Mission Statement

The Lemoore Union High School District is dedicated to providing a quality education to all students.

Expected School Wide Learning Results

Each Lemoore High School student will

Achieve a high school diploma by
  ✔ successfully completing the required, standards-based curriculum in English, Mathematics, Social Studies, Science, PE, Life Skills, Computer Technology, and Fine Arts or Foreign Language;
  ✔ successfully completing the required number of elective classes;
  ✔ completing forty hours of Community Service;
  ✔ passing the California High School Exit Exam;
  ✔ passing the board-mandated California Standards Proficiency Tests;
  ✔ completing the Senior Portfolio, that containing a resume, personal essay, academic, attendance, and citizenship explanations, community service reflection, letter of recommendation, and library literacy certification;
  ✔ passing the Senior Exit Interview.

Show adequate preparation for the student’s individual post high school goals by
  ✔ developing a Four Year Plan that is based on the student’s short-term and long-term goals;
  ✔ designating a Career Pathway to focus the selection of classes, both required and elective, that provide preparation for the student’s short-term and long-term goals;
  ✔ participating in career path events that are related to the student’s short-term and long-term goals, including job shadowing;
  ✔ completing the Senior Portfolio;
  ✔ passing the Senior Exit Interview.

Demonstrate preparation for being a responsible citizen by
  ✔ completing forty hours of Community Service;
  ✔ participating in extra-curricular and co-curricular activities;
  ✔ maintaining at least a four year cumulative 2.0 grade point average, and at least a 2.0 average in the senior year;
  ✔ maintaining at least ninety percent attendance in each of the four years;
  ✔ not exceeding the limit of disciplinary referrals allowed, twenty over the four years, and no more than five in the senior year;
  ✔ voting in student government and club elections;
  ✔ maintaining a clean and safe campus;
  ✔ arriving on time to classes, prepared to participate in the learning process;
  ✔ dressing appropriately for learning;
  ✔ behaving appropriately in classrooms;
  ✔ respecting fellow students, staff, and the facilities;
  ✔ registering to vote upon reaching 18th birthday.
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# Lemoore Union High School District
## District Calendar 2017 - 2018

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- **4-DH-Independence Day**
- **Teachers Return 8/3 LMCHS/SHS**
- **First Day of School 8th JHS/CHS**
- **9-Columbus Day LHSUHS**
- **10-DH-Veterans Day**
- **20-22 Thanksgiving Break**
- **23-24-DH-Thanksgiving**
- **Winter Recess 18-29**
- **22, 25, 29 Dist Holidays**

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- **Teachers Return 8/4 LHS**
- **First Day of School 9th JHS/LMHS**

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- **4-DH-Labor Day**
- **9-Columbus Day LHSUHS**
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- **4-DH-Labor Day**
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- **10-DH-Veterans Day**
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- **Winter Recess 18-29**
- **22, 25, 29 Dist Holidays**

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- **Day 1 of School 5/1 CHS**
- **Graduation Last Day 5/18 LMCHS**
- **Graduation Last Day 5/21 JHS**
- **Graduation Last Day 5/25 LHS**

*purple=Dist holidays  
yellow=students on break  
Board approved 3/9/17*
Lemoore Union High School District

Board of Trustees  Jeannie Castadio, John Droogh, Lois Hubanks, Jason Orton, Dr. Guadalupe Solis
Superintendent  Debbie Muro  dmuro@luhsd.k12.ca.us

LHS Administration

Principal  Rodney Brumit  x214
Support Staff  Diane Schuh, Principal’s Secretary  x215
Athletic Director  Brady Holaday  x181
Athletic Secretary  Deb Murphy  x166

Athletics

Curriculum and Instruction

Assistant Principal  Michelle King  x216
Counselor - Ci-Go, AVID 2019  Cristina Braaten  x222
Support Staff  Sandy Lopez, Secretary  x363

Team Excellence

School Climate

Assistant Principal  Nicole Mora  x243
Counselor - A-Ch, Native American  Laura Haney  x223
Counselor – Me-R, AVID 2021  Kathy Erickson  x102
PBIS Coach  Lori Luna  x101
Support Staff  Cindy Morales, Secretary  x101

Team Tradition

Special Education & Testing

Assistant Principal  Valerie Botelho  x217
Counselor – Gr-Mc  Wey Wyrick  x221
Counselor – S-Z, AVID 2018 & 2020  Yvette Hansen  x339
Support Staff  Astrid Garrovillo, Secretary  x218
Tammi Goff, Testing  x219

For information: call 924-6600 followed by the extension
Lemoore High School Website:  www.luhsd.k12.ca.us

Voice Mail:  call 924-6600 and enter the extension number indicated below

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**Non Departmental/Other Programs**

| Academic Decathlon                | 317       | Ms. Bracamonte                       |
| Athletics                         | 166       | Mrs. Murphy                          |
| Career Advisor, ROP               | 168       | Mrs. Partlow                         |
| Career Center                     | 306       | Ms. Ochoa                            |
| Financial Aid, Scholarships       |           |                                      |
| Work Permits                      |           |                                      |
| Community Service                 | 243       | Ms. Nicole Mora                      |
| English as a Second Language      | 205       | Ms. Kjelson                          |
| Health Issues/School Nurse        | 224       | Mrs. Lewis                           |
| Independent Study                 | 216       | Ms. King                             |
| Library                           | 267       | Mrs. Zaharris                        |
| NCAA                              | 339       | Mrs. Braaten                         |
| Registrar                         | 246       | Mrs. Dufur                           |
| Registration, Transcripts         |           |                                      |
| School Psychologist               | 211       | Ms. Hood/Mr. Saavedra                |
| Special Education                 | 217       | Mrs. Botelho                         |
| Speech Therapist                  | 103       |                                      |
| Student Activities                | 132       | Mrs. Strong                          |
| Student Leadership                | 132       | Mrs. Strong                          |
| Testing                           | 219       | Mrs. Goff                            |

**TAPIT**  lhstapit@luhsd.k12.ca.us
ATHLETICS

It is the mission of the Athletic Programs at Lemoore Union High School to provide student athletes with the opportunity to represent the school and compete interscholastically in a wide variety of sports. It is our goal that each student-athlete will learn self-discipline, skill acquisition, sports citizenship, commitment, and respect for teammates, opponents, and officials, which will lead to and demonstrate membership in a quality community.

Pursuing Victory with Honor
The athletic programs at Lemoore High School are an integral part of the educational experience. All students are encouraged to participate in the athletic program at the level most challenging to them. The goals of the athletic program are:

- to provide an athletic program which is an integral part of the educational program
- to field competitive teams within the West Yosemite League that bring pride to the Lemoore High School community
- to develop realistic, but challenging individual and team goals
- to develop respect and appreciation for teammates, coaches, opponents, and officials
- to develop self-discipline and a commitment to personal and team excellence
- to exhibit good sportsmanship at all athletic contests
- to have a coordinated community based athletic program

Coaches will work with individuals and teams to promote good character and leadership. It is our goal to encourage all student-athletes to grow through competition. Coaches take great pride in our athletic programs and we want all players to experience the feeling of a job well done.

Objectives for Participants

- to develop knowledge and appreciation for the sport
- to develop proper conditioning for the sport
- to develop skills and ability to the highest capacity
- to expose players to social situations that help them learn about themselves and others
- to develop integrity
- to represent the school and community positively

Participating in a sport or on a team is a privilege which must be earned and is not a right. With these privileges come responsibilities. Athletes must maintain the established standards of conduct of the LUHS District as defined in the Code of Ethics and CIF Code of Ethics both on and off the field. Student athletes are held to a higher standard; behavior not becoming a student athlete can be cause for discipline as well as possible dismissal from a team by the Coach, Athletic Director, or Administration. (See Athletic Parent/Student Handbook.)

Participation in competitive athletics may result in severe injury, including paralysis or death. Changes in rules, improved conditioning programs, better medical coverage and improvements in equipment have reduced these risks but it is impossible to totally eliminate such occurrences from athletics. Even if all of these requirements are met, and even if the athlete is using excellent protective equipment, a serious accident may still occur.

Players can reduce the chance of injury by obeying all safety rules in their sport, reporting all physical problems to their coaches, following a proper conditioning program and inspecting their own equipment daily. Damaged equipment must be replaced immediately.

The LHS Athletic Handbook is available in the Counseling Office, the Athletic Director’s Office, and on the LHS Website www.luhsd.k12.ca.us

NCAA – National Collegiate Athletic Association
Students interested in participating in collegiate athletics as a freshman at a four year college must apply to the National Collegiate Athletic Association. NCAA requirements are different than the UC and CSU entrance requirements (see LHS Counseling Services Guide). Interested students should refer to the Core Course Requirements, formerly the 48H Form, and see your counselor. (Div I requires 16 Core Courses, Div II requires 14 Core Courses.) www.ncaa.org
ATTENDANCE

**Excused Absences** (Ed Code 48205; LUHSD AR 5113)
The state law regarding attendance requires that every person under 18 years of age must attend school daily except for reasons of excused absence, which requires verification. If the absence is coded excused, no punishment will be administered and students may make up work.

California Education Code § 48205 states that an absence will be excused if the absence is due to one of the following reasons:

- illness
- quarantine
- doctor or dentist appointment
- jury duty
- funeral of immediate family
- exclusion from school pursuant to Section 3381 of the Health and Safety code

Absences are also excused (LUHSD AR 5113) if due to heavy fog, WIC appointments, religious event, taking care of your own ill children, returning from deployment or a family emergency.

**NOTE:** An excused absence does not mean that the absence does not count against the 90% Attendance requirement for participation in the Commencement Ceremony.

**Unexcused Absences**
If a student is absent for any reason except those stated above, the absence is considered unexcused. The following are examples of unexcused absences: working; personal; vacation; car trouble; no ride; taking care of siblings; job interview; meeting with a recruiter; funeral for someone other than immediate family; traffic ticket; court (defendant); overslept; out of town; probation appointment.

**Attendance Procedures** (LUHSD AR 5113)
It is the student/parent’s responsibility to account for absences. Verification of an absence is to be made in person, by telephone or note from the parent or guardian indicating the reason for the absence. **Only the parent/guardian listed in the LHS computer may:** Clear a student’s absence, get information on a student, and give permission for student to be released early or sign in late. (Persons listed as “other” contacts (emergency contacts) are only for use by the school as a means to contact the parent/guardian in case of a school emergency.)

A telephone call to the Attendance Office (924-6633) is preferred as soon as possible, preferably the same day. A phone call should include the student's name, your name, phone number, relationship to the student, date of absence and the reason for the absence. If the student is coming in late or leaving early, indicate the time and the reason. **Student must physically sign in and out for absence or tardy to be cleared.**

If a parent or guardian cannot call, the student should bring a note the day they return to school, before school starts. The note should contain the student’s first and last name, the date of the absence, time to check out, the reason for the absence, and the parent/guardian signature. **Emails and faxes are not accepted for students to sign in, sign out, or clear absences.** Written communication must have parent’s original signature. All absences must be cleared within 10 days, after 10 days absences that have not been cleared will change to “C” or truant.

**Excessive Tardies**
Students who sign in for an excused tardy pass in excess of ten times will be referred to their administrator for review. If determined to have excessive tardies (without official documentation) the student will not be allowed to sign in for a tardy pass unless they have a doctor’s note. Friday School is a consequence for excessive tardies and does NOT clear absences or tardies.

**Automated Calls/Email**
Parents will receive an automated call/email in the evening if their student was marked absent or unexcused tardy for any period for that day. (Students on field trips may receive a call due to the quantity of names and periods which must be entered manually.) Parents who have registered for Parent Portal (computer access to attendance, grades, homework, teacher communication, etc) will receive daily emails when their student is marked absent (UNV) for a period. (Due to the quantity of names and periods which must be entered manually, you may receive an email for students during testing, on field trips, signing in/out or cleared all day. Information is entered throughout the day and most information is entered by 3:30 p.m.)
ATTENDANCE

ABI-Parent Portal
To check your student’s Attendance & Homework on Parent Portal
- Go to http://parent.luhsd.k12.ca.us/ and login. If you don’t have a login or have forgotten your login, click “forgot your password”.

Makeup of Missed Class Work or Tests
You can email/call the teacher or see the teacher’s syllabus for each class with regard to making up missed class work or tests. Students will be allowed to makeup assignments (The Teacher’s syllabus determines the timeline for work to be made up).

Planning for an Extended Absence
Students who know in advance that they are going to be gone for several days can pick up an Advance Notice of Absence form which is designed to allow the student to make up or get homework in advance, make up tests for the time of absence, and verify the absence in the Attendance Office.
Prior arrangement of extended absences still counts as part of the 90% policy.
First: the top portion must be completed, signed, and initialed by parents
Second: the form must be signed by an administrator
Next: as the student goes to class each teacher signs the form
Last: after all teachers sign, the student returns the form to the attendance office prior to the absence

Extracurricular Activity
Students must be in school, attending all classes, the day of an activity in order to participate in the activity (game, practice, rehearsal, etc.), unless otherwise arranged in advance with the Principal or Assistant Principal. It is the responsibility of the student to self-report absences to the coach/advisor (it is NOT the responsibility of the Coach or Advisor to monitor student absences). Students who violate this expectation will be subject to disciplinary consequences, including dismissal from an athletic team.

Leaving/Returning to Campus
Students are required to stay on campus during passing periods and brunch. Please read all attendance procedures.

Quick Student Sign Out
By Phone Call
1. Parent/Guardian calls Attendance early with information for the student to check out. The call must be early enough so the student has time to pick up the pass before it’s time to sign out and before the affected class starts.
2. Student comes to Attendance before it’s time to leave, either before school or between classes.
   a. The student will say the parent has called in and this is confirmed on the phone log.
   b. The student signs for and receives an off-campus pass for the release time.
   c. The student shows their teacher the off-campus pass and leaves class at the time on the pass to meet you or go to their appointment.

By Note
1. Parent/Guardian writes and sends a note with the student with information for the student to check out (you cannot sign out using an appointment card or a notification to appear).
2. Student comes to Attendance before it’s time to leave, either before school or between classes.
   a. The student turns in a note at Attendance.
   b. The student signs for and receives an off-campus pass for the release time.
   c. The student shows their teacher the off-campus pass and leaves class at the time on the pass.

Your student will not be waiting out in front for you unless you have used one of these methods!
Unexpectedly need to sign out your student or haven’t used one of the quick methods?
1. Go to the Attendance counter and sign your student out on the Sign-out Log. Be prepared to show ID.
2. The Attendance office will call your child out of class; this will take time.
ATTENDANCE

Do not ask your student to wait for you out of class unless they have signed out. Students are cleared from the actual time they sign out on the Attendance Check-Out Log. If they are out during class time without their Off-Campus Pass they may receive a cut and/or be sent to in-house detention. Students who fail to sign out at the Attendance Office when leaving school early will receive a referral after an initial warning – including for ROP/off campus classes.

Signing Out During Lunch or the Period Just Before Lunch

9th and 10th grades
The parent/guardian must sign their student out in person at the Attendance counter.

11th and 12th grades
Juniors and seniors must show their current LHS ID to sign out during lunch or during the period before lunch. If they do not have their LHS ID in their possession, their parent/guardian must come to the Attendance counter and sign them out in person and escort them off campus.

Students may not sign out early (during a class period) for lunch. See Mr. Brumit with any questions.

If your student is in PE when you sign them out

Students are not allowed to go back into the locker room unsupervised. PE teachers cannot leave the entire class to escort one student into the locker room. We will attempt to contact the teacher to advise the student to come right AFTER they dress out at the END of class or the student can be paged after the bell rings. Use one of the Quick Sign Out methods so your student can just show their teacher the pass and be released at the specific time.

Closed Campus

All freshmen and sophomores will be required to remain on campus during lunch.

- Juniors and seniors must present a valid Lemoore High School ID card before leaving campus and when returning to campus.
- Students may not invite other students home without written and verified permission of the homeowner and written and verified permission of the “guest” student's parent.
- Juniors and seniors are NOT permitted to transport freshmen or sophomores off-campus for lunch or be in a vehicle with a freshman or sophomore.
- Freshmen and sophomores attempting to leave campus during lunch will receive a referral; additional violations will be followed by suspension for further offenses.
  - Students using a false ID will be suspended and their parents notified.

Note: All Lemoore High School students must carry an ID card with them at all times.

Periods Considered a Cut

- Student absences may be considered Cuts when students do not comply with attendance regulations and procedures. Absences that are not cleared by a parent/guardian within 10 days will be automatically turned to a cut. Absences may not be cleared after 10 days.
- Students missing class because they are with another teacher – Students must have prior permission from the teacher they are supposed to be with before staying with or going to another teacher’s class or the absence will be a Cut. (Students should not assume that because they are with a teacher or working on a project that their absence will be cleared.)

Chronic absenteeism and/or chronic failure to follow the attendance procedures will result in a mandatory parent conference and possible referral to the Kings County District Attorney for prosecution for truancy.

School Attendance Review Board (SARB)

School Attendance Review Boards (SARBs), composed of representatives from various youth-serving agencies, help truant or recalcitrant students and their parents or guardians solve school attendance and behavior problems through the use of available school and community resources. County SARBs are convened by the county superintendent at the beginning of each school year. In any county where no county SARB exists, a school district governing board may elect to establish a local SARB, which shall operate in the same manner and have the same authority as a county SARB.
Compulsory Education (EC 48200)
Students who are 18 years of age or older, emancipated by a court of law, or who are married, are **not** subject to California Compulsory Education laws. However, these students are encouraged, when appropriate, to complete their graduation requirements, and will be held strictly accountable for adherence to all regulations regarding school attendance and behavior. The principal shall determine the appropriateness of these adult students continuing their education in the regular school setting.

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. Failure to provide requested **verification within ten school days** will result in the student being considered truant.

### Attendance Codes and Definitions

<table>
<thead>
<tr>
<th>Letter</th>
<th>Code</th>
<th>Title</th>
<th>Abbreviation</th>
<th>Type</th>
<th>Counts against the 126 periods</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>A</td>
<td>Unverified</td>
<td>UNV</td>
<td>Unverified</td>
<td>Yes</td>
<td>Marked absent by teacher; reason for absence not yet known</td>
</tr>
<tr>
<td>C</td>
<td>C</td>
<td>Truant</td>
<td>CUT</td>
<td>Unexcused</td>
<td>Yes</td>
<td>UNV, if not cleared within 10 days turns to cut</td>
</tr>
<tr>
<td>X</td>
<td>X</td>
<td>Excused</td>
<td>EXC</td>
<td>Excused</td>
<td>Yes</td>
<td>Parent clears absence for listed excused reason</td>
</tr>
<tr>
<td>V</td>
<td>V</td>
<td>Field Trip</td>
<td>FLD</td>
<td>Excused</td>
<td>No</td>
<td>School activity or purpose</td>
</tr>
<tr>
<td>I</td>
<td>I</td>
<td>Medical</td>
<td>MED</td>
<td>Excused</td>
<td>Yes</td>
<td>Parent clears absence for medical reason</td>
</tr>
<tr>
<td>O</td>
<td>O</td>
<td>Office</td>
<td>OFF</td>
<td>Excused</td>
<td>No</td>
<td>Student is cleared by office staff</td>
</tr>
<tr>
<td>Q</td>
<td>Q</td>
<td>In House</td>
<td>INH</td>
<td>Excused</td>
<td>No</td>
<td>Student is sent to or taken to In-house</td>
</tr>
<tr>
<td>S</td>
<td>S</td>
<td>Suspended</td>
<td>SUS</td>
<td>Unexcused</td>
<td>Yes</td>
<td>Student is suspended from school by an administrator</td>
</tr>
<tr>
<td>U</td>
<td>U</td>
<td>Unexcused</td>
<td>UNX</td>
<td>Unexcused</td>
<td>Yes</td>
<td>Parent clears absence for listed unexcused reason</td>
</tr>
<tr>
<td>L</td>
<td>L</td>
<td>Left early</td>
<td>LFE</td>
<td>Excused</td>
<td>No</td>
<td>Student is officially authorized to leave during class by an Activity Request Form or signing out through the Attendance Office</td>
</tr>
<tr>
<td>W</td>
<td>W</td>
<td>Verified Cut</td>
<td>TRN</td>
<td>Unexcused</td>
<td>Yes</td>
<td>Student is caught or confirmed to be out of class without permission</td>
</tr>
<tr>
<td>T</td>
<td>T</td>
<td>Unexcused Tardy</td>
<td>TAR</td>
<td>Unexcused</td>
<td>Yes</td>
<td>Marked tardy by teacher</td>
</tr>
<tr>
<td>Z</td>
<td>Z</td>
<td>Excused Tardy</td>
<td>TDY</td>
<td>Excused</td>
<td>No</td>
<td>Marked tardy by Attendance Office</td>
</tr>
<tr>
<td>D</td>
<td>D</td>
<td>Appointment (medically verified absence)</td>
<td>DFC</td>
<td>Excused</td>
<td>No</td>
<td>Documentation to clear specific time missed from school: by doctor/dentist if cleared medical by parent first; by court if student was on jury or subpoenaed witness; from funeral home if funeral for immediate family member All absences must be cleared by parent before documentation will be accepted and entered.</td>
</tr>
<tr>
<td>M</td>
<td>M</td>
<td>Saturday Make up</td>
<td>SAT</td>
<td>Excused</td>
<td>No</td>
<td>Student attended Saturday School and it is verified Does not clear a tardy</td>
</tr>
</tbody>
</table>
90% Attendance Rule
Attendance Policy for Commencement/Graduation Ceremony

To participate in the LHS Commencement Ceremony, a student must have maintained 90% attendance each year while enrolled in the Lemoore Union High School District. A student cannot be absent or tardy without a verified excuse more than 126 periods (18 days) per year, based on 180 days of enrollment. Unexcused tardies will count against the 90% attendance calculation.

