases where the student has fewer than three periods each day or shortened periods, such as early release Friday’s, a modified calculation can be requested from the Principal that is consistent with the 90% expectation). Attendance can be made up if a student attends Saturday school or opts for an after school elective in addition to their regular course load. This make up time must be arranged with the administration office.

**Absences not counted against the 90% expectation (exceptions):**

Illness verified with a doctor’s or other professional health care provider’s note within ten (10) school days after returning to school from the absence. (If the illness is of a long-term nature, a doctor’s excuse must be renewed each grading period, or upon administration request.)

Quarantine directed by a county or city health officer (note required).

Subpoena/Jury Duty (copy of subpoena or summons required)

Attending funeral service of a member of the pupil’s immediate family (parents, grandparents, siblings).

One (1) day in California.

Three (3) days out of state (if more than three days are required, arrangements must be made in advance with the Principal or Assistant Principal).

School activity absences (i.e. field trips).

**Make-up of Absences:**

Summer School attendance will be utilized for make-up for less than the 90% attendance in the immediate previous year of enrollment. Students who choose not to exercise this option forfeit eligibility for participation in the commencement ceremony their senior year. If the student has exceeded 54 periods of absences during the year, Makeup of Absences will not be possible.
All make-ups must have prior administrative approval (students must inform the Principal that they are seeking to make up absences via summer school). In some cases, attendance in non-LMCHS programs are acceptable alternatives for making up absences (Community College, P.A.S.S. program, other high school summer school, etc).

Students may make-up 2 periods of absences for each day of summer school attendance when taking and completing 10 units (or equivalent) in summer school, or may make-up one period for each day attended in summer school while completing five units (or equivalent) of credit. Fifty (50) periods shall be the maximum granted for absence make-up in Summer School.

**OFF -CAMPUS PASS**
Students must not leave school at any time during the day without personally signing out through the Attendance Office. Students leaving campus at lunch for illness, appointments, etc., are still required to sign out through the attendance office regardless of the student’s age.

Students who need to leave campus early are required to bring a note or to have the parent/guardian call the office. THE NOTE MUST CONTAIN THE EXACT DATE, TIME, AND REASON FOR LEAVING. The note must be presented to the Attendance Office before school, at brunch, or lunch and an Off-Campus Pass will be issued. Students leaving campus or arriving back on campus with an Off-Campus Pass are expected to sign-out and sign-in if they return the same day. Students who fail to sign in at the Attendance Office when returning to campus or who fail to check out when leaving school early will receive a referral.

A student who does not obtain permission from his/her teacher or the administration prior to missing his/her regularly scheduled class in order to participate in another class or activity will be given a Cut.

Student absences may be considered Cuts when students do not comply with attendance regulations and procedures. * NOTE: Chronic absenteeism and/or chronic failure to follow the above procedures will result in a mandatory parent conference; students will be referred to School and Resource Board (SARB).

**TRUANCY INTERVENTION PROCESS**
The Law: Each person between the ages of 6 and 18 years...shall attend...school for the full time designated as the length of the school day...and each parent, guardian, or other person, having control or charge of the pupil shall send the pupil to school EC 48200

**EXTENDED ABSENCE**
When a student anticipates an extended absence that would normally be unexcused, that student must request an extended absence form to be signed by principal and all teachers. This allows students to obtain all assignments prior to the anticipated absence, and not be penalized for an unexcused absence. Students/Parents must contact the school for the form to initiate the process at least three (3) days in advance of the absence. Students enrolled in West Hills College courses must follow the guidelines of the college for those courses.

**MAKE-UP WORK**
Students shall be given the opportunity to make up school work missed because of an excused absence. It is the responsibility of the student to make immediate contact with faculty to see what s/he missed and to make arrangements to turn it in. Long term Assignments with predetermined due dates are due on the scheduled date. Students enrolled in West Hills College courses must follow the guidelines of the college for those courses.
PARTICIPATION
Students that have an unexcused or unclear absence the day of or, in the case of weekend activities, the day before any activity, will not be eligible to participate in that activity.

TARDIES
Tardiness is defined as an unexcused lateness arriving to school or class after the beginning of instructional time. Tardies will result in Lunch Detention or possible Saturday School on designated days. Any student arriving to school or a class more than 25 minutes late will be considered absent. Habitual and / or Excessive tardiness will result in disciplinary action and ultimately a referral to the Principal of Students and/or to School Attendance Review Board (SARB).

TRUANCIES
Multiple unexcused absences and tardies violate state law and can be categorized as truancies. 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.

STUDENT DISCIPLINE
Lemoore Union High School District believes in the implementation of a Multi-Tiered System of Supports, which incorporates Positive Behavior Interventions and Supports (PBIS) and Restorative Justice to meet the needs of students and staff in academics, social and behavioral aspects at school. Outlined in this section are the principles that will be followed in respect to LMCHS’s disciplinary policies.

LMCHS Behavioral Statement is: All students will be able to demonstrate personal responsibility by advocating for themselves and taking an active role in their own academic success, community involvement, and career readiness.

Lemoore Middle College High School will maintain an atmosphere of positive student involvement and mutual respect for individuals. The school reserves the right to dismiss a student from the school if the student fails to support the development of responsibility and respect in the school and follow the guidelines outlined in the School/Student/Parent Compact.

Lemoore Middle College High School seeks to resolve disciplinary issues through Restorative Justice whenever possible. Restorative justice is a philosophy and practice based on the idea of taking responsibility for actions that have hurt or harmed someone else and/or yourself. Rather than focus on punishment and isolation from the school community, restorative justice focuses on meaningful accountability, which includes actively engaging in understanding what harms have been done and how to repair those harms. Mediation, circling, family conferencing, victim/offender meetings and other collaborative processes are commonly utilized through a restorative framework. Some examples of restorative justice could include:

Violation – Purposely made a mess in lunch room or tables by throwing food.
Response – Conference regarding the ramifications of the action and assignment of cleaning duties on campus for one week, such as trash pick-up, recycling, etc.

Violation – Student plagiarized an essay/report or cheated on a test.

Response – Conference with principal, teacher, and student regarding the ramifications of the action. Student given the opportunity for an alternate assignment, or loss of credit or required to complete a new assignment on the issues of plagiarism and internet piracy.

Violation – Student continues to be disruptive after several interventions (defiance).

Response – Conference with principal, teacher, parent, and student regarding the ramifications of the action. Teacher and student work out a plan for student to assist with classroom management plan and grading after school.

These are only a few examples of the types of actions included in restorative justice. Ultimately, it is the decision of the parties during the conference to determine which course of action is deemed to restore the violation. Parents and students who do not agree to the terms of the restorative justice agreement will be processed with traditional disciplinary measures including, referral, suspension, or expulsion.

Suspension and Expulsion
Students may be expelled if the student violates the elements of the LMCHS Parent/Student Compact and/or for violations of the California Education Code 48900 and other provisions of State and Federal statutes regarding student safety issues. The due process for suspension and expulsion will follow District policies and regulations as adopted by the District Board of Trustees. Policies and regulations will conform to applicable federal law. All students being considered for expulsion may be suspended pending the presentation of the facts to an Administrative Review Committee or Board of Trustees. The Administrative Review Committee will make a recommendation to the Board of Trustees. District policies and regulations regarding suspension and expulsion appeal procedures will be followed.

Students that are in Special Education or 504 will have due process and procedural safeguards under the law. These procedure safeguards will be followed to conform to applicable federal law regarding students with exceptional needs. LMCHS will follow Section 504, the IDEA, and all applicable Federal and State laws including but not limited to Ed Code when imposing suspensions/expulsions. LMCHS will notify the district of the suspension of any SPED/504 student or suspected student of disability prior to an expulsion.

Students who reside outside of the Lemoore Union High School District attendance boundaries, although permitted to attend Lemoore Middle College High School (LMCHS) without an inter-district transfer, can be dismissed from the charter school without district expulsion procedures due to discipline infractions. Recommendations for academic dismissal by LMCHS administration shall be heard and decided by the LMCHS Charter Council or Council Designated Administrative Discipline Review Committee.

Behavior & Discipline
Students who display inappropriate behavior may be subject to suspension as outlined in the California State Education Code 48900 and 48915. A student may be suspended or expelled for acts which are related to school activity or attendance while on the school grounds, while going
to or coming from school, during the lunch period whether on or off campus, and during or while going to or coming from a school sponsored activity.

Principal or superintendent of schools shall immediately suspend, pursuant to Section 48915, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

1. Possessing, selling, or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
5. Possession of an explosive.

STUDENT DRESS CODE

To develop competent, responsible students and prepare them for careers, students are expected to dress in a manner appropriate for the workplace. Therefore all students are to adhere to the following standards:

1. Shoes must be worn at all times.
2. PE classes require gym shoes and science labs may require closed shoes on lab days.
3. Clothing and jewelry shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive or which advocate racial, ethnic, religious prejudice; gang activities; or the use of drugs or alcohol.
4. Hat and head coverings (including bandannas, “beanies”, “do-rags”, etc.) are not to be worn in the classroom, but are allowed outdoors.
5. Clothing shall be sufficient to conceal undergarments (including straps), cleavage, and midriffs, at all times.
6. See-through or fishnet fabrics, bare midriffs, tube tops, men’s tank undershirts, and clothing deemed immodest by school personnel, are prohibited. Tops with “spaghetti straps”, must align with similar bra strap as to not violate visible undergarment rule.
7. All shirts must have two straps; no halter, one strap, or tube tops allowed.

Behavior Management System

List of Academic Violations – Minor Offenses – Major Offenses

<table>
<thead>
<tr>
<th>Academic Violations</th>
<th>Minor Offenses</th>
<th>Major Offenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPA falls below a 2.0</td>
<td>Defiance of Authority (including loitering on West Hills campus or parking lots)</td>
<td>Caused, attempted to cause or threatened to cause physical injury</td>
</tr>
<tr>
<td>Dropped from college class by WHC teacher</td>
<td></td>
<td>Use of force or violence</td>
</tr>
<tr>
<td>OR drop without approval from LMCHS counselor</td>
<td>Disrespect</td>
<td>Possessed, sold or furnished a firearm, knife, explosive or dangerous object</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Failing WHC courses</td>
<td>Classroom Disruption</td>
<td>Possessed, sold, used or furnished a controlled substance</td>
</tr>
<tr>
<td>Two or more F’s in one semester in any combination of high school and college courses</td>
<td>Inappropriate Language</td>
<td>Offered, arranged, or negotiated the sale of a controlled substance</td>
</tr>
<tr>
<td>Excessive (in excess of 20% of semester) unexcused absences (no doctor’s note)</td>
<td>Public Display of Affection</td>
<td>Robbery or extortion</td>
</tr>
<tr>
<td>Violation of School Compact</td>
<td>Misuse of Technology</td>
<td>Stole or attempted to steal school property</td>
</tr>
<tr>
<td>Violation of WHC Code of Conduct</td>
<td>Misuse of Property</td>
<td>Robbery or extortion</td>
</tr>
<tr>
<td></td>
<td>Dress Code violations</td>
<td>Possessed or used tobacco products or nicotine products</td>
</tr>
<tr>
<td></td>
<td>Electronic Device violations</td>
<td>Committed an obscenity act or habitual profanity or vulgarity</td>
</tr>
<tr>
<td></td>
<td>Minor Safety violations</td>
<td>Possessed or offered, arranged or negotiated to sell drug paraphernalia</td>
</tr>
<tr>
<td></td>
<td>Unexcused Tardies</td>
<td>Disrupted school activities or defiance of authority</td>
</tr>
<tr>
<td></td>
<td>Cut class &amp; leaving campus without permission</td>
<td>Knowingly received stolen property</td>
</tr>
<tr>
<td></td>
<td>Truant</td>
<td>Possession of imitation firearms</td>
</tr>
<tr>
<td></td>
<td>Bus violation (minor)</td>
<td>Harassed, threatened or intimidated a witness</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Committed or attempted to commit sexual assault</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Offered, arranged to sell, or sold the prescription drug Soma.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Engaged or attempted to engage in hazing.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Engaged in an act of bullying.</td>
</tr>
</tbody>
</table>

** Please refer to the California Education Code Sections 48900 and 48915 for a comprehensive list of behaviors that are subject to suspension and expulsion of students. **
Lemoore Middle College High School
Academic Probation, Academic Dismissal, and Expulsion Flowchart

Student in Good Standing

Academic Violations (see attached table, charter & school compact)

Academic Probation
- Student has one semester to improve academic standing in order to exit Academic Probation
- Intervention Plan goes into effect

Intervention Plan
- Signed by Principal or Counselor, Student, & Parent
- Tutoring, Reschedule Classes, Etc.

Compliance with Intervention Plan?
- Yes
- No

Academic Dismissal
- Removed from School
- No expulsion on record
- Not eligible for reenrollment without Charter Council approval

Compliance with Behavior Contract?
- Yes
- No

Behavior Contract
- Signed by Principal or Counselor, Student, & Parent
- Further Violations may result in recommendation for Expulsion

Minor Discipline Violations (Teacher / Classroom Managed)

Warning

Detention (1st teacher – 2nd office)

Saturday School

Major Discipline Violations (Office Managed)

Written Office Discipline Referral (ODR) to Office

Suspension

Expulsion
- Removed from all district schools
- Expulsion on Permanent Record
DETENTION
The classroom teacher or administration may assign detention. Students not attending an assigned detention will receive additional disciplinary action including a referral, possible additional days of detention, Saturday school, or suspension. Students are notified of detention in writing and are responsible for informing parents of any assigned detention hours. Students will receive a discipline referral upon their 5th assigned detention. Detention rules are strictly enforced including:

1. No Talking!
2. No outside food or drink! (During lunch detention, students may only bring in a school lunch or a packed lunch. Items from the WHC snack bar, soda, candy, or any food item not in keeping with the Healthy Kids initiative are not allowed)
3. No resting! (students must be working on homework or assigned task)
4. No electronic devices of any kind!
5. No computer time!
6. No restroom breaks! (Students who insist on going to the restroom during detention will be granted permission along with an additional make-up day of detention)

Violation of detention rules or other school rules during detention will result in a discipline referral.

CONDUCT

BUS CONDUCT
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.

School Pupil Activity Bus (SPAB) and Pupil Activity Bus (PAB)
The purpose of this notice is to ensure that Managers of Transportation (MOT) for the school districts of Central California are aware of a statutory exception to the definition of school bus in California Vehicle Code (CVC) Section 545(k). This exception was added to authorize limousine-type vehicles to transport school pupils to and from school related activities, without the requirement to enter into contractual agreements with schools or school districts, as required for the operation of a School Pupil Activity Bus (SPAB) defined in CVC Section 546.

On August 5, 2011, Title 13, California Code of Regulations (13 CCR) was amended, adopting regulation which defines any vehicle operated under the exception of CVC Section 545(k) as a “Pupil Activity Bus” (PAB).

A PAB is a motor vehicle that is designed, used, or maintained to transport more than ten passengers, including the driver, but not more than 25 persons including the driver, while being used for the transportation of pupils to or from school-related activities. This vehicle is regulated by the Public Utilities Commission (PUC), and must be currently registered with them. A PAB is contracted by a parent or someone other than a school or school district and unlike a school bus or SPAB, a PAB is not issued and required to display a vehicle inspection certificate (CHP 292). However, a PAB operator is required to have each PAB pass an annual inspection and place the vehicle inspection report, issued by the California Highway Patrol (CHP), in an easy to
reach location within the vehicle. The vehicle inspection report must be presented upon request and include the following statement: “Authorized to transport school pupils – CVC 545(k),” followed by the signature and identification number of the CHP employee that conducted the inspection. The driver of a PAB must possess a driver’s license of a class appropriate to the vehicle driven and that is endorsed for passenger transportation. The driver must also possess either a school bus or SPAB driver certificate issued by the CHP. This ensures the driver has received proper training and a thorough background check which will prevent ex-felons from operating these vehicles. Finally, the driver of a PAB must possess a parental authorization form for each pupil signed by a parent or legal guardian of the pupil that gives permission for that pupil to be transported to or from the school related activity.

It has come to our attention that unknown carriers are operating limousine type vehicles and party busses that are not registered with the PUC and therefore would not be authorized to operate as PABs. By operating illegally they are able to offer potential customers much lower rates than the legitimate carriers. It is advised that the parents and/or legal guardians of your students be made aware of these requirements if you have not already done so. It is also advisable to share this information with your School Superintendents, Campus Police and other school employees who may chaperone a prom or other school activity that these vehicles may be contracted for. If you have any questions or need further information Please contact a CHP Motor Carrier Specialist at one of the following offices: Fresno (559) 445-6992, Modesto (209) 545-7440, or Bakersfield (661) 395-2921.

POSSESSION OF CELLULAR PHONES & OTHER ELECTRONIC SIGNALING DEVICES
Students may carry cell phones and other electronic communication devices, However, these devices are not to be seen, heard, or cause a disruption during instructional time or during activities where a request has been made to turn off the device, i.e. during class, concerts, plays, speakers, performances, etc. 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 during instructional time. Students are not to leave class to take or make a call.

