

Family Handbook 2025-2026



Luther Burbank
School District

ENGAGE / EDUCATE / EMPOWER

2025-2026 Directory

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District Family Handbook 2025–2026

Introduction and Quick Reference

Information in this handbook represents annual notification of the rights and responsibilities for students and parents for school year 2025-26 as required by board policy 5145.6 and California Education Code Section 48980.

Luther Burbank School District provides an electronic copy to all students and their parents/guardians at the start of the student's school year. The handbook is available online at <https://www.lbsdk8.org/> and printed copies are available upon request.

Board Policy 5146.6. <https://tinyurl.com/yvk7hvay>

California Education Code Section 48980.

https://leginfo.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC&sectionNum=48980

All our policies are available online:

<https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=36030816> or by request.

School Emergency Information

The safety of students and staff is our first priority.

Our school safety plans include drills and training in the Incident Command System (ICS) used by emergency responders. We conduct drills every month, and we update our plans twice each year. To see the plan check with the school office staff or view online at www.lbsdk8.org/. In the event of an emergency.

- School staff enact the school safety plan. Securing the students is the first order of business.
- District administrators maintain frequent communication with school staff, police and/or other local authorities.
- When the situation stabilizes, staff can begin parent notifications. If it becomes necessary to change the student release or arrival time, parents would be notified in one or more of the following ways: Telephone, email, and text messages - As circumstances permit, staff will send a message via Parent Square (telephone/email) to parents to tell them of the school closure and inform them of where they can pick up their children. ([ParentSquare information](#))
- Please be aware that, legally, students can only be released to those people identified on the pupil's emergency contact card. Please be sure that the information on the card is up to date and that the school can reach you or your designee in the event of an emergency.
- Local Public Broadcast - Bay Area radio and television stations broadcast emergency information and report school closures.
- Web and Mobile App.- The district posts information on its web and mobile app. For more details, please ask the school principal about the school's emergency procedures or contact the district office

Academic Calendar 2025-26

Families have various options to stay updated about significant dates and events during the academic year.

- Via ParentSquare App
- By downloading a PDF copy from our website
- A hard copy available in the front office

Attendance

School attendance is a legal requirement.

Under [Education Code Section 48200](#), students between the ages of 6 to 18 are required to attend school. This means that regular school attendance is compulsory for those students. If your student needs to be picked up early please make arrangements to do so before 2:30 pm. Regarding absences, there are two recognized categories: excused and unjustified/unexcused.

Excused Absences

According to the Education Code and related policies and regulations absences from school will be considered excused only for the specific reasons—one through 10—listed below. (The exception to these reasons is found in [Education Code 46014](#) regarding participation in religious exercises or instruction.

1. Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health. The state board shall update its illness verification regulations, as necessary, to account for including a pupil's absence for the benefit of the pupil's mental or behavioral health within the scope of this paragraph.
2. Due to quarantine under the direction of a county or city health officer.
3. To have medical, dental, optometric, or chiropractic services rendered.
4. To attend the funeral services of a member of his or her 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. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
6. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
7. For attendance at their naturalization ceremony.
8. For 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, or 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 to be determined at the discretion of the superintendent of the school district.
9. To participate in a cultural ceremony or event.
10. For a middle school student to engage in a civic or political event, provided that the student notifies the school ahead of the absence. Unless otherwise permitted by the Superintendent or designee, students shall be limited to one such school day-long absence per school year. (Education Code 48205)
11. Participation in religious exercises or receiving moral and religious instruction at the student's place of worship or other suitable place away from school property as designated by the religious group, church, or denomination. Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in AR 6112 - School Day and is not excused from school for this purpose on more than four days per school month.
12. Work in the entertainment or allied industry. (Education Code 48225.5) Work for a student who holds a work permit authorizing work in the entertainment or allied industries for a period of not more than five consecutive days. For this purpose, student absence shall be excused for a maximum of five absences per school year. (Education Code 48225.5)
13. Work in the entertainment or allied industry. (Education Code 48225.5) Work for a student who holds a work permit authorizing work in the entertainment or allied industries for a period of not more than five

consecutive days. For this purpose, student absence shall be excused for a maximum of five absences per school year. (Education Code 48225.5)

14. Participation with a nonprofit performing arts organization in a performance for a public-school audience. (Education Code 48225.5) A student may be excused for up to five such absences per school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)
15. Other reasons are authorized at the discretion of the principal or designee based on the student's specific circumstances. (Education Code 48205, 48260)

For the absences described above, family means the student's parent/guardian, brother, or sister, grandparent, or any other relative living in the student's household. (Education Code 48205)

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, shall be given full credit, therefore. The teacher of any class from which a pupil is absent shall determine the tests and assignments, which will be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed.