LHS will send reports home to parents when students have been absent or tardy 30, 60, 90, 120, 126, and 174 periods so that parents can accurately monitor both the attendance of their student and the accuracy of the student’s attendance records. When a student has been absent or tardy 126 and 174 periods a registered letter will be mailed home to show that a student has fallen below 90% attendance.

Students are encouraged to monitor their attendance via parent portal. It is the student’s responsibility to print out their attendance and submit to their teacher, if they believe an attendance error has been made, and then submit the corrected attendance report to the attendance office.

Absences Not Counted Against the 90% Attendance Rule
Absences must be cleared within 10 days if they are not to count against the 90% Rule. Absences must be cleared by the parent/guardian before verification documentation is turned in to Attendance.

Any changes, additions or deletions to documents turned in for verification will be confirmed with the source of the document. If the source cannot/will not confirm the contents, the document will not be accepted. Changes to verification documents by anyone except the source of the document is considered falsifying a document and disciplinary action for the student will follow.

Illness verified with a doctor’s or professional health care provider’s note within the deadlines listed below.

- **The Doctor’s note** must be an original on official doctor office letterhead/notepaper, showing that the student attended the appointment, with the date(s) and time the student was in the office. (Appointment cards are not acceptable.) It must contain the medical professional’s name, address and phone number for confirmation purposes. If the parent does not first clear the absence as medical, the absence WILL count against the 90% Rule even with a doctor’s note. Changing or adding information to a doctor’s note is considered falsifying a document. Which will result in a referral for the student.

- If the illness is of a long-term nature, a doctor’s excuse must be renewed each grading period, or upon administration request.

- If the school nurse deems it proper that the student miss class or return home due to illness, the resulting absence(s) will not count against the 90% calculation. Parents are welcome to bring the student to see the nurse if they are unsure of the need to keep the student home.

- When a student absence is listed as medical by the parent or guardian, **without a note from a medical professional, the absence DOES count against the 90% Attendance Rule, even though it is an excused absence.**

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

**Subpoena/Jury Duty** - Documentation from court that the student attended court/jury duty, is required (the paperwork stating when to appear is not sufficient) if this is not to count. The absence is counted against the 90% rule if the student was the defendant.

**Attending the funeral service** of a member of the pupil’s immediate family (parents, grandparents, and siblings) is not counted with documentation from the funeral home, etc.

- California – 3 days; out-of-state – 5 days

- If more than five days are required, arrangements must be made in advance with the Principal or Assistant Principal)

**School activities**

- **Field Trips** – Students will only be cleared for the release time listed on the field trip form by the advisor (students must stay in class until the release time or it is considered a Cut) (NOTE: Students on field trips may receive an automated call or email due to the quantity of names and periods which must be entered manually.)
90% Attendance Rule

Attendance Policy for Commencement/Graduation Ceremony

Visiting a college or university, seniors only (maximum 3 days – verification provided by school admissions office in writing on university letterhead-required within ten days of visit)

Processing for military enlistment, seniors only (maximum 2 days - proof required within ten days of visit) verification provided in writing, no emails.

NCAA Scouting Trips, out of state recruiting trips, students will be allowed a maximum of 3 days per trip, with a maximum of 5 trips. As outlined in the NCAA regulations students must bring documentation of the visit verified by the university Athletic Department in writing. (No emails)

Students may appeal to the principal for exceptions due to unanticipated and unavoidable circumstances; in such cases, there must be no Cuts for any period on the student’s attendance record for the year in question.

Make-up of Absences With Regard to the 90% Policy

Summer school attendance may be utilized to make up less than 90% attendance in the immediate previous year of enrollment (a student may not, for example, make up absences in summer school following their junior year for excessive absences/tardies during their freshman or sophomore year), if the student has failed a course offered in summer school.

It is recommended that students needing to make up attendance utilize Saturday School, as enrollment in summer school is limited.

Students who choose not to exercise this option forfeit eligibility for participation in the commencement ceremony their senior year.

If the student has exceeded 176 periods of absences/unexcused tardies during the year, makeup of absences will not be possible.

- Students may make up one period for each day they attend summer school if they pass and complete five credits (or the equivalent). Passing and completing five credits equals 25 missed periods.

- Fifty (50) periods shall be the maximum granted for absence make-ups in Summer School, regardless of the number of classes the student might complete.

- With prior approval from the Principal, attendance in non-LHS programs is an acceptable alternative for making up absences (Community College, P.A.S.S. program, other high school summer school programs, etc).

Saturday School may also be utilized to make up less than 90% attendance. It only counts for the year in which the absences occurred and does not clear a tardy.
CIVILITY POLICY

LUHSD Civility Policy (A.R. 1252)

District staff should treat and communicate with parents and other members of the public with civility, courtesy and respect. District staff should avoid disruptive, volatile or hostile communications and actions.

Parents and other members of the public should treat students, District staff, and each other with civility, courtesy, and respect. Parents and other members of the community should avoid disruptive, volatile or hostile communications and actions, and harassment of peers or District staff.

Unacceptable/Disruptive Behavior

Any conduct that disrupts or interferes with the discipline, order, conduct, administration, or operation of any District, school campus, classroom, administration office, event, or activity constitutes unacceptable behavior. Such conduct includes but is not limited to the following:

- disruption of or threats to disrupt classrooms or District-sponsored activities or events
- disruption of or threats to disrupt the operation and order of any District, school campus, administration office, or other facility
- threats to the health or safety of students, District staff, parents or members of the public on District premises or at District-sponsored events or activities
- battery or assault upon students, District staff, parents, or members of the public
- intentionally or willfully causing damage to District property
- using obscenities or speaking in a loud, insulting, and/or demeaning manner
- unauthorized entry onto District, school campuses, grounds, and facilities
- failing to register as required under Board Policy and Administrative Regulation 1250

Recourse of the District in the Event of Unacceptable/Disruptive Behavior

District staff may use reasonable and proper means to resolve incidents involving unacceptable or disruptive behavior, including but not limited to the following:

- Verbally, or in writing, admonish any parent or member of the public who engages in unacceptable or disruptive behavior, to act and communicate civilly.
- Provide a written copy of this policy to a parent or member of the public who engages in unacceptable or disruptive behavior.
- Terminate the meeting, conference, telephone conversation or exchange with any parent or member of the public who engages in unacceptable or disruptive behavior.
- Report any incident involving unacceptable or disruptive behavior to his or her immediate supervisor or to the principal.
- Complete and submit to the principal or designee, or the designated employee at the District’s main administration office, an Incident Report.

The principal or designee, or other designated District staff may take one or both of the following actions:

- Direct any parent or member of the public who engages in unacceptable or disruptive behavior to promptly leave District grounds and premises. The individual who is asked to leave shall do so promptly. When an individual is directed to leave, the principal or designee may issue a written formal warning, notifying the offending person to leave the school grounds and not return and that he/she will be guilty of a misdemeanor in accordance with applicable California Education Code and Penal Code provisions, including but not limited to Education Code sections 33210, 33211, 44910, or 44811 and/or Penal Code sections 415.5, 626.4, 626.7, 626.6, 621.8 or 653g as appropriate. If an individual refuses to leave upon request or returns before the applicable period of time, the principal or designee may notify law enforcement officials.
- Notify and/or seek the assistance of law enforcement officials or private security personnel in resolving any incident involving unacceptable or disruptive behavior.

Recourse of the District with the Reasonable Possibility of Unacceptable/Disruptive Behavior

The principal or designee or other designated District staff who reasonably believes that a parent or member of the public may engage in unacceptable or disruptive behavior may:

- assign an escort to that parent or member of the public while the parent or member of the public is on District school campuses and premises
- limit the area upon which that parent or member of the public may enter while on District school campuses or premises
- limit the time period during which that parent or member of the public may enter while on District school campuses or premises
- deny a parent or member of the public entry onto District school campuses or premises
Other Recourse of the District

- A District employee whose person or property is injured or damaged by intentional or willful misconduct of a student may ask the District to pursue legal action against the student or the student’s parent/guardian.

- The District may seek any and all appropriate legal remedies against any parent or member of the public who engages in unacceptable or disruptive behavior, including but not limited to a restraining order and/or injunction, to protect its employees from violence or a credible threat of violence pursuant to the Workplace Violence Safety Act.

- The Superintendent or designee may provide safety and/or crisis intervention techniques to District staff to raise awareness regarding how to resolve incidents involving unacceptable and disruptive behavior by parents and members of the public.

Recourse to Parents and Community Members in the Event of Unacceptable/Disruptive Behavior by District Staff

Any parent/guardian or member of the public who is subjected to unacceptable conduct by any District employee may submit an Incident Report (Exhibit 1252) to the principal or designee no later than ten (10) business days after the incident. Upon receipt of the Incident Report, the principal or designee, or other designated District employee, may resolve the incident as he or she determines to be proper. Notice of the resolution should be provided to the parent or member of the public unless otherwise prohibited to do so for reasons of privacy or confidentiality.
COMMUNITY SERVICE

Community Service

All students are required to complete 40 hours of community service, 10 hours per grade, regardless of enrollment date. A Community Service Log must be kept, documenting the location and hours worked and signed by the adult supervising the service. Upon completion of 40 hours the Community Service Log is turned in to Team Tradition. For questions about community service contact Team Tradition or the Career Center ext. 306. Logs may be obtained in the career center or team offices and on-line at www.luhsd.k12.ca.us.

Examples of acceptable community service:
counselor at camp
working in a snack bar at Little League or soccer league
helping out in a non-profit office such as a school or city or county agency
Police Explorers
Boy Scout projects
clean up project
helping out at senior citizen’s home or complex
tutoring
class or school volunteer projects
Chamber of Commerce volunteer
hospital volunteer work
community college aides
city, county or state volunteer
school-related community service classes or programs (Tiger Link Crew, Careers in Education, PALS, etc.)

Parents and students may suggest potential community service locations.

Examples of unacceptable community service:
working at a fast food restaurant
working at a for-profit business
babysitting
mowing lawns or landscaping, unless it is done for someone who cannot do it for themselves
usually any work that involves payment
DANCE REGULATIONS

Dance Regulations
All school rules apply, including the Dress Code.

Students who violate these expectations, or otherwise fail to cooperate with the adult chaperones, are subject to being dismissed from the dance, and/or suspension from school, and/or loss of the privilege to attend future dances, and/or sponsoring guests. Those removed from the dance for discipline reasons will not receive a refund.

- Students are required to show a photo ID in order to be admitted.
- Students receiving discount price for an ASB Card or Purple Card must show the card when purchasing the ticket, and must show the card again to be admitted. Purple and Gold cards will not be honored without an accompanying ID card. Tickets purchased at the door of a Winter Dance or Prom are not discounted by ASB, Purple, Gold, etc. Purchases at the door must be paid for in cash, in the exact amount.
- Students are to fully cooperate with adult chaperones.
- After leaving the dance, there is no returning. Make all arrangements, phone calls, etc., before entering the dance. Students needing to go a vehicle may ask for an escort to/from the vehicle, if an escort is available. Students expecting to be picked up by parents outside the dance will not be allowed to go out and check to see if the ride has arrived, and then return; it is recommended that the parents come to the door of the dance.
- LHS students who wish to bring a guest to an LHS dance must fill out a Dance Bid Form prior to the dance; the Bid Form must be approved by both an LHS administrator and the guest’s school administrator prior to the dance in order to be valid. The guest must be of high school age (guests younger than high school are not allowed); guests over 20 years of age will not be allowed; proof of age for any out of school guest may be required upon arrival at the dance). LHS students sponsoring guests are responsible for the conduct of the guest.
- Any student purchasing a ticket at the door will be required to present a student ID card as a form of identification.

Those not allowed to participate in dances:
- students who were suspended, if the time of the suspension includes the weekend of the dance i.e. a three-day suspension beginning on Friday and continuing through Monday and Tuesday
- students with outstanding school bills on record with the Bookkeeping Office
- students restricted from activities by the administration, including being academically ineligible (less than a 2.0 GPA during the last grading period)

Inappropriate conduct at dances:
- moshing at any time
- sitting on laps
- making out
- groping or fondling another about the buttocks, genital area, or breasts
- simulated sexual intercourse or other sexual activity
- rubbing suggestively against a dance partner
- rubbing or caressing a partner’s midriff area
- simulating strip-tease
- sandwich dancing (dancers press full-body, with other dancers ‘sandwiched’ between)
- freak dancing (as determined by the chaperones)

Conditions of Admission to Dances
Students will agree, as a condition of admission to the dance, that should a chaperone ask them to leave the dance for any of the above reasons, they will leave immediately without protest or appeal. Cell phones will be available at the door to arrange transportation home, but transportation remains the responsibility of the student and the student’s parents/guardians. Warnings and second chances will not be given.

Students will agree, as a condition of admission, not to pressure the DJ as to the music format (which is the responsibility of the dance committee).

Students will further agree, as a condition of admission, to submit to breath-a-lyzer or other forms of breath analysis upon request of an administrator any time during the evening.
DISCIPLINE

Discipline Options
Students referred for violations of school policies are subject to various penalties, the selection of which depends largely upon the nature of the violation and the student's history of previous violations.

Students are assigned a referral for each violation; accumulated referrals affect eligibility to participate in the Commencement Ceremony. Any student, who exceeds 20 referrals in the four years of high school (this includes discipline from other high schools), or five referrals in the senior year, will not participate in the Commencement Ceremony upon graduation.

Students with persistent discipline or attendance problems, who are no longer subject to compulsory school attendance, are subject to disenrollment; students on an inter-district transfer agreement risk cancellation of the agreement.

Friday School
Friday School is an intervention program designed to change student behavior. It is an educational opportunity for students rather than a punitive consequence. Students will be required to participate in campus beautification as well as participate in social skills training. The hours will be from 1:30-3:30 p.m. on Fridays. Students must be on time and stay for the duration of Friday School. All extra and co-curricular programs will not interfere with Friday School. Students may reschedule Friday School once; however, it cannot be for any school related event. Failure to attend and complete Friday School will result in a 2-day suspension. Friday School is a consequence for excessive tardies and does NOT clear absences or tardies.

Warning/Reprimand
In most instances of first time minor violations students will receive a warning and a Step (in the classroom). Teachers will keep a record of all classroom citations (Steps).

The Step Policy - Consequences for Failing to Meet Behavior Expectations in the Classroom
In the assertive discipline process, Steps are given by the teacher for behavior that is disruptive to the learning environment and interferes with the learning of other students.

Step 1: Teacher/student conference; student signs the log form
Step 2: Teacher will contact the parent. If the teacher was unsuccessful in contacting the parent by phone, a letter will be sent home; the letter will contain information on how the parent may contact the teacher
Step 3: Letter sent home from the teacher, with a copy to the student's counselor. Parent informed in the letter on how to initiate a teacher/parent conference. Letter also explains the overall concept of a Drop F for continued misconduct that interferes with the learning of others.
Step 4: Administrator or designee meets with the student to discuss the continuing behavior. Administrator contacts parent, and a letter to parents is mailed home. Student and parent are reminded that further disruptive behavior will result in the student being dropped from the class, with an “F” posted to transcript and placed in In-House Detention for the remainder of the semester.
Step 5: Assistant Principal will contact parent, and the student is removed from the class with a transcript grade of F. The student is to attend In House Detention each day instead of the class in question. Students dropped from a two-period block class (i.e. English 9 and English Acceleration Lab) will receive an F grade in both, but the student is allowed twice the normal number of steps. A discipline referral will also be issued upon reaching Step 5.

Drop F
An immediate Drop F will result whenever profanity or obscenity is directed at an instructor, substitute, or classroom aide, or if a second safety violation occurs in the same class. Additionally, students enrolled as Teacher/Office Assistants or Tiger Link Crew Leaders who cut 2 times that particular period, are subject to a Drop F. Students may be dropped from a class by the administration for disciplinary reasons, and may be dropped upon reaching Step 5 in the classroom assertive discipline process.

In House Detention
A student should be sent to In House Detention when their continued presence in the classroom constitutes an intolerable disruption to the learning environment.
When a student has accumulated five trips to In-House, the student will be provided the choice to attend Friday School or be suspended for 1 day.

VISITORS
Students are NOT to bring guests to school. (PC 627.7, PC 627.8)
Student Discipline Review Board (SDRB) (BP 6164.5)
When attempts by individual district school sites and programs have failed to resolve a student's school adjustment problems, the student shall be referred to the Student Discipline Review Board. The Review Board will thoroughly examine and discuss all information provided by the referral, supportive documents, and student/parent testimony, subsequently recommending appropriate action, placement, or referral to school, county, or a community agency or service.

Student and parent/guardians of students being referred to the SDRB will be notified in writing of the intended SDRB hearing. Notification will include the location, date and time of the hearing. Notification, in so far as practical, will be in the parent and/or guardian's primary language and be delivered by certified mail three (3) days prior to the scheduled hearing. In urgent situations, notification may be accomplished by telephone. When notification is accomplished by telephone, the individual making the contact will note the date and time of notification on the SDRB referral form. Subsequent to a SDRB hearing, the student and the parents and/or guardians of the student involved will be notified in writing of the SDRB's decision. Notification will specify the action, placement, or referral to school, county and/or community agency or service directed by the SDRB.

Students and parents/guardians of students will be informed of their right to appeal to the District Superintendent any decision and/or directive of the SDRB. The Superintendent, or his designee, will review the case to ensure that proper procedures were followed. If, in the opinion of the Superintendent, procedures were inadequate or incomplete, the Superintendent will remand the decision back to SDRB for a new hearing with instructions regarding the procedure or steps that were omitted or incomplete.

Grounds for Expulsion/Suspension
Grounds for suspension are provided for in Education Code 48900. Expellable offenses are detailed in Education Code 48900, in Lemoore High School District Board Policy 5144.1, and AR 5144.1.

Suspension
Students will be subject to suspension for reasons referred to in EC 48900. Students will not be suspended for more than five days for any single infraction unless extended by the Superintendent pending expulsion proceedings. LHS will implement behavior interventions as detailed on the behavior expectation chart on pages 21-26. In most cases, suspension will not be imposed unless other remedies to correct misbehavior have been tried. Students who are suspended are not eligible to compete during the suspension, including on the weekend if the time of the suspension covers the weekend (i.e. a two-day suspension beginning on Friday and ending on Monday). Students who are suspended from school are not to be at school or school activities on the day(s) of suspension. Class work missed while the student is suspended may be allowed to be made up. (Each teacher's syllabus determines the timeline for work to be made up.)

In the following cases, students will be suspended immediately:
- fighting
- hazing
- under the influence or possession of alcohol
- under the influence or possession of drugs and paraphernalia
- defiance of school authorities in the performance of their supervisory tasks
- profanity directed at staff or other supervising adults
- theft of school or personal property
- sexual harassment or obscene behavior
- gang apparel/gang activity
DISCIPLINE

Expulsion

Students will be subject to expulsion from Lemoore High School for the remainder of the semester plus the semester following for acts referred to in EC 48900. Students expelled by the School Board will still be required to attend school until they reach 18 years of age, and therefore will be referred to Community School in Hanford to continue their education, unless they are admitted to another school.