Repeated violations will result in suspension and/or loss of the privilege to carry the device at school. No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student’s health and the use of which is limited to health-related purposes (Education Code 48901.5).
**Office Discipline Referral (ODR) Form**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Grade:</th>
<th>☐ 9 ☐ 10 ☐ 11 ☐ 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher:</td>
<td>Date:</td>
<td>Time:</td>
</tr>
</tbody>
</table>

**LOCATION**
- ☐ classroom
- ☐ lunch room
- ☐ arena
- ☐ library
- ☐ parking lot
- ☐ other
- ☐ special event/assembly/field trip

<table>
<thead>
<tr>
<th>☐ MINOR PROBLEM BEHAVIOR</th>
<th>☐ MAJOR PROBLEM BEHAVIOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Abusive lang./Inappropriate lang./Profanity</td>
<td>☐ Fighting</td>
</tr>
<tr>
<td>☐ Bullying</td>
<td>☐ Forgery/Theft</td>
</tr>
<tr>
<td>☐ Defiance/Insubordination/Non-compliance</td>
<td>☐ Harassment</td>
</tr>
<tr>
<td>☐ Disrespect</td>
<td>☐ Inappropriate display of affection</td>
</tr>
<tr>
<td>☐ Disruption</td>
<td>☐ Inappropriate language</td>
</tr>
<tr>
<td>☐ Dress Code violation</td>
<td>☐ Lying/Cheating</td>
</tr>
<tr>
<td></td>
<td>☐ Physical aggression</td>
</tr>
</tbody>
</table>

**Comments:**

**OTHERS INVOLVED IN INCIDENT**
- ☐ None
- ☐ Peer(s)__________________
- ☐ Staff__________________
- ☐ Teacher__________________
- ☐ Substitute__________________
- ☐ Other__________________

**ACTION TAKEN** **Office Use Only**
- ☐ Detention
- ☐ Loss of privilege/events
- ☐ Conference/reteach
- ☐ Parent contact
- ☐ Saturday School
- ☐ Bus suspension
- ☐ In-School Suspension - # of days____
- ☐ Out of School Suspension - # of days____
- ☐ Other____

---

**Notes:**

---

Admin. Signature ____________________________  Student ____________________________
WHCL STUDENTS’ RIGHTS AND RESPONSIBILITIES

CODE OF CONDUCT

West Hills College exists to educate individuals in its community. All other considerations are secondary. The college will not infringe on anyone’s constitutional rights, and the right to dissent and to protest must not be confused as a right to disrupt operation of the institution. No individual or group can be permitted to infringe on the rights of others to secure an education.

This general policy will apply to any student who deliberately prevents, physically or verbally:

1. Students from pursuing their authorized curricular or co-curricular interests.
2. Faculty and administrators from fulfilling their professional responsibilities.
3. Classified employees from fulfilling their prescribed duties.
4. Authorized guests from carrying out the presentations for which they were invited.
5. The safety of persons, or the security of college property.

In line with the above policy, the following are guidelines for acceptable student conduct. A student enrolling in West Hills College assumes an obligation to behave in a manner compatible with the college’s function as an educational institution. Any student or applicant may be disciplined for any one or more of the following causes, when the discipline is related to college activity or attendance:

1. Any cause set forth in California Education Code Section 76033.
2. Dishonesty, including, but not limited to cheating, plagiarism, or knowingly furnishing false information to the college.
3. Unlawful forgery or malicious misuse of college documents, records, or identification card, misrepresentation of oneself or of an organization to be an agent of the college, to the detriment of the district.
4. Willful and malicious obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities including, but not limited to it community service functions, or of other authorized activities on or off college premises.
5. Physical abuse or threat of physical abuse on or off college property of any person or damage to the property of any member of the college community or family members or the threat of any such physical abuse.
6. Theft of, or damage to, property of the college or of a member of the college community or campus visitor while on college property or during an authorized college function.
7. Unauthorized entry to, or use of, college supplies, equipment, and/or facilities.
8. Violation of college policies, including but not limited to, campus regulations concerning student organizations, the use of college facilities, or the time, place, and manner of public expression.
9. Knowing possession of, or use of, explosives, dangerous chemicals, or deadly weapons on college property or at a college function without prior authorization of the college president or his/her designee.
10. Disorderly conduct or lewd, indecent, or obscene conduct or expression on college-owned or college-controlled property or at college-sponsored or college-supervised functions.
11. Failure to comply with lawful directions of college officials acting in the performance of their duties.
12. Possession or use of alcoholic beverages or illegal drugs or narcotics on college property, at any college-sponsored event, or appearance on campus or at any college-sponsored event while under the influence of alcohol or illegal drugs or narcotics.
13. Possession, while on a college campus or at a college-sponsored function, of any of the following weapons; including, but not limited to, any instrument or weapon of the kind commonly known as black-jack, sling-shot, fire bombs, Billy club, sandbag, metal knuckles; any dirk, dagger, firearm (loaded or unloaded, such as pistol, revolver rifle, etc.); any knife having a blade longer than five inches, and switchblade longer than two inches; any razor with an unguarded blade used for unlawful purposes; any metal pipe or bar used or intended to be used as a club; or any item, such as a chain used to threaten bodily harm (except persons given permission by the college president or his/her designated representatives; members of law enforcement agencies, such as police officers.)
14. Abusive behavior directed toward, or hazing of, a member of the college community.
15. Violation of any lawful order of the college president, notice of which has been given prior to such violation, and which order is not inconsistent with any of the other provisions of the policy.
16. Unlawfully assiting another to do any act that would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.
17. Attempting to do any of the causes identified above.
PARENT/STUDENT/MIDDLE COLLEGE HIGH SCHOOL COMPACT

The purpose of this compact is to promote responsibility and respect in the students of Lemoore Middle College High 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 faculty. This compact secures that both parents and students have read and agree to the terms of the school charter.

LEMOORE MIDDLE COLLEGE HIGH 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 the student
   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. Utilizing an effective curriculum that will prepare students for the future
   c. 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 a wide variety of 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 the student
   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

2. Recognize that LMCHS is a college preparatory high school with rigorous requirements including:
   a. Grade requirement of “C” or better in all coursework
   b. Elevated course requirement for graduation
   c. College coursework – 2 courses completed each school year (Fall, Spring, Summer) with a grade of C- or better
   d. AP courses completed with a 3 or better on the AP exam may be substituted for West Hills College courses
   e. Academic probation/dismissal for inability to meet academic or attendance requirements

3. Accept 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 the student at school
4. Agree 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 will be 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

2. Recognize that LMCHS is a college preparatory high school with rigorous requirements including:
   a. Grade requirement of “C” or better in all coursework
   b. Elevated course requirement for graduation
   c. College coursework - 2 courses completed each school year (Fall, Spring, Summer) with a grade of C- or better
   d. AP courses completed with a 3 or better on the AP exam may be substituted for West Hills College courses
   e. Academic probation/dismissal for inability to meet academic or attendance requirements

3. 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

4. Agrees to make a positive contribution to the school and community by:
   a. Setting an example for others to follow
   b. Contributing to the service of the school through the opportunities that will be 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 Lemoore Middle College High School Handbook.

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

Student’s Signature __________________________ Date __________________

Parent’s Signature __________________________ Date __________________

Principal’s Signature _________________________ Date __________________

LEMOORE UNION HIGH SCHOOL DISTRICT

Debbie Muro                                       Charles Gent

5 Powell Avenue, Lemoore, CA 93245-3601
LUHSD iPad/Chromebook User Agreement

Overview
Mobile Devices are defined as digital devices that can store books, periodicals, magazines, applications, and other electronic media. These devices are becoming ever-present in our digital culture. Therefore, they simply cannot be ignored in an educational environment. Lemoore Union High School District embraces the use of technology in classrooms and welcomes the use of electronic devices to enhance student learning and collaboration.

LUHSD, in striving to maintain technological relevance to education, is providing the opportunity for students to use these devices in accordance with the Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of students and their parents. This policy applies when students are at home, at school, on school transportation, or attending a school sponsored or school related off-campus activities.

Equipment
Lemoore Union High School District (LUHSD) retains sole right of possession of the iPad or Chromebook and related equipment. The Chromebook or iPad, power cord, and keyboard integrated case are provided to the student through District, State, and Federal funds at no cost to the student. The device will be issued to students according to the guidelines set forth in this document. The classroom teacher, school administration, or district employee retains the right to collect and/or inspect the device at any time and to alter, add or delete installed software or hardware. Usage is a privilege and not a right.

Substitution of Equipment
In the event that the device is inoperable, LUHSD has a limited number of spare devices for use while the device is repaired or replaced. This agreement remains in effect for the substitute device. If a student forgets to bring their device or power charger to school, a substitute will not be provided.

Damage or Loss of Equipment
All iPads and chromebooks are covered by a manufacturer’s extended warranty. The warranty covers manufacturer’s defects; this limited warranty does not cover loss, negligence and/or abuse. For example, throwing the device or using the device out in the rain are considered examples of neglect and abuse.

Students will immediately report any damage to or loss of the device to the front office, where they will then determine the necessary action. If a device is damaged, LUHSD will work with the student/family, and the manufacturer, to determine if it is a warranty claim, an accidental damage, or damage due to neglect/misuse. The optional insurance is $50 per device. The insurance covers accidental damage from liquid spills, power surges, drops, falls, collisions, theft (police report required), vandalism, flood, fire, smoke, wind, and earthquake, as well as damage to batteries and ac adapters. Insurance does not cover loss, negligence and abuse. The Student and his/her parent/guardian are responsible for the safety and security of the Mobile Device and equipment. If an device is lost or damaged by neglect or abuse, it is the family’s financial responsibility to replace the
device. This shall include full liability for the cost of repair or replacement. This decision will be at the discretion of the District and replacement cost will be assessed on a case-by-case basis. The replacement value of the iPad/Chromebook is approximately $600.00 and an additional $100 for the keyboard case.

Standards for Personal iPad/Chromebook Care

Student Responsibilities:
- Bring the device and charging unit to school every day.
- Keep the device with you or within your sight at all times.
- Do not let anyone use the device other than your parents or guardians.
- Adhere to Lemoore Union High School District’s Acceptable Use Policy at all times.
  Note: The Acceptable Use Policy is available at:
- Report any problems, damage or theft immediately to the front office.
- Arrive to school each day with a fully charged battery.

General Care:
- Do not do anything to the iPad or Chromebook that will permanently alter it in any way.
- Do not remove any serial numbers or identification placed on the iPad or Chromebook.
- Keep the equipment clean. For example, do not eat or drink while using the device.
- The case may not be decorated or embellished in any way.

Screen Care:
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.

By signing this, I understand and will abide by the provisions and conditions of this agreement. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my technology access privileges, and appropriate legal action.

Student Name (print) ___________________________ Student Signature/ Date ___________________________

My signature ensures that as the parent or guardian of this student, I have read and agree to the provisions of this agreement. Furthermore, I understand that it is impossible for the Lemoore Union High School District to restrict access to all controversial or inappropriate materials, and I will not hold the District responsible for materials acquired or shared on the network.

Parent/Guardian Name (print) ___________________________ Parent/Guardian Signature/Date ___________________________

LUHSD Network and Technology Use Agreement

37
Staff, students and guests (“users”) granted access to LUHSD Network, Hardware, Internet and Technology services (“Network/Technology”) agree to act in accordance with board policy and this Agreement:

1. LUHSD will provide and manage an online account for each student and staff member. The online account will provide various services such as email, Calendar, Drive/Docs, Classroom, and additional services. Students use their online accounts to complete assignments, communicate with their teachers, sign into their Chromebooks / School Device, and learn 21st century digital citizenship skills. Each school site will provide students and parents with additional information needed for their specific technology program, since each school is unique in providing services to their students, and will apply to this signed agreement.

2. Users agree to use Network/Technology safely, responsibly, and primarily for work-related purposes in support of education. Incidental personal use is acceptable, but users should not use LUHSD Network/Technology for personal activities such as social networking, gaming, downloading/streaming software, music, movies, etc.

3. Personal devices may NOT be connected to the Network. LUHSD is not responsible for loss/damage and does not support personal devices.

4. All internet access through the Network is filtered and monitored in keeping with state and federal regulations. Users have no expectation of privacy. The District can and does monitor activity on the Network, including but not limited to activity, content and messages. System administrators may examine or copy files suspected of misuse or that have been corrupted/damaged. User activity/content may be subject to search by law enforcement and used as evidence in court. Student files on district resources are considered “educational records” under the Family Educational Rights and Privacy Act of 1974.

5. Users are responsible for all devices and accounts provided to them and for their proper use at all times. Users are to login only with their own accounts and not to allow others to use their accounts. Users are expected to safeguard all passwords and notify administration if they believe their account has been compromised or of any other security problem or misuse of services. Users will not access, copy or modify data or credentials belonging to others unless explicitly authorized by administration.

6. Users may not intentionally interfere or attempt to interfere with the performance of Network/Technology, including, but not limited to: Using hacking tools or malicious software; disabling, bypassing, or attempting to disable/bypass monitoring, filtering or other security; attempting to access material or systems the user is not authorized to access; etc.

7. Users may not create unauthorized wireless networks on LUHSD property. This includes wireless access points/routers and open networks on personal devices.

8. Technological resources shall not be used to transmit confidential information about students, employees or operations except as authorized by administration.

9. Users shall not access or attempt to access, post, publish, send or display harmful or inappropriate material (eg: threatening, obscene, disruptive, sexually explicit, harassment/disparagement based on race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion or political beliefs.) Users will not use Network/Technology to promote unethical or illegal practices or in violation of district policies. Users will not engage in commercial or for-profit activities without permission of the Superintendent.

10. Copyrighted material must be used only in accordance with law. Illegal use of media and other intellectual property is subject to civil and criminal consequences.

11. Users may not develop any class or work-related websites, blogs, forums, or other online communications representing the District without permission of the Superintendent.

12. Other online services reachable via LUHSD Network/Technology may have their own policies for use of those resources. Users are responsible for knowing and following those policies.

I have read and agree to the LUHSD Network and Technology Use Agreement. I understand that if I violate this agreement, my account may be terminated and I may face disciplinary measures.

USER (Student or Staff) NAME (printed) ____________________________________________________________

USER (Student or Staff) SIGNATURE ______________________________________ Date: _______________

PARENT/GUARDIAN SIGNATURE ______________________________________ Date: _______________
Mission Statement

The mission of Lemoore Middle College High School is to provide an accelerated college preparatory education with a specific focus on concurrent college coursework embedded into the regular school day. Students will receive a standards and research-based college preparatory curriculum in a small school environment while benefiting from the opportunities available on a large community college campus.

Element 1: Educational Program Description

This charter school shall be known as Lemoore Middle College High School (hereafter LMCHS). It is the intention of the charter petitioners that LMCHS be operated as an autonomous educational institution under the auspices of the Lemoore Union High School District in collaboration with West Hills College Lemoore. LMCHS will be located on the West Hills College Lemoore campus where it will utilize a combination of designated classrooms and shared use classrooms with the college. The agreement between both West Hills College and the Lemoore Union High School District is that the school should not serve over 240 total students with a target of 60 students in any individual grade level. This small school size is integral to the overall success and implementation of the school’s mission.

Whom the school will educate
LMCHS will be open to all high school students in grades 9-12 and will be nonsectarian in its programs, admission policies, employment practices, and all other operations. LMCHS will specifically target students seeking a non-traditional educational setting in which they can accelerate their learning. The rich ethnic and racial diversity of Kings, Fresno, and Tulare Counties is reflected in the student population. By serving students who are interested in a small school setting where they are encouraged to accelerate their educational goals through college coursework, the school provides a new choice to underserved students in the region. LMCHS shall not charge tuition, and shall not discriminate against any pupil or applicant on the basis of ethnicity, gender, religion, national origin, sexual orientation, disability, or place of residence. In the event that there are more applicants than available spaces and a public lottery takes place, preference for place of residence shall be handled in accordance with Education Code 47605 (2)

(A) A charter school shall admit all pupils who wish to attend the school.
(B) However, if the number of pupils who wish to attend the charter school exceeds the school's capacity, attendance, except for existing pupils of the charter school, shall be determined by a public random drawing. Preference shall be extended to pupils currently attending the charter school and pupils who reside in the district except as provided for in Section 47614.5. Other preferences may be permitted by the chartering authority on an individual school basis and only if consistent with the law.

Students attending LMCHS will be offered an individually designed, standards-based educational program providing the necessary foundation for success as a life-long learner. The LMCHS educational plan consists of a broad range of goals and objectives to meet the unique educational needs of all students. These goals and objectives are specified in the School’s adopted academic standards, which reflect the State standards approved by the California State Board of Education. Use of the latest technology and internet access will be made available to all students and staff to enhance the student’s educational experience. To that end, LMCHS takes advantage of one to one device deployment through the use of iPads or other approved electronic devices to ensure that all students are granted an equal opportunity to utilize instructional technology. Students and parents must comply with device user agreement documents. In addition to individually tailored courses of study at LMCHS, students can extend learning experiences and interests through access to appropriate community college courses.