For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

When a student has had absences and/or tardies of 30 minutes or more, more than 10 days for the current school year due to illness and verified by approved methods, any further absences or tardies of 30 minutes or more for illness must be verified by a physician, school nurse, or other school personnel. Failure to provide verification by the physician, school nurse, or other school personnel, will result in these absences or tardies being recorded as unexcused. See related [Education Code](#).

Unjustified (Unexcused) Absences

Regarding students who are absent from school without a valid excuse

Any pupil subject to full-time education who is absent from school without valid excuse more than three days or tardy in excess of 30 minutes on each of more than three days in one school year is a truant and shall be reported to the attendance supervisor or the superintendent of the school district. *

Upon a pupil's initial classification as a truant, the school district shall notify the pupil's parent/guardian, by first class mail or other reasonable means, of the following:

1. That this pupil is truant
2. That the parent/guardian is obligated to compel the attendance of the pupil at school.
3. Parents/guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with [Section 48290](#) of Chapter 2 of Part 27.

The district also shall inform the parents/guardians of the following:

1. Alternative educational programs are available in the district.
2. The right to meet with appropriate school personnel to discuss solutions to the pupil's truancy. (Added Statutes, 1983, Chapter 498)
3. The student may be subject to arrest under [Education Code Section 48264](#).
4. It is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for one day. (Added Statutes, 1983, Chapter 498)
5. Students who miss school work because of unexcused absences may be given the opportunity to make up missed work. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure. [Education Code 48913](#)

Truancy

Compulsory Attendance Education Code Schools are required to enforce compulsory attendance law. Pursuant to Education Code § 48200:

Each person between the ages of 6 and 18 years not exempted under the provision of this chapter or Chapter 3 (commencing with § 48400) is subject to compulsory full-time education. Each person subject to compulsory full time education and each person subject to compulsory continuation education not

exempted under the provisions of Chapter 3 shall attend the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of the school district in which the residency of either the parent or legal guardian is located and each parent, guardian, or other person having control or charge of the pupil shall send the pupil to the public full-time day school or continuation school or classes and for the full time designated as the length of the schooldays by the governing board of the school district in which the residence of either the parent or legal guardian is located. Unless otherwise provided for in this code, a pupil shall not be enrolled for less than the minimum school days established by law.

Truancy under the Pursuant to California Education Code § 48260 (a): "A pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the superintendent of the school district."

First Notification Mandate (Ed. Code § 48260.5):

Upon a pupil's initial classification as a truant, the school district shall notify the pupil's parent or guardian using the most cost-effective method possible, which may include electronic mail or a telephone call:

1. That the pupil is truant.
2. That the parent or guardian is obligated to compel the attendance of the pupil at school. c) That parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with Section 48290) of Chapter 2 Part Alternative educational programs are available in the district.
3. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.
4. That the pupil may be subject to prosecution under Section 48264.
5. That the pupil may be subject to suspension, restriction, or delay of the pupil's driving privilege pursuant to Section 13202.7 of the Vehicle Code.
6. It is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for one day.

Habitual Truant (Ed. Code § 48262):

Any pupil deemed a habitual truant who has been reported as a truant three or more times per school year, provided that no pupil shall be deemed a habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself, after the filing of either of the reports required by Section 48260 or Section 48261. For purposes of this section, a conscientious effort means attempting to communicate with the parents of the pupil at least once using the most cost-effective method possible, which may include electronic mail or a telephone call.