Specifically, expulsion will be recommended for:

- possession of any type of weapon or dangerous object (including imitation firearm (EC §48900 (m) on their person, book bag, purse, locker, etc. (BP 5131.7, AR 5131.7). Knives, no matter how small, are NOT to be in the possession of any student for any person, including in lockers
- brandishing a weapon during a fight, or threatening harm with a weapon
- possession or threat involving any explosive or incendiary device
- being involved in violence or violent confrontations as a member of a gang or other group as described in this handbook under Indicators of Gang Activity or Membership (BP 5132, BP 5136, BP 5137), or persistent displaying of gang apparel, accessories, or other means of gang identification
- sale of or offering for sale of a controlled substance
- assault on or threatening harm to a school employee
- robbery or extortion
- sexual assault
- second violation, second alcohol violation, or a combination of a drug violation and an alcohol violation
- two fights in one year; three fights in Freshman thru Senior years

and when all other means to correct inappropriate behavior have failed.

EDUCATION CODE SECTION 48900 - 48927

48900

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
(2) Willfully used force or violence upon the person of another, except in self-defense.

(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the Principal.

(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

(d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

(e) Committed or attempted to commit robbery or extortion.

(f) Caused or attempted to cause damage to school property or private property.

(g) Stolen or attempted to steal school property or private property.

(h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his/her own prescription products.

(i) Committed an obscene act or engaged in habitual profanity or vulgarity.

(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

(l) Knowingly received stolen school property or private property.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period whether on or off the campus.
4. During, or while going to or coming from, a school sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.

(v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

48900.1

(a) The governing board of each school district may adopt a policy authorizing teachers to require the parent or guardian of a pupil who has been suspended by a teacher pursuant to Section 48910 for reasons specified in subdivision (i) or (k) of Section 48900, to attend a portion of a school day in the classroom of his or her child or ward. The policy shall take into account reasonable factors that may prevent compliance with a notice to attend. The attendance of the parent or guardian shall be limited to the class from which the pupil was suspended.

(b) The policy shall be adopted pursuant to the procedures set forth in Sections 35291 and 35291.5. Parents and guardians shall be notified of this policy prior to its implementation. A teacher shall apply any policy adopted pursuant to this section uniformly to all pupils within the classroom.

The adopted policy shall include the procedures that the district will follow to accomplish the following:

1. Ensure that parents or guardians who attend school for the purposes of this section meet with the school administrator or his or her designee after completing the classroom visitation and before leaving the school site.

2. Contact parents or guardians who do not respond to the request to attend school pursuant to this section.

(c) If a teacher imposes the procedure pursuant to subdivision (a), the principal shall send a written notice to the parent or guardian stating that attendance by the parent or guardian is pursuant to law. This section shall apply only to a parent or guardian who is actually living with the pupil.

(d) A parent or guardian who has received a written notice pursuant to subdivision (c) shall attend class as specified in the written notice. The notice may specify that the attendance of the parent or guardian be on the day the pupil is scheduled to return to class, or within a reasonable period of time thereafter, as established by the policy of the board adopted pursuant to subdivision (a).
48900.2
In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

48900.3
In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

48900.4
In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

48900.5
Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

48900.6
As part of or instead of disciplinary action prescribed by this article, the principal of a school, the principal's designee, the superintendent of schools, or the governing board may require a pupil to perform community service on school grounds or, with written permission of the parent or guardian of the pupil, off school grounds, during the pupil's non-school hours. For the purposes of this section, "community service" may include, but is not limited to, work performed in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs. This section does not apply if a pupil has been suspended, pending expulsion, pursuant to Section 48915. However, this section applies if the recommended expulsion is not implemented or is, itself, suspended by stipulation or other administrative action.

48900.7
(a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terrorist threats against school officials or school property, or both.

(b) For the purposes of this section, "terrorist threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars ($1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.
### Discipline Infractions and Consequences

<table>
<thead>
<tr>
<th>INFRACTION</th>
<th>DESCRIPTION</th>
<th>CONSEQUENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dress Code violation</strong></td>
<td>Students are expected to comply with the Student Dress Code (see page 28)</td>
<td>Referral. A t-shirt will be issued to the student to cover the ‘problem’ in question; student billed $5 for the shirt. Students refusing to accept the shirt will be suspended for the remainder of the day. The fifth dress code violation (and any thereafter) in the same year will result in Friday School. If the t-shirt is insufficient, the student will not be permitted to return to class until he/she is in compliance with the Dress Code.</td>
</tr>
<tr>
<td><strong>Out of class without a Passport</strong></td>
<td>Students are to be in possession of their passports at all times, and may not leave the classroom during class time without the passport signed by the classroom teacher. Students may not go to their vehicles during passing periods, brunch or class time with or without a pass.</td>
<td>Escort class – Major referral Assigned Friday School</td>
</tr>
<tr>
<td><strong>Verified Truant</strong></td>
<td>A student who leaves school or class without permission of the teacher or administrator</td>
<td>1. Referral</td>
</tr>
<tr>
<td><strong>Leaving without checking out (during class time, brunch or lunch)</strong></td>
<td>Students are expected to sign out at the attendance office upon departing the campus prior to the end of the school day, even when the attendance office already is aware that the student is to leave. (E.C. 44808)</td>
<td>1. 1st offense warning - no referral 2. 2nd – 4th offense - referral and parent contact 3. 5th and subsequent offense—Friday School</td>
</tr>
<tr>
<td><strong>Closed campus violations</strong></td>
<td>Only Juniors and Seniors are allowed to leave campus during lunch.</td>
<td>1. 1st offense: referral 2. 2nd offense: Friday School, referral 3. 3rd offense: suspension 1 days, referral 4. 4th offense: suspension 2 days, referral 5. 5th offense: suspension 3 days; referral</td>
</tr>
<tr>
<td><strong>Forging a Document/False documentation</strong></td>
<td>Students are not to place false calls, submit documents, such as absence excuses, passport, parent permission forms, teacher clearances etc., that are not authentic. Students are not to use false ID when leaving campus and/or returning to school during school activities.</td>
<td>Friday School 2nd offense: Friday School 2nd offense: Suspension</td>
</tr>
<tr>
<td><strong>Cheating</strong></td>
<td>Any student who is caught cheating, such as plagiarism, copying, allowing others to copy, etc. is subject to immediate disciplinary action.</td>
<td>1st offense: Referral, zero on assignment 2nd offense: Referral, Friday School 3rd offense: Referral, 2 day suspension</td>
</tr>
<tr>
<td><strong>Internet agreement violation</strong></td>
<td>Students who sign the LUHSD Conditions, Rules, and Acceptable Use Agreement are expected to live up to the agreement. Loss of Internet privileges may affect ability to remain in internet-dependent classes.</td>
<td>Internet privileges suspended pending discipline outcomes Friday School or Suspension 1-5 days Violations due to downloading pornography, gang material, or cyber bulling etc. - Internet privileges terminated Violations due to any other violations, student/parent must arrange to meet with the students’ administrator to discuss resumption of privileges.</td>
</tr>
<tr>
<td><strong>Inappropriate dancing</strong></td>
<td>See Dance Policy; page 15</td>
<td>Student will be removed from the dance Parent contacted Further violations will result in being banned for future dances</td>
</tr>
<tr>
<td><strong>Gambling</strong></td>
<td>Throwing dice/exchanging money (EC 48900 (k)), or other games of chance involving money.</td>
<td>1. 1st offense: Documented warning 2. 2nd offense: Friday School, referral 3. 3rd offense: 3-5 days suspension 4. Contact law enforcement</td>
</tr>
<tr>
<td><strong>Bus violation</strong></td>
<td>Students riding in District transportation must follow established transportation rules and regulations.</td>
<td>1. 1st offense: Parent contact 2. 2nd offense: Loss of bus privileges, 5 days 3. 3rd offense: Loss of bus privileges for remainder of semester 4. 4th offense: Loss of privileges for remainder of the school year</td>
</tr>
<tr>
<td><strong>Loitering in neighborhoods or restricted areas</strong></td>
<td>Students are not to hang out in the neighborhoods and on private property while subject to school rules. Students ignoring warnings will be considered defiant. Students found in Locker Rooms without authorization are subject to suspension on the first offense; students are not to congregate in the parking lots</td>
<td>1st offense: Referral 2nd/3rd offense: Referral, Student choice of Friday School or suspension 4th offense: Referral, Suspension 2 days 5th offense: Referral, Suspension 3 days</td>
</tr>
</tbody>
</table>
## DISCIPLINE

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Excessive In House detentions</td>
<td>Students are sent to In House Detention whenever their continued presence in the classroom is disruptive to the learning of the other students. Students who do not adjust disruptive behavior will be disciplined further.</td>
<td>Friday School after the 5th In House Detention, and each additional 5th trip.</td>
</tr>
<tr>
<td>Defiance of authority</td>
<td>Students refusing to cooperate with ANY adult personnel at Lemoore High School, including parent volunteers, who are responsible for the safety and well-being of all students. (Ed Code 48900) (k). This includes offering a false name and/or fleeing from school personnel.</td>
<td>Referral - 1 - 5 days suspension or option of Friday School as determined by admin based on severity of the incident. Parent contact</td>
</tr>
<tr>
<td>Possession of disruptive devices</td>
<td>Students are not to disrupt classes or school events with devices such as laser pointers, music players or cell phones. <strong>These devices are NOT TO BE USED OR SEEN during class time.</strong> Parents with urgent need to contact students may call the high school office. (EC 48900) (k) Skateboards, roller blades, skates, scooters, hoverboards are not allowed on campus.</td>
<td>1. Referral and confiscation of item, to be returned to parent only 2. 5th and all subsequent offenses. Friday School</td>
</tr>
<tr>
<td>Public Displays of Affection (PDA)</td>
<td>Students are not to engage in excessive PDA (Public Displays of Affection)</td>
<td>1. 1st – 4th offense – referral and parent contact 2. 5th and each subsequent - Friday School or suspension</td>
</tr>
<tr>
<td>Obscene behavior</td>
<td>Any student who commits an obscene act or indecent exposure is subject to immediate disciplinary action (Ed Code 48900) (i)</td>
<td>Referral, Suspension 1-5 days or Friday School Report to law enforcement Parent contact</td>
</tr>
<tr>
<td>Safety violation</td>
<td>Students are expected to abide by all classroom and campus safety regulations. Blatant disregard for the safety of others or self will be dealt with seriously. Students who are driving unsafely on school grounds will result in disciplinary action.</td>
<td>Referral, Parent contact. Subsequent violation in the same class will result in a Drop F from class. Blatant and reckless disregard for the safety of others will result in suspension</td>
</tr>
<tr>
<td>False fire alarm</td>
<td>Falsely alerting the school, directly or indirectly, of a fire or impending fire. Students with actual knowledge that such a danger exits should communicate with school authorities immediately, and remain available for interview by law enforcement and other emergency personnel. (Ed Code 48900) (k)</td>
<td>Suspension 3-5 days Reported to law enforcement Parent contact Possible referral for expulsion</td>
</tr>
<tr>
<td>Graffiti</td>
<td>Unauthorized words, drawings, etc., written or scribbled on walls or desks</td>
<td>Depending on the severity of the damage, students will be suspended from 1 – 5 days or Friday School. Police notified. Parents contacted. Student will be financially liable for the damage. Students in possession of permanent markers: Referral, items confiscated.</td>
</tr>
<tr>
<td>Possession of permanent marker</td>
<td>Willful or negligent destruction of school property</td>
<td>Depending on the severity of the damage, students will be suspended from 1 – 5 days or Friday School. Police notified, Parents contacted, student will be financially liable for the damage</td>
</tr>
<tr>
<td>Theft/Burglary/Robbery</td>
<td>Any student who unlawfully obtains the property of another where an act of force or threat is involved (Ed Code 48900 (e), any student who steals or attempts to steal school or private property (EC 48900 (g)) will be subject to immediate disciplinary action.</td>
<td>Suspension 5 days – Parent contact Reported to law enforcement Restitution to victim; May refer for expulsion Theft of a teacher’s personal property will result in removal from class.</td>
</tr>
<tr>
<td>Extortion</td>
<td>Any student who unlawfully obtains the property of another where an act of force or threat is involved (Ed Code 48900 (e), any student who steals or attempts to steal school or private property (EC 48900 (g)) will be subject to immediate disciplinary action.</td>
<td>Suspension 5 days – Parent contact Reported to law enforcement Restitution to victim; May refer for expulsion Theft of a teacher’s personal property will result in removal from class.</td>
</tr>
<tr>
<td>Possession of Stolen Property</td>
<td>Any student who is unlawfully in possession of the personal property of another or in possession of another person's property without permission is subject to immediate disciplinary action. (Ed Code 48900 (i))</td>
<td>Suspension 5 days Report to law enforcement Parent contact May refer for expulsion</td>
</tr>
</tbody>
</table>
## DISCIPLINE

### Discipline Infractions and Consequences

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<tr>
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<tbody>
<tr>
<td>Bullying</td>
<td>Unwanted aggressive behavior done to intentionally hurt another person, physically or mentally. Behaving in such a way to gain power over another person. Any student engaging in behavior that intentionally inflicts injury or discomfort upon another person through physical contact, words, or other ways is subject to immediate disciplinary action. (Ed Code 48900 (a) (1))</td>
<td>Suspension 1-5 days or Friday School, to be determined by administrator. Parent Contact. Reported to law enforcement. May recommend expulsion. Two instances of bullying in the same year or three between 9th and 12th grade years may result in expulsion recommendation.</td>
</tr>
<tr>
<td>Cyber Bullying</td>
<td>Being cruel to others by sending or posting harmful material using technological means; an individual or group that uses information and communication involving electronic technologies to facilitate deliberate and repeated harassment or threat to an individual or group.</td>
<td>Suspension 1-5 days or Friday School, to be determined by administrator. Parent Contact. Reported to law enforcement. May recommend expulsion.</td>
</tr>
<tr>
<td>Recording Classroom Activities without permission</td>
<td>Any student recording classroom activities, including the teacher without prior permission will be subject to disciplinary action. (Ed Code 51512)</td>
<td>1-5 day suspension or Friday school to be determined by administrator.</td>
</tr>
<tr>
<td>Terrorist Threats</td>
<td>Terrorist threats shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage. (Ed Code 48900.7 (a)</td>
<td>Suspension 5 days. Parent contact. Report to law enforcement. Recommend expulsion.</td>
</tr>
<tr>
<td>Instigating fight/threatening/hazing (bullying)/harassment</td>
<td>Any student engaging in or having any part in hazing, instigating violence, or threatening in any manner or form that may result in possible injury or public humiliation of another is subject to immediate disciplinary action. (Acts of intimidation and/or menacing any other person are included in this category, as well as unwelcome comments or references to one’s race, ethnicity, national origin, sex, sexual orientation, religion, or political beliefs) (Ed Code 48900 (a) (1) Instigating a fight applies to those spectators whose presence at the conflict encourages the fight to occur or records a fight. Any student who uploads a recording to social media is subject to more severe consequences.</td>
<td>Suspension 1-5 days, to be determined by administrator. Report to law enforcement. May recommend expulsion. Two fights in one year or three fights between 9th &amp; 12th grade years recommend expulsion.</td>
</tr>
<tr>
<td>Fighting/causing/attempting to cause injury</td>
<td>Any student involved in a fight, or causing a fight to occur, or attempts to cause injury to another person is subject to immediate disciplinary action (LHS makes no distinction as to who started a fight; self-defense is not synonymous with revenge) (Ed Code 48900 (a) (1) (It has long been the policy of LUHSD to discipline all parties involved in a fight, regardless of who might have &quot;started&quot; the conflict. Self-defense does not mean hitting back. Students fearful that they might become involved in a fight are encouraged to contact any adult employee for assistance in avoiding violent conflicts.)</td>
<td>Suspension 3 or 5 days depending on the risk of injury, to be determined by administrator. Fight Contract. Reported to law enforcement. Parent/student conference. Possible referral to Anger Management program. Two fights in one year or three fights between 9th &amp; 12th grade years recommend expulsion. Gang-related fights will result in recommendation for expulsion for those with 2 or more gang indicators (see table below).</td>
</tr>
<tr>
<td>Assault</td>
<td>Willfully used force or violence upon the person of another, except in self-defense. (Ed Code 48900) (a) (2)</td>
<td>Suspension 5 days. Reported to law enforcement. Parent/student conference. May recommend expulsion.</td>
</tr>
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</table>
## DISCIPLINE
### Discipline Infractions and Consequences

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| Possession of weapon/destructive devices | Any weapon or destructive device of any type or form is not to be brought onto campus. Any student who is found to be in possession of or who transports a weapon or any destructive device to the school premises, or while in attendance at any school sponsored activity, or in the vicinity of the school where students normally congregate will be subject to immediate disciplinary action. (Ed Code 48900) (b) | Suspension 5 days  
Report to law enforcement  
Parent contact  
May be Referred for expulsion |
| Bomb threat | False alerting the school, directly or indirectly, of the presence of a bomb or other potentially destructive or harmful device or substance. Students with actual knowledge that such a danger exits should communicate with school authorities immediately, and remain available for interview by law enforcement and other emergency personnel. (Ed Code 48900) (b) | Suspension 5 days  
Reported to law enforcement  
Parent contact  
Referred for expulsion |
| Tobacco violation | Students are not to be in possession of tobacco, including tobacco paraphernalia (Ed Code 48900 (h) on the way to school, at school, during brunch/break or lunchtime, or after school, or at school events and activities (EC. 48900, EC 44808). | 1. 1st offense – Referral  
2. 2nd offense – 1-day suspension or Friday School  
3. 3rd offense – 1-day suspension  
4. All subsequent offenses- 3 to 5 days suspension each occurrence  
Administrator will determine if Friday School or suspension is appropriate. |
| Alcohol violation | Any student under the influence or in possession of alcohol is subject to immediate disciplinary action. (Ed Code 48900 (c), in addition to consequences otherwise provided for (Athletic Handbook, CIF regulations, etc.) | Suspension 5 days  
Reported to law enforcement  
Parent/student conference  
Refer for counseling; student placed on drug/alcohol contract  
9 weeks restriction from extra-curricular activities  
Two incidents in one year or 3 incidents in grades 9-12. (expulsion will be recommended on the first offense in the case of a prior drug violation) |
| Drug violation | Any student found the first time to be under the influence or in possession of any controlled substance in any form whether liquid, powder, less than an ounce of marijuana, etc., or in possession of drug paraphernalia, while on school premises, or in attendance at any school sponsored activity, or in the vicinity where students congregate during normal school hours, will be subject to immediate disciplinary action. (Ed Code 48900 (c) | Suspension 5 days  
Reported to law enforcement  
Parent/student conference  
Refer for counseling; student placed on drug/alcohol contract  
9 weeks restriction from extra-curricular activities  
Two incidents in one year or 3 incidents in grades 9-12. (expulsion will be recommended on the first offense in the case of a prior alcohol violation) |
| Drug sales/distribution | Any student who is found negotiating the unlawful sale or distribution of any controlled substance or more than an ounce of marijuana, or found for the second time to be under the influence of or in possession of a controlled substance or possession of drug paraphernalia, while on school grounds, or in attendance at any school sponsored activity, or in the vicinity where students congregate during normal school hours shall be subject to immediate disciplinary action: (EC 48900 (d) | Suspension 5 days  
Reported to law enforcement  
Referred for expulsion |
## DISCIPLINE

### Discipline Infractions and Consequences

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<tbody>
<tr>
<td>Gang writings/gang references</td>
<td>Students participating in groups that advocate physical violence, exhibit disruptive behavior, become involved in group activities that cause, attempt to cause, or threaten to cause physical injury are subject to immediate disciplinary action. (BP 5136) (Ed Code 48900) (See gang indicators on page 27.) The display of any apparel, jewelry, accessory, notebook, or manner of grooming which by nature of its color, arrangement, trademark or any other attribute which denotes membership or participation in or with a gang or group that advocates disruptive behavior will be subject to immediate disciplinary action.</td>
<td>1. 1st offense - referral; Friday School; parents contacted.  2. 2nd offense – Suspension 1-2 days Reported to law enforcement Parent contact Student placed on gang contract  3. 3rd offense – Suspension 3-5 days; Reported to law enforcement; parent contact  4. 4th offense: Referral for expulsion</td>
</tr>
<tr>
<td>Gang Activity</td>
<td>Actions that harass, intimidate, threaten other students, or disrupt the orderliness of the campus as a part of any gang associations are not tolerated. (See gang indicators on page 27)</td>
<td>1. 1st offense – referral; Friday School; parent contacted, contract restricting apparel, associations, and hang outs.  2. 2nd offense – Suspension 1-2 days Reported to law enforcement, parent contacted  3. 3rd offense – Suspension 3-5 days; reported to law enforcement; parent contact  4. 4th offense – Referral for expulsion</td>
</tr>
<tr>
<td>Sexual Assault</td>
<td>Physical conduct such as assault, attempted rape or rape, impeding or blocking movement and touching, cornering where one or more persons prevent free movement of another person, which may include offensive touching or remarks.</td>
<td>Suspension 5 days Refer to law enforcement Recommend for expulsion</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>Sexual advances that are unwanted, including situations which began as reciprocal attractions, but later ceased to be reciprocal. Reprisals or threats after a negative response to sexual advances. Visual conducts such as displaying sexually suggestive objects, or pictures, cartoons or posters. Leering or sexual gestures. Verbal abuse of a sexual nature, sexually explicit jokes and comments, sexually suggestive letters, notes or invitations.</td>
<td>Suspension 1-5 days or possible recommendation for expulsion based on the severity, to be determined by the administrator</td>
</tr>
<tr>
<td>Tardy Card</td>
<td>If the student is tardy the teacher will ask for the students’ passport and cross one of the tardies out. When all of the tardies are crossed out the teacher who crosses off the last tardy will keep the passport and turn it into the office. The administrator will assign the appropriate disciplinary action. All students will receive new passports at the beginning of new semester.</td>
<td>0-8 Tardy: Referral &amp; 1 Friday School  16th Tardy: Referral &amp; 2 Friday School  24th Tardy: 2 day suspension  32nd Tardy: 3 day Suspension</td>
</tr>
</tbody>
</table>
DISCIPLINE
Tiger Passport/Tardy Card
All students are issued a Tiger Passport at the beginning of the school year as a means of keeping students accountable for time out of class as well as tardies. Each student is expected to keep the Tiger Passport available at all times in their possession. The student’s name must be written on the Passport. Whenever the student needs to leave class, the event is documented on the Tiger Passport, and is signed by a teacher or other school official. Parents may examine their student’s Tiger Passport to review the frequency of trips out of the classroom (nurse, office, restroom, etc.). If a student loses their passport a new one may be obtained in Team Tradition and the appropriate consequences and tardies will be applied. This may NOT be done during class time. Students caught outside the classroom during class time without a properly endorsed Tiger Passport will receive a referral and will be escorted back to class.