The goal of LMCHS is to provide students with the foundation upon which self-reliance and lifelong learning is built. Students will explore their capabilities and interests to fully develop their potential for success. The goal is to inspire and prepare students to be successful, self-motivated learners, workers, and citizens.

LMCHS will provide students with:

- individualized, learner-centered instruction
- a standards-based rigorous and challenging curriculum
- college preparatory A-G approved coursework
- flexible scheduling that supports individualized interest-based learning
- supplemental instructional activities including fieldtrips, service learning, and projects
- access to college-level courses in addition to the core academic program
- instructional practices based on current research
- technology integrated instruction
- high adult-to-student ratios
- extra-curricular and co-curricular opportunities
- an environment that cultivates individual responsibility
- a safe and tolerant small school environment
- parent and community program involvement

LMCHS is committed to providing services for the special needs of all students by incorporating innovative, research supported practices and programs. Special Education and related services necessary for student success will be an integrated component of the instructional program. Additionally, English Language Development, Migrant Education Services, and categorically funded programs for disadvantaged students may supplement a strong, core instructional
program. The School shall participate in the Kings County Office of Education Special Education Local Plan Area in order to enhance the educational opportunities for all students.

Parents who enroll their children in LMCHS shall share responsibility for their children’s education. LMCHS will support students and parents through implementation of individually designed educational plans, appropriate standards-based curriculum, relevant educational materials, and opportunities to extend learning with respect to identified strengths and interests.

For purposes of this charter, “parent(s)” includes guardian(s).

**LMCHS believes that an Educated Person in the 21st century is one who:**

- has completed college
- possesses intellectual curiosity and skills for life-long learning
- has acquired sufficient grounding in academic disciplines
- has engagement with the arts
- is a responsible citizen

College completion has become increasingly important in the 21st century. In college, students hone their ability and intellectual curiosity to continue learning throughout life. LMCHS is, therefore, a college preparatory high school which has designed its minimum required coursework to meet University of California/CSU, “A-G” requirements for transfer. Important goals are to prepare students for admission to, success in, and graduation from the college of their choice. Furthermore, LMCHS will be to develop literacy and intellectual curiosity in students, enabling them to become self-motivated, competent, and life-long learners. All core academic courses at LMCHS are accredited through the Western Association of Schools and Colleges (WASC) and approved by the University of California to meet A-G admissions criteria.

**LMCHS Graduation Requirement with University of California/California State University A-G Requirements embedded.**

All courses must be completed with a grade “C-” or better

<table>
<thead>
<tr>
<th>Area</th>
<th>Semesters</th>
<th>Other LMCHS Requirements</th>
<th>Semesters</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A) History/Social Science</td>
<td>4</td>
<td>Life Skills (class of 2020 &amp; prior)</td>
<td>2</td>
</tr>
<tr>
<td>(B) English</td>
<td>8</td>
<td>AVID (class of 2021 &amp; later)</td>
<td>2</td>
</tr>
<tr>
<td>(C) Mathematics</td>
<td>6</td>
<td>Geography</td>
<td>1</td>
</tr>
<tr>
<td>(D) Laboratory Science</td>
<td>6</td>
<td>Physical Education</td>
<td>6</td>
</tr>
<tr>
<td>(E) Foreign Language</td>
<td>4</td>
<td>Government/Economics</td>
<td>2</td>
</tr>
<tr>
<td>(F) Visual/Performing Art</td>
<td>2</td>
<td>Other Electives</td>
<td>10</td>
</tr>
<tr>
<td>(G) College Prep. Elective</td>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**LMCHS believes that learning best occurs when:**

- students are actively engaged in what they are learning
- a student is invested in his or her learning, and has a clear goal (or goals) that he or she wants to achieve; motivation
- expectations are clearly presented
- students see relevance in their curriculum and are active participants in developing that relevance
- teachers demonstrate strong content knowledge, are enthusiastic about their subject matter, and model what is expected
• students have the opportunity to master academic subjects through a variety of approaches, including group and individualized instruction, distance learning, media-assisted learning, projects, field experience, cooperative learning, and community service
• a school has an atmosphere of tolerance, civility, trust, respect, cooperation, and intellectual curiosity
• a school is small enough so that teachers can really get to know each student, and large enough to provide resources needed for a 21st century education

Element 2: Measurable Pupil Outcomes
Measurable pupil outcomes are defined as the extent to which all students of LMCHS attain the skills and knowledge specified as goals in the school's educational program. Students will demonstrate competency in specified core academic area goals as determined by mastery of the student standards in alignment with the California State Standards. In order to achieve these outcomes students will demonstrate progress towards mastery by these measurable outcomes:

• Complete multi-leveled performance tasks in content areas
• Demonstrate higher level thinking skills
• Demonstrate self-reflection on their academic progress
• Be technologically literate
• Apply knowledge to solve problems and/or create products
• Demonstrate creative and critical communication skills
• Demonstrate community awareness and involvement
• Demonstrate continual progress toward California/ District/Grade level standards
• Understand and demonstrate the ability to be responsible citizens of strong character

Core Academic Skills

English
Students will demonstrate language arts proficiency, in accordance with the Common Core State Standards (CCSS) for reading, writing, listening, and speaking with a strong focus on how literacy impacts their world and individual success.

History/Social Studies
Students will be able to understand, read, and write about historical events, geography, American government, and economics as outlined in California 9-12 standards. Students will gain an understanding of the rights and responsibilities of citizenship.

Mathematics
Students will complete courses and demonstrate competence in at least three of the following subjects in mathematics: Integrated Math 1,2,3, Pre-Calculus, Statistics, and/or Calculus in accordance with Common Core State Standards (CCSS) and demonstrate the ability to apply mathematical principals and operations to solve problems.

Science
Students will complete three years of science and demonstrate grade level competence in Biology I/II, Chemistry, and/or Physics in accordance with the Next Generation Science Standards and apply scientific concepts and skills to explain their world and find solutions to scientific problems.

Health/Physical Education
Personal health and fitness will be emphasized and integrated where appropriate with regular courses and special programs.
Foreign Language
Students will gain proficiency in a foreign language, and will understand key aspects of the culture, both past and present, of the second language.

Underlying and utilized throughout each of the above subject areas are other core skills, such as: problem solving, analyzing and applying knowledge, using technology, developing physical fitness, and nurturing creativity. In order to best serve our students and community, LMCHS will continue to examine and refine its list of student outcomes over time to reflect the school’s mission and any changes to state or local standards. LMCHS will submit to the District Board at any time prior to expiration a description of any changes to the above student outcomes as an amendment to the charter.

Element 3: Methods of Measuring Student Progress
LMCHS teachers make extensive use of data to drive LMCHS’s instructional practices, to evaluate and improve curriculum and to allocate resources. During weekly collaboration meetings, LMCHS faculty members analyze both formative and summative assessments to ensure LMCHS is using appropriate instructional strategies to meet the needs of all students. Some examples of formative data used by LMCHS faculty include performance-based benchmark assessments, anecdotal records, and classroom grades. Based on these formative assessments, teachers work together to present information to students using different strategies in an effort to differentiate instruction. Teachers also take advantage of peer tutoring, success lab classes, and alternative materials to re-teach information to students who are in need of additional assistance.

Data is collected on all students from state assessments, the PSAT, benchmark scores, PE fitness levels, the EAP testing, parent surveys, student surveys, observations, and Senior exit interviews. Lemoore Middle College High School also uses summative assessments, such as, CAASPP, CELDT, and CAHSEE, to help shape how teachers organize their courses. Pacing guides are developed to ensure that all state standards are adequately and appropriately covered. Teachers also use scientifically based educational research, acquired from educational programs, professional journals, and conferences to modify their instructional approach when necessary.

LMCHS is established as a college preparatory school with a rigorous curriculum and graduation requirement. In order to meet this graduation requirement and maintain University of California/CSU A-G requirements, the Charter and District Authorizing School Board have established that only grades of “C” or better shall be passing for LMCHS.

Element 4: The Governance Structure of the School
It is the intent of the Charter School and the Authorizing Agency, the Lemoore Union High School District, that Lemoore Middle College High School operates with a high level of autonomy in accordance with No Child Left Behind (NCLB) federal regulations Section 5202 (C). As a dependent charter, the Lemoore Middle College High School Charter Council shall forward both policy changes and changes to the charter document to the Lemoore Union High School District Board of Trustees for ratification. The current election process for the Lemoore Union High School District Board of Trustees, as governed by state and local statute, will remain in place. Policies will continue to be reviewed and enacted at semi-monthly public board meetings.

In accordance with NCLB Section 5210 (1) (A)(B)(C), the Charter School and the Authorizing Agency recognize that the purpose of the charter school is to allow exemption from significant State and local rules that inhibit the flexible operation and management of the school while also acknowledging that the Charter School operates under direct public supervision and direction in meeting the educational objectives established in the charter document.

LMCHS is a public conversion school, not a new Charter School. A Charter Council consisting of parents, students, Charter School staff members, at least one District Trustee, and representatives from West Hills College Lemoore will have direct oversight of the Charter School and advise the Board of Trustees regarding the operation of the school. The responsibilities of the Charter Council are to recommend revisions to the charter, assist with selection of school staff, directly oversee the school’s budget and provide input to administration with respect to the goals and
management of the school. Direct Charter Council oversight ensures that the Charter School has flexibility in operations and a high level of autonomy from the Charter Authorizer.

Additionally, parent input shall be solicited through parent meetings, conferences, advisory councils, discussion groups, committees and/or surveys. Such input may include, but not be limited to, issues regarding instructional programs, curriculum, school goals, and other school related issues. The LUHSD Board of Trustees will review the meeting minutes of the Charter Council. Additionally, the School’s governance structure will include a Principal responsible for the day-to-day operation of the school. As required by specific categorical programs, a portion of the Charter Council will also function as the School Site Council. Federal and State requirements concerning student records will be maintained.

Element 5: Qualifications to be met by Individuals to be employed by the Charter

It is the intent of LMCHS to employ the most competent and capable staff and for that reason all students will be assigned to a California Credentialled teacher in all core subject areas. LMCHS may also employ or retain non-certificated “Charter School Instructors” to teach non-core, elective courses in areas in which the prospective staff member has an appropriate mix of subject matter expertise, professional experience, and the demonstrated capacity to work successfully in an instructional capacity. The school may also employ instructional support staff to work with teachers in classrooms and aides or assistants. Instructional support staff will not serve as the teacher of record for individual pupils and may not assign grades or approve student work assignments without the approval of the “teacher of record,” except in non-core, non-college preparatory courses and activities. All non-instructional staff will possess experience and expertise appropriate for their position within the school as outlined in the school’s job descriptions and the school’s adopted personnel policies. Job descriptions shall be maintained on file at the Lemoore Union High School District Office.

Element 6: Health and Safety

LMCHS shall comply with all of the requirements of Education Code section 44237 to ensure the safety of employees and students. LMCHS will comply with all applicable laws concerning immunization, health and safety, child abuse reporting and related issues for both employees and students. All employees, student interns and student teachers will furnish criminal record summaries in accordance with Education Code requirements.

The District will adhere to existing school board policy pertaining to the safety and health of all employees and students. The District will maintain policies and procedures conducive to school safety, responses to natural disasters and emergencies, and blood-borne pathogens, as well as appropriate policies related to student behavior and the administration of prescription drugs and other medicines. The District will maintain policies as a drug, alcohol, and tobacco-free workplace. All information related to the aforementioned policies will be included in the parent/student and employee handbooks and will be reviewed on an ongoing basis, as determined by the District and/or Governing Board policies.

Element 7: Racial and Ethnic Balance

LMCHS will have an open enrollment process to achieve a racial and ethnic balance among its students that is reflective of the general population residing within the Lemoore Union High School District. The District will maintain strategies that ensure non-discrimination for all students, including policies granting admission preference to students who live within the current boundaries of the District. The Lemoore Union High School District will maintain and review information concerning the ethnicity of all LMCHS students. If the balance is not reflective of that of the District, LMCHS Council will meet to discuss the imbalance and explore available options and make recommendations to the Board of Trustees to resolve the situation.

Element 8: Admission Requirements

LMCHS will accept applications from a diverse student population from Kings County and contiguous counties who understand and value the school’s mission and are committed to the school’s instructional and operational philosophy. Informational materials regarding LMCHS will be distributed to parents within the District’s attendance boundaries, as well as any other interested parents and schools, to indicate the open enrollment policy for all students. Admission
will not be determined according to the place of residence of the student or parents so long as they live in Kings County or counties contiguous with Kings County except as provided for in Education Code 47605 (2)(B).

Students will be considered for admission without regard to ethnicity, national origin, gender, sexual orientation, disability, or language status. Lemoore Middle College High School’s college preparatory course structure, and the requirement to take concurrent college coursework, dictates a minimum level of competency among its students.

Prior to admission, all parents shall sign a compact indicating they will adhere to the elements of the Charter agreement. Parents must renew this agreement by signing an annual parent/student compact regarding LMCHS outcomes, philosophy, program, and any other applicable requirements.

All students’ continued enrollment shall depend upon fulfilling the terms of the annual parent/student compact and charter. In the event that the number of students who wish to attend the school, exceed the school’s capacity, a lottery system will be used to determine those selected to attend. Admission preference will be given to:

- Siblings of current LMCHS students or LMCHS Graduates.
  - Siblings include: brother, sister, stepbrother, stepsister, or son or daughter of Alumnus (Proof of sibling status will be required)

- Children of permanent Lemoore Union High School District employees and West Hills College Lemoore contract employees.

- Students who are currently enrolled in or who reside within the elementary school attendance area of the Public elementary school(s) in which Lemoore Middle College High School is located (for purposes of the Charter School Facility Grant Program).

- The ratio of 2 to 1 meaning that these students will have twice the chance of gaining entry over non-district applicants (as provided for in Education Code 47605 (2)(B) will be given to students from the following schools: Lemoore Elementary, Liberty Middle School, University Charter, Cinnamon Elementary School, Central Elementary School, Stratford Elementary School, Neutra Elementary School, Akers Elementary School, Meadow Lane Elementary, and Island Elementary School.

- The ratio of 3 to 1 meaning that these students will have three times the chance of gaining entry over all other applicants (as provided for in Education Code 47605 (2)(B) will be given to students from the following schools: P.W. Engvall Elementary.

This preference is given to qualifying students who apply prior to the initial enrollment window and subsequent lottery. After initial enrollment period, preferences are not applied to waitlists.

Students with preference, who choose not to attend LMCHS after their applications have been accepted, will not have rights to their “spot” if they choose to return to LMCHS at a later point. They will be placed at the bottom of the waitlist as any other new applicant.

Any student who successfully gains enrollment status through the lottery must meet the date and work requirements established in the charter in order to maintain their enrollment status. These requirements include:

1. Completing registration process by the established and published due date.
2. Completion of the summer reading and assignment by the established and published due date for both grades nine and ten.
3. Attending Orientation Day on the established and published date (unless pre-approved for alternative date by the principal).
Continued enrollment in the charter school is conditioned upon a signed agreement by the parent and student with the school compact and the charter.

**Element 9: Audit of Financial Operations**

An annual financial audit of LMCHS will be conducted by an independent auditor, which shall employ accepted accounting principles and the standards applicable to financial audits. The District will adhere to policies and administrative regulations adopted by the Lemoore Union High School District Board of Trustees Policies and Administrative Regulations and will participate in the Board's annual audit of fiscal and programmatic operations. To the extent required under applicable federal law, the audit scope will be expanded to include items and processes specified in any applicable Office Management and Budget Circulars. The District will comply with Kings County Office of Education audit and accountability practices, though it will retain its rights under the parameters of Charter School law. Any disputes regarding the resolution of audit exceptions and/or deficiencies will be resolved using adopted dispute resolution processes.

**Element 10: Suspension and Expulsion**

LMCHS will maintain student discipline policies that will be developed by the Charter Council, with parent and student input. These policies will be printed and distributed as part of the Parent/Student Handbook and will describe the expectations of LMCHS for attendance, mutual respect, substance abuse, violence, safety, and work habits. Each parent and student will be required to verify, by signature, that they have reviewed and understand the policies. Students may be suspended and/or expelled if the student or parent violates the elements of the LMCHS Parent/Student Compact and/or for violations of the California Education Code 48900 and other provisions of State and Federal statutes regarding student safety issues.

Students who fail to demonstrate adequate and appropriate behavior and academic progress toward the student standards, as determined by the professional judgment of the certificated staff and the Parent/Student Compact will be subject to dismissal from the school and will be returned to that student’s appropriate high school or local school district.

LMCHS is established as a college preparatory school with a rigorous curriculum and graduation requirement. In order to meet this graduation requirement and maintain University of California/CSU A-G requirements, the Charter and District Authorizing School Board have established that only grades of “C” or better shall be passing for LMCHS. Students not meeting this requirement shall be subject to academic probation and dismissal.