Irregular Attendance, Habitually Insubordinate or Disorderly During School Attendance (Ed. Code § 48263):

If any minor pupil in any district of a county is a habitual truant, or is irregular in attendance at school, as defined in this article, or is habitually insubordinate or disorderly during attendance at school, the pupil may be referred to a school attendance review board or to the probation department for services if the probation department has elected to receive these referrals. The supervisor of attendance, or any other persons the governing board of the school district or county may designate, making the referral shall notify the minor and parents or guardians of the minor, in writing, of the name and address of the board or probation department to which the matter has been referred and of the reason for the referral. The notice shall indicate that the pupil and parents or guardians of the pupil will be required, along with the referring person, to meet with the school attendance review board or probation officer to consider a proper disposition of the referral. If the school attendance review board or probation officer determines that available community services can resolve the problem of the truant or insubordinate pupil, then the board or probation officer shall direct the pupil or the pupil's parents or guardians, or both, to make use of those community services. The school attendance review board or probation officer may require, at any time, that it determines proper, the pupil or parents or guardians of the pupil, or both, to furnish satisfactory evidence of participation in the available community services.

Independent Study

The district recognizes that there may be occasions during the regular school year when families choose to have their children accompany them on trips or be absent from school for reasons other than the traditionally excused absences such as illness, doctor's appointments, or bereavement. When a student will be out of school for a minimum of 5 consecutive school days and no more than 15 school days, parents may request a short-term independent study. A short-term independent study will be considered, based upon the following factors: positive attendance, evidence of grade-level achievement and positive discipline. Requests must be received in writing and 10 school days in advance of the requested absence. All student work shall be submitted upon return to receive academic and attendance credit. Please refer to the detailed list of criteria for requesting approval for a short-term independent study found in Board Policy Regulation AR 6158.

Educational opportunities maybe offered through independent study may include, but are not limited to:

1. Continuing and special study during travel for short-term independent study.
2. Individualized study for a student whose health, as determined by the student's parent/guardian, would be put at risk by in-person instruction or for a student who is unable to attend in-person instruction due to a quarantine pursuant to local or state public health guidance.
3. Individualized study for a transitional placement for students who are unable to be on a comprehensive school campus. BP 6158 Ed. Code 51745

Homework (relating to absence)

Making up homework that was missed due to absence. 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, shall be given full credit, therefore. The teacher of any class from which a pupil is absent shall determine the tests and assignments, which will be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed.

Interdistrict Transfer Requests

California Education Code sections 46600–46610 permit, parents/guardians, to request an interdistrict transfer/reciprocal agreement. The fundamental basis for this provision is the signing of an agreement between districts. Interdistrict transfer/reciprocal agreement must be approved by both the student's original district of residence and the district to which the student seeks to transfer. Both districts must approve the agreement before it becomes valid. The agreement must be renewed yearly and may include terms or conditions. It is within the authority of either the home district or the receiving district to revoke an interdistrict transfer/reciprocal agreement at any time for any reason the local board or district superintendent deems appropriate.

What is an Interdistrict Transfer?

An Interdistrict Transfer is used when families wish to enroll their student(s) in a school district other than the one assigned to their home address. This applies to students trying to transfer into and out of Luther Burbank School District (LBSD).

Interdistrict Requests to Attend Luther Burbank School District (LBSD)

Families living outside of the LBSD boundaries must follow the process below:

- Contact your district of residence and follow their interdistrict transfer request process
- Interdistrict Transfer requests must be processed by your district of residence first.
- Your district will forward a copy of the request to LBSD
- LBSD will review the Interdistrict Transfer request and will provide you with a denial or an acceptance letter by mail or email*
- Continuing interdistrict transfer students must reapply each year.
- Families are responsible for the student's transportation to and from school.

Students Residing in the LBSD Requesting to Attend a School in Another District:

Families who live within the LBSD boundaries may request their student(s) to attend a school outside of LBSD. Families living within the LBSD boundaries must follow the process below:

- Submit the following documents to the school office.
 - Interdistrict Transfer Form
 - 3 Proof of address (see below for more examples)
 - Copy of IEP or 504 Plan (If applicable)
 - Interdistrict Transfer requests must be processed by LBSD first.
 - A copy of the transfer will then be forwarded to you and your desired district.
 - Your desired district will review the interdistrict transfer request and provide you with a "Approved" or "Denied" Letter (Contact your desired district for more information)
 - Continuing interdistrict transfer students must reapply each year.
 - Applications must be submitted in person to the school/district office at: 4 Wabash Avenue, San Jose, CA 95128 between the hours of 8:00 AM - 4:00 PM.