<table>
<thead>
<tr>
<th>LHS/Tardy Card</th>
<th>Student Name:</th>
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</thead>
<tbody>
<tr>
<td>Tiger Passport</td>
<td>Student ID:</td>
</tr>
</tbody>
</table>
Students are to have their passport with them at all times. Each student is responsible for his/her Tiger Passport. Students caught outside of the classroom without a valid and properly endorsed Tiger Passport will receive a referral. If a student loses their passport a new one may be obtained in Team Tradition and the appropriate consequences and tardies will be applied. This may not be done during class time.
Indicators of Gang Activities or Membership
Lemoore High School takes a strong position against students being harassed, threatened, or intimidated by groups of students, and a strong position against defacing school property by anyone. Parents should be aware of possible gang associations, and should be concerned when 2 or more of the criteria apply to his or her student. The criteria below are courtesy of the Kings County Gang Task Force, a multi-law enforcement agency project.

- Admits to gang membership or association
- Name is on a gang document, hit list, or gang related graffiti
- Is observed to associate on a regular basis with known gang members
- Is identified as a gang member by a reliable source
- Has tattoos indicating gang membership
- Arrested in the company of identified gang members
- Wears gang clothing, symbols, etc. to identify with a specific gang
- Corresponds with known gang members or writes and/or receives correspondence about gang activities
- Is in a photograph with known gang members and/or using gang related hand signs
- Writes about gangs (graffiti) on walls, books, paper, music, etc.

Search and Seizure Policy
The governing Board recognizes that incidents may occur which jeopardize the health, safety and welfare of students and staff, which necessitate the search of students, their property or their lockers by school officials.

School officials may search individual students and their property, including electronic devices, when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the District or the school. The Board urges that discretion, good judgment, and common sense be exercised in all cases of search and seizure.

In an effort to keep the schools free of drugs and weapons, the District may use specially trained non-aggressive dogs to sniff out and alert staff to the presence of substances or objects which are prohibited by law or District policy. The dogs may sniff the air around lockers, desks, bags, items or vehicles on District property or at District-sponsored events as long as they are not allowed to sniff any person. Such procedures will be conducted in accordance with County, State, and Federal regulations. The above inspections shall be unannounced and may take place at the discretion of the superintendent or designee. (BP 5145.12a-d)

For the purposes of this policy, “Electronic Device” means a privately owned device that is used for audio, video, or text communication or any other type of computer or computer-like instrument. Electronic Devices may include but are not limited to:

- Existing and emerging mobile communication systems and smart technologies (cell phones, smart phones, etc.);
- Handheld entertainments systems (video games, CD players, compact DVD players, MP3 players, iPods, etc.) and any other convergent communication technologies that do any number of the previously mentioned functions;
- Current or emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving storing, etc.
- Digital tablets and eReaders (iPads, Kindle, Nook, etc.)

Bullying
The U.S. National Center for Education Statistics suggests that bullying can be classified into two categories:

1. Direct Bullying
2. Indirect bullying (also known as social aggression)

Direct bullying involves a great deal of physical aggression, such as shoving and poking, throwing things, slapping, choking, punching and kicking, beating, stabbing, pulling hair, scratching, biting, scraping, and pinching.

Social aggression or indirect bullying is characterized by attempting to socially isolate the victim. This isolation is achieved through a wide variety of techniques, including spreading gossip, refusing to socialize with the victim, bullying other people who wish to socialize with the victim, and criticizing the victim’s manner of dress and other socially significant markers (including the victim’s race, religion, disability, sex, or sexual preferences, etc.) More subtle indirect bullying may include name calling, the silent treatment, arguing others into submission, manipulation, false gossip, lies, rumors and false rumors, staring, giggling, laughing at the victim, saying certain words that trigger a reaction from a past event, and mocking.
DRESS CODE

Student Dress Code (AR 5132)

Students are expected to dress in a manner appropriate for the workplace. Therefore, all students are to adhere to the following standards:

- Shoes must be worn at all times.
- No sunglasses may be worn in the classroom.
- 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, violence, gang activities, or the use of drugs or alcohol.
- Hats and head coverings (including bandannas, beanies, do-rags, etc.) are not allowed and are not to be worn during school hours or before school while on campus, with the following exceptions:
  - Wide brimmed straw hats for protection from the sun are allowed anytime outdoors; the hat must have a 6-inch brim that provides reasonable protection to the face and neck areas.
  - Hats that are a legitimate part of a uniform are allowed outdoors; the cap must adhere to and match the overall uniform. (e.g., NJROTC)
  - Any type of hat or head covering that is devoid of crude, vulgar, profane or sexually suggestive references, and does not advocate racial, ethnic, religious prejudice, gang activities, or the use of drugs or alcohol, will be allowed at extracurricular events after regular school hours or on special dress up days approved by the administration.
- No Blankets

- Clothing shall be sufficient to conceal undergarments (including straps), cleavage, and midriffs, at all times. (Midriff coverage includes whenever the arms are raised, or when bending over; undergarment coverage includes when seated and when bending at the waist.) **Jeans or other pants, with holes, are allowed only if the holes are no larger than the palm of the hand and are not 8 inches above the knee. Also, shorts can be no shorter than 8 inches above the knee and no shorter than mid-thigh.**
- See-through or fishnet fabrics, bare midriffs, tube tops, men’s tank undershirts, jeans with holes in them that allow skin to be shown, and clothing deemed immodest by school personnel are prohibited. Tops with spaghetti straps and halter tops must be accompanied by a shirt or blouse to sufficiently cover the shoulders. Tank tops must have two straps, with a minimum width of 1 1/2 inches. **Tank tops, other than undergarments, must be fitted at the arm pits.** Wearing pajamas and/or bedroom slippers is not allowed except on official dress up days authorized by the administration.
- PE uniform shorts may not be worn in classes other than physical education.
- **Students are expected to dress appropriately at any activity representing the school. They should recognize that appearance, expression, and actions always influence people’s opinions of students, the team, and the school.**

Coaches and classroom teachers may impose more stringent dress requirements to accommodate the safety of students and special needs of certain sports and/or classes.

**Discipline Options with regard to Violations of the Dress Code**

Teachers will offer to any student in violation of the dress code a plain white t-shirt (assuming the t-shirt will solve the problem). The student will be required to turn in the t-shirt to their team office at the end of the school day; failure to do so will result in the student being billed for the t-shirt. If the student refuses the shirt, the student will be suspended from school for the remainder of the day.

Students wishing to protest the violation should accept the shirt and seek an administrator on the grounds or in the office on the student’s own time. The administrator will hear the appeal, and may or may not cancel the dress code violation.

If the t-shirt does not remedy the violation of the dress code, the student will be removed from class and will not be permitted to attend any class until the problem is corrected. This may mean that the student will need to contact a parent or sibling to bring appropriate clothing to school. Failure to do so may result in suspension from school for the remainder of the school day. All questions regarding the ultimate appropriateness of student attire will be resolved by the administration.

Absences from class due to dress code violations will affect the student’s eligibility to participate in the LHS Commencement Ceremony.
EDUCATIONAL PROGRAMS

ADVANCED PLACEMENT/HONORS LEVEL CLASSES
Advanced Placement and Honors classes were instituted at Lemoore High School to stimulate, challenge, and reward students who wish to perform at higher educational levels.

Students in Honors classes and Advanced Placement classes are rewarded additional grade points for achievement. Students who earn an A grade receive 5 grade points; a B is worth 4 grade points, and a C is worth 3 grade points.

Students in AP Classes may attempt College Board Examinations, which are evaluated for college credit. Students pay the examination fees charged for the tests. Further information may be found in the LHS Counseling Services Guide, and is available on the school website www.luhsd.k12.ca.us.

AVID (Advancement via Individual Determination)
Each year 30 freshmen will be selected through a nomination and interview process to be included in the AVID elective program designed to assist students from underrepresented populations to succeed in acceptance into a 4-year college or university. These students will be required to commit to an elective class for each of the four years in high school, and to enroll in prescribed core classes. LHS also teaches all freshmen the basic AVID methodologies as part of the Geography (or Naval Science 1) classes.

BILINGUAL EDUCATION/ENGLISH LANGUAGE LEARNERS
Bilingual instruction ensures that those students who come from non-English speaking homes and/or students who have limited English-speaking abilities have an equal opportunity for learning successfully. Lemoore High School maintains an 'English as a Second Language' program for students whose primary language is not English.

Students learning English as a second language are evaluated as to language proficiency in both English and their native language. Those who are sufficiently fluent and/or literate in English are mainstreamed completely; those who are not ready for total immersion in English only programs are offered a variety of classroom options, depending on need.

CALIFORNIA SCHOLARSHIP FEDERATION (CSF CHAPTER 146c)
Lemoore High School is a member of the California Scholarship Federation (CSF). The purpose of this organization is to foster high standards of scholarship and broad ideals of service to the school.

Students who have ten (10) points in five subjects on their semester report cards are eligible for membership. The evaluation of grades is as follows:
- A . . . . . 3 points
- B . . . . . 1 point

A courses and B courses are listed in the CSF information pamphlet and in the Counseling Services Guide, and are available in the Counseling Office and also on the school website www.luhsd.k12.ca.us.

Physical Education grades are not counted for point totals. An F or D grade disqualifies membership.

In an Honors or Advanced Placement class, B grades count as 2 points. West Hills College classes do count toward CSF points, but the point value is determined by the number of semester units assigned to each class.

A student qualifying for membership must make application to CSF. First semester freshmen may apply if
EDUCATIONAL PROGRAMS

they were Honor CJSF members (they must show their certificate). Second semester freshmen may qualify for non-voting membership; however, this does not qualify toward life membership. Applications are open only during the first 4 weeks of the semester.

To be eligible for life membership (a seal bearer) in CSF, a student must have been a member for four of the last six semesters in high school, one of which must have been in the senior year.

A life member is awarded the chapter seal on their diploma and official transcript. Life members may purchase gold sashes to wear at Commencement and Baccalaureate. More information may be obtained from the CSF Advisor, Mr. Roberts, 924-6600 ext. 227, or email kroberts@luhsd.k12.ca.us.

HOME and HOSPITAL INSTRUCTION

Home and Hospital Instruction is a program of instruction in the home or hospital setting for students with an appropriate medical certification of temporary disability caused by an accident, or by physical, mental, or emotional illness, requiring the student to be out of school for at least 2 weeks. The assigned Home and Hospital Instruction teacher will consult with the regular classroom teachers to match instruction as closely as possible to the regular curriculum. The intent of Home and Hospital Instruction is to maintain instruction until the student is well enough to attend regular school.

Students are not eligible to participate in extra-curricular activities while on home hospital.

HOMELESS STUDENTS

Services are available for homeless students; please contact your student’s team office for further information.

HOME SCHOOLING

Home Schooling is not an LHS service. Articulating home schooling records into high school transcripts may be difficult; the Superintendent, Debbie Muro, handles the re-entry evaluation of home-schooled students into LHS.

MIGRANT EDUCATION

Migrant Education services will be provided by the Migrant Education Region 8 office at the Tulare County office of Education. Tony Velasquez (559)651-3035 or 1-800-301-0044

SPECIAL EDUCATION

- Special Day class students require academic support for most classes. In this program, fundamental school subjects shall be emphasized as prescribed by the I.E.P. Team.
- Resource Specialist Pupils require academic support for three (3) periods or less. The purpose of this program is to coordinate Special Education services with a student's regular school program.

For further information, please contact Valerie Botelho, Assistant Principal, 924-6600 x217.

STUDENTS WITH EXCEPTIONAL NEEDS (BP 6146.4)

Specialized services and accommodations are available for students who qualify for Special Education or Section 504 plans. Students suspected of having any disability that interferes with their learning should be referred to their counselor to determine if they are eligible for services under either program. Parents’ rights with regard to these programs are available upon request.

SUMMER SCHOOL

Lemoore High School maintains an instructional Summer School program for pupils enrolled in grades 9 to 12 depending on the availability of funding. Classes are designed to help students meet the district-adopted standards of proficiency in basic skills. Students must have an F in a class to be eligible for Summer School. Summer School registration begins in March of each year.
EDUCATIONAL PROGRAMS

TITLE I
Students who are two or more grades below grade level in reading and/or mathematics or who have not passed the CAHSEE are eligible for services under Title 1 of the Elementary and Secondary Education Act. Parents are encouraged to serve on the Title 1 Advisory Committee by contacting Assistant Principal ext. 216.

WEST HILLS COLLEGE
Juniors and seniors may arrange part of the student day to enroll in courses offered through West Hills College. Courses required for graduation at LHS may not be taken at another school while the student is enrolled at LHS. Students should see their counselor for further information.

VALEDICTORIAN/SALUTATORIAN
To insure that all students have equal opportunity to be awarded Valedictorian/Salutatorian students will receive extra grade points for Advanced Placement in seat courses offered at LHS. In the event a student transfers to LHS and did not have access to these courses their un-weighted GPA will be compared and calculated to insure equality.
ALTERNATIVE EDUCATIONAL PROGRAMS

CONTINUATION HIGH SCHOOL
LUHSD has an alternative education program, Donald C. Jamison High School, located at Lemoore High School. The administration is housed at Jamison. Students in grades 11 – 12 are encouraged to see their counselor if they are interested in this program. All students wishing to attend Jamison High School must be referred via the current LHS SDRB process.

INDEPENDENT STUDY
The primary goal of Independent Study classes is to make our educational system more responsive to the academic, personal, and social needs of students in a short term environment. The Independent Study Program requires a minimum reading comprehension level in order to complete the course work independently. Students are required to meet with their Independent Study teachers on an arranged, regular basis from 3:30 to 5:30 p.m. and they must provide their own transportation. Once students are accepted into an Independent Study program, they are expected to remain in the program for the duration of the semester.

Students seeking Independent Study must complete an application and submit it to their counselor for review. Each team will evaluate the application and determine if Independent Study is appropriate.

MIDDLE COLLEGE HIGH SCHOOL
The Lemoore Middle College High School (LMCHS) is a Charter school and a collaborative effort between 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 they will also take West Hills College courses that will give them both credits toward their high school diploma, as well as college units. 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.

CREDIT RECOVERY
Credit Recovery is a program designed to help student’s make-up credits for classes they have failed. Priority is given to seniors. Students who have failed courses should see their counselor.
**Eligibility Guidelines**

To be eligible to participate in or try out for extra-curricular activities, all students shall:

- maintain a 2.0 Grade Point Average (a C average) on a 4.0 scale for each progress or grading period.
- pay all school bills at the beginning of each semester.

An *ineligibility list* will be published at the end of each progress and grading period consisting of all students below 2.0 GPA for that period. Students on this list will remain ineligible until the next ineligibility list is published.

Grades earned in summer school can be used in changing eligibility for the fall semester by averaging the summer school grade(s) with the prior semester grades. The student must petition the Registrar to seek a change of eligibility status due to summer school.

Activities affected by the eligibility policy are: (BP 6145)

- **Athletics:** Students who are ineligible may not compete, scrimmage, or suit up, but may practice with the team as particular sport regulations allow. Athletes, meeting eligibility requirements, must obtain a clearance card issued by the bookkeeper. This card will be given to the Season of Sport coach by the student athlete prior to participating.

- **Student Government:** Students holding ASB, class office, or honorary positions will lose their office upon ineligibility, and are not necessarily entitled to that office once they become eligible. Students in the leadership class may wish to remain, and their grade in the class will not be affected by the loss of office.

- **Student Performances:** Students participating in performances such as Pep Squad, school plays, etc., which are not a direct function of an LHS class, are governed by this policy. Performance solely intended for a particular classroom is allowed.

- **Competitive or Demonstration Teams:** FFA, Storytelling, NJROTC, Drama, competitive or demonstration teams, Pep Squad, or other competitive groups are governed by this policy.

- **Field Trips** that are not part of a class requirement are governed by this policy.

- **Major Dances:** Winter Dance, Sadie Hawkins, and Prom are governed by this policy.

**Note:** Students must maintain a 2.0 GPA in order to apply for a work permit. Failure to maintain a 2.0 will result in revocation of the student’s work permit.
FIELD TRIPS

Field Trips include all off campus trips involving students, including club and athletic trips, and all overnight trips.

- All field trips must be school-approved and insured transportation must be used unless otherwise authorized by the Principal.
- When buses are used, the driver must receive full cooperation without exception.
- Students are to be supervised at all times by approved adults.
- The adult in charge of the event must have emergency contact information available at all times.
- A trip itinerary must be filed prior to leaving; athletic trips are filed with the Athletic Director; all other trips are filed with the Activities Director.

*The Itinerary is to include:*
  - departure and arrival times
  - planned stops for any reason
  - cell phone numbers of the advisor, other adult chaperones, hotel phone numbers, etc.
  - a notice that students' personal belongings are subject to search without notice
  - notification that parents will be summoned when their student is to be sent home for misconduct

*The itinerary should be communicated to parents prior to leaving;* attaching the itinerary to the Field Trip Permission form (this form is not required for athletic trips) is recommended; the parent can detach the itinerary after signing the form.

_No minor or adult not covered by the District’s liability insurance is to be transported in any school vehicle._

_All adult chaperones must be authorized by the Athletic Director or Activities Director._

Only adults with district approved background clearances on file with the District Office may directly supervise students. Non-cleared adult chaperones may assist, but are not to be left alone with students.

_All school rules apply, including the dress code._

_For all off-campus trips (with the exception of athletics) each student must have a properly signed Field Trip Permission form turned in to the advisor_; the advisor should keep the forms on the trip because they contain emergency contact numbers and other vital medical information, as well as emergency medical treatment care authorization.
GRADES

Grades should be an accurate reflection of the student’s achievement and progress in accordance with course and department objectives. Grades will be based on all assignments to date. Missing work will count as zero credit towards the average total grade.