Students that are in Special Education or 504 will have due process and procedural safeguards under the law. These procedure safeguards will be followed to conform to applicable federal law regarding students with exceptional needs. LMCHS will follow Section 504, the IDEIA, and all applicable Federal and State laws including but not limited to Ed Code when imposing suspensions/expulsions. LMCHS will notify the district of the suspension of any SPED/504 student or suspected student of disability prior to an expulsion.

The due process for suspension and expulsion will follow District policies and regulations as adopted by the District Board of Trustees. Policies and regulations will conform to applicable federal law. All students being considered for expulsion may be suspended pending the presentation of the facts to an Administrative Review Committee or Board of Trustees. The Administrative Review Committee, will make a recommendation to the Board of Trustees. District policies and regulations regarding suspension and expulsion appeal procedures will be followed.

**Element 11: STRS, PERS, and Social Security Participation**

All new and existing employees of LMCHS will participate in STRS, PERS, and Social Security, as appropriate. The District will continue to make appropriate contributions to the relative accounts and programs.

**Element 12: Public School Alternatives**
Enrollment at LMCHS is entirely voluntary on the part of the students who enroll. Attendance at the student’s neighborhood school or district of residence public school shall be an option for all students who do not choose to attend LMCHS.

Element 13: Rights of Employees
The District acknowledges that no comprehensive high school district employee can be mandated to work at the Charter School. All LMCHS employees, who are current district employees, will volunteer and agree to work under the Charter as Lemoore Middle College High School Charter Employees. Charter employees will work under the provisions of the Lemoore Federation of Teachers (LFT) and the Lemoore Union High School District Collective Bargaining Agreement (CBA) along with the contract exceptions for charter employees as outlined in the CBA. All new employees will be informed, before hiring, of the charter school status.

LMCHS will continue to have the same governance structure that has been in effect since the beginning of the 2005-2006 school year. Teachers will have all of the rights under the Lemoore Federation of Teachers (LFT) and the Lemoore Union High School District Collective Bargaining Agreement (CBA), the California Education Code, and the Lemoore Union High School District Board Policy except where outlined in the CBA.

In the event of a dispute between the District and any employee, related to this provision of the Charter, the dispute resolution process that follows this section shall be implemented.

Element 14: Procedures for Resolving Disputes Relating to Provisions of the Charter
Any disputes that arise from the provisions of this Charter shall be resolved by District policy. Should a dispute arise at the staff level, the Principal will meet with the staff member in an informal setting to discuss and attempt to resolve the dispute. The informal meeting shall take place within five working days from the day the staff member registers the complaint.

If the two parties are unable to resolve the dispute, the aggrieved party will put his/her complaint in writing and submit it to the District Assistant Superintendent. The Assistant Superintendent will meet with the two parties within five working days from the date he/she receives the written complaint. The Assistant Superintendent/Superintendent will render a decision within five working days. The Superintendent’s decision shall be final.

Element 15: Declaration as Exclusive Employer
The Lemoore Union High School District shall be deemed the exclusive public school employer of the employees of the District for the purposes of the Education Employment Relations Act.

Element 16: School Closure Procedures
In the event of closure or dissolution of Lemoore Middle College High School, the Board of Trustees shall delegate to the Principal the responsibility to manage the dissolution process. Dissolution of the school, would take place over a period time through a process of freezing enrollment and allowing current students to complete the program as intended, unless continuing the charter is deemed catastrophic to the district by the Charter Council. This process shall include a final audit to determine the disposition of all assets and liabilities of the school, and notification to parents of children enrolled in the school. LMCHS shall transfer student records to LUHSD and the parents of the enrolled students shall be notified of the transfer of records. The remaining assets of LMCHS, after satisfaction of outstanding debts, shall be transferred to LUHSD.

AMENDMENTS OF THE CHARTER
The Charter Council may accomplish minor refinements or clarifications of the proposed Charter during State review for approval and with the consent of LMCHS certificated employees. Substantive changes, required by changes in State regulations and/or needs of the District, must be approved by a majority of LMCHS’s certificated teachers and the Governing Board of Trustees. These changes will be forwarded to the Superintendent of Public Instruction and the State Board of Education. Material revisions and amendments shall be made pursuant to the standards, criteria, and timelines in Education Code 46705.
PARENT NOTICE OF RIGHTS AND RESPONSIBILITIES

State law requires that parents or guardians be notified of their rights and responsibilities in certain matters pertaining to their children’s education.

1. Absence for Religious Exercises and Instruction: Pupils may be excused, with written permission from a parent or guardian, in order to participate in religious exercises or receive moral and religious instruction away from school property. Every pupil so excused must attend at least the minimum school day. No pupil shall be excused from school for such purpose on more than four days per school month. (Ed. Code, § 46014)

2. Comprehensive Sexual Health Education and HIV/AIDS Prevention Education: A parent or guardian has the right to excuse their child from comprehensive sexual health education and HIV prevention education. A parent or guardian who wishes to exercise this right must state their request in writing. (Ed. Code, § 51938) A parent or guardian may inspect the written and audio visual educational materials used in comprehensive sexual health education and HIV/AIDS prevention education. Parents have a right to request that the District provide them with a copy of the California Healthy Youth Act (Ed. Code § 51930)

Parents or guardians shall be notified in writing if the District plans to administer an anonymous, voluntary and confidential test, questionnaire or survey containing age-appropriate questions about the pupils’ attitudes concerning or practices related to sex in grades 7 to 12 and given the opportunity to review the test, questionnaire or survey. A Parent or guardian has the right to excuse their child from the test, questionnaire, or survey by stating their request in writing. (Ed. Code, § 51938)

Every child’s parent will be notified prior to the commencement of any comprehensive sexual health education and HIV/AIDS prevention education instruction as to the date of such instruction and whether the instruction will be taught by District personnel or by outside consultants. If outside consultants are used, the name of the organization of each guest speaker will be identified.

3. Excuse from Instruction in Health: Upon written request of a parent, a pupil may be excused from any part of instruction in health which conflicts with the parent(s)’ religious training or beliefs (including personal moral convictions). (Ed. Code, § 51240)

4. Administration of Medication: Medication prescribed by a physician for a child may be administered during the school day by a registered nurse or other designated school personnel, or self-administered by the child if the medication is prescription auto-injectable epinephrine or prescription inhaled asthma medication, but only if the parent consents in writing and provides detailed written instructions from a physician, or a
physician assistant as specified by law. Forms for administering medication may be obtained from the school secretary. (Ed. Code, §§ 49423, 49423.1, 49423.5, 49480)

5. Students on Medication: Parents are to notify the principal if their child is on a continuing medication regimen. This notification shall include the name of the
medication being taken, the dosage, and the name of the supervising physician. With parental consent, the principal or school nurse may confer with the physician regarding possible effects of the drug, including symptoms of adverse side effects, omission or overdose and counsel with school personnel as deemed appropriate. (Ed. Code, § 49480)

6. Immunizations: The District shall exclude from school any pupil who has not been immunized properly, unless the pupil is exempted from the immunization requirement pursuant to Health and Safety Code section 120370. The immunization exemption based on personal beliefs has been eliminated. (Health & Saf. Code, § 120325)— A student who, prior to January 1, 2016, submitted a letter or affidavit on file at the District, stating beliefs opposed to immunization, is permitted to enroll in that institution until the student enrolls in the next grade span. Grade span means: 1) birth to preschool; 2) kindergarten and grades 1 through 6, inclusive, including transitional kindergarten; and 3) grades 7 through 12, inclusive. On or after July 1, 2016, the District shall exclude from school for the first time or deny admittance or deny advancement to any student to the 7th grade unless the student has been immunized for his or her age as required by law. (Health & Saf. Code, § 120335)— A student may still be exempted from the immunization requirement based on medical condition or circumstances. A parent or guardian must file with the District a statement from a licensed physician saying that the immunization is not considered safe and is not recommended based upon the nature or duration of the medical condition or circumstances, including, but not limited to, the family medical history. (Health & Saf. Code, § 120370)

A parent or guardian may consent in writing for a physician, surgeon, or health care practitioner acting under the direction of a supervising physician and surgeon to administer an immunizing agent to a pupil at school. (Ed. Code, §§ 48216, 48980(a), 49403, Health & Saf. Code, §§ 120325, 120335)

7. Physical Exams and Testing: The District is required to conduct certain physical examinations and vision, hearing and scoliosis testing of students unless the parent has a current written objection on file. However, the child may be sent home if he or she is believed to be suffering from a recognized contagious or infectious disease. (Ed. Code, §§ 49451, 49452, 49452.5 and 49455; Health & Saf. Code, § 124085)

8. Confidential Medical Services: For students in grades 7 through 12, the District may release a student for the purpose of obtaining confidential medical services without obtaining the consent of the student’s parent or guardian. (Ed. Code, § 46010.1)

9. Medical Coverage for Injuries: Medical and hospital services for pupils injured at school or school-sponsored events, or while being transported, may be insured at parent’s expense. No pupil shall be compelled to accept such services without his or her consent or, if the pupil is a minor, without the consent of a parent or guardian. (Ed. Code, § 49472)

Medical and Hospital Services Not Provided: The District does not provide medical and hospital services for students injured while participating in athletic activities.

10.
However, all members of school athletic teams must have accidental injury insurance that covers medical and hospital expenses. (Ed. Code, §§ 32221.5, 49471)

11. Mental Health Services: The District shall notify pupils and parents or guardians no less than twice each school year of the steps to initiate access to available pupil mental health services on campus and/or in the community. (Ed. Code, § 49428) The mental health services available include [Insert available services on campus or in the community]. To initiate services, a parent or student may [Insert steps necessary to initiate access to services].

12. Services for Students with Exceptional Needs or a Disability: State and federal law require that a free and appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. Students classified as individuals with exceptional needs for whom a special education placement is unavailable or inappropriate may receive services in a private nonsectarian school. Please contact the local director of special education for specific information. (Ed. Code, § 56040 et seq.) In addition, services are available for students who have a disability which interferes with their equal access to educational opportunities. (Section 504 of the Rehabilitation Act of 1973, 34 C.F.R. § 104.32) The District official listed below is responsible for handling requests for services under Section 504 and may be reached at the following address and telephone:

[Charles Gent, Assistant Superintendent]
5 Powell Avenue
Lemoore CA 93245 (559) 924-6610

13. No Academic Penalty for Excused Absence: No pupil may have his or her grade reduced or lose academic credit for any absence or absences which are excused for the reasons specified below when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. (Ed. Code, §§ 48205, 48980(j))

A pupil shall be excused from school when the absence is:

(a) Due to the pupil’s illness.

(b) Due to quarantine under the direction of a county or city health officer.

(c) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.

(d) 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.
(e) For the purpose of jury duty in the manner provided for by law.

(f) 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 doctor’s note.

(g) 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.

(h) For the purpose of serving as a member of a precinct board for an election pursuant to section 12302 of the Elections Code.

(i) 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.

(j) For the purpose of attending the pupil’s naturalization ceremony to become a United States citizen.

(k) Authorized at the discretion of a school administrator based on the facts of the pupil’s circumstances, which are deemed to constitute a valid excuse, including, but not limited to, working for a period of not more than five consecutive days in the entertainment or allied industries or participate with a not-for-profit performing arts organization in a performance for a public school pupil audience for a maximum of up to five days per school year provided the pupil’s parent or guardian provides a written note to the school authorities explaining the reason for the pupil’s absence. (Ed. Code, §§ 48260, 48205, 48225.5)

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

“Immediate family,” as used in this section refers to mother, father, grandmother, grandfather, or a grandchild of the pupil or of the spouse of the pupil, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister of the pupil, or any relative living in the immediate household of the pupil. (Ed. Code, §§ 45194, 48205)

14. Equal Opportunity: Equal opportunities for both sexes in all educational programs and activities run by the District is a commitment made by the District to all students. (Title IX of the Education Amendments of 1972.)-Inquiries on all matters, including complaints, regarding the implementation of Title IX in the District may be referred to the District official listed below at the following address and telephone:

   Charles Gent, Assistant Superintendent
   5 Powell Avenue
   Lemoore CA 93245  (559) 924-6610

15. Complaints (Special Education): Parents may file a complaint concerning violations of federal or state law or regulations governing special education related services. Parents may submit a description of the manner in which the parent believes special education programs for handicapped do not comply with state or federal law or regulations to:

   Charles Gent, Assistant Superintendent
   5 Powell Avenue
   Lemoore CA 93245  (559) 924-6610

16. Release of Student Information: The District does not release information or records concerning a child to noneducational organizations or individuals without parent consent except by court order, receipt of a lawfully issued subpoena, or when otherwise allowed by law. The following categories of directory information may be made available to various persons, agencies or institutions unless the parent or guardian notifies the District in writing not to release such information:

   Name, address, telephone, date of birth, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, and most recent previous educational institution attended. (Ed. Code, §§ 49060 et seq., 49073, 20 U.S.C. § 1232g, 34 C.F.R. § 99.7) In accordance with state and federal law, the District may also make available photographs, videos, and class rosters.

Directory information will not be released regarding a pupil identified as a homeless child or youth unless a parent, or pupil accorded parental rights, has provided written consent that directory information may be released. (Ed. Code, § 49073(c), 20 U.S.C. § 1232g, 42 U.S.C. § 11434a(2))
17. Information Obtained from Social Media: A school district that considers a program to gather or maintain in its records any information obtained through social media of any enrolled student shall notify students and their parents or guardians about the proposed program and provide an opportunity for public comment at a regularly scheduled public meeting of the Governing board of the school district. The notification shall include, but is not limited to, an explanation of the process by which a student or a student’s parent or guardian may access the student’s records to examine the information gathered or maintained, and an explanation of the process by which a student or student’s parent or guardian may request the removal of information or make corrections to information gathered or maintained. (Ed. Code, § 49073.6)

Inspection of Student Records: State law requires that the District notify parents of the following rights which pertain to student records. (Ed. Code, §§ 49063, 49069, 34 C.F.R. § 99.7)

18. (a) A parent or guardian has the right to inspect and review student records relating directly to his or her child during school hours or obtain a copy of such records within five (5) business days of his/her request.

(b) Any parent who wishes to review the types of student records and information contained therein may do so by contacting the principal at his/her child’s school. The principal of each school is ultimately responsible for maintenance of student records.

(c) A parent with legal custody has a right to challenge information contained in his/her child’s records. Any determination to expunge a student’s record is made after a review of said record(s) by site administrators and certificated staff. Following an inspection and review of student records, the parent may challenge the content of the student’s record. The right to challenge becomes the sole right of the student when the student becomes eighteen (18) years of age.

A parent may file a written request with the Superintendent of the District to remove any information recorded in the written records concerning the child which is alleged to be:

   (i) Inaccurate.

   (ii) An unsubstantiated personal conclusion or inference.

   (iii) A conclusion or inference outside of the observer’s area of competence.

   (iv) Not based on the personal observation of a named person with the time and place of the observation noted.
(v) Misleading.

(vi) In violation of the privacy or other rights of the pupil.

Within thirty (30) days, the Superintendent or designee shall meet with the parent/guardian and the certificated employee who recorded the information, if any, and if the person is still employed with the District, and sustain or deny the allegations. If the allegations are sustained, the Superintendent shall order the correction, removal or destruction of the information. If the Superintendent denies the allegations, the parent may appeal the decision to the Governing Board within thirty (30) days. The Board shall determine whether or not to sustain or deny the allegations. If the Board sustains the allegations, it shall order the Superintendent to immediately correct, remove or destroy the information from the written records of the student. (Ed. Code, § 49070)

If the final decision of the Board is unfavorable to the parents, or if the parent accepts an unfavorable decision by the District Superintendent, the parent shall have the right to submit a written statement of objections to the information. This statement shall become a part of the student’s school record until such time as the information objected to is removed.

Both the Superintendent and the Board have the option of appointing a hearing panel in accordance with Education Code sections 49070-49071 to assist in the decision making. The decision as to whether a hearing panel is to be used shall be made at the discretion of the Superintendent or the Board and not of the challenging party.

(d) A Student Records Log is maintained for each student. The Student Records Log lists persons, agencies or organizations requesting and/or receiving information from the records to the extent required by law. Student Records Logs are located at each school and are open to inspection by parents or guardians. (Ed. Code, § 49064)

(e) School officials and employees having a legitimate educational interest, as well as persons identified in Education Code sections 49076 and 49076.5 and in the Family Educational Rights and Privacy Act, may access student records without first obtaining parental consent. “School officials and employees” are persons employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and District-employed law enforcement personnel), a Board member, a person or company with whom the District has contracted to perform a special service (such as an attorney, auditor, medical consultant, or therapist), or a parent, student, foster family agency, short-term residential treatment staff, or caregiver whose access to student records is legally authorized. A “legitimate educational interest” is one held by a school official or employee whose duties and responsibilities create a reasonable need for access. (Ed. Code, §§ 49063(d), 49076, 49076.5, 20 U.S.C. § 1232g)
Parents and guardians have the right to authorize the release of student records to themselves. Only parents and guardians with legal custody can authorize the release of student records to others.