Proof of Residency

- A Student can have only one residence for the Purposes of Establishing Residency and must live with a parent or legal guardian.
- PO Boxes **will not be accepted for residency purposes.**
- All documents used for residency must be **current, valid**, and must contain the name, address, and be dated within the last 30 days.
- A minimum of three documents will be required.
- The Following are examples or are acceptable:
 - Original property tax bill
 - Monthly mortgage payment
 - Lease or Rental agreement on company printed forms. If the agreement is an expired agreement or month to month, you must also provide a current monthly rental payment receipt that includes the renter's name, date, and address.
 - Monthly space rental bill (Mobile Home Park)
 - Escrow Document "Closing Statement" instead of a property tax bill for recent property purchases. In this case, a conditional clearance for 30 Days will be given until mortgage documents are provided.
 - Current Utility Bills Such As:
 - Current City of San Jose Utility Bill
 - Current PG&E Bill
 - Current Phone Bill (Cell or Landline)
 - Current Cable or Satellite Provider Bill
 - Current Internet Bill

Additional Proof of Residency*

- A Current Paycheck issued by employer - employer's and employee's name and address must be printed on the check stub
- Correspondence from a government agency (Wic, Medi-cal, Social Security, Unemployment) o Valid vehicle registration (Not Pink Slip)
- Monthly Payments: loan, credit card, physician/dental bill, bank statement
- LBSD has the right to accept alternative forms of proof of residence on a case-by-case basis.

Interdistrict Conditions

The following conditions apply:

- Students admitted to LBSD with an Interdistrict Transfer Agreement shall be approved where space is available at the discretion and determination of LBSD.
- LBSD does not participate in the "Allen Bill".
- If an Interdistrict Transfer agreement request is denied, the parent/guardian may appeal in writing and submit the letter to the district office within 10 Calendar Days of receiving notice of a denied transfer.
- The appeal should be addressed to the Superintendent and, If necessary, the second appeal should be addressed to the Board of Trustees.
- Each appeal letter must include your home address and the parent's/guardian original signature.
- The letter should explain your reasons not included in the original interdistrict form.

- If the appeal is still denied by the LBSD, the parent/guardian can appeal the decision to the Santa Clara County Board of Education within 30 Calendar Days.
- A student, parent/guardian who provides a false address and/or other pertinent data as a basis for enrollment in a school in the district may have the transfer revoked. The revocation may be immediate and notice promptly given to the student and Parent/Guardian.
- LBSD Reserves the right to deny transfer requests or release students for the following Reasons:
- Lack of space in a specific grade level/program.
- Lack of suitable or impacted special education programs.
- Student history of unsatisfactory attendance, truancy, or behavior.
- Continual disruption to the educational program
- Failure to progress towards meeting districts standards
- Adverse district financial impact
- Other considerations that are not arbitrary

Timeline for processing requests:

Current school year - parents/ guardians will get a notification of the final decision within 30 calendar days from the date the request was received.

Next school year- parents/guardians will get a notification of the final decision as soon as possible, but no later than 14 calendar days after the beginning of instruction in the school year for which interdistrict transfer is sought.

Monitoring Attendance Records

Stay up to date on students' attendance records throughout the year. Parents/Guardians are encouraged to stay up to date on their student's attendance records throughout the year, and the district offers many ways to do so. An online portal to our Student Information System, AERIES, is available for access to the student's daily attendance. Parents/Guardians also may request that emails be sent to them with updates on the student's attendance. Login instructions are available from the school office staff.

Parents/Guardians also may request a copy of their student's current attendance record, at any time, from the school office staff. Schools provide detailed attendance reports. The list above of attendance codes definitions are provided to assist parents/guardians when viewing attendance records online.

List of Absence Codes

We provide the following list of attendance codes to assist parents/guardians when viewing attendance records online.

A = Unverified Absence - Parent/guardian has not confirmed a reason for absence

X = Excused Absence

- Illness
- Quarantine under the directions of a county health officer
- For the benefit of the pupil's mental or behavioral health Medical, dental, optometric, or chiropractic services
- Funeral services for an immediate family member
- § 1 day within California
- § 3 days outside of California
- Court appearance (letter required from the court)
- Religious observance (must be requested, in writing, in advance, by the parent/guardian, and approved by the principal)
- Spending time with an immediate family member who is in active duty with the armed services.