An A grade means that, in addition to being familiar with the content of the Standards, the student shows competence, thoroughness, an excellent grasp of content, and well developed analysis. A B grade indicates that the student is familiar with the content of the Standards and demonstrates an understanding of facts and ideas by organizing, comparing, translating, interpreting, giving descriptions and stating main ideas of the learning goals, but may lack thoroughness of analysis and show some weaknesses. A C grade generally indicates the student shows basic familiarity with the content of the Learning Goals, demonstrates rote learning, and restates issues related to the content of the Learning Goals. A D grade means that the student is not achieving the standards sufficiently although an effort is being made and the work is being attempted. A D means the student is in danger of failing. An F is defined as a failure in achievement. A student who receives an F in a class for the semester will receive no credit for that class. Withdrawing from a class after the deadline will also result with an F grade on the permanent transcript.

Grade Point Average

Numerical values are assigned to letter grades in order to calculate the average of grades. A grades are assigned 4 points, B grades 3 points, C grades 2 points, D grades 1 point, and F grades zero points. The Grade Point Average (GPA) is determined by adding up the total points and dividing by the number of classes.

Progress Grades

After the first six weeks and at the twelve week point of each semester students receive progress grades. The six week and twelve week progress grades indicate continuing progress toward the semester grade and are not separate grading periods. A final semester grade will be given at the end of eighteen weeks. Eligibility for extra-curricular activities is based upon the most recent type of grade report, either the progress grade or the semester grade.

Deficiency Notice

Parents have the right, by law, to be notified by the teacher when a student is deficient in progress toward a passing semester grade (their student might be failing, indicated by an F grade, or in danger of failing, indicated by a D grade). If prior notification to parents that a student is in danger of failing at the semester has not been accomplished via the six-week or twelve-week progress grade, teachers are to notify parents of such danger in writing. (EC 49067) Parents must also be warned about any upcoming major assignment, such as term paper, book report, project, which could cause a failing grade for a student who

Grade Changes

Grade changes should only be because of a miscalculation, work that was made up within the allowable time due to legitimate absence from class, or as otherwise specified in a 504 Plan or IEP. Appeals for grade changes that would affect eligibility for extra-curricular or co-curricular activities should be made within one week after the eligibility list was published. Students or parents wishing to challenge the teacher’s calculation of a grade may schedule an appointment with the student’s counselor. By law, the ultimate determination of a student’s grade is up to the classroom teacher.

Credits (units)

Credits are assigned at the semester grade only. Each class with a D or better on the semester grade will generate 5 credits (units) on the student’s transcript. F grades generate no credits. Students can earn 35 credits per semester by passing seven classes. A transcript grade is the same as the semester grade.
**GRADES**

Transcript
A transcript is the permanent school record of academic credits earned (semester grades or the equivalent), as well as other information (High School Exit Exam, SAT/ACT, Semester Grade Point Averages, etc.). Once a semester grade is posted to the transcript, it cannot be substituted with a better grade earned by retaking a course. However, the new grade in the course will be added to the transcript and averaged in with all other semester grades in calculating grade point averages.

Transcript Fee: Current students in need of an unofficial or official transcript may request one or more (up to five) from the school registrar at no cost. After ten copies, each transcript will cost $1.00. Students who are LUHSD graduates will be charged a fee of $5.00 per transcript.

**GRADUATION REQUIREMENTS**

High School Diploma (Graduation) Requirements
260 Units must be completed: 180 units in required subjects, 80 units in electives.

5 units are awarded for each class completed per semester.

Most LHS classes are designed for 2 semesters.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Units</th>
<th>Semesters</th>
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</thead>
<tbody>
<tr>
<td>English</td>
<td>40</td>
<td>8</td>
</tr>
<tr>
<td>Geography</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>World History</td>
<td>10</td>
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<td>US History</td>
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<td>30</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>30</td>
<td>6</td>
</tr>
<tr>
<td>Fine Arts* (may include Foreign Language)</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>Physical Education</td>
<td>30</td>
<td>6</td>
</tr>
</tbody>
</table>

| Total required units           | 180   |
| Total electives                | 80    |
| Total units                    | 260   |

**Class of 2021 – will be required to take three years of science.**

The following may be counted as Fine Arts: all art and music classes; any foreign language; Storytelling; Drama Production; Floral Arts; Interior Design and Housing; Ag Metal Arts and Crafts.

The third year of P.E. can be earned by: P.E. 11; P.E. 12; Dance and Fitness; Lifetime Sports; Weight Training; Athletics in the 11th or 12th grade (5 units per season); Pep Squad or Marching Band (5 units per season)

Classes required for graduation from LHS may not be taken at another institution while the student is enrolled in the Lemoore High School District. (Classes may be taken to make up credits for failing grades at other institutions,
GRADUATION REQUIREMENTS

such as a community college.) Students may not take a course at another institution in lieu of taking the class at Lemoore High School.

Seniors must be enrolled in, and pass, Senior English and American Government and Economics. If a student has previously taken one of these courses at another institution, they will receive elective credit and be required to take this course at Lemoore High School.

Additional Requirements

Students must:

- Pass the Senior Exit Interview
- Complete 40 hours of Community Service
- Be enrolled in 7 periods each day, unless otherwise authorized by the team administrator (no more than two of the 7 periods may be in ROP or West Hills College classes

Students may not attend more than 8 regular semesters unless specified in their IEP or with prior permission of the Principal. Students needing more than 8 regular semesters to complete the requirements of an LHS Diploma must be in continuous enrollment and will not be eligible for the Commencement Ceremony.

Students graduating earlier than 8 semesters must have the Principal’s approval, and will not be eligible to participate in the Commencement Ceremony.

Students participating in an approved diploma acceleration program must attend Lemoore High School the last semester of their graduating year to be eligible to participate in graduation ceremonies and activities.

Students dropped from a required class during the last semester of the senior year will not graduate with the class.

Counselors may recommend the waiver of some LHS requirements.
PARENT INVOLVEMENT

SCHOOL SITE COUNCIL
The LHS School Site Council consists of parents, faculty, and students. The Council meets approximately once each month during the months that school is in session. Call 924-6600 x215 if you are interested in participating.

The purpose of the School Site Council is to:
- review with administrators, teachers, other school personnel, parents and students the implementation of the any school improvement activity or program
- review, revise, and adopt the annual Single School Plan for Student Achievement and the related WASC Action Plan
- assess periodically the effectiveness of a school program, using WASC criteria/State standards and special project expectations
- recommend modifications intended to improve the school environment or any school supported program
- review policy proposals being considered for presentation to the Board of Trustees; assess the degree of participation of appropriate stakeholders in the formulation of policy proposals, and to make recommendations regarding the merits of policy proposals
- review existing policies, and recommend revisions to the site administration for consideration
- verify that all policy proposals, from any source, have been given due consideration
- take other actions as required by the California Education Code for the approval of grant or special funding
- assist site administrators in increasing parent, student, and community involvement in the educational process at Lemoore Union High School

SOBER GRAD COMMITTEE
Each year, a senior parent group is formed for the purpose of structuring senior class activities during the year, most notably the annual Sober Grad Party following Commencement. This is usually an active committee that needs a lot of helping hands. Call 924-6600 x215 for further information.

TAPIT – Teachers, Administrators, and Parents in Touch
All parents are invited to join the TAPIT. This group is parent-run, has no fees or dues, and no required meetings, but does allow access to school information and volunteer opportunities in the classrooms and in the various support areas of the campus. TAPIT a few times each year in the Presentation Center with the principal or other invited school personnel to discuss current issues or just see what is happening at LHS. To join or just inquire about this group, email lhstapit@luhsd.k12.ca.us or call 924-6600 x215. TAPIT members have sign up tables at Back to School Night and Student Orientation.
REGISTRATION AND CLASSES

REGISTRATION

When a student is enrolling for the first time, he/she must be registered with the Registrar in Administration. Students transferring from a Lemoore area elementary or middle school will find this procedure simplified as much of the required information is forwarded to us.

The following documentation is required to enroll at Lemoore High School:

1. Record of required immunizations.
2. Proof of age (via school records, birth or baptismal certificates, passport, or immigration certificate)
3. Proof of residency in the Lemoore High District, or approved Inter-district Transfer from another district. (Inter-district Transfers must originate from the district of residence)
4. Withdrawal date and grades from previous school (if transferring from another high school); students transferring to the district from a continuation high school are expected to enroll at one of this district’s alternative education high schools

8th Grade Enrollment Process (Incoming 9th graders)

1. Parents must complete enrollment forms
2. Parents and students must attend Eighth Grade Parent Night to:
   - review policies and regulations
   - discuss the enrollment process
   - receive registration materials
   - complete placement test
3. Parents and students review the registration materials, this handbook, and the 8th grade teacher’s recommendations, and begin completing the Four Year Plan to select freshman year classes
4. Eighth graders and parents meet with staff members at LHS during Freshman Registration to review the Four Year Plan and then meet with an LHS Counselor or administrator to finalize the enrollment process

Withdrawal from High School

If a student is withdrawing from high school:

1. The Registrar must be contacted by the parent/guardian.
2. The Registrar will give the student a Check-out Sheet and an instruction sheet.
   - The student must have each teacher sign the Check-out Sheet (lockers must be emptied).
   - The student must have the librarian sign the Check-out Sheet after they have returned all of their books.
   - The student must have the bookkeeper sign the Check-out Sheet after they pay any bills. All bills must be paid before any records are sent to the next school.
   - The student must return the signed Check-out Sheet to the Registrar; if it is not returned, the student will not be able to withdraw from the high school.

Note: Should a student need to withdraw from school two weeks or less before the close of the semester due to a family transfer, arrangements must be made with the Principal so that tests and class work can be completed ahead of time and final grades given.
REGISTRATION AND CLASSES

COURSE SELECTION

- Initially, course selection is created with input from parents, eighth grade teachers, and state test scores. Eighth graders and their parents complete a Course Request Form which is reviewed by LHS staff and counselors at Eighth Grade Registration in the spring. **Students are required to be enrolled in at least five periods per day unless otherwise specified in an IEP or 504 Plan.**
- Sophomore, junior and senior course selection is based on the original Four Year Plan after meeting with their counselor. **Students or parents wanting to change this plan for the following year must meet with their counselor during the spring prior to the upcoming year.**
- Course Selection Verification Forms are sent to each student after they have selected classes based on their Four Year Plans. This is NOT a guarantee of class placement; it is to verify the classes the student has requested.

CHANGING SCHEDULES

**Course Request Changes Before Orientation**

*During the first two weeks after school is out*, students may meet with an Assistant Principal to discuss changes in their course requests. At this time, if there are no conflicts and space is available, course changes may be made. This pertains to course requests only, not class schedules.

**Schedule Changes After Orientation but Before School Starts**

After receiving their class schedule at Orientation, students may submit a Schedule Correction Request to their counselor *up to 1 week prior to the first day of school.*

There is no guarantee that schedules will be changed. Changes will be considered in this order:

- **Computer Error** – the schedule is incomplete; the schedule contains classes that were not requested; the schedule lists duplicate classes for the same period, etc.
- **Request to take a different subject** (this indicates a change in the Four Year Plan) – changes may be granted on a space available basis.
- **Request to change the sequence of classes** – may be granted on a space available basis.
- **Request for a different teacher** – will be considered if a history of incompatibility exists.

**Note:** Students are to follow the original schedule until the counselor gives the student a new schedule.

**Schedule Changes After School Starts**

Schedule Correction Request forms submitted after the start of school are a low priority and will *not be considered after the first 10 days of school, with the exception of level changes in the same subject (i.e. English AP to English P; Econ P to Gen Econ). These level changes must be done by the end of the first 9 weeks of the fall semester.*

**Second Semester Changes**

Students must contact their counselor *before the end of the first semester* if they would like to make a schedule change. **Change requests will not be considered after the 10th day of the new semester.**

**Other Reasons for Schedule Changes**

- **A Teacher Initiated Schedule Change Request** may be submitted to the student’s counselor if the teacher feels that a class is not appropriate for a student. **The deadline for these changes is the end of the 9th week of the fall semester.**
- The Principal may direct a schedule change for administrative reasons.
- Due to labor contract provisions most classes have a class size limit; if classes are too large after school begins, students will be asked to volunteer to change classes. Should not enough students volunteer to balance the class sizes, students may be arbitrarily selected to have their schedules changed. **This is only done as a last resort and will not put the student’s Four Year Plan in jeopardy.**
**SENIOR INFORMATION**

**Senior Portfolio**
The Senior Portfolio contains documents that support the senior’s explanation of their readiness for their Next Step following high school. The Portfolio is developed in the Senior English classes and contains the following:

- Letter of Introduction
- Resume
- Letters of Recommendation
- Transcript
- College Application
- Attendance Statement
- Reflections on community Service
- Discipline Statement

**Senior Exit Interview**
One of the requirements for a Lemoore High School diploma is that seniors must pass the Senior Exit Interview. In the Senior Exit Interview, supported with documentation in the Senior Portfolio, seniors demonstrate to a panel of two or three community business and civic leaders that they have prepared for their post-high school goal, and can explain the immediate steps to be taken after graduation. In addition, seniors must account for their academic, citizenship, and attendance records. Students who fail to pass the interview are invited to try again before graduation.

Further information is available in the LHS Career Center (924-6600 x 306).

**Disneyland Grad Nite**
Seniors who are eligible to walk the line may participate in the annual Disneyland Grad Nite when it is offered.

**Baccalaureate**
Graduation ceremonies include the both the traditional Commencement exercise in the stadium and the optional, non-denominational **Baccalaureate service held at 2:00 p.m. in the LHS Auditorium on the Sunday prior to Commencement unless otherwise specified.** Baccalaureate is a dignified, spiritually oriented ceremony, sponsored by the graduating class, featuring student performances and a guest speaker invited by the senior class. Baccalaureate is open to any member of the graduating class (qualifying for a diploma or attendance at the Commencement Ceremony is not required to attend Baccalaureate). Seniors march in as a group prior to the ceremony and sit with their senior friends. Family and friends do not need an invitation to attend; a reception follows the 45-minute ceremony.

**Commencement/Graduation Ceremony - Participation**
Commencement is reserved for members of the current class who:

- have completed the diploma (or certificate of completion) requirements
- submit a signed Request to Participate in the Commencement Ceremony form by the deadline
- satisfy the 90% Attendance Rule for each of the four years of high school
- have no more than 20 discipline referrals in high school, and no more than 5 during the senior year
- have a cumulative, overall GPA of at least 2.0, and a 2.0 average in the senior year
- have paid all bills

*Students needing more than 8 regular semesters* to complete the requirements of an LHS Diploma must be in continuous enrollment and will not be eligible for the Commencement Ceremony.

*Students graduating earlier than 8 semesters* will not be eligible to participate in the Commencement Ceremony.

*Students participating in an approved diploma acceleration program* must attend Lemoore High School the last semester of their graduating year to be eligible to participate in graduation ceremonies and activities.

*Students dropped from a required class during the last semester of the senior year will not graduate with the class.*

Students and/or parents may request a full accounting of any data pertaining to attendance, citizenship.
SENIOR INFORMATION

(referrals) 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 of the high school, and the parent’s responsibility to monitor the status of their student.

By 5:00 p.m. on the Friday before Graduation:
Parents of students not completing Diploma requirements are notified by a counselor; parents of students not participating in Commencement due to grades, discipline, or attendance are notified by the Principal.

Commencement/Graduation Ceremony - Behavior

The LHS Commencement Ceremony is a demonstration to the community that the graduating class has earned a diploma while preparing for the Next Step after high school and becoming responsible citizens. The expectation is that Commencement will be a demonstration of respect and courtesy toward every graduate 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 may claim their diploma the day after the ceremony.

Only seniors eligible to participate, who sign a promise to abide by the LHS Board of Trustees approved expectations, will be allowed to participate in the graduation rehearsals and ceremony.

Caps and Gowns are required to participate in the graduation ceremony. Students may purchase a cap and gown or arrange to borrow one from Lemoore High School. Students needing to borrow a cap and gown should contact the Team Excellence office in May. Borrowed caps and gowns will be passed out on graduation night in the main gym and must be returned prior to receiving your diploma.

Before the Ceremony

Seniors are to arrive at the Main Gym lobby by 7:00 p.m. – doors open 6:45 p.m.

- Seniors should not yet wear their Cap and Gown
- Seniors must be dressed appropriately; if they do not comply they will not be allowed to line up for the ceremony
  
  Men: nice shirt or sweater; khakis, black, new jeans; belt; hair away from the face; tennis shoes are acceptable if they are dark, clean, and properly tied

  Women: dark clothing; appropriate blouse; appropriate, dark shoes (heels may be difficult to walk in)

- Prior to putting on the cap and gown, seniors will be searched; contraband items will be confiscated, and the senior risks being pulled from the ceremony
  - No adornments may be worn other than those provided by the school (CSF stole, Honor Cords, award medallions)
  - No I-pods or similar devices
  - No beach balls, balloons, noise makers, silly string, etc. – nothing that could disrupt the ceremony
- Seniors will go out to the courts east of the Event Center locker rooms to line up in the rehearsed order
- Any senior in the line without the identifier will be removed from the line, and will not be in the ceremony

The line will move to the stadium at approximately 7:40 p.m. No senior will be allowed in the line after the line begins to move.

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### Graduation Week in Review

<table>
<thead>
<tr>
<th>Friday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday - Graduation Day!</th>
</tr>
</thead>
</table>
| Commencement Practice - eligible seniors only.  
Stadium - 8:30 a.m.  
Sit in the Center Section of the bleachers, near the press box. 
Take care of student bills - no senior with unpaid bills will be allowed in the ceremony or allowed to practice for the ceremony after 2:00 p.m. on this date.  
MUST be at practice unless otherwise arranged with the Principal— all four days! | Practice - eligible seniors only.  
Stadium - 8:30 a.m.  
Sit in the Center Section of the bleachers, near the press box. | Practice - eligible seniors only.  
Stadium - 8:30 a.m.  
Sit in the Center Section of the bleachers, near the press box. | Commencement Practice - eligible seniors only.  
Stadium - 8:30 a.m.  
Meet at the Outdoor Basketball Courts, south of Swimming Pool. |
| Senior Awards Ceremony – 6:00 p.m., Cafeteria.  
Dress for the occasion— similar to Senior Exit Interviews.  
Please plan on staying through the entire ceremony. | | | Commencement -  
Seniors are to meet in the Main Gym at 7:00 p.m., with Cap and Gown in hand, Tassel on the LEFT! (Remember the COOL IRON!).  
Conform to Commencement Dress Code expectations. Dress shoes are best. No leis or corsages, etc.— Honor Cords, CSF stoles, medallions from awards night only.  
Do not decorate gowns or caps... be dressed appropriately, or you will not be allowed to 'walk'.  
No parents/family allowed on the track or field until AFTER the ceremony. See the principal to arrange for family members who might have difficulty with the bleachers and stairs. |
| Sober Grad Night - for all members of the Class of 2018 | | | |
Senior Information
Commencement/Graduation Ceremony Tickets

Tickets are required for the Graduation Ceremony. Below is a sample of the ticket used for entrance into the graduation ceremony. Each senior eligible to participate in the graduation ceremony will be issued 20 tickets.

Front of ticket

Lemoore High School
Class of 2018
Commencement Ceremony

Tiger Stadium
May 31, 2018
8:00 p.m.
(Gates open at 6:00 p.m.)
Main Stadium Gates Only: West End of Stadium

ADMISSION TICKET

Children younger than middle school age, accompanied by an adult, do not need an Admission Ticket.

Each senior participating in Commencement is issued (20) Admission Tickets. Please read the Expectations on the back of this Ticket.

Back of Ticket

Audience Expectations

Those in attendance at the Commencement are expected to honor the decorum of the Ceremony, and to respect and cooperate with those whose duty it is to enforce the following expectations:

Please do not bring:
- air horns of any type
- cowbells, sirens, whistles, or other noisemaking devices
- balloons, posters or signs

Please be prepared to have bags and containers searched before entering - persons in possession of inappropriate items will not be admitted.

There is no reserved seating; the only way to ‘reserve’ a seat is to be in it; umbrellas and shading devices must be out of the way when the ceremony begins.

Please remain seated during the ceremony, and put all cell phones on vibrate or off.

Please allow other spectators to hear and enjoy the event free of loud and distracting conversation or comments.