Parents and guardians will be charged ______$0.10 cents per page for the reproduction of student records.

Parents have a right to file a complaint with the U.S. Department of Education for alleged violations of parent rights related to student records. (20 U.S.C. § 1232g(g))

Parents may obtain a copy of the District’s complete student records policy by contacting the Superintendent.

Family Educational Rights and Privacy Act: In addition, parents have certain rights regarding student information and records which are guaranteed under federal law. A handout notifying parents of these rights is attached.

20. Student Discipline: District and School rules pertaining to student discipline are available to parents or guardians of district students in the school office. (Ed. Code, § 35291) Students may be subject to discipline for off-campus misconduct if the misconduct is related to school activity or attendance and causes or is reasonably likely to cause a substantial disruption to school activity. For example, a student using technology such as a home computer, cellular phone, or other electronic device may be disciplined for bullying, engaging in unlawful harassment, or making threats against students, staff, or district property even if such misconduct occurred off-campus and during nonschool hours. (Ed. Code, § 48900(r))

Dissection of Animals: If a student has a moral objection to dissecting (or otherwise harming or destroying) animals, or any part of an animal, the pupil must notify the teacher regarding such objection, and the objection must be substantiated with a note from the pupil’s parent or guardian. If the pupil chooses to refrain from participating in such a project or test, and if the teacher believes that an adequate alternative education project or test is possible, then the teacher may work with the pupil to develop and agree upon an alternate education project or test for the purpose of providing the pupil an alternate avenue for obtaining the knowledge, information or experience required by the course of study. (Ed. Code, §§ 32255-32255.6)

Temporary Disability: A temporary disability which makes it impossible or inadvisable for a student to attend class may entitle the student to receive individualized instruction. It is the responsibility of the pupil’s parent or guardian to notify the school district in which the pupil is deemed to reside of the pupil’s need for individualized instruction.

Home Instruction: The district in which the student resides is to provide individual instruction if the student is receiving the instruction in his or her home. Individual instruction in a pupil’s home pursuant to section 48206.3 shall commence no later than 
five working days after a school district has determined that the pupil shall receive this instruction.

Hospital or Health Facility Instruction: The school district in which the hospital or other residential health facility, excluding a state hospital, is located must provide individual instruction to a student with a temporary disability. Within five working days of receipt of the notification, the district must determine whether the pupil will be able to receive individual instruction, and, if so, when the individual instruction will begin. A student with a temporary disability who is in a hospital or other residential health facility, other than a state hospital, which is located outside the student’s school district of residence shall be deemed to comply with the residency requirements of the school district in which the hospital is located. A school district may continue to enroll a pupil with a temporary disability who is receiving individual instruction in a hospital or residential health facility to facilitate the timely reentry of the pupil after the hospitalization has ended, or in order to provide a partial week of instruction. On days in which the student is not receiving individual instruction in a hospital or other residential health facility, he or she may attend school in his or her district of residence if well enough to do so. A pupil receiving individual instruction who is well enough to return to a school shall be allowed to return to the school, including a charter school, that he or she attended immediately before receiving individual instruction, if returning during the same school year. (Ed. Code, §§ 48206.3, 48207, 48207.3, 48207.5, 48208, 48980(b))

Pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom shall be treated in the same manner and under the same policies as any other temporary disabling condition. (Ed.Code, § 221.51)

23. Student Residency: A student may be enrolled in the District if (1) the student’s parent, legal guardian or other person having control and charge of the student resides in the District (Ed. Code, § 48200); (2) the District has approved interdistrict attendance (Ed. Code, § 46600); (3) the student is placed in a regularly established children’s institution, licensed foster home, or family home; (4) the student is a foster child who remains in his or her school of origin pursuant to Education Code section 48853.5(f) and (g); (5) the student is emancipated and lives within the District; (6) the student lives in the home of an adult who has submitted a caregiver affidavit; (7) the student resides in a state hospital within the District; or (8) the student’s parent or legal guardian resides outside of the boundaries of the school district but is employed and lives with the student at the place of his/her employment within the school district boundaries for a minimum of three days during the school week. (Ed. Code, § 48204). The law allows, but does not require, a district to accept a student for enrollment where at least one parent or legal guardian of the student is physically employed within the district’s boundaries for a minimum of 10 hours during the school week. (Ed. Code, § 48204) A student also complies with the residency requirements for school attendance in a school district if he or she is a student whose parent is transferred or pending transfer to a military installation within the state while on active duty pursuant to an official military order. However, the parent must provide proof of residence in the school district within ten days after the published arrival date provided on official documentation. (Ed. Code, § 48204.3) A student also complies with the residency
requirement if the student’s parent/guardians were residents of the state but departed California against their will if the student provides official documentation evidencing the departure of her/his parent/guardians against their will; that the student moved outside of California as a result of her/his parent/guardians departing California against their will, and that the student lived and was enrolled in school in California immediately before moving outside of California. (Ed. Code, § 48204.4)

24. Attendance Options: All districts must inform parents at the beginning of the school year how to enroll in a school within the district that is different than the one assigned. Students who attend schools other than those assigned by the district are referred to as “transfer students” throughout this notification. There is one process for choosing a school within the district which the parent lives (intradistrict transfer), and three separate processes for selecting schools in other districts (interdistrict transfer). (Ed. Code, § 48980(h)) There is also a process under the Open Enrollment Act for students enrolled in “low-achieving schools,” as identified annually by the State Superintendent of Public Instruction. (Ed. Code, § 48350 et seq.)

Attached is a copy of the District’s Policy on Interdistrict and Intradistrict Transfers. Parents interested in interdistrict or intradistrict transfers should contact the Superintendent. The general requirement and limitations of each process are described as follows:

(a) Choosing a School Within the District in Which Parent Lives: Education Code section 35160.5(b) requires the school board of each district to establish a policy that allows parents to choose the schools their children will attend, regardless of where the parent lives in the district. The law limits choice within a school district as follows:

• Students who live in the attendance area of a school must be given priority to attend that school over students who do not live in the school’s attendance area.

• In cases in which there are more requests to attend a school than there are openings, the selection process must be “random and unbiased,” which generally means students must be selected through a lottery process rather than on a first-come, first-served basis. A district cannot use a student’s academic or athletic performance as a reason to accept or reject a transfer. However, a district may consider special circumstances that might be harmful or dangerous to a particular pupil in the current attendance area of the pupil, including physical threats of bodily harm or threats to the emotional stability of the pupil documented by a state or local agency, licensed or registered professional, or court order.

• Each district must decide the number of openings at each school which can be filled by transfer students. Each district also has the authority to keep appropriate racial and ethnic balances among its schools, meaning that a district can deny a transfer request if it would upset this balance or
would leave the district out of compliance with a court-ordered or voluntary desegregation program.

- A district is not required to provide transportation assistance to a student that transfers to another school in the district under these provisions.

- If a transfer is denied, a parent does not have an automatic right to appeal the decision. A district may, however, voluntarily decide to put in place a process for parents to appeal a decision.

(b) Choosing a School Outside the District in Which Parent Lives: Parents have two different options for choosing a school outside the district in which they live. The two options are:

(i) Interdistrict Transfers (Ed. Code, §§ 46600–46610): The law allows two or more districts to enter into an agreement for the transfer of one or more students for a period of up to five years. New agreements may be entered into for additional periods of up to five years each. The agreement must specify the terms and conditions under which transfers are permitted. The law on interdistrict transfers also provides for the following:

- Once a pupil is enrolled in a school pursuant to an interdistrict transfer agreement, the pupil must be allowed to continue to attend the school in which he or she is enrolled without reapplying, unless revocation of the interdistrict transfer is a term and condition of the agreement between the districts; however, a district must not rescind existing transfer permits for pupils entering grade 11 or 12 in the subsequent school year.

- Upon request, a pupil determined to be the victim of an act of bullying by a pupil of the district of residence must be given priority for interdistrict attendance under any existing interdistrict attendance agreement or additional consideration for the creation of an interdistrict attendance agreement. (Ed. Code, §§ 46600(b), 48900(r))

- If either district denies a transfer request, a parent may appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision.

- A school district of residence shall not prohibit the transfer of a student who is a homeless child or youth, a current or former migratory child, a foster youth, the victim of an act of bullying, or a child of an active military duty parent to a school district of proposed enrollment if the school district of proposed enrollment approves the transfer application. A school district that elects to
accept an interdistrict transfer pursuant to this subdivision shall accept all pupils who apply to transfer under this subdivision until the school district is at maximum capacity and shall ensure that pupils admitted under this subdivision are selected through an unbiased process that prohibits an inquiry into or evaluation or consideration of whether or not a pupil should be enrolled based on his or her academic, performance, athletic performance, physical condition, proficiency in English, family income, actual or perceived characteristics, such as disability (mental and physical), gender (includes gender identity, gender expression, and gender-related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth), actual or potential parental, family, or marital status, pregnancy (including childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), nationality (includes citizenship, country of origin and national origin), immigration status, race or ethnicity (includes ancestry, color, ethnic group identification and ethnic background), religion (includes all aspects of religious belief, observance and practice, including agnosticism and atheism), sexual orientation (heterosexuality, homosexuality or bisexuality), or association with a person or group with one or more of these actual or perceived characteristics. Upon request of the parent on behalf of a pupil eligible for transfer pursuant to this subdivision, a school district of enrollment will provide transportation assistance to a pupil who is eligible for free or reduced-price meals. A school district of enrollment may provide transportation assistance to any pupil admitted under this subdivision. (Ed. Code, § 46600(d))

(ii) “Allen Bill” Transfers (Ed. Code, § 48204(b)): The law allows, but does not require, each school district to adopt a policy whereby the student may be considered a resident of the school district in which his/her parents (or legal guardian(s)) physically work for a minimum of 10 hours during the school week if that is different from the school district in which the student resides. This code section does not require that a school district accept a student requesting a transfer on this basis, but a student may not be rejected on the basis of race/ethnicity, sex, parental income, academic achievement, or any other “arbitrary” consideration. Other provisions of Education Code section 48204(b) include:

- Either the district in which the parent (or legal guardian) lives or the district in which the parent (or legal guardian) physically works may prohibit the student’s transfer if it is determined that there would be a negative impact on the district’s desegregation plan.

- The district in which the parent (or legal guardian) physically works may reject a transfer if it determines that the cost of
educating the student would be more than the amount of state funds the district would receive for educating the student.

- There are set limits (based on total enrollment) on the net numbers of students that may transfer out of a district under this law, unless the district approves a greater number of transfers.

- There is no required appeal process for a transfer that is denied. However, the district that declines to admit a student is encouraged to provide in writing to the parent the specific reasons for denying the transfer.

(c) Districts of Choice (Ed. Code, §§ 48300-48317): The law allows, but does not require, each school district to become a “district of choice”—that is, a district that accepts transfer students from outside the district under the terms of the referenced Education Code sections. The school board of a district that decides to become a “district of choice” must determine the number of students it is willing to accept in this category each year and make sure that the students are selected through an “unbiased process,” which prohibits student enrollment and district communications about enrollment based upon actual or perceived academic or athletic performance, physical condition, proficiency in English, any other personal characteristic as specified in Education Code section 200, and family income (except for purposes of determining attendance priority for students eligible for free or reduced-price meals). If the number of transfer applications exceeds the number of students the school board elects to accept, transfer approval must be determined by a random public drawing held at a regular board meeting. Other provisions of the “district of choice” option include:

- A school district of residence may deny a transfer if it will negatively affect the racial and ethnic balance of the district, or a court-ordered or voluntary desegregation plan. The district a student would be leaving may also limit the total number of students transferring out of the district each year to a specified percentage of its total enrollment, depending on the size of the district.

- A school district of residence shall not prohibit the transfer of a student who is a child of an active military duty parent or adopt policies to block or discourage students from applying for transfer to a school district of choice.

- No student who currently attends a school or lives within the attendance area of a school can be forced out of that school to make room for a student transferring under these provisions.
• A school district of choice must give priority for attendance in the following order: 1) to siblings of students already attending school in the district; 2) to students eligible for free or reduced-price meals; and 3) to children of military personnel.

• A school district of choice must post application information on its Internet Website, including any applicable form, transfer timeline, and explanation of the selection process.

• A parent may request transportation assistance within the boundaries of the “district of choice.” The district is required to provide transportation only to the extent it already does so.

(d) Applying to Attend a School under the Open Enrollment Act: The Open Enrollment Act allows the parent of a pupil enrolled in a “low-achieving school” to submit an application for the pupil to transfer to another public school served by the school district of residence or another school district. (Ed. Code, § 48350 et seq.) The parent must submit an application requesting a transfer to the school district in which the parent does not reside, but in which the parent intends to enroll the pupil. With some exceptions, the application must be submitted prior to January 1 of the school year before the school year for which the pupil is requesting a transfer. Both of the school districts from which and to which the parent has applied to transfer may prohibit or limit pupil transfers if the transfer would negatively impact a court-ordered or voluntary desegregation plan or the racial/ethnic balance of the district. Additionally, the school district in which the parent does not reside, but in which the parent intends to enroll the pupil may adopt specific, written standards for acceptance and rejection of applications pursuant to the Open Enrollment Act. (Ed. Code, § 48356)

(e) Transferring a Student Convicted of a Felony/Misdemeanor: Education Code section 48929 authorizes the governing board of a school district to transfer a student enrolled in the district who has been convicted of a violent felony as defined in Penal Code section 667.5 or misdemeanor listed in Penal Code section 29805 to another school within the district when the student and victim of the crime are enrolled in the same school. The governing board must first adopt a policy at a regular meeting and provide notice of the policy to parents or guardians as part of the annual parent notifications under Education Code section 48980. The policy must: 1) require notice to the student and student’s parent or guardian of the right to request to meet with the principal or designee of the school or school district; 2) require the school to first attempt to resolve the conflict before transfer by using restorative justice, counseling, or other services; 3) include whether the transfer decision is subject to periodic review and include the procedure to conduct the review; and 4) provide the process the board will use
to consider and approve or disapprove the recommendation of the school principal or other school or school district designee to transfer the student.

25. Sexual Harassment Policy: Each student will receive a written copy of the district policy on sexual harassment. The purpose of this policy is to provide notification of the prohibition against sexual harassment as a form of sexual discrimination and to provide notification of available remedies. A copy of the District’s policy on sexual harassment is attached. (Ed. Code, §§ 231.5, 48980(g))

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

(a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.

(b) Recognize that the best learning takes place when the student learns because of the student’s desire to learn.

(c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his or her own time to follow his or her own interests. These interests may be conceived by the student totally and independently or may result in whole or in part from a presentation by the student’s teachers of choices of learning projects.

(d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous permanent process.

(e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal’s office in each attendance unit have copies of the law available for parent information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. (Ed. Code, § 58501)

27. Nutrition Program: The State Department of Education has established a statewide program to provide nutritious meals and milk at school for pupils, and to provide free meals to the neediest children. In some instances, nominal cash payments may be required. (Ed. Code, § 49510 et seq.)
Leaving School Grounds: Pursuant to section 44808.5 of the Education Code, the

Governing Board has decided to permit the pupils enrolled at Lemoore Online College Preparatory High School, grades 9 through 12, to leave the school grounds during the lunch period. Section 44808.5 of the Education Code further states: “Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds.” (Ed. Code, § 44808.5)

U.S. Department of Education Programs: The following applies only to programs directly funded by the U.S. Department of Education:

All instructional materials, including teacher’s manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation shall be available for inspection by the parents or guardians of the children.

No student shall be required, as part of any applicable U.S. Department of Education funded program, to submit to a survey, analysis, or evaluation that reveals information concerning:

(a) political affiliations or beliefs of the student or student’s parents;
(b) mental and psychological problems of the student or his/her family;
(c) sex behavior or attitudes;
(d) illegal, anti-social, self-incriminating or demeaning behavior;
(e) critical appraisals of other individuals with whom respondents have close family relationships;
(f) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
(g) religious practices, affiliations, or beliefs of the student or student’s parent; or
(h) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.

(20 U.S.C. § 1232h)
Uniform Complaint Procedures:

Complaints Alleging Discrimination, Harassment, Intimidation, and Bullying:

State and federal law prohibit discrimination in education programs and activities. The District is primarily responsible for compliance with federal and state laws and regulations. (Cal. Code Regs., tit. 5, § 4620.)

Under state law, all pupils have the right to attend classes on school campuses that are safe, secure, and peaceful. (Ed. Code, § 32261.) State law requires school districts to afford all pupils equal rights and opportunities in education, regardless of their actual or perceived characteristics, such as disability (mental and physical), gender (includes gender identity, gender expression, and gender-related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth), actual or potential parental, family, or marital status, pregnancy (including childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), nationality (includes citizenship, country of origin and national origin), immigration status, race or ethnicity (includes ancestry, color, ethnic group identification and ethnic background), religion (includes all aspects of religious belief, observance and practice, including agnosticism and atheism), sexual orientation (heterosexuality, homosexuality or bisexuality), or association with a person or group with one or more of these actual or perceived characteristics. (Ed. Code, §§ 210-214, 220 et seq., 234 et seq., Cal. Code Regs., tit. 5, § 4900 et seq., 20 U.S.C. § 1681 et seq., 29 U.S.C. § 794, 42 U.S.C. § 2000d et seq., 42 U.S.C. § 12101 et seq., 34 C.F.R. § 106.9) The District prohibits discrimination, harassment, intimidation, bullying, and retaliation in all acts related to school activity or attendance. In addition to being the subject of a complaint, a pupil
engaging in an act of bullying as defined by Education Code section 48900(r) may be suspended from school or recommended for expulsion.