T = Tardy Arriving to school 1 – 19 minutes into the school day

R = 30 minutes or more late (Three of these are equivalent to one unexcused absence)

L = Early check out more than 30 minutes during the school day

S = Out of School Suspension

****** Per Education Code 48260

A pupil subject to compulsory full-time education or to compulsory continuing education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a

30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

Conduct and Safe School Climate

Relating to conduct, discipline, non-discrimination, and other behavior-related notices mandated by law. Asbestos Inspections All primary and secondary schools must be inspected for asbestos-containing building materials. The United States Congress passed the Asbestos Hazard Emergency Response Act ([AHERA](#)) which requires all primary and secondary schools to be inspected for asbestos-containing building materials. AHERA further requires that school districts develop and implement a plan to safely manage any asbestos-containing building materials found to be present. Schools in Luther Burbank School District have been inspected and assessed by an accredited asbestos contractor. The inspection report filed by the contractor identifies the location, amount, condition, accessibility, potential for disturbance, and other pertinent information on any asbestos found. The report also certifies that there is no immediate health hazard from asbestos-containing material in our schools.

Copies of the school's inspection report, district management plan, and response actions are on file in the school office should you wish to review them during school hours.

The district management plan also is available for review at the district office.

If you have questions or comments, please contact Rudy Avalos, CBO at 408-295-2450. (Board Policy 3514, Administrative Regulation 3514, 40 CFR 763.84)

Bullying/Harassment

Providing a safe school environment that protects students from physical and emotional harm. **Definition**

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student fear of harm to oneself or one's own property; cause the student to experience a substantially detrimental effect on the student's physical or mental health; or cause the student to experience substantial interferences with academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. (Board Policy AR 5144.1)

Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4, that has any of the effects described above on a reasonable student.

Electronic act means the transmission of a communication, including, but not limited to, a message, text, sound, image, or post on a social network Internet website, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network Internet website shall include, but not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above.

Reasonable student means a student, including, but not limited to, a student who has been identified as a student with disability, who exercises average care, skill, and judgment in conduct for a person of similar age, or for a person of similar ability. (Education Code 48900(r))
(Education Code 48900.2, 48900.3, 48900.4; Board Policy

Policy: Bullying/Harassment

The Governing Board recognizes the harmful effects of bullying/harassment on student learning and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel. (Board Policy 5131.2)

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats,

or other harmful texts, sounds, or images as defined in Education Code 48900. Cyberbullying also includes breaking into another person's electronic account and of a person's identity in order to damage that person's reputation.

To the extent possible, district and school strategies shall focus on the prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

District programs, activities and practices shall be free from unlawful discrimination including discrimination against an individual or group based on gender, gender identity, gender expression, sex, race, color, religion, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, marital status, pregnancy, parental status, physical or mental disability, genetic information, or sexual orientation; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. (Board Policy 5145.3)

Reporting: Bullying/Harassment

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized.

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other appropriate school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report the observation to the principal or a district compliance officer, whether the alleged victim files a complaint. Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in Board Policy AR 1312.3 - Uniform Complaint Procedures.

Intervention: Bullying/Harassment

To the extent possible, district and school strategies focus on the prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate.

Students are informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying. (Board Policy 5131.2)

As appropriate, the district provides students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior. School staff who witness bullying/harassment shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1) When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or another employee so that the matter may be investigated. (Board Policy 5131.2)

Investigation: Bullying/Harassment

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying/harassment. Complaints of bullying/harassment shall be investigated and resolved in accordance with grievance procedures. (Board Policy 5145.3 & 5131.2)

The principal or designee shall promptly initiate an impartial investigation within five days of receiving notice of the bullying/harassing behavior. In so doing, he/she shall talk individually with:

- The student who is complaining
- The person accused of bullying/harassment.
- Anyone who witnessed the conduct complained of
- Anyone mentioned as having related information (Board Policy 5145.7)

Discipline: Bullying/Harassment

If through the investigation it is determined that any student has engaged in bullying/harassment on school premises, or off-campus in a manner that causes or is likely to cause a substantial disruption, they shall be subject to discipline in accordance with district policies and regulations. (Board Policy 5131.2)

Any student who engages in cyberbullying using district-owned equipment, on school premises, or off-campus in a manner that impacts a school activity or school attendance shall be subject to discipline in accordance with district policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit the posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed. (Board Policy 5131, Board Policy 5131)

Cellular Phones/Electronic Signaling Devices, Possession of items.

Rules and protocols around the use of electronic signaling devices on campus.

In Luther Burbank School District, we are aware of the research linking social-emotional well-being and media use. Research also has shown that unauthorized