Please do not come out of the stands and onto the track until the graduates have finished their recessional march.

If a family member requires accommodations due to physical limitations, please contact the Principal to make special arrangements.
Lemoore High School

Request to Participate in the Commencement Ceremony

I. Senior’s Name

In order to participate in Commencement, the senior must:

- be eligible for a diploma
- have complied with the 90% Attendance Policy for EACH of the four years and have all absences that are exceptions to the 90% policy clarified and/or verified within 10 school days of the absence.
- have the minimum GPA 2.0 in the senior year, and a 2.0 overall GPA for the four high school years.
- have no more than five (5) discipline referrals in the senior year, and no more than twenty (20) referrals for all four years combined
- pay all debts owed the school
- demonstrate appropriate citizenship in the weeks prior to Commencement

In order to participate in Commencement, the senior, along with the senior’s parents, must agree:

- to attend and participate in all Commencement practices unless otherwise arranged in advance with the Principal
- to be on time for the practices (practices start at 8:30 a.m. each day, in the stadium)
- not to use, possess, be under the influence of, or associate with those using or in possession of alcohol, tobacco, or restricted drugs during the ceremony and practices
- to wear the appropriate Cap and Gown for the ceremony, and with only school-approved accessories, Honor Cords, award medallions, CSF stoles, etc. (no floral leis, no decorated caps) Cap and gown available for loan on graduation night provided you have given your measurements to Jostens.
- to conform to the expected dress code for the evening (shoes appropriate for the ceremony, appropriate shirt or blouse, skirt/dress or trousers; no sunglasses, wigs, bandanas).
- not to bring, handle, cause to bring, transport, or otherwise associate or participate in the use of unapproved items that disrupt or distract from the dignity of the proceedings, such as noise makers, balloons, beach balls, confetti, etc. (Students are subject to a search prior to the ceremony. Students caught with these items at any time when on the school grounds on the evening of the ceremony, or otherwise violating the expectations on this form, will be excluded from the ceremony.)
- not to disrupt, nor distract from, the dignity and decorum of the ceremonies

PLEASE SELECT OPTION 1 or 2 by checking the appropriate box:

☐ 1 I plan to participate in the ceremony, and understand that failing to comply with this agreement will forfeit my privilege to participate in Commencement. I understand that it is my responsibility to purchase or arrange for a Cap and Gown. I understand further that, once in Cap and Gown, if I should be removed from participation for any of the reasons above, my diploma may be obtained only by appearing before the LHS Board of Trustees. I understand that signing this agreement is my commitment to an orderly, dignified, and impressive ceremony.

☐ 2 I choose not to participate in the Graduation Commencement, and to receive my diploma after the date of graduation.

________________________________________  ____________________________
Date                                              Senior Signature

________________________________________  ____________________________
Date                                              Parent Signature

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STUDENT ACTIVITIES

Lemoore High has an outstanding offering of activities for students. Student activities involve students in interdependent, constructive interaction with their peers, promote high standards of performance, and open new horizons in the student experience.

CO-CURRICULAR and EXTRA-CURRICULAR ACTIVITIES

The Board of Trustees has adopted the following policy that shall apply to Extra-Curricular and Co-Curricular Activities to ensure that student’s participation is conditioned upon satisfactory educational progress in the previous grading period.

An *extra-curricular activity* means a program that has all of the following characteristics:

- The program is supervised or financed by the school district.
- Students participating in the program represent the school district.
- Students exercise some degree of freedom in the selection, planning, or control of the program.
- The program includes both preparation for performance, and performance before an audience or spectators.

An *extra-curricular activity* is not part of the regular school curriculum, is not graded, does not offer credit, and does not take place during classroom time. Extra-curricular activities are *student produced*, with adult supervision, to provide opportunities for students to develop leadership and organizational skills, and reach other educational goals.

A *co-curricular activity* is defined as a program that may be associated with the curriculum in regular classroom.

*Satisfactory educational progress* shall include, but not be limited to, the following:

- Maintenance of minimum passing grades, which is defined as at least a 2.0 grade point average in all enrolled courses on a 4.0 scale.
- Maintenance of minimum progress toward meeting the high school graduation requirements prescribed by the governing board.

ASSOCIATED STUDENT BODY

All students of LHS are members of the Associated Student Body (ASB). The ASB is governed for students by the Student Council. In addition, students are members of their respective classes (Frosh, Soph, Junior, Senior), each with a group of officers elected by the members of that class. Student Council meets regularly to coordinate activities for all students. Examples of these activities are homecoming, powder puff football, pep rallies, interclass games, noontime competitions, and many more. The majority of the ASB officers are enrolled in the Leadership II class, where the ASB activities are planned and coordinated.

**Student Body Cards (ASB Card) and ID Cards**

Many activities (dances, student elections, free-reduced lunch, picking up a prepaid yearbook, etc) require that students show either an LHS ASB Card or an LHS ID card. A photo ID is required for all LHS dances and student elections. Students must carry an ID card at all times. Lost cards may be replaced at a cost of $5.00 at the Bookkeeper's office.

- **ASB Card**
  The costs of operating the ASB and its activities are borne by the ASB. Funds are raised in various ways, one of which is the sale of Student Body (ASB) Cards. An ASB Card can save a student more than $100.00 each year if purchased early in the year and used regularly. ASB Cards, which cost the least on Orientation Day, increase in price after Orientation.

  The purchase of an ASB Card is not required, but owning one gives a student the following privileges:
  - free admission to all home athletic events other than post-season games
  - a discount on the purchase of the NUNTIUS (yearbook)
  - a discount into ASB sponsored dances

- **ID CARD**
  Students who do not purchase an ASB card will be issued an LHS ID card.
STUDENT ACTIVITIES

ORGANIZATIONS AND CLUBS

Students are encouraged to take advantage of the many organizations in which they can participate. The meeting times and locations of meetings can be heard on the morning announcements. New clubs are formed from time to time to reflect new student interests. Students that do not find an organization that interests them are welcome to form their own. The Director of Student Activities will provide information on the means to accomplish this.

Purpose of Student Organizations

Student organizations at Lemoore High exist to organize common student needs and/or interests. Like all democratic, corporate entities, it is important to keep in mind that:

- student organizations belong to the students who are members of that organization.
- members of the organization have a voice in the use of assets of the organization.
- members or the organization are entitled to an accounting of the assets and resources of the organization.

In a school setting, the student organization provides opportunities for students (members) to develop and practice group leadership and cooperation, social poise, individual initiative, and to put the theories of a democratic society into practice.

Current Organizations

<table>
<thead>
<tr>
<th>Academic Decathlon</th>
<th>Fellowship of Christian Athletes (FCA)</th>
<th>Multi-Media Club</th>
</tr>
</thead>
<tbody>
<tr>
<td>African American Student Union</td>
<td>FFA-OH</td>
<td>NJROTC</td>
</tr>
<tr>
<td>Anime Club</td>
<td>Football Club</td>
<td>Nuntius</td>
</tr>
<tr>
<td>ASB</td>
<td>Outdoor Recreation</td>
<td></td>
</tr>
<tr>
<td>Art Club</td>
<td>French Club</td>
<td>Pep Squad</td>
</tr>
<tr>
<td>Asian American Club</td>
<td>Future Farmers of America (FFA)</td>
<td>Pep Squad</td>
</tr>
<tr>
<td>AVID</td>
<td>Gay Straight Alliance (GSA)</td>
<td>Poetry Club</td>
</tr>
<tr>
<td>Band Club</td>
<td>Game Club</td>
<td>Robotics</td>
</tr>
<tr>
<td>Baseball Club</td>
<td>Girl Up Club</td>
<td>Softball Club</td>
</tr>
<tr>
<td>BIONIC</td>
<td>Girls Basketball Club</td>
<td>Spanish Club</td>
</tr>
<tr>
<td>Boys Basketball</td>
<td>Girls Soccer</td>
<td>Sports Health</td>
</tr>
<tr>
<td>Boys Soccer</td>
<td>Girls Tennis Club</td>
<td>Swimming Club</td>
</tr>
<tr>
<td>CAD Club</td>
<td>Girls Water Polo</td>
<td>Teachers of Tomorrow</td>
</tr>
<tr>
<td>Cal-HOSA</td>
<td>Golf Club (boys)</td>
<td>Tiger Hut</td>
</tr>
<tr>
<td>CA Scholarship Federation-CSF</td>
<td>Golf Club (girls)</td>
<td>Tiger Link Crew</td>
</tr>
<tr>
<td>Ceramics Club</td>
<td>HOOPS Club</td>
<td>Track Club</td>
</tr>
<tr>
<td>Choir Club</td>
<td>International Club</td>
<td>Virtual Enterprise</td>
</tr>
<tr>
<td>College Bound Club</td>
<td>Jamison Enterprises</td>
<td>Voc. Ed. Club</td>
</tr>
<tr>
<td>Culinary Arts Club</td>
<td>Key Club</td>
<td>Volleyball Club</td>
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<tr>
<td>Cultural Club</td>
<td>L.E.A.F. and Life Science</td>
<td>Water Polo Club</td>
</tr>
<tr>
<td>Cyber Arts Club</td>
<td>Library Club</td>
<td>Wrestling Club</td>
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<tr>
<td>Drama/Forensics Club</td>
<td>MECHA</td>
<td></td>
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</tbody>
</table>

In addition to those listed, many of the athletic teams have formed organizations for the purpose of raising extra funds to use for the benefit of the members of these teams. Meetings and activities of student organizations must be supervised, including such activities as car washes and other off-campus events. Students participating in organization-sponsored field trips are required to complete a parent consent form and are reminded that all school rules apply on such trips. Loss of privileges and/or disciplinary action will result when students use school property or facilities without the direct supervision by qualified and authorized staff.
STUDENT SERVICES

BOOKKEEPER
Located in the Administration Building, the LHS Bookkeeper’s office is open before school, at brunch and lunch, and until 4:00 p.m. to assist with student insurance, student body cards, free lunch cards, reduced lunch cards, shop bills, other student bills, and other services as announced.

CAREER CENTER
The Career Guidance Technician is available to assist students with information on careers, work permits, financial aid, Honor Cords, scholarships, colleges and vocational schools, and the SAT and ACT. The Career Center sponsors many programs, such as College Night and military recruiter and college presentations, and is the resource center for Senior Exit Interviews and Senior Awards Night.

College Night is held in the fall each year, alternating between the Hanford High Schools and Lemoore High as host school. Typically, 80 or more colleges, universities, and other educational institutions have representatives in attendance to meet with students and parents individually, answer questions and distribute information about their respective institutions. This event is free and open to all.

CLASS RINGS, CAPS & GOWNS
Class rings may be purchased by contacting Jostens (1-800-JOSTENS or www.jostens.com ), or most reputable jewelers. Jostens will be on campus during the year to take orders, but students and parents need not wait for that date. Senior cap and gown orders are taken by Jostens on campus, and students missing the order date may contact the company for a make-up order.

GUIDANCE COUNSELORS
Each student is assigned a counselor for assistance with academic planning as well as with personal problems. Counselors are generally available by appointment during the day, and before school, at brunch, lunch, and after school. Students may fill out a Counselor Request Form to see a counselor in the counseling office; the student will be sent an appointment notice as soon as possible and a guidance counselor will attempt to visit with the student that same day. Emergencies/crisis will receive immediate attention.

Students and parents may also email or call their counselor:

Mrs. Braaten 924-6600 x222 cbraaten@luhsd.k12.ca.us
Ms. Erickson 924-6600 x102 kerickson@luhsd.k12.ca.us
Ms. Hansen 924-6600 x339 yhansen@luhsd.k12.ca.us
Mrs. Haney 924-6600 x223 lhaney@luhsd.k12.ca.us
Mrs. Wyrick 924-6600 x221 wwyrick@luhsd.k12.ca.us

HEALTH SERVICES AND HEALTH CARE
The school nurse and/or the nurse’s clerk assistant are available for student needs. Students may see the nurse or nurse’s health care assistant at brunch or lunch with a passport signed by their teacher or after school. The nurse or nurse’s health care assistant handles student insurance claims, all medications taken on campus, and other health concerns.

- If a student contacts their parent/guardian prior to coming to the nurse’s office for evaluation, they will be checked out through the attendance office. In order for a student to be checked out through the nurse’s office, the nursing staff needs to assess and evaluate the health of the student to determine if they need to go home or see a physician.
- Hearing and blood pressure screening is provided for all sophomores and any other student in response to a student, parent, or teacher request.
- Students may request a conference with the nurse for discussion or evaluation of health or personal problems. Students may see the nurse personally or make an appointment in the main office.
- Any student who becomes ill while at school must report to the nurse before signing out to go home. If the nurse is not available, students are to check with one of the administrators.
STUDENT SERVICES

- Accidents occurring at school are to be reported in person or writing to the nurse within 24 hours. First aid is given and notification of parents is done at the time of the emergency. (BP 5141.1)
- Immunizations must be completed prior to enrollment. Offices where shots are given, phone numbers, hours and costs may be obtained from the nurse.

Students unable to participate in Physical Education class for medical reasons must have a note from a doctor and give it to the school nurse to obtain an excuse form to be presented to the teacher. If the nurse is unavailable, the student should see an administrator before going to Physical Education. Students with PE excuses excluding them from participation for 6 weeks or more will be dropped from PE, and will be required to make up the class at a later date.

Alcohol and Drug Counseling
Lemoore High provides referral service for substance abuse counseling. Students should see their counselor. All inquiries are confidential.

Medi-Cal Billing
Lemoore Union High School District submits claims to Medi-Cal for basic health screenings and services given to all students. Revenues received help to provide additional health services for all district students. Parents will not be asked to pay for any school health services. If you wish to decline billing to Medi-Cal, please contact Cara Cummings (School Nurse Services Coordinator) at 924-6600 ext 224.

Mental Health
Referrals for Kings County Mental Health counseling or other outside agency professional counseling services can be made by the school counselors, administrators or the nurse.

Suicide Prevention Protocols
Protecting the health and well-being of all students is of utmost importance to Lemoore Union High School District. The school board has adopted a suicide prevention policy which will help to protect all students through the following steps:
1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. This will occur in their core academic classes.
2. Each school will designate a suicide prevention coordinator to serve as a point of contact for students in crisis and to refer students to appropriate resources.
3. When a student is identified as being at risk, they will be assessed by a school employed mental health professional who will work with the student and help connect them to appropriate local resources.
4. Students will have access to national resources which they can contact for additional support, such as:
   - The National Suicide Prevention Lifeline – 1.800.273.8255 (TALK), www.suicidepreventionlifeline.org
   - The Trevor Lifeline – 1.866.488.7386, www.thetrevorproject.org
5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or are in need of help.
6. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.
7. For a more detailed review of policy changes, please see the Lemoore Union High School District full Suicide Prevention, Intervention, Postvention Manual.

Pregnancy Information
The school nurse will assist students with information regarding pregnancy, pregnancy testing, counseling, and related problems on a confidential basis. Students may also call for an appointment with Crisis Pregnancy Center (583-1900) or Planned Parenthood (584-1401).
STUDENT SERVICES

LIBRARY
The library, in addition to the traditional availability of books and other reference materials, is open before
school, at brunch and lunch, unless otherwise announced. Computers are available for student use.

LOCKERS
Gym lockers are available for students to store their gym clothing. LOCKERS SHOULD NOT BE USED
TO STORE VALUABLES. Locker rooms are not guarded, and are not considered a safe place to lock up
anything of value, including expensive clothing. Gym clothing should be properly and conspicuously
marked. Students are NOT permitted to use vehicles for changing for Physical Education or Athletics.

LHS IS NOT RESPONSIBLE FOR THE THEFT AND/OR LOSS OF ITEMS.

LOST AND FOUND
Pupils may check the Administration or Maintenance Office for lost articles and report losses to that office.

SCHOOL AWARDS, LETTERS and MEDALS
Academic Letter
Students achieving a 3.5 or higher semester grade point average are eligible for an Academic Letter.
Academic Medal
Students achieving a 4.00 semester grade average for two consecutive semesters are eligible for the LHS
Award of Achievement medal, awarded at the Renaissance Rally.
Athletic Letters
Students completing a season of a Varsity sport are eligible for an Athletic Letter.
Service Letters
Juniors and seniors participating in Band and Pep Squad are eligible for a Service Letter.

Gold and Purple Cards
It is our belief that academic excellence should be rewarded. Students who achieve the following
standards of excellence will be awarded a Gold or Purple Card.

- Gold Card
  4.0 semester GPA; discount given on dances and plays, and free admission to home athletic
events (other than playoffs); coupons for local businesses on the back

- Purple Card
  3.5 - 3.99 semester GPA, or 1.0 GPA Improvement; discount given on dances and plays, half
price admission to home, regular season athletic events; coupons to local business on the back.

SCHOOL AWARDS, LETTERS and MEDALS
Honor Cords
LHS recognizes those students who have excellence in their industry sector classes. Honor Cords are
awarded each spring to seniors who have done well academically while participating in a wide variety of
activities relating to their industry sector during two or more years of high school. Eligibility requirements
for specific industry sectors vary. However, general requirements include: minimum 3.0 gpa; 90%
attendance; no D or F grades in senior fall semester classes and no discipline referrals in the senior year.
Applications are in the Career Center in January.

Honor Students
Students who have an eight semester cumulative GPA of 3.75 or higher receive a medal during Senior
Awards Night and are recognized at Graduation.
STUDENT SERVICES

Student of the Month
Each month LHS Departments nominate a Student of the Month. Each of the students is given a plaque presented at a monthly luncheon in their honor. Parents and teachers are also invited. A school wide student of the month is also chosen.

STUDENT INSURANCE (BP 5143)
The District and the Student Body provide accident insurance to all students that cover injuries that occur at school or during school sponsored events. This insurance is free of cost to students. Football players must purchase insurance unless they have their own. School insurance coverage is limited to the amounts provided on the insurer schedule.

TIGER LINK CREW (TLC)
Tiger Link Crew is a special program to ‘link’ incoming freshman with juniors and seniors who have been selected and trained in their role. TLC Leaders meet with their “crew” at Orientation in the summer before school starts, and are also enrolled in the Geography (or Naval Science 1 Class) with their 9th grade crew members, where they assist in academics and binder organization.

WORK PERMITS
Work permits are issued in the Career Center for students who have a summer job or a part-time job outside of school hours. During summer vacation, a work permit may be obtained in the Administration Office. Students must have a 2.0 GPA to apply for a work permit during the school year, and must maintain a 2.0, failure to do so will result in the revocation of the work permit.
TEXTBOOKS and Library Books

TEXTBOOK POLICY (BP 6161.2)

Responsibility

- Students are responsible for any books checked out to them. This includes books left in the classrooms or on campus. (E.C. 48904)
- Charges will be assessed for lost and/or damaged books.
- Removal of barcode labels is considered damage; a fine of $5.00 will be assessed any student returning a book without a barcode.
- Books are to be covered with paper covers only (no plastic).
- All textbook debts must be cleared prior to receiving a graduation diploma or prior to textbook checkout for next year.

Check Out/In Procedures

- A Lemoore High Student ID card is needed to check out a book. For the first several weeks, any picture ID or last year’s school ID will work. New students may use a class schedule.
- One textbook per title needed for each class will be issued.
- Class novels are considered textbooks.
- If a textbook is not returned when required by a teacher, a fine may be charged.

Library Policy

- Books are checked out with a school ID only. New students may use another type of ID until a school ID is issued.
- Books are checked out for three weeks and can be renewed at library staff discretion. Reference materials and videos may be checked out for a shorter duration.
- A fine of 25 cents a day is charged on each late book.
- Students are responsible for all materials checked out of the library.
- Charges will be assessed for all lost/damaged books.
- All library accounts must be cleared at the end of each semester. Students with charges and/or overdue books may not receive their report cards.