The District’s Uniform Complaint Procedure may be used in cases where individuals or a group have suffered discrimination, harassment, intimidation, or bullying. (Cal. Code Regs., tit. 5, §§ 4610, 4630, 4650, Ed. Code, §§ 234 et seq., 48900(r))

(a) Any individual, public agency or organization has the right to file a written complaint alleging that he/she has personally suffered unlawful discrimination or that an individual or specific class of individuals has been subjected to unlawful discrimination. (Cal. Code Regs., tit. 5, § 4630(b)(1))

(b) Copies of the District’s complaint procedures are available free of charge. (Cal. Code Regs., tit. 5, § 4622)

(c) Complaints must usually be filed with the superintendent/designee of the District.

(d) Discrimination complaints must be filed within six (6) months of the date the alleged discrimination occurred, or within six (6) months of the date the complainant first obtained knowledge of the facts of the alleged discrimination. Within that six (6) month period, complainant may file a written request with the district superintendent or designee for an extension of up to ninety (90) days following the six (6) month time period. Extensions will not be automatically granted, but may be granted for good cause. (Cal. Code Regs., tit. 5, § 4630(b))

ComplaintsOtherThan Discrimination,Harassment,Intimidation,and Bullying:

The District has a written complaint procedure which may be used in cases where any individual, public agency or organization alleges violations of state or federal law, other than those relating to discrimination, harassment, intimidation, and bullying.

(e) Written complaints may be made regarding:

(i) Adult Education

(ii) After School Education and Safety

(iii) Agricultural Career Technical and/or Vocational Education

(iv) American Indian Education Centers and American Indian Early Childhood Education
(v) Bilingual Education
(vi) California Peer Assistance and Review Programs for Teachers
(vii) Consolidated Categorical Aid Programs
(viii) Migrant Child Education Programs
(ix) Every Student Succeeds Act (formerly No Child Left Behind)
(x) Career Technical and Technical Education and Technical Training Programs
(xi) Child Care and Development
(xii) Child Nutrition
(xiii) Compensatory Education
(xiv) Consolidated Categorical Aid
(xv) Economic Impact Aid
(xvi) Special Education
(xvii) “Williams Complaints”
(xviii) Pupil Fees
(xix) Instructional Minutes for Physical Education
(xx) Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP)
(xxi) Pregnant and Parenting Pupils, including parental leave
(xxii) Student Parent Lactation Accommodations
(xxiii) Course Assignments already Completed or without Educational Content
(xxiv) Physical Education Instructional Minutes
(xxv) Foster Youth, Homeless Youth, former Juvenile Court School Student Services, Migrant Youth, and Pupils of Military Families
(xxvi) Regional Occupational Centers and Programs
Continued Education Options for Former Juvenile Court School Students

School Safety Plans

School Plans for Student Achievement (SPSA)

Tobacco-Use Prevention Education

Health and Safety in a California State Preschool Program

Any other district-implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code section 64000

Any other educational programs the Superintendent deems appropriate


Any individual, public agency or organization has the right to file a written complaint alleging that the District has violated a federal or state law or regulation governing any program listed above. (Cal. Code Regs., tit. 5, § 4630(b)(1))

Copies of the District’s complaint procedures are available free of charge. (Cal. Code Regs., tit. 5, § 4622)

Complaints must usually be filed with the superintendent or designee of the District under the timelines established by District policy. (Cal. Code Regs., tit. 5, § 4630(b))

Within 60 days from the date of receipt of the complaint, the District’s responsible officer or his/her designee shall conduct and complete an investigation of the complaint in accordance with local procedures adopted pursuant to California Code of Regulations, title 5, section 4621 and prepare a written decision. The time period may be extended by mutual written agreement of the parties.

Williams Complaints: Complaints, including anonymous complaints, may be made and addressed on a shortened time line for the following areas: (Ed. Code, §§ 8235.5, 35186)

Insufficient textbooks and instructional materials;
(ii) Emergency or urgent school facilities conditions that pose a threat to the health and safety of pupils:

(iii) Noncompliance with the requirement of Education Code section 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;

(iv) Teacher vacancy or misassignment; or

(v) Noncompliance of a license-exempt California State Preschool Program (CSPP) with health and safety standards specified in Health and Safety Code section 1596.7925 and related state regulations.

A complaint of noncompliance with Education Code section 35186 may be filed with the school principal or designee under the Uniform Complaint Procedures. A complainant not satisfied with the resolution of a Williams Complaint has the right to bring the complaint to the district governing board at a regularly scheduled hearing. In the case of a complaint regarding emergency or urgent school facilities conditions, a complainant has the right of appeal to the State Superintendent of Public Instruction.

(g) Pupil Fees Complaints: A pupil enrolled in our district shall not be required to pay a pupil fee for participation in an educational activity, including curricular and extracurricular activities.

A pupil fee includes, but is not limited to, all of the following: a fee charged to a pupil as a condition for registering for school or classes, as a condition for participation in a class or an extracurricular activity, as a security deposit to obtain materials or equipment, or a purchase that a pupil is required to make to obtain materials or equipment for an educational activity.

A complaint of noncompliance with Education Code section 49010 et seq. may be filed with the school principal under the Uniform Complaint Procedures. A complaint shall be filed not later than one calendar year from the date the alleged violation occurred. A complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

(h) Foster, homeless, former juvenile court pupils and pupils in military families: the District will post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in a school district, and pupils in military families as specified in Education Code sections 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.
Responsible Official: The District official responsible for processing complaints is listed below at the following address:

Mr. Charles Gent__________________________
5 Powell Avenue_________________________
Lemoore CA 93245_________________________

ComplaintsMadeDirectlytotheStateSuperintendent:

Complaints may be filed directly with the State Superintendent of Public Instruction in the following cases:

1. Complaints alleging that the District failed to comply with the complaint procedures described herein, including failure or refusal to cooperate with the investigation.

2. Complaints regarding Child Development and Child Nutrition programs not administered by the District.

3. Complaints requesting anonymity, but only where complainant also provides clear and convincing evidence that complainant would be in danger of retaliation if filing complaint at District level.

4. Complaints alleging that the District failed or refused to implement a final decision regarding a complaint originally filed with the District.

5. Complaints alleging that the District took no action within sixty (60) days regarding a complaint originally filed with the District.

6. Complaints alleging immediate and irreparable harm as a result of applying a district-wide policy in conflict with state or federal law and that complaining at the local level would be futile.

7. Complaints relating to Special Education, but only if:
   1. District unlawfully refuses to provide a free appropriate public education to handicapped students; or
   2. District refuses to comply with due process procedures or fails to implement due process hearing order; or
   3. Children may be in immediate physical danger, or their health, safety or welfare is threatened; or
   4. A handicapped pupil is not receiving the services specified in his/her Individual Educational Program (IEP); or
   5. The complaint involves a violation of federal law.
The District refuses to respond to the State Superintendent’s request for information regarding a complaint originally filed with the District.

(Cal. Code Regs., tit. 5, §§ 4630, 4650)

Appeals:

Except for Williams Complaints, a complainant may appeal the District’s decision to the California Department of Education. (Ed. Code, § 262.3(a), Cal. Code Regs., tit. 5, § 4632)

Appeals must be filed within fifteen (15) days of receiving the District decision.

Appeals must be in writing.

Appeals must specify the reason(s) for appealing the District decision, including whether the facts are incorrect and/or the law has been misapplied.

Appeals must include a copy of the original complaint and a copy of the District decision.

Pupil fee complaints appealed to the California Department of Education will receive a written appeal decision within 60 days of the department’s receipt of the appeal.

If the school/District finds merit in a complaint, or the California Department of Education finds merit in an appeal, the school/District must provide a remedy to all affected pupils, parents, and guardians. For pupil fee complaints, this includes reasonable efforts by the school to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.

If a complaint is denied, in full or in part, by the Department of Education, the complainant may request reconsideration by the State Superintendent of Public Instruction. (Cal. Code Regs., tit. 5, § 4665)

Reconsideration must be requested within thirty-five (35) days of receiving the Department of Education report.

The original decision denying the complaint will remain in effect and enforceable unless and until the State Superintendent of Public Instruction modifies that decision.

CivilLawRemedies:
In addition to the above-described complaint procedure, or upon completion of that procedure, complainants may have civil law remedies under state or federal discrimination, harassment, intimidation or bullying laws. These civil law remedies can include, but are not limited to, injunctions and restraining orders. These civil law remedies are granted by a court of law and may be used, in part, to prevent the District from acting in an unlawful manner. Delay in pursuing civil law remedies before a court of law may result in loss of rights to those remedies. Any questions regarding civil law remedies should be directed to an attorney. (Ed. Code, § 262.3(b), Cal. Code Regs., tit. 5, § 4622)

32. Pupil-Free Staff Development Day and Minimum Day Schedule: A copy of the District’s pupil-free staff development day and minimum day schedules is attached for reference. A pupil’s parent or guardian will be notified during the school year of any additional minimum days and pupil-free staff development days no later than one month before the actual date. (Ed. Code, § 48980(c))

33. Review of Curriculum: A prospectus of curriculum, including titles, descriptions, and instructional aims of every course offered by each public school, is available at the school site for parent review upon request. Copies are available upon request for a reasonable fee not to exceed the actual copying cost. (Ed. Code, §§ 49063, 49091.14)

34. Transitional Kindergarten: A school district or charter school may admit a child, who will have his/her fifth birthday after December 2, to a transitional kindergarten at the beginning of or at any time during the school year with parental/guardian approval if:

(a) the governing board or body determines that the admittance is in the best interests of the child, and

(b) the parent/guardian is given information on the advantages and disadvantages and any other explanatory information on the effects of early admittance. (Ed. Code, § 48000)

35. Child Find System: Policies and Procedures: Any parent suspecting that a child has exceptional needs may request an assessment for eligibility for special education services through the Director of Student Services and/or Special Education, or his/her designee. Policy and procedures shall include written notification to all parents of their rights pursuant to Education Code section 56300 et seq. (Ed. Code, § 56301, 34 C.F.R. § 104.32(b))

36. School Accountability Report: Parents/guardians may request a hard copy of the School Accountability Report Card which is issued annually for each school of the District. (Ed. Code, § 35256)

37. 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)

38. Assistance to Cover Costs of Advanced Placement Examination Fees: The District may help pay for all or part of the costs of one or more advanced placement examinations
that are charged to economically disadvantaged students. (Ed. Code, §§ 48980(k) 52242)

39. Every Student Succeeds Act (ESSA): The Every Student Succeeds Act (ESSA) took full effect in 2018 to replace the No Child Left Behind Act in modifying the Elementary and Secondary Education Act of 1965 (ESEA). If updates are provided by the California Department of Education, the following parent notice requirements may change and new notice requirements may be added.

- Information Regarding Professional Qualifications of Teachers, Paraprofessionals, and Aides: Upon request, parents have a right to information regarding the professional qualifications of their student’s classroom teachers, paraprofessionals, and aides. This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he/she teaches, whether the teacher is teaching under an emergency permit or other provisional status because of special circumstances, the major or field of discipline for any degrees or certifications held by the teacher, and whether any instructional aides or paraprofessionals provide services to the parents’ child and, if so, their qualifications. In addition, parents have a right to notice when the parent’s child has been taught for four or more weeks by a teacher who is not highly qualified. (ESEA § 1111(h)(6) (as amended by ESSA) )

- Information Regarding Individual Student Reports on Statewide Assessments: Upon request, parents have a right to information on the level of achievement of their student on every State academic assessment administered to the student. (ESEA § 1111(h)(6) (as amended by ESSA))

- School Identified for School Improvement: A local educational agency shall promptly provide notice to a parent or parents of each student enrolled in an elementary school or a secondary school identified for school improvement (school that fails for two consecutive years to make adequate yearly progress as defined in the State’s plan), for corrective action or for restructuring. The notice should be in an understandable and uniform format, and to the extent practicable, in a language the parents can understand. Notice must include: an explanation of what the identification means; how the school compares in terms of academic achievement to other elementary schools or secondary schools served by the local educational agency and the State educational agency involved; the reasons for the identification; an explanation of what the school identified for school improvement is doing to address the problem of low achievement; an explanation of what the local educational agency or State educational agency is doing to help the school address the achievement problem; an explanation of how the parents can become involved in addressing the academic issues that caused the school to
be identified for school improvement; and an explanation of the parents’ option to transfer their child to another public school (with transportation provided by the agency when required or to obtain supplemental educational services for the child). (ESEA § 1116(b)(6) (as amended by ESSA))

• Limited English Proficient Students: The Act requires notice be given to parents of limited English proficient students regarding limited English proficiency programs, not later than 30 days after the beginning of the school year (or, for students identified later in the school year, within two weeks). Notice includes: the reasons for the identification of the student as limited English proficient; the need for placement in a language instruction educational program; the student’s level of English proficiency and how such level was assessed; the status of the student’s academic achievement; the methods of instruction used in the available programs (including content, instructional goals, and the use of English and native language); how the recommended program will meet the student’s educational strengths and needs; how the program will specifically help the student learn English and meet age-appropriate academic achievement standards; the exit requirements for the program; how the program meets the objectives of the student’s IEP, if applicable; and, parent options for removing a student from a program, declining initial enrollment and/or choosing another program. (ESEA § 1112(g)(1)(A) (as amended by ESSA)) In addition, the notice shall include whether the student is a long-term English learner or English learner at risk of becoming a long-term English Learner and the manner in which the program will meet the needs of a child identified as either a long-term English learner or English learner at risk of becoming a long-term English Learner. (Ed. Code, § 313.2)

The information provided above is available upon request from each student’s school or the district office. Additional notices that may be required shall be sent separately. (20 U.S.C. § 6301 et seq.)

40. Language Acquisition Program: If a school district implements a language acquisition program pursuant to Education Code section 310, it must do the following: 1) comply with the kindergarten and grades 1-3, inclusive, class size requirements specified in Education Code section 42238.02 and (2) provide the parent or legal guardian of a minor pupil annually, or upon the pupil’s enrollment, with information on the types of language programs available to pupils enrolled in the school district, including, but not limited to, a description of each program.

41. Military Recruiter Information: Education Code section 49073.5 requires that school districts disclose the names, addresses and telephone numbers of high school students to military recruiters upon request, unless parents request that this information not be released without prior written consent. Parents have the option of making such a request. If parents do not wish this information to be provided to military recruiters, they must notify the School Site Registrar of this fact in writing. The writing should be directed to the official listed below at the following address:
42. Children in Homeless/Foster Care Situations, Former Juvenile Court School Students, Migrant Students, and Newcomers: Each local district shall designate a staff person as a liaison for homeless children who shall ensure the dissemination of public notice of the educational rights of students in homeless situations. (Ed. Code, § 48852.5, 42 U.S.C. § 11432(g)(1)(J)(ii).)

A district serving a homeless child must allow the child to continue his/her education in the school of origin through the duration of homelessness at the point of any change or any subsequent change in residence once a child becomes a homeless child. If the child’s status changes before the end of the academic year so that he/she is not homeless, the district must allow a child in high school to continue his/her education in the school of origin through graduation. For a child in grades K through 8, the district must allow the formerly homeless child to continue his/her education in the school of origin until the end of the academic school year. A homeless child transitioning between school grade levels must be allowed to continue in the school district of origin in the same attendance area. If a homeless child is transitioning to a middle or high school where the school designated for matriculation is in another school district, the homeless child must be allowed to continue to the school designated for matriculation in that school district. The new school is required to enroll the child immediately regardless of any outstanding fees, fines, textbooks or other items or moneys due to the school last attended or if the child is unable to produce clothing or records normally required for enrollment, including medical records, proof of immunization history, and proof of residency. (Ed. Code, § 48852.7)

Each local district shall also designate a staff person as the educational liaison for foster children. The educational liaison shall disseminate a standardized notice to foster children that has been developed by the State Department of Education and includes complaint process information. (Ed. Code, § 48853.5)

The district serving the foster child shall allow the foster child to continue his/her education in the school of origin under specified circumstances. If it is determined that it is in the best interests of the foster child to transfer to a school other than the school of origin, the foster child shall immediately be enrolled in the new school, regardless of any outstanding fees, fines, textbooks, or other items or moneys owed to the school last attended or if the child is unable to produce clothing or records normally required for enrollment, including immunization history. The last school attended must provide all records to the new school within two business days of receiving the request. (Ed. Code, §§ 48853, 48853.5)

The district receiving a transfer request or notification of a student in foster care shall, within two business days, transfer the student out of school and deliver the educational information and records to the next educational placement. Grades and credits will be calculated as of the day the student left school and no lowering of grades will occur as a
result of the student’s absence due to the decision to change placement or for a verified court appearance or related court activity. (Ed. Code, § 49069.5)

The district shall exempt from local graduation requirements a student who is in foster care, a homeless child or youth, a child of a military family, a former juvenile court school student, a migratory child, or a pupil participating in a newcomer program for recently arrived immigrant pupils and who transfers between schools under certain circumstances. (Ed. Code, §§ 51225.1, 51225.2)

A district shall accept coursework done by a student who is in foster care, a homeless child or youth, a child of a military family, a former juvenile court school student, a migratory child, or a pupil in a newcomer program while attending another school. The district is prohibited from requiring those students to retake courses or partial courses they have satisfactorily completed elsewhere. (Ed. Code, § 51225.2)

A complaint of noncompliance alleging violations of these sections, except for Education Code section 48852.7, may be filed under the District’s Uniform Complaint Procedures and Title 5 of the California Code of Regulations.

43. Continued Education Options For Juvenile Court School Students: A Juvenile court school student, or the person holding the right to make educational decisions for the student, may voluntarily defer or decline issuance of their diploma until after the student is released from the juvenile detention facility, thereby allowing the student to take additional coursework at a local education agency. The county office of education will notify the student, the person holding right to make educational decisions for the student, and the student’s social worker or probation officer of all of the following:

(a) The student’s right to a diploma;

(b) How taking coursework and meeting other educational requirements will affect the student’s ability to gain admission to a post-secondary educational institution;

(c) Information about transfer opportunities available through the California Community Colleges; and

(d) The option to defer or decline the diploma and take additional coursework. (Ed. Code, §§ 48645.3(a), 48645.7)

44. Sex Equity In Career Planning: Parents shall be notified in advance of career counseling and course selection commencing with course selection in Grade 7, to promote sex equity and allow parents to participate in counseling sessions and decisions. (Ed. Code, § 221.5(d))

45. Pesticide Products: All schools are required to provide parents or guardians with annual written notice of expected pesticide use at schools. The attached list provides the name of each pesticide product, the active ingredient(s) and the Internet address for further information. Parents or guardians may request prior notice of individual pesticide applications at the school. If a parent wishes to be notified every time a pesticide is going
46. Pregnant and Parenting Pupils: All schools are required to provide parents and guardians with annual written notice of pregnant and parenting pupils. (Ed. Code, § 222.5) Pregnant and parenting pupils are entitled to accommodations that provide them with the opportunity to succeed academically while protecting their health and the health of their children. “Pregnant or parenting pupil” means a pupil who gives or expects to give birth or a parenting pupil who has not given birth and who identifies as the parent of the infant.

A pregnant or parenting pupil is entitled to, but not required to take, eight weeks of parental leave. This leave may be taken before the birth of the pupil’s infant if there is a medical necessity and/or after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction. A pregnant or parenting pupil is entitled to additional leave if deemed medically necessary by the student’s physician. (Ed. Code, §§ 46015)

The person holding the student’s educational rights (i.e. the pupil if over 18 or the parent if under 18) may notify the school of the student’s intent to exercise this right. Leave may still be taken even if notice was not provided.

During the leave, the student’s absences shall be deemed excused, but the student shall not be required to complete academic work or other school requirements.

A pregnant or parenting pupil may return to the school and the course of study in which he or she was enrolled before taking parental leave. Upon return to school after taking parental leave, a pregnant or parenting pupil is entitled to opportunities to make up work missed during his or her leave, including, but not limited to, makeup work plans and reenrollment in courses.

A pregnant or parenting pupil may remain enrolled for a fifth year of instruction in the school in which the pupil was previously enrolled when it is necessary in order for the pupil to be able to complete state and any local graduation requirements, unless the local educational agency makes a finding that the pupil is reasonably able to complete the local educational agency’s graduation requirements in time to graduate from high school by the end of the pupil’s fourth year of high school.

A student who chooses not to return to the school in which he or she was enrolled before taking the leave is entitled to alternative education options offered by the local educational agency to include educational programs, activities, and courses equal to those he or she would have been in if participating in the regular education program.

A student will not incur any academic penalties as a result of using the accommodations in this section. (Ed. Code, § 46015)
A complaint of noncompliance may be filed under the District’s Uniform Complaint Procedures and Title 5 of the California Code of Regulations.

47. Student Parent Lactation Accommodations: The District is required to provide reasonable accommodations to a lactating student on a school campus to address breastfeeding needs. (Ed. Code, § 222)

A student may not be penalized academically because of the reasonable accommodations provided during the schoolday. A student must also be given the opportunity to make up missed work.

A complaint of noncompliance may be filed under the District’s Uniform Complaint Procedures and Title 5 of the California Code of Regulations.

Course Assignments: A school district is prohibited from assigning a student enrolled in any of grades 9 through 12 to any course period without educational content for more than one week in any semester, except under specified conditions. Under no circumstances can a district assign a student enrolled in any of grades 9 through 12 to a course period without educational content because there are not sufficient curricular course offerings for the student to take during the relevant period of the designated school day. (Ed. Code, § 51228.1)

49. A school district is prohibited from assigning a student enrolled in grades 9 through 12 to a course that the student has previously completed and received a grade determined by the district to be sufficient to satisfy the requirements and prerequisites for admission to the California public post-secondary schools and the minimum high school graduation requirements, except under specified conditions. Under no circumstances can a district assign a student enrolled in any of grades 9 through 12 to a course the student has previously completed and received a sufficient grade, as specified, because there are not sufficient curricular course offerings for the student to take during the relevant period of the designated school day. (Ed. Code, § 51228.2)

These sections do not apply to students in alternative schools, community day schools, continuation high schools or an opportunity school. A district may continue to authorize dual enrollment in community college, to run evening high school programs, to offer independent study, work experience education, and other specified courses.

A complaint of noncompliance may be filed under the District’s Uniform Complaint Procedures and Title 5 of the California Code of Regulations. (Ed. Code, § 51228.3)
Regional Occupational Centers and Programs/County Offices of Education Programs/Adult Education Programs: A regional occupational center or program, county office of education program, or adult education program must meet specified requirements for certification by the Superintendent of Public Instruction in order to provide an employment training program for adults or to authorize an education program beyond secondary education that leads to a degree or certificate. (Ed. Code, § 52334.7)

A complaint alleging that a local agency violated federal or state laws or regulations governing adult education programs under Education Code section 52501 or regional occupational centers and programs may be filed under the District’s Uniform Complaint Procedures and Title 5 of the California Code of Regulations. A complaint alleging that a county office of education violated federal or state laws or regulations governing the county office’s participation in any student financial assistance program authorized by Title IV may also be filed under the Uniform Complaint Procedures and Title 5 of the California Code of Regulations.

Pupil Fees: A pupil enrolled in a public school must not be required to pay a pupil fee for participation in an educational activity. (Ed. Code, § 49011)

(a) The following requirements apply to prohibited pupil fees:

(i) All supplies, materials, and equipment needed to participate in educational activities must be provided to pupils free of charge.

(ii) A fee waiver policy shall not make a pupil fee permissible.

(iii) School districts and schools shall not establish a two-tier educational system by requiring a minimal educational standard and also offering a second, higher educational standard that pupils may only obtain through payment of a fee or purchase of additional supplies that the school district or school does not provide.

(iv) A school district or school shall not offer course credit or privileges related to educational activities in exchange for money or donations of goods or services from a pupil or a pupil’s parents or guardians, and a school district or school shall not remove course credit or privileges related to educational activities, or otherwise discriminate against a pupil, because the pupil or the pupil’s parents or guardians did not or will not provide money or donations of goods or services to the school district or school.

(b) Solicitation of voluntary donations of funds or property and voluntary participation in fundraising activities are not prohibited. School districts, schools, and other entities are not prohibited from providing pupils prizes or other recognition for voluntarily participating in fundraising activities. (Ed. Code, § 49010 et seq.)
A complaint of noncompliance may be filed under the District’s Uniform Complaint Procedures and Title 5 of the California Code of Regulations. (Ed. Code, § 49013)
ACKNOWLEDGEMENT OF PARENT OR GUARDIAN OF ANNUAL RIGHTS NOTIFICATION

Detach, sign, and return this page to your child’s school indicating you have received the Parent Notice of Rights and Responsibilities. Also, where specified on this page, indicate whether you have a child on continuing medication and if you do not wish directory information to be released.

Student’s Name: _
School: ___________________________ Grade: ________________

Student is on a continuing medication program: (Please check one) YES ___ NO ___

If YES, you have my permission to contact student’s physician:

Physician’s Name: ________________ Telephone: ________________

Medication: _____________________ Dosage: _____________________
Medication: _____________________ Dosage: _____________________

If you do not wish directory information released, please sign where indicated below and return to the school office within the next 30 days. Note that this will prohibit the District from providing the student’s name and other information to the news media, interested schools, parent-teacher associations, interested employers, and similar parties.

Do NOT release directory information regarding ____________________________

(Pupil’s Name)

D Check if an exception may be made to include student information and photos in the yearbook.

I hereby acknowledge receipt of information regarding my rights, responsibilities, and protections.

Signature of Parent or Guardian: ____________________________ Date: __________
Notification of Rights Under FERPA
for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise the parent or eligible student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
Upon request, the School discloses education records, without prior consent, to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920
Your Child Has the Right to Free Public Education

- All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the student’s parents or guardians.
- In California:
  - All children have the right to a free public education.
  - All children ages 6 to 18 years must be enrolled in school.
  - All students and staff have the right to attend safe, secure, and peaceful schools.
  - All students have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
  - All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality, gender, religion, or immigration status, among other characteristics.

Information Required for School Enrollment

- When enrolling a child, schools must accept a variety of documents from the student’s parent or guardian to demonstrate proof of child’s age or residency.
- You never have to provide information about citizenship/immigration status to have your child enrolled in school. Also, you never have to provide a Social Security number to have your child enrolled in school.

Confidentiality of Personal Information

- Federal and state laws protect student education records and personal information. These laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.
- Some schools collect and provide publicly basic student “directory information.” If they do, then each year, your child’s school district must provide parents/guardians with written notice of the school’s directory information policy.
and let you know of your option to refuse release of your child’s information in the directory.

Family Safety Plans If You Are Detained or Deported

- You have the option to provide your child’s school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your child in the event you are detained or deported.

- You have the option to complete a Caregiver’s Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for your child.

Right to File a Complaint

- Your child has the right to report a hate crime or file a complaint to the school district if he or she is discriminated against, harassed, intimidated, or bullied on the basis of his or her actual or perceived nationality, ethnicity, or immigration status.

For more information on resources for responding to immigration enforcement activities at California schools, or to file a complaint, please contact:

   Bureau of Children’s Justice  
   California Attorney General’s Office  
   P.O. Box 944255  
   Sacramento, CA 94244-2550  
   Phone: (800) 952-5225  
   E-mail: BCJ@doj.ca.gov  
   https://oag.ca.gov/bcj/complaint

The Attorney General’s publications can be downloaded at: https://www.oag.ca.gov/bcj
HEALTHY SCHOOLS ACT OF 2000

Notice to all students, parents/guardians and employees of the Lemoore Union High School District:

Assembly Bill 2260 went into effect on January 1, 2001. This legislation enacted Education Code sections 17608 et seq. which require, among other things, that school districts notify parents and staff about the use of pesticides at school. The purpose of this legislation is to reduce exposure to toxic pesticides through information and application of an integrated pest management system at schools. Towards this end, and pursuant to the requirements of this legislation, please be advised of the following:

The Lemoore Union High School District expects to use the following pesticides at its campuses During the upcoming school year:

<table>
<thead>
<tr>
<th>Pesticide Name</th>
<th>E.P.A. Reg. Number</th>
<th>Active Ingredient(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remuda</td>
<td>228-366-54705</td>
<td>41% concentrate of glyphosate</td>
</tr>
<tr>
<td>Ranger PRO</td>
<td>524-517</td>
<td>41% Glyphosate</td>
</tr>
<tr>
<td>Speed Zone</td>
<td>2217-835</td>
<td>Carfentrazone-ethyl</td>
</tr>
<tr>
<td>Quick Pro</td>
<td>524-535</td>
<td>Glyphosateae</td>
</tr>
<tr>
<td>Ortho Home Defense</td>
<td>239-2718</td>
<td>Bifenthrin</td>
</tr>
</tbody>
</table>

Parents/guardians of the Lemoore Union High School District can register with Michael Doria, the Director of Maintenance and Operations to receive notification of individual pesticide applications by calling (559) 924-6600, extension 1361. Persons who register for this notification shall be notified at least seventy-two (72) hours prior to the application, except in emergencies, and will be provided the name and active ingredient(s) of the pesticide as well as the intended date of application.

If you wish to access information on pesticides and pesticide use reduction developed by the Department of Pesticide Regulation pursuant to California Food and Agricultural Code section 13184, you can do so by accessing the Department’s website at www.cdpr.ca.gov.
PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)--

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of --

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use --

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the education curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Lemoore Union High School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Lemoore Union High School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Lemoore Union High School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. [School District] will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.

- Administration of any unprotected information survey not funded in whole or in part by the Department of Education.

- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
College Admission Requirements and Higher Education Information

Each school year, a school district shall provide the parent of students in grades 9 through 12 with a written explanation of the requirements for admission to the California State University and the University of California. (Ed. Code, § 51229)

University of California/California State University

Minimum College Admissions Requirements:

<table>
<thead>
<tr>
<th>“A-G” Courses</th>
<th>Subject</th>
<th>CSU/UC Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>History/Social Science</td>
<td>2 years required</td>
</tr>
<tr>
<td>B</td>
<td>English</td>
<td>4 years required</td>
</tr>
<tr>
<td>C</td>
<td>Mathematics</td>
<td>3 years required (e.g., Algebra, Geometry and Calculus), 4 years recommended</td>
</tr>
<tr>
<td>D</td>
<td>Laboratory Science</td>
<td>2 years required (e.g., Biology, Chemistry and Physics), 3 years recommended</td>
</tr>
<tr>
<td>E</td>
<td>Language Other Than English</td>
<td>2 years required, 3 years recommended</td>
</tr>
<tr>
<td>F</td>
<td>Visual and Performing Arts (VPA)</td>
<td>1 year required</td>
</tr>
<tr>
<td>G</td>
<td>College-Preparatory Elective</td>
<td>1 year required</td>
</tr>
</tbody>
</table>

To learn more about college admission requirements, and for a list of District courses that have been certified by the University of California as satisfying the requirements for admission to the UC and CSU, please see below and refer to: https://doorways.ucop.edu/list.

Career Technical Education (CTE): CTE may be offered by the District as career and workforce preparation for high school students, preparation for advanced training, and the upgrading of existing skills. CTE provides high school students who are 16 years of age or older with valuable career and technical education so students can: (1) enter the workforce with skills and competencies to be successful; (2) pursue advanced training in postsecondary educational
institutions; or (3) upgrade existing skills and knowledge. A CTE course may also satisfy a graduation requirement and a subject matter requirement for admission to the UC and CSU.
REQUEST FOR ELECTRONIC ACCESS TO ANNUAL RIGHTS NOTIFICATION

Sign and return this form to your child’s school by ________________, if you would like electronic access to the 2019-2020 Parent Notice of Rights and Responsibilities. If you do not return this form by the specified date, you will be provided with a hard copy of the Notice at the beginning of the 2019-2020 school year.

Student’s Name: __________

School: ________________________________ Grade: ______________

I hereby request to receive the annual Parent Notice of Rights and Responsibilities in electronic format.

I understand that, by requesting the Notice in an electronic format, it is my responsibility to access the Notice at the beginning of the 2019-2020 school year on the District’s website at ________________.

I also understand that the Notice contains important information regarding my rights, responsibilities, and protections and that, by requesting the Notice in an electronic format, I will be required to access, print, complete, and timely return to my child’s school the ACKNOWLEDGEMENT OF PARENT OR GUARDIAN OF ANNUAL RIGHTS NOTIFICATION, which is included with the Notice.

Signature of Parent or Guardian: ___________________________ Date: __________
CHILD ABUSE REPORTING GUIDELINES AND PROCEDURES

The following information will assist parents and guardians in determining whether or not child abuse has occurred and, if so, how to file a complaint of child abuse with local law enforcement. This information has been taken from the California Child Abuse and Neglect Reporting Act in the California Penal Code and from sections of the California Education Code.

Child Abuse Can Be Any of the Following:

- A physical injury which is inflicted on a child by another person other than by accidental means.
- The sexual abuse, assault, or exploitation of a child, such as:
  - The negligent treatment or maltreatment of a child by a person responsible for the child’s welfare under circumstances indicating harm or threatened harm to the child’s health or welfare, whether the harm or threatened harm is from acts or omissions on the part of the responsible person;
  - The willful infliction upon a child of any cruel or inhumane corporal punishment or any injury resulting in a traumatic condition; or
  - The willful harming or injuring of a child or endangering of the person or the health of a child where the person responsible for the child’s welfare is a licensee, administrator, or employee of any facility licensed to care for children or an administrator or employee of a public or private school or other institution or agency.