NOTE: Students who owe library fines or have not returned textbooks may not be eligible to participate in some school activities.
TRANSPORTATION

BICYCLES
Students are welcome to ride a bicycle to and from school. Bicycles should be locked and parked in the area provided (near the main patio). Students should not ride on the campus sidewalks, corridors, etc., and are to obey all traffic laws pertaining to bicycles. Minors are required by law (Vehicle Code 21212) to wear a properly fitted and fastened bicycle helmet when riding on public streets. (BP 5142.3)

SKATEBOARDS
Students are welcome to ride a skateboard to and from school. Skateboards should be locked and stored in the area provided (near the main patio). Students should not ride on the campus sidewalks, corridors, etc., and are to obey all traffic laws pertaining to skateboards. Minors are required by law (Vehicle Code 21212) to wear a properly fitted and fastened helmet when riding on public streets. (BP 5142.3)

BUS TRANSPORTATION (BP 5131.1)
Transportation is furnished to all students who live two miles or more from the Lemoore High School campus. The following necessary rules must be observed by all bus students:
- Be ready to board the bus when it reaches your pick-up location in the morning.
- While on the bus, remain seated and quiet.
- Five minutes after the afternoon dismissal bell, the buses leave campus. The buses wait for no one.
- Students ride the same bus to and from school. Special permission to ride another bus may be granted by the administration.
- Cooperation with the bus drivers is required of all students. Drivers are charged with pupil safety. School law states: "Continued disorderly conduct or persistent refusal to submit to the authority of the drivers shall be sufficient reason for refusing transportation to any pupil." (California Highway Patrol Bus Driver's Handbook #6.1.1-6.1.2 and California Administration Code 14105)
- Students are reminded that bus transportation is a privilege; all students are under the direct supervision of the driver. Transportation privileges may be withdrawn in the event of failure to follow bus regulations.

VEHICLES AND PARKING
The following regulations apply to any vehicle being operated or parked on district property:

TRAFFIC REGULATIONS:
- The speed limit on all campus parking lots and driveways is 15 miles per hour.
- No vehicles are permitted on inner campus walkways or roadways except for vehicles delivering supplies and vehicles belonging to the school district while in performance of maintenance, deliveries, etc.
- The use of skateboards, roller skates, mopeds, and bicycles is prohibited on the school campus except during authorized activities.
- "Rally Cars" are not permitted on campus.

PARKING REGULATIONS:
- Parking stalls marked visitors are solely for visitors. Students, staff, and faculty are prohibited from parking in these areas.
- Parking is prohibited in loading zones, posted areas, or along red curbing and/or red lined areas.
- Vehicles are to be parked in properly marked stalls only. Backing into or taking up more than one parking stall is prohibited.
- Physically handicapped students may be given special parking privileges, which will be evidenced by a handicapped permit affixed to the rear bumper.

VIOLATION OF REGULATION AND/OR CALIFORNIA VEHICLE CODE:
- Violation may result in the denial of permission to operate or park a vehicle on school district property.
- Vehicles parking in prohibited areas that block the flow of traffic, firefighting/emergency equipment, driveways, roadways, or in posted no parking zones will be towed away at the owner's expense and at no responsibility to the school district. (C.V.C. 2702)
- Vehicles abandoned on school property for over 72 hours without prior authorization may be removed at owner's expense. (C.V.C. 22702)
TRANSPORTATION

ENFORCEMENT OF REGULATION:
The site administrator and/or campus supervisor will be responsible for enforcing the rules governing vehicular operation and parking with respect to:

- Erecting and maintaining signs identifying the parking areas, speed limits, traffic flow, etc.
- Marking and identifying parking spaces, including any spaces specifically reserved for school officials, handicapped persons, visitors, delivery, and service vehicles.

POSTING:
- Parking areas will be posted with permanent signs, or notices painted on the pavement or on the curb.
- Temporary posting may be used from time to time as required.
- Posted parking restrictions will be observed.
- Posted parking signs and notices in place on the effective date of this regulation are hereby adopted.

PARKING AND TRAFFIC CONTROL ON SCHOOL DISTRICT PROPERTY
Citations will be issued for violation of the California Vehicle Code as well as the following District Regulations under the authority of California Vehicle Code 21113.

Painted curbs are an indication of restricted parking and the color denotes the type of parking allowed, as follows:

- RED ZONE - No parking or stopping at any time, whether the vehicle is attended or not.
- YELLOW ZONE - Parking is restricted to loading and unloading of vehicles and District service vehicles.
- HANDICAPPED ZONE - Parking is limited to vehicles bearing handicapped license plates or sticker.

Restricted parking in other areas where posted:
- Appropriate signs shall be erected giving notice of these regulations per California Vehicle Code 21113(b).
- The settlement of obligations and fines pertaining to any traffic citations will be through the regular traffic control agencies established by the County of Kings.
GLOSSARY
GLOSSARY

504 Plan
An educational plan to accommodate specific disabilities that interfere with the learning of students who do not qualify for special education.

90% Rule Attendance Policy
To participate in the LHS Commencement Ceremony, a student must have maintained 90% attendance during each year at LHS. A student cannot miss more than 18 days, or 126 periods, each year. Exceptions to the calculation are defined in the attendance policy.

a – g list
The 15 college prep courses high school students must take to be eligible to enter a UC or CSU. See the Counseling Services Guide, or contact the Counseling Office.

Accreditation (see WASC)

ACT
A national college admissions examination that consists of tests in English, math, reading and science. This test or the SAT is required for admission to a UC or CSU. Contact the Counseling Department for details.

Alternative Education
In Lemoore, this generally refers to any of the educational programs other than the comprehensive high school (main campus), such as Jamison High School (Continuation), Lemoore Middle College High School, and Independent Study (including Credit Recovery).

AP (Advanced Placement) and Honors Classes
Students in Honors and AP classes can receive additional grade points for achievement in a more rigorous curriculum. In most cases, a minimum grade point in related classes is required. An orientation meeting is required prior to being allowed to enroll (contact the Counseling Department for more details). Students may take the AP Test to receive college credit from some colleges and universities. Students must pay the fee charged for each test.

ASB
The Associated Student Body is a school organization that consists of all students, governed by the Student Government.

ASVAB
The ASVAB is a free vocational aptitude test designed to assist students with career choices, open to juniors and seniors. Students interested in a military career are required to take this test.

AVID
Advancement Via Individual Determination, AVID, is a special program offered in many high schools to assist capable students to position themselves for four-year college admission and success. The initial enrollment process for freshmen involves recommendations from 8th grade principals, followed by interviews. The AVID curriculum is also covered in all 9th Grade Geography and Naval Science 1 classes.

AVID Elective
Students enrolled in the AVID program are forfeit one elective class each year in order to participate in the full AVID curriculum each year.

Baccalaureate
Baccalaureate is a ceremony sponsored by the graduating senior class, featuring student performances and a guest speaker. This is a cap and gown event, open to the public, to honor the class on the Sunday prior to Commencement. Participation is entirely voluntary.

Binders
All students are to maintain 3-ring or spiral bound notebooks as directed by each particular classroom teacher. Student binders should have: A cover devoid of inappropriate material (distraction photos or drawings, etc); the student’s name inside; a pencil pouch inside the cover (with pencil(s), ink pen, small ruler, and other items); dividers for each subject in the binder. The teacher will specify the organization of the binder, which is generally as follows: an up to date assignment sheet should be located just inside each subject divider; class rules and grading expectations; note and handout pages.

Block Days
Typically, there are seven class periods each day, with each class 48 minutes in length. Every Thursday and Friday LHS changes that arrangement in order to bank time for staff meetings. These altered days are the...
Block Days: on Thursday students attend periods 1, 3, 5 and 7 for 90 minutes each, and on Friday periods 2, 4 and 6 meet for 90 minutes. Refer to the Bell Schedule and the School Calendar for specific dates.

**CAHSEE (CA High School Exit Exam)**
This is a state exam that California public high school students must pass in order to graduate. It consists of two parts: Mathematics (essentially Algebra) and English/Language Arts (essentially 10th grade English); once a student passes one of the two parts, they do not have to take it again. Students are given multiple opportunities to pass, and are offered support in the form of extra classes and tutorials to enhance their skills.

**Cal Grant**
Financial aid California students do not have to repay. Grants are based on financial and academic eligibility requirements. Applications are made through FAFSA; the deadline for applying is March 2 of each school year.

**California Standards Test (STAR)**
The CST is part of the Standardized Testing and Reporting Program in California and is designed to match the state’s rigorous academic content standards for each grade. Grades 2 through 8 tests cover mathematics and English/language arts (which includes writing in grades 4 and 7). Grades 9 through 11 cover English/language arts, mathematics, and science. History-social science tests are added for grades 8, 10 and 11 as well as science for grade 5. The questions are multiple-choice, except for writing.

**Career Center**
The Career Center is the resource for financial aid and scholarship information, as well as the place to sign up for Next Step events, job shadowing, and college and career presentations. Computers, work permits, college catalogs, financial aid and scholarship handbooks are available in the Career Center.

**Career Cruising**
A web-based career exploration and planning tool students and parents can use to explore career and college options and create resumes. [www.careercruising.com](http://www.careercruising.com)

**Career Pathway**
A Career Pathway is a group of similar occupations. There are seven Career Pathways at LHS: Agriculture and the Environment; Art, Media, and Communications; Business/Technology; Consumer and Family; Health and Recreation; Industrial Engineering Technology; Professional and Governmental Services. Honor Cords are awarded to seniors who have excelled in a Pathway.

**Certificate of Completion**
Students completing all requirements for a LHS Diploma except passage of the CAHSEE will be awarded a Certificate of Completion in lieu of a diploma.

**Character Counts**
This is a program that emphasizes ethical behavior and values in schools.

**Co-Curricular Activity**
This is a program that may be associated with the curriculum in a regular classroom; activities are an extension of the curriculum.

**College Night**
Lemoore High School and the Hanford High Schools alternate hosting the Kings and Southern Fresno County College Night each fall. Representatives from public and private colleges, community colleges, and the military are available to answer questions.

**Community College**
A two-year college also referred to as a junior college, where students can attain an A.A. degree or a Certificate of Completion. After the completion of 60 units students can transfer to a UC or CSU. Go to [www.assist.org](http://www.assist.org) to determine which community college classes are accepted by any UC or CSU.

**Community Service**
Lemoore High requires students to complete 40 hours of community service; this is a graduation requirement.

**Complaint Procedure (see Grievance Procedure)**

**Concurrent Enrollment**
This is an opportunity for students who have received D’s and F’s on transcripts to make up credits. Students needing concurrent enrollment should see their counselors.

**Credit Recovery**
Credit recovery is a web-based program that allows students to retake failed classes. See the Counseling Department for details; it is part of the Concurrent Enrollment program.
CSF
Membership in the California Scholarship Federation is based upon achieving 10 points in specific classes offered at LHS and paying a minimal fee. Students who have been members for four of the last six semesters in high school, one of which must be during their senior year, are considered life members and wear a gold sash and tassel at graduation. They are also eligible for the West Hills College President’s Scholar Award, which pays for two years of tuition at WHC. You must apply for this award.

CSU
The California State University system has 23 different campuses; information is available at www.csumentor.edu.

DFC
A coding in LHS’ attendance data base (the letters DFC do not stand for anything in particular). DFC in the attendance report is one of the indicators that the absence does not count against the “90%” rule.

Elective
Electives are the classes which students may select based on their Next Step Plan. LHS requires 90 electives for graduation. See the Counseling Services Guide.

ELL
English Language Learner

EOP
The Educational Opportunity Program is available for low-income undergraduate students who want to attend a CSU; for more information see www.csumentor.edu.

Extra-Curricular Activity
This is an activity that does not take place during classroom time; it is supervised or financed by the school district, but is not activity that is an extension of a particular class. Athletics are extra-curricular, as well as the various school plays. However, when the band plays at an athletic event, the band activity is co-curricular because band is a regular class.

FAFSA
The Free Application for Federal Student Aid is available for students between January 1 and March 2; students may apply to FAFSA to receive the Cal Grant and other types of financial aid. For more information, contact the Career Center. www.fafsa.ed.gov

Fifth Year Senior
Unless specified in a student’s IEP, students are not allowed to remain at LHS for a fifth year without the consent of the principal.

Financial Aid
Financial Aid includes grants, loans, work study programs, and scholarships. Information on Financial Aid is available in the Career Center and on many websites, including www.fastweb.com. Do not pay for information on financial aid!

Fine Arts
A Fine Art is a course offering that highlights cultural and creative skills. Examples include art and music classes, drama production and foreign languages.

Four Year Plan
The Four Year Plan is the selection of specific classes and activities designed to fit students’ goals, thus allowing them to graduate with the maximum preparation that can be provided in high school. The Four Year Plan is the basis for selecting classes for successive years at Lemoore High School.

Gold Card
Gold cards are awarded to students who achieve 4.0 or better GPA on the most recent semester grade; they are good for free admission to most school sponsored events.

GPA
Grade Point Average
Types of GPA calculations - some institutions require GPA’s to be calculated in a particular way. At LHS, we use the overall GPA (all four years, all classes taken), but some colleges might want all four years but not include PE, others the last three years, with or without PE, etc. See the Counseling Department for specifics.

Grad Nite
Seniors who are eligible to walk the line may participate in the annual Disneyland Grad Nite when it is offered.

Grade Points
Grade points are numbers assigned to letter grade values and are used in calculating a GPA.
Home Schooling
Students taught at home; not part of the public school system.

Home and Hospital Instruction
Students still enrolled at LHS but needing to receive instruction and assignments at home for a specified, temporary time period are part of the Home and Hospital Instruction program.

Honor Cord
The Next Step Program recognizes those students who have excelled in their Pathway choices. Honor Cords are awarded to seniors who have done well academically while participating in a wide variety of activities relating to their Pathway.

Honor Student
At Commencement, all graduates with an overall semester GPA of 3.75 or higher are listed in the program as Honor Students.

IEP
Individualized Education Plan, pertains to Special Education.

In House Detention
Students can be sent to In House Detention, a supervised room, when their continued stay in the classroom for that period is an intolerable distraction or disruption of the learning process. Also, students who have been dropped from a class are to report to In House Detention instead of the dropped class.

Independent Study
An alternative to regular classes. Students may petition for Independent Study by contacting their counselor.

Job Shadow
A job shadow provides a student with the opportunity to spend a day with an employee working in a career they are interested in. Information is in the Career Center.

KROP
Kings Regional Occupation Program. KROP is a function of the Kings County Superintendent of Schools office; KROP sponsors a large variety of vocational classes at Lemoore High School.

Letters (Block L)
Traditional school letter awarded for achievement in academics, athletics, and certain other extracurricular activities.

Link Crew, Link Crew Leader
All freshmen at LHS are part of a “Link Crew,” a group of ninth graders in the Geography or Naval Science 1 classes. Specially selected and trained upperclassmen (mostly seniors) are assigned to the Link Crews; these are the Link Crew Leaders. Link Crew Leaders assist their Link Crews with study habits, binder organization, general campus life, etc., to transition freshmen to the rigors of high school.

Minimum Day
The minimum length for any particular school day is 240 minutes (four periods); the minimum number of periods on any student schedule, unless otherwise specified in an IEP or 504 plan, is five periods per day. From time to time the school utilizes a special schedule, called a minimum day schedule.

NCAA
Students interested in participating in collegiate athletics as freshman at a four year college must apply to the National Collegiate Athletic Association. NCAA requirements are different than the UC and CSU entrance requirements; refer to the Core Course Requirements (formerly the 48H Form) www.ncaa.org and your counselor if you are interested in collegiate athletics as a freshman at a four year college.

Next Step Program
The purpose of the Next Step Program and the goal of Lemoore High School is to encourage all students to tailor their education plans toward reaching their long term personal and career goals.

Next Step Speaker
The Career Center invites representatives from a variety of professions to the LHS campus to speak to students about their careers. Students can sign up in the Career Center to attend sessions which may help them develop their Next Step Plans.

Ninth Grade Project
Ninth Grade Project is the working title given to the program that involves integrating Link Crew Leaders into the Geography/Naval Science 1 classes, training the Link Crew Leaders in AVID tutorial techniques.
and peer counseling protocols, and training teachers of these classes in AVID and Link Crew concepts. Initiated in the fall of 2003, this project is still undergoing refinement.

**On Track**

On track refers to a student’s standing and progress toward graduating on time at the end of their fourth year of high school.

**Passing**

Receiving at least a D in a class is a passing grade, although a D grade indicates that the student is in danger of failing. On the CA High School Exit Exam, a passing score is 350 on each part. On the California Standards Tests passing is 300 on each subtest.

**Passing period**

Students are allowed seven minutes to pass from one class to the next.

**PE Uniforms**

Required are gym shoes and socks, LHS PE shorts and LHS PE shirt (the student’s name should be written on both with permanent ink). PE uniforms are available on Orientation Day in August, or from the Bookkeeper.

**Plagiarism**

Plagiarism is the passing off of another person's work as one's own. The key is that a person is claiming credit for writing done by someone else. Accidental plagiarism is usually the result of poor citation or referencing or of poor preparation or a misunderstanding of plagiarism. Deliberate plagiarism is an attempt to claim another person's work as one's own, usually by removing tell-tale evidence so the plagiarism is hard to spot. An unacknowledged use of words, ideas, information, research, or findings not one's own, taken from any source is plagiarism only if a person is claiming personal credit for originality. It is not plagiarism to use well-known facts without acknowledging a source because readers understand the author is not claiming originality. (definition from the *Wikipedia Free Online Encyclopedia*)

**Pre AP Classes**

Some academic departments offer sections that are more rigorous and challenging than the regular college preparatory classes. These are not AP classes, and do not receive any grade point bonus. Examples are English 9 and 10 Pre-AP, and World History Pre-AP.

**Prerequisite**

A prerequisite is a class or requirement that must be met before a student can enroll in a more advanced class.

**PSAT**

The practice SAT is available to sophomores and juniors for a small fee. It gives students the opportunity to take a test that is similar to the SAT. Juniors who do well on the PSAT may apply for a National Merit Scholarship. [www.collegeboard.com](http://www.collegeboard.com)

**Referral**

A referral is a citation for an infraction of the discipline expectations.

**Salutatorian**

The student with the second highest overall GPA after 8 semesters, calculated to the nearest thousandth. Only high school courses are counted in the GPA calculation for Valedictorian or Salutatorian.

**Saturday School**

Saturday School may be utilized to make up less than 90% attendance. It only counts for the year in which the absences occurred.

**SAT I**

The Scholastic Aptitude Test is used to gauge the verbal and mathematics reasoning skills of students who plan to attend a four year college and is required for admission. It is suggested that students take the SAT at the end of their junior year in high school and/or at the beginning of their senior year.

**SAT II**

Individual subject tests (i.e. history, science, foreign language, etc.) are no longer required for admission to a UC beginning in 2012, but may be taken to enhance your application. Refer to the UC application form for specific requirements.

**Scholarship Handbook**

The LHS Career Center publishes a Scholarship Handbook in February of each year, which is available to all seniors and parents in the Career Center.

**Scholarships**

A scholarship is money that is awarded based on the qualifications of the student. Most scholarships require that the student fill out an application. Further information is available in the Career Center. *Do not pay for any scholarship information or applications!*
Senior Awards Night
The Tuesday evening prior to Commencement is dedicated to presenting various scholarships and other honors to the graduating class. The event is dressy, but caps and gowns are not appropriate attire. Parents are invited to attend this event.

Senior Calendar
The Senior Calendar is distributed in Senior English classes during the first week of the month. It contains information which is important to seniors, such as dates and deadlines, financial aid, scholarships, Next Step speakers and field trips, college presentations, and so on. It is extremely important that all seniors read the Senior Calendar each month!

School Code
The ACT and SAT organizations use a code to identify Lemoore High School for reporting purposes; the LHS school code is 051-400.

Senior Ditch Day
There is NO Senior Ditch Day!

Senior Exit Interview
The culmination of the Next Step Program is the Senior Exit Interview. At this time each senior is interviewed by two members of the community who help each student determine whether or not they have reached the goals in their Four Year Plan. Passing the Senior Exit Interview is a graduation requirement at LHS.

Senior Pictures
The Senior Section of the yearbook, the Nuntius, contains portraits of each senior, provided the senior schedules a sitting with the school contracted photographer for this purpose (there is no fee for this service). The photography studio will attempt to notify all seniors during the summer prior to the senior year, and the yearbook class will notify those seniors who fail to be photographed during the summer as to when make-up sessions are scheduled.

Senior Portfolio
The purpose of a Senior Portfolio is to showcase the growth and accomplishments of each student at LHS and demonstrate how they have prepared for their Next Step. It is evaluated by two members of the community at the Senior Exit Interview and includes an essay of introduction, a resume, a letter of recommendation, transcripts, other records, and samples of work collected during high school.

STAR
Each spring, California students in grades 2 through 11 must take a series of tests that comprise the state's STAR (Standardized Testing and Reporting) program. These must be completed 10 days before or after 85% of a school's year has passed.