Child Abuse Does Not Include:

- A mutual fight between minors;
- An injury that is caused by the actions of a peace officer using reasonable and necessary force within the scope of his or her employment; or
- An injury caused by any force that is reasonable and necessary for a person employed by or engaged in a school:
  - To stop a disturbance threatening physical injury to people or damage to property;
  - For purposes of self-defense;
  - To obtain possession of weapons or other dangerous objects within control of a pupil; or
To exercise the degree of control reasonably necessary to maintain order, protect property, protect the health and safety of pupils, and maintain proper and appropriate conditions conducive to learning.

How to File a Complaint of Child Abuse Committed at a School Site

Parents and guardians of pupils have the right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. To file a complaint, the parent or guardian must file a formal report with an appropriate local law enforcement agency. An appropriate law enforcement agency may be one of the following:

- A Police or Sheriff’s Department (not including a school district police department or school security department)
- A County Probation Department if designated by the county to receive child abuse reports, or
- A County Welfare Department/County Child Protective Services.

The complaint may be filed over the telephone, in person, or in writing. A complaint may also be filed at the same time with your school district or county office of education. School districts and county offices of education, however, do not investigate child abuse allegations.

The local law enforcement agency is required to investigate all complaints.

In addition, if the child is disabled and enrolled in special education, a separate complaint may be filed by the parent or guardian with the California Department of Education (CDE) according to Title 5 of the California Code of Regulations section 4650(a)(7)(C). The CDE does not, however, investigate allegations of child abuse but rather investigates the conditions that may involve immediate physical danger or threaten the health, safety, or welfare of the child or children or which may result in denial of a free and appropriate public education.

If the complaint of child abuse is “substantiated” or confirmed by the local law enforcement agency, meaning that the report of child abuse or neglect, as determined by the law enforcement investigator who conducted the investigation, is, based upon the evidence, more likely to have occurred than not, then a report of the investigation will be transmitted by the law enforcement agency to the governing board of the local school district or County Office of Education. A confirmed report of child abuse or neglect received by a governing board of a school district or County Office of Education will be subject to the provisions of California Education Code section 44031, which gives school employees certain rights regarding personnel information and records.

In addition, a confirmed report shall be forwarded by the law enforcement agency that investigated the complaint to the California Department of Justice according to California Penal Code section 11169 and notice will be provided to the alleged child abuser that he or she has been reported to the Child Abuse Central Index, as maintained by the Department of Justice.
This guidance is mandatory only to the extent that it cites a specific statutory and/or regulatory requirement. Any portion of this guidance that is not supported by a specific statutory and/or regulatory requirement is not prescriptive pursuant to California Education Code section 33308.5.
APPLICATION FOR INTERDISTRICT TRANSFER (Grades 9-12) FOR SCHOOL YEAR 2019-20

(Please attach a copy of current report card, transcript, discipline, and attendance records.)

Pupil’s Name__________________________ Birthdate_____________ Current Grade_________

Pupil’s Name__________________________ Birthdate_____________ Current Grade_________

Parent/Guardian Name________________ Hm Phone_____________ Wk Phone_____________

Address_______________________________ City________________ Zip_____________

Last School Attended___________________ District________________

School of Residence____________________ District________________

Requested School_______________________ District________________

What is/are the reason(s) for the request? (Check all that apply. Applicant must attach written documentation to justify the reason for the transfer request.)

- Parent Employment
- Sibling
- Health & Safety
- Continuing Enrollment
- Complete Final Two Years at Current School
- Proposed Change in Residence
- Other (Specify in a letter)

Is the student currently pending disciplinary action or under an expulsion order?

- Yes
- No

Is the student a foster youth?

- Yes
- No

What special services has the student received? (Check all that apply and attach proof of enrollment in the program.)

- Section 504
- Special Education
- English Language Learner

If student is receiving Special Education services, what services is he/she receiving? (Please attach most recent IEP.)

- Special Day (SDC)
- Resource (RSP)
- Non-Public School (NPS)
- Pending Assessment
- Designated Instructional Services

Note: Participation in Sports – If the pupil participates in any athletic program governed by the California Interscholastic Foundation (CIF), he/she may not be eligible to participate at the new school. Parent/guardian should check the CIF rules before submitting an application.

I have read the terms and conditions and understand the regulations and policies governing interdistrict transfer agreements and hereby submit my application. I declare under penalty of perjury that the information provided above is true and accurate. I understand that the information provided is subject to verification and that the mere act of completing this application and providing all the required documentation does not guarantee that the request will be approved. I understand that this agreement is for one school year only and must be renewed annually. I understand the agreement may be revoked during the year based on the terms and conditions listed on the back of this agreement.

Parent/Guardian Signature________________________________ Relationship to Student________________________

School District of Residence: Lemoore Union HS District Requested School District

Decision: _____Approved _____Denied

Reason for the Denial________________________________________

Authorizing Signature________________________________ Date________

Title: Superintendent

Decision: _____Approved _____Denied

Reason for the Denial________________________________________

Authorizing Signature________________________________ Date________

Title____________________
INTERDISTRICT TRANSFER AND ATTENDANCE AGREEMENT (GRADES 9-12)
(ITP AGREEMENT)

This Agreement is made between the Governing Boards of the resident and requested school districts in accordance with the provisions of Education Code section 46600 et seq., and Education Code section 35160. The school districts and parent(s)/pupil are referred to in this Agreement individually as a “Party,” and collectively as the “Parties.” This Agreement applies only to these parties. If the pupil moves out of the district of residence into another district, the parent/pupil must reapply for a new interdistrict transfer permit (ITP).

Terms of Agreement

The Parties agree as follows:

1. **Effectiveness of Agreement.** This Agreement shall become effective as soon as two (2) or more of the governing Boards of the Parties have ratified the Agreement. This Agreement is effective only with regard to students in grades 9-12 who are enrolled in grade levels mutually maintained by the Parties.

2. **Term of Agreement.** Pursuant to Education Code section 46600, subdivision (a), the term of this Agreement shall be effective on **July 1, 2019** and shall terminate automatically on **June 30, 2020** or before the pupil transitions to a new school, whichever is earlier. The Agreement will govern interdistrict transfers of the Parties’ students for the term of the Agreement.

3. **Reapplication Requirements.** A pupil with an ITP must reapply for a new ITP before being promoted to high school or before transitioning from one school to another in the district. A pupil with an ITP to attend an alternative school in the district must reapply annually. In deciding whether to grant a subsequent ITP, in addition to the factors listed in sections 4 and 5, the district may require the pupil to have met the following standards: a 90% attendance rate; a 2.0 GPA and a satisfactory discipline record (including no discipline issue for which the ITP could be revoked under paragraph 10).

4. **Terms and Conditions for Permitting a Transfer by the District of Attendance.** The Superintendent or designee of the district of attendance may approve an ITP for a student under this Agreement based upon any of the following reasons:
   - Student is enrolled or accepted in a program not available in the district of residence;
   - To meet the student’s special mental, physical, educational, health, or safety needs as certified by a physician, school psychologist or other appropriate school, medical, or law enforcement personnel;
   - As set forth in EC 466600 (b), when school personnel have determined that pupil has been the victim of bullying;
   - When recommended by the School Attendance Review Board, County Child Welfare, Probation or a social service agency in documented cases of serious home or community issues that make it advisable for the student to attend in the district of residence;
   - When a student has brothers or sisters concurrently attending the same requested school;
   - When parent(s)/guardian(s) provide sufficient written evidence, as required by the district that the family will be moving to a new district within 60 days and would like the student to start the year in the new district;
   - To allow a student to remain in his/her current school within two years of graduation or promotion from that school;
   - The pupil’s desire to remain in his/her school of current attendance for the balance of the semester or school year despite his/her parent(s)/guardian(s) change of address;
   - Parent/guardian employment inside district (EC 48204). (This is a residency determination and may not be appealed);
   - To meet the conditions of the Open Enrollment Act SBX 54 (Romero).
5. **Terms or conditions for Denying a Transfer by the District of Attendance.** The Superintendent or designee of the district or attendance may deny an ITP for a student under this Agreement based upon any of the following reasons:
   — If school facilities are overcrowded at the relevant grade level;
   — If district resources are limited;
   — If district determines that pupil grades, attendance, or behavior are unsatisfactory for district program; or
   — Any other consideration so long as it is not arbitrary.

6. **Notice of Denial of Transfer.** Written notice of the denial of an ITP shall be provided by the district denying the request. Written notice of the denial of an ITP shall, in all instances, advise the parent/guardian of the student whose ITP has been denied of all information required by Education Code section 46601.

7. **District Appeal Process.** A parent/pupil must exhaust all appeals within the district before he/she may appeal the denial of an interdistrict transfer to the County Board of Education. (EC 46601)

8. **Transportation.** Unless otherwise agreed to or provided for by law, a student attending a school other than his/her district of residence under this Agreement is not entitled to and shall not receive home to school transportation from either his/her district of residence or district of attendance.

9. **Costs of Transfer Students.** Unless otherwise specifically provided for by law, the costs associated with the education provided to and services rendered for transfer students under this Agreement shall not be the responsibility of the district of residence.

10. **Terms for Revocation of an ITP.** Except as otherwise limited herein, the Parties agree that an ITP may be revoked before the conclusion of the school year based upon the following grounds:
    a. If a student does not maintain a 90% attendance rate and or a SARB has been held;
    b. If a student does not maintain a 2.0 GPA;
    c. If a student has any suspensible offenses and/or the pupil has a behavior support plan;
    d. If a student is recommended for expulsion; or
    e. If determined that information provided to support an ITP application is inaccurate, invalid, falsified, or no longer applies.

   However, once an ITP has been approved, the Superintendent or designee of the district of attendance may not revoke a student’s ITP during the effective period of the ITP because of overcrowded facilities.
Students
SEXUAL HARASSMENT

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.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)
The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

**Instruction/Information**

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

**Students SEXUAL HARASSMENT BP 5145.7 (b)**

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

**Complaint Process and Disciplinary Actions**

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.

(cf. 1312.3 - Uniform Complaint 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 9-12, 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 agreement.

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

Legal Reference:

EDUCATION CODE
200-262.4 Prohibition of discrimination on the basis of sex
48900 Grounds for suspension or expulsion
48900.2 Additional grounds for suspension or expulsion; sexual harassment
48904 Liability of parent/guardian for willful student misconduct
48980 Notice at beginning of term
CIVIL CODE
51.9 Liability for sexual harassment; business, service and professional relationships
1714.1 Liability of parents/guardians for willful misconduct of minor
GOVERNMENT CODE
12950.1 Sexual harassment training
CODE OF REGULATIONS, TITLE 5
4600-4687 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs

Students
SEXUAL HARASSMENT

UNITED STATES CODE, TITLE 20
1221 Application of laws
1232g Family Educational Rights and Privacy Act
1681-1688 Title IX, discrimination
UNITED STATES CODE, TITLE 42
1983 Civil action for deprivation of rights
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy
106.1-106.71 Nondiscrimination on the basis of sex in education programs
COURT DECISIONS
Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130
Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473
Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:
CSBA PUBLICATIONS
Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014
Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Dear Colleague Letter: Transgender Students, May 2016
Dear Colleague Letter: Title IX Coordinators, April 2015
Questions and Answers on Title IX and Sexual Violence, April 2014
Dear Colleague Letter: Sexual Violence, April 4, 2011
Sexual Harassment: It’s Not Academic, September 2008
Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr

Updated: September 22, 2016
Lemoore Union High School District
Lemoore, CA 93245

Students

SEXUAL HARASSMENT

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

Assistant Superintendent of Curriculum and Instruction
5 Powell Ave, Lemoore, CA 93245
559 924-6610
vrosa@luhsd.k12.ca.us

(cf. 1312.3 - Uniform Complaint Procedures)
Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

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

(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class

Students

SEXUAL HARASSMENT

7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion

**Reporting Process and Complaint Investigation and Resolution**

Any student who believes that he/she has been subjected to sexual harassment or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district’s compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted the Superintendent or designee.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

When a report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the district's uniform complaint procedures.

If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer shall contact the complainant and investigate and resolve the complaint in accordance with law and district procedures specified in AR 1312.3.

**Confidentiality**

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

However, when a complainant or victim of sexual harassment notifies the district of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant or victim of sexual harassment notifies the district of the harassment but requests that the district not pursue an investigation, the district will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
Response Pending Investigation

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. Such measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

Notifications

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

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)

(cf. 5145.6 - Parental Notifications)

2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted, including school web sites (Education Code 231.5)

(cf. 1113 - District and School Web Sites)

3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code 231.5)

4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)

5. Be included in the student handbook

6. Be provided to employees and employee organizations
PROFESSIONAL STANDARDS

The Governing Board expects district employees to maintain the highest ethical standards, behave professionally, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employees shall engage in conduct that enhances the integrity of the district, advances the goals of the district's educational programs, and contributes to a positive school climate.

(cf. 0200 - Goals for the School District)
(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)
(cf. 5131 - Conduct)
(cf. 5137 - Positive School Climate)

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

(cf. 2111 - Superintendent Governance Standards)
(cf. 9005 - Governance Standards)

Each employee is expected to acquire the knowledge and skills necessary to fulfill his/her responsibilities and to contribute to the learning and achievement of district students.

(cf. 4112.2 - Certification)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Inappropriate Conduct

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3515.7 - Firearms on School Grounds)
(cf. 4158/4258/4358 - Employee Security)

2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 5131.2 - Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child

4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members

7. Willfully disrupting district or school operations by loud or unreasonable noise or other action

(cf. 3515.2 - Disruptions)

8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on district property, or at a school-sponsored activity

(cf. 3513.3 - Tobacco-Free Schools)
(cf. 3513.4 - Drug and Alcohol Free Schools)
(cf. 4020 - Drug and Alcohol-Free Workplace)
(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)
(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

9. Being dishonest with students, parents/guardians, staff, or members of the public, including, but not limited to, falsifying information in employment records or other school records

10. Divulging confidential information about students, district employees, or district operations to persons or entities not authorized to receive the information

(cf. 3580 - District Records)
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)

11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

12. Using district equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity

Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of district technological resources at any time without the employee's consent.

(cf. 4040 - Employee Use of Technology)

13. Causing damage to or engaging in theft of property belonging to students, staff, or the district

14. Wearing inappropriate attire

(cf. 4119.22/4219.22/4319.22 - Dress and Grooming)

Reports of Misconduct

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or
suspects child abuse or neglect shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 5141.4 - Child Abuse Prevention and Reporting)

Any reports of employee misconduct shall be promptly investigated. Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be subject to disciplinary action and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

(cf. 4117.7/4317.7 - Employment Status Reports)
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district's complaint process shall be subject to discipline.

Notifications

The section(s) of the district's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district web sites. (Education Code 44050)

(cf. 1113 - District and School Web Sites)
(cf. 5145.6 - Parental Notifications)

Legal Reference:

EDUCATION CODE
200-262.4  Prohibition of discrimination
44050 Employee code of conduct; interaction with students
44242.5  Reports and review of alleged misconduct
48980  Parental notifications

PENAL CODE
11164-11174.4  Child Abuse and Neglect Reporting Act

CODE OF REGULATIONS, TITLE 5
80303  Reports of dismissal, resignation and other terminations for alleged misconduct
80331-80338  Rules of conduct for professional educators

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS
California Professional Standards for Educational Leaders, February 2014
California Standards for the Teaching Profession, 2009

COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS
Professional Standards for Educational Leaders, 2015

NATIONAL EDUCATION ASSOCIATION PUBLICATIONS
Code of Ethics of the Education Profession, 1975

WESTED PUBLICATIONS
Moving Leadership Standards into Everyday Work: Descriptions of Practice, 2003

WEB SITES
CSBA:  http://www.csba.org
Preamble

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

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

Principle I. Commitment to the Student

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

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

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning
2. Shall not unreasonably deny the student access to varying points of view
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety
5. Shall not intentionally expose the student to embarrassment or disparagement
6. Shall not on the basis of race, color, creed, gender, national origin, marital status, political or religious beliefs, family, social, or cultural background, or sexual orientation, unfairly:
   a. Exclude any student from participation in any program
   b. Deny benefits to any student
c. Grant any advantage to any student

7. Shall not use professional relationships with students for private advantage

8. Shall not disclose information in the course of professional service unless disclosure serves a compelling professional purpose or is required by law

Principle II. Commitment to the Profession

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

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

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

1. Shall not in any application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications

2. Shall not misrepresent his/her professional qualifications

3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute

4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position

5. Shall not assist a noneducator in the unauthorized practice of teaching

6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law

7. Shall not knowingly make false or malicious statements about a colleague

8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action

Source: National Education Association, 1975

Updated: February 8, 2018

Lemoore Union High School District
Lemoore, CA 93245