Student Study Team (SST)
This is a group organized to consider options for a student, and typically includes the student, parent, counselor, and teacher(s).

TABE
The TABE is a reading ability test given by the high school to determine the reading level of students planning to go on Independent Study.

TAPIT
Teachers, Administrators, Parents In Touch (TAPIT) is the name of the parent-organized and administered volunteer group at LHS. TAPIT is open to all parents and provides many opportunities to volunteer service to the students of LHS, to gain insight into the workings of school, and to be better informed.

Tardy
Tardy means late to class. Tardies are designated as excused when the student presents an appropriate note or Passport endorsed by a school official. Unexcused tardies that exceed five minutes beyond the tardy bell are treated as cuts.

Tardy Card/LHS Tiger Passport
Student pass for class tardies and to leave class with teacher permission.

Textbooks
Students are to take care with school books and make certain they return the books assigned to them. See the library for questions about textbooks.
Title I
Part of the ESEA is a provision for economically disadvantaged students, and the funding from these programs is used at LHS to assist in remediation programs in language arts and mathematics, as well as classroom aides, materials, and related services.

Transcript
A transcript is a written document of a student’s school records, containing the permanent semester grades and credit earned by the student, as well as class rankings, required test results, and other pertinent information. An official transcript has been verified by the school registrar and is placed in a sealed envelope; it is required for admission to college, and for some jobs and scholarships. It takes at least two days to get an official transcript from the registrar. An unofficial transcript is the same document without the registrar’s official stamp. It may be used to review school records and is often acceptable for scholarship applications. An unofficial transcript may be picked up in the Career Center.

Transcript Grade
Transcript grades are semester grades.

Truancy
Absent from school without proper permission.

UC
The University of California has 10 campuses throughout the state and is the most selective of the three postsecondary public school systems. Further information is available at www.universityofcalifornia.edu.

Valedictorian
The highest ranking graduating high school student, based on the overall cumulative eight semester GPA computed to the nearest one-thousandth. Only high school courses are counted in the GPA calculation for Valedictorian or Salutatorian.

Variable Credit
Courses at LHS are on a 5 unit credit basis, five credits for a semester grade of D or better. Credit is calculated differently in alternative education, including Independent Study. For example, a student might have a C grade but did not complete sufficient work to earn full credit, thus might earn 4 credits, or 2.5 credits, etc. This is called variable credit; the amount of credit varies with the amount of work completed, regardless of the quality.

WASC
Western Association of Schools and Colleges, is the agency through which LHS is accredited. Accreditation means that a school has received the approval of an institution by an official review board, after the institution has met specific requirements.

Work Permits
The state of California requires a work permit for all students under the age of 18 who are employed. Work permits may be obtained in the Career Center or the Administration Office. LHS requires that students have a 2.0 GPA to apply for a work permit.
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 (Education Code section 51930 et. seq).

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 & Safety 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 & Safety 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 & Safety 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 & Safety 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 & Safety 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)
10. **Medical and Hospital Services Not Provided:** The District does not provide medical and hospital services for students injured while participating in athletic activities. However, all members of school athletic teams must have accidental injury insurance that covers medical and hospital expenses. (Ed. Code, §§ 32221.5, 49471) [NOTE: This notification is required only if the first sentence is a true statement in your District.]

11. **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:

   **Assistant Superintendent Dr. Victor Rosa**
   5 Powell Avenue
   Lemoore, CA 93245
   559 924-6610

12. **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:

   (1) Due to the pupil’s illness.

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

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

   (4) For the purpose of attending the funeral services of a member of the pupil’s immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.

   (5) For the purpose of jury duty in the manner provided for by law.
(6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.

(7) For justifiable personal reasons, including but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil’s religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil’s absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

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

(9) For the purpose of spending time with a member of the pupil’s immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

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

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, § 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:

Assistant Superintendent, Dr. Victor Rosa
5 Powell Ave.
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:

Assistant Superintendent, Dr. Victor Rosa
5 Powell Ave.
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.
18. **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)

   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:

   1. Inaccurate.
   2. An unsubstantiated personal conclusion or inference.
   3. A conclusion or inference outside of the observer’s area of competence.
   4. Not based on the personal observation of a named person with the time and place of the observation noted.
   5. Misleading.
   6. 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 or student 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)

f. 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.

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

h. 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))

i. Parents may obtain a copy of the District’s complete student records policy by contacting the Superintendent.
19. **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))

21. **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)

22. **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. 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. (Ed. Code, §§ 48206.3, 48207, 48208, 48980(b))

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 boundaries of the school district while on active duty pursuant to an official military order. (Ed. Code, § 48204.3)

**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)) Attached is a copy of the District’s Policy of Interdistrict and Intradistrict Transfers. Parents interested in interdistrict or intradistrict transfers should contact the District office. The general requirements 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.

- 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 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. (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. 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)

d. 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.
24. **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))

25. **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)

26. **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.)

27. **Leaving School Grounds:** Pursuant to section 44808.5 of the Education Code, the Governing Board has decided to permit the pupils enrolled in grades 11 and 12 at Lemoore High School to leave the school grounds during the lunch period. Section
28. **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), nationality (includes citizenship, country of origin and national origin), 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., 66260–66264, 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))

Complaints Other Than 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.

a. Written complaints may be made regarding:

(1) Adult Education
(2) Consolidated Categorical Aid Programs
(3) No Child Left Behind Programs, including improving academic achievement, compensatory education, limited English proficiency and Migrant Education
(4) Career Technical Education
(5) Child Care and Development
(6) Child Nutrition
(7) Special Education
(8) “Williams Complaints”
(9) Pupil Fees
(10) Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP)
(11) Student Parent Lactation Accommodations
(12) Course Assignments
(13) Physical Education Instructional Minutes
(14) Foster Youth, Homeless Youth, and former Juvenile Court School Student Services
(15) Regional Occupational Centers and Programs
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 in items 1-15 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 5 CCR § 4621 and prepare a written decision. The time period may be extended by mutual written agreement of the parties.

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

(1) Insufficient textbooks and instructional materials;

(2) Emergency or urgent school facilities conditions that pose a threat to the health and safety of pupils; or

(3) Teacher vacancy or misassignment.

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.

c. Pupil Fees Complaints: 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.

Responsible Official: The District official responsible for processing complaints is listed below at the following address:
Complaints Made Directly to the State Superintendent:

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:

(a) District unlawfully refuses to provide a free appropriate public education to handicapped students; or

(b) District refuses to comply with due process procedures or fails to implement due process hearing order; or

(c) Children may be in immediate physical danger, or their health, safety or welfare is threatened; or

(d) A handicapped pupil is not receiving the services specified in his/her Individual Educational Program (IEP); or
(e) The complaint involves a violation of federal law.

(8) 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:

a. 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)

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

(2) Appeals must be in writing.

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

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

(5) 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.

(6) 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.

b. 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)

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

(2) The original decision denying the complaint will remain in effect and enforceable unless and until the State Superintendent of Public Instruction modifies that decision.
Civil Law Remedies:

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)

29. **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))

30. **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)

31. **High School Exit Examination:** Administration of the high school exit exam is suspended through the 2017-2018 school year. The successful passing of the high school exit exam by each student completing grade 12 is no longer a condition of receiving a diploma of graduation or a condition for graduating from high school through the 2017-2018 school year. (Ed. Code, § 60851.5) Until July 21, 2018, the governing board or body of a school district, county office of education, or charter school must grant a high school graduation diploma to any student who completed grade 12 in the 2003-2004 school year or subsequent school year and met all the applicable graduation requirements other than passing the high school exit exam. (Ed. Code, § 60851.6)

32. **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))

33. **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)

34. **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)
35. **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) and 52242)

36. **Every Student Succeeds Act (ESSA):** The California Department of Education is in the process of transitioning from the requirements of the No Child Left Behind Act to the new Every Student Succeeds Act. Both of these laws modify the Elementary and Secondary Education Act of 1965 (ESEA). New provisions will apply in the 2017-2018 school year. As 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 teacher’s college major, whether he/she has any advanced degrees and the subject(s) of those degrees, and whether any instructional aides or paraprofessionals provide services to the parents’ child and, if so, their qualifications. (Section 1111(h)(6)(A) of the ESEA, as amended by NCLB)

- **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. (20 U.S.C. § 6311(h)(6))

- **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; how the recommended program will meet the student’s needs; 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 and/or declining initial enrollment. (Section 3302(a) of the ESEA, as amended by NCLB)

- **Program Improvement Schools:** Parents shall be notified when their child’s school is identified a “program improvement” school. Parents must be
notified as to what the identification means, how the school compares to other District schools, the reasons for the identification, how the low achievement is being addressed by the school, District, or State, and how the parents can be involved. The parents must also be notified about the opportunities for school choice and supplemental instruction. (20 U.S.C. § 6316(b)(6))

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

37. **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.

38. **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 District office of this fact in writing. The writing should be directed to the District official listed below at the following address:

**NOTE:** Complete Parental Options: Release from Directory Information and return to your school site by August 30th.

39. **Children In Homeless/Foster Care Situations and Former Juvenile Court School Students:** 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 in foster care or a student who is a homeless child or youth or who is a former juvenile court school student and who transfers between schools under certain circumstances. (Ed. Code, §51225.1)

A district shall accept coursework done by a student in foster care or who is a homeless child or youth or who is a former juvenile court school student 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.

40. **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))
41. **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 to be applied, he or she must complete the attached form and return it to his or her child’s school. A copy of the integrated pest management plan for the school site or District may be provided on the school website or viewed at the school office. (Ed. Code, §§ 48980.3, 17611.5, 17612)

42. **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 school day. 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.

43. **PE Instructional Minutes:** The adopted course of study for grades 1 through 6 and instruction in grades 1 through 8 in an elementary school must include physical education for not less than 200 minutes each ten school days, exclusive of recesses and the lunch period. (Ed. Code, §§ 51210, 51223)

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

44. **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)

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)

45. 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.

46. 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:

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

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

(3) 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.

(4) 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)

☐ 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
The Governing Board recognizes that parents/guardians of students who reside in one district may, for a variety of reasons, choose to enroll their child in a school in another district.

(cf. 0520.3 - Title I Program Improvement Districts)
(cf. 5111.12 - Residency Based on Parent/Guardian Employment)
(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 5118 - Open Enrollment Act Transfers)

Interdistrict Attendance Permits

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts. (Education Code 46600)

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed to by both districts for reapplication and/or revocation of the student's permit. (Education Code 46600)

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

Transportation

The district shall not provide transportation beyond any school attendance area. Upon request, the Superintendent or designee may authorize transportation for interdistrict transfer students to and from designated bus stops within the attendance area if space is available.

Limits on Student Transfers Out of the District to a School District of Choice

The Superintendent or designee may limit the number of student transfers out of the district to a school district of choice based on the percentages of average daily attendance specified in Education Code 48307.

In addition, transfers out of the district may be limited during a fiscal year when the County Superintendent of Schools has given the district a negative budget certification or when the County Superintendent has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice. (Education Code 48307)

(cf. 3100 - Budget)
(cf. 3460 - Financial Reports and Accountability)

The district may deny a transfer of a student out of the district to a school district of choice if the Board determines that the transfer would negatively impact a court-ordered or voluntary desegregation plan of the district. (Education Code 48301)
Students - Interdistrict Attendance

Interdistrict Attendance Permits

In accordance with an agreement between the Governing Board and the board of another district, a permit authorizing a student's attendance outside his/her district of residence may be issued upon approval of both the district of residence and the district of proposed attendance.

The Superintendent or designee may approve an interdistrict attendance permit for a student for any of the following reasons when stipulated in the agreement:

1. When the student has been determined by staff of either the district of residence or district of proposed attendance to be a victim of an act of bullying as defined in Education Code 48900(r). Such a student shall be given priority for interdistrict attendance under any existing interdistrict attendance agreement or, in the absence of an agreement, shall be given consideration for the creation of a new permit. (Education Code 46600)

(cf. 5131.2 - Bullying)

2. To meet the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel.
Lemoore Union HSD
Students - Interdistrict Attendance

(cf. 6159 - Individualized Education Program)

3. When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance.

4. To allow the student to complete a school year when his/her parents/guardians have moved out of the district during that year.

5. To allow the student to remain with a class graduating that year from an elementary, middle, or senior high school.

6. To allow a high school senior to attend the same school he/she attended as a junior, even if his/her family moved out of the district during the junior year.

7. When the parent/guardian provides written evidence that the family will be moving into the district in the immediate future and would like the student to start the year in the district.

8. When the student will be living out of the district for one year or less.

9. When recommended by the school attendance review board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence.

(cf. 5113.1 - Chronic Absence and Truancy)

10. When there is valid interest in a particular educational program not offered in the district of residence.

11. To provide a change in school environment for reasons of personal and social adjustment.

The Superintendent or designee may deny initial requests for interdistrict attendance permits due to limited district resources, overcrowding of school facilities at the relevant grade level, or other considerations that are not arbitrary. However, once a student is admitted, the district may not deny him/her continued attendance because of overcrowded facilities at the relevant grade level.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Within 30 days of a request for an interdistrict permit, the Superintendent or designee shall notify the parents/guardians of a student who is denied interdistrict attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601. (Education Code 46601)

(cf. 5145.6 - Parental Notifications)

Pending a decision by the two districts or an appeal by the County Board, the Superintendent or designee may provisionally admit a student who resides in another district for a period not to exceed two school months. (Education Code 46603)

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or decisions while expulsion proceedings are pending or during the term of the expulsion. (Education Code 46601)

(cf. 5119 - Students Expelled from Other Districts)
LEMOORE UNION HSD
Students - Interdistrict Attendance

(cf. 5144.1 - Suspension and Expulsion/Due Process)

Once a student is admitted to a school on the basis of an interdistrict attendance permit, he/she shall not be required to reapply for an interdistrict transfer and shall be allowed to continue to attend the school in which he/she is enrolled, unless reapplication standards are otherwise specified in the interdistrict attendance agreement. Existing interdistrict attendance permits shall not be rescinded for students entering grade 11 or 12 in the subsequent school year. (Education Code 46600)

LEMOORE UNION HIGH SCHOOL DISTRICT
Updated: September 13, 2012  Lemoore, California
The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. 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 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.

Complaints regarding sexual harassment 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.

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. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
6. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable
Students  
SEXUAL HARASSMENT  

Disciplinary Actions

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and 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.

(cf. 5144 - Discipline)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)  
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Any staff member found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline up to and including dismissal in accordance with applicable policies, laws, and/or collective bargaining agreements.

(cf. 4117.4 - Dismissal)  
(cf. 4117.7 - Employment Status Report)  
(cf. 4118 - Suspension/Disciplinary Action)  
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)  
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

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.

(cf. 3580 - District Records)

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
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
Students

SEXUAL HARASSMENT

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
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: November 13, 2014

Lemoore Union High School District
Lemoore, CA 93245
Students
SEXUAL HARASSMENT

AR 5145.7 (a)

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 to 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)
(cf. 5125 - Student Records)
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

Updated: November 13, 2014
YOUR DISTRICT’S NOTIFICATION OF STATE GRANT FUNDS FOR ADVANCED PLACEMENT EXAM FEES
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 year:

<table>
<thead>
<tr>
<th>Pesticide Name</th>
<th>E.P.A. Reg. Number</th>
<th>Active Ingredient(s)</th>
</tr>
</thead>
</table>

Parents/guardians of the Lemoore Union High School District can register with the District’s designee, Michael Doria, to receive notification of individual pesticide applications by calling (559) 924-6643. 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 web-site 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 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. Lemoore Union High 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**

**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 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.

CTE courses offered by the District that may satisfy a subject matter requirement for admission to the UC and CSU include:
<table>
<thead>
<tr>
<th>CTE Course Name</th>
<th>Corresponding UC/CSU Admission Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[NOTE: Example - “Meets ‘F’ Requirement”]</td>
</tr>
<tr>
<td></td>
<td>[NOTE: Example - “Does Not Meet Any Requirement”]</td>
</tr>
</tbody>
</table>

**NOTE:** List career technical education courses above as appropriate. Applies only to Districts which allow a career technical education course to satisfy the graduation requirement of “one course in visual or performing arts, foreign language, or, commencing with the 2012-2013 school year, career technical education.” All other Districts may delete this paragraph and chart. If any career technical classes satisfy a graduation requirement, the District must also provide information about the high school graduation requirements and how each requirement satisfies or does not satisfy the UC/CSU subject matter requirements for admission. See below chart.

To learn more about the District’s career technical education classes, please visit the District’s website at: www.luhsd.k12.ca.us.

Students are encouraged to meet with school counselors to help them choose courses at their school that will meet college admission requirements or to enroll in career technical education courses, or both. Please contact your school Principal.

**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.*
### Block Day 1 (Thursdays)

<table>
<thead>
<tr>
<th>Period</th>
<th>8:00</th>
<th>9:32</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>Pass</td>
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<tr>
<td>LUNCH</td>
<td>11:16</td>
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<tr>
<td>Pass</td>
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### Block Day 2 (Fridays)

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<tr>
<td>Pd 4</td>
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<tr>
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<tr>
<td>Pass</td>
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</tr>
<tr>
<td>Pd 5</td>
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### Minimum Day Schedule

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</thead>
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<td></td>
</tr>
<tr>
<td>Pd 2</td>
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<td></td>
</tr>
<tr>
<td>Pd 3</td>
<td>9:28</td>
<td>10:05</td>
</tr>
<tr>
<td>Pd 4</td>
<td>10:12</td>
<td>10:49</td>
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<tr>
<td>Pd 5</td>
<td>10:49</td>
<td>11:33</td>
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<tr>
<td>Lunch</td>
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<tr>
<td>Pd 6</td>
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<tr>
<td>Pd 7</td>
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### REGULAR ("normal") Schedule

**Mondays, Tuesdays, Wednesdays**

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<th>8:48</th>
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<tbody>
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<td>Pd 1</td>
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<tr>
<td>Pd 2</td>
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<tr>
<td>Brunch</td>
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<td>9:54</td>
</tr>
<tr>
<td>Pd 3</td>
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<td>Pd 4</td>
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<tr>
<td>Lunch</td>
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<td>12:19</td>
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<tr>
<td>Pd 5</td>
<td>12:26</td>
<td>1:14</td>
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<td>Pd 6</td>
<td>1:21</td>
<td>2:09</td>
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<tr>
<td>Pd 7</td>
<td>2:16</td>
<td>3:04</td>
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### Activity – Rally Schedule

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<th>8:42</th>
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<td>Activity</td>
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<td>10:21</td>
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<tr>
<td>Pd 4</td>
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<tr>
<td>Lunch</td>
<td>12:04</td>
<td>12:37</td>
</tr>
<tr>
<td>Pd 5</td>
<td>12:44</td>
<td>1:26</td>
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<tr>
<td>Pd 6</td>
<td>1:33</td>
<td>2:15</td>
</tr>
<tr>
<td>Pd 7</td>
<td>2:22</td>
<td>3:04</td>
</tr>
</tbody>
</table>

### "Regular" FOGGY Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>9:30</th>
<th>10:14</th>
</tr>
</thead>
<tbody>
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<td>Pd 1</td>
<td></td>
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<tr>
<td>Pd 2</td>
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<td></td>
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<tr>
<td>Brunch</td>
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<td>11:34</td>
</tr>
<tr>
<td>Pd 3</td>
<td>11:34</td>
<td>12:17</td>
</tr>
<tr>
<td>Pd 4</td>
<td>12:17</td>
<td>13:00</td>
</tr>
<tr>
<td>Lunch</td>
<td>13:00</td>
<td>14:00</td>
</tr>
</tbody>
</table>

### FOGGY Block Day 1 (Thursdays)

<table>
<thead>
<tr>
<th>Period</th>
<th>9:30</th>
<th>10:53</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pd 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pd 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pd 3</td>
<td>10:53</td>
<td>11:27</td>
</tr>
<tr>
<td>Pd 4</td>
<td>11:27</td>
<td>12:01</td>
</tr>
<tr>
<td>Pd 5</td>
<td>12:01</td>
<td>12:35</td>
</tr>
<tr>
<td>Pd 6</td>
<td>12:35</td>
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### FOGGY Block Day 2 (Fridays)

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### Activity - Rally

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### FOGGY Minimum Day Schedule

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<td>Pd 7</td>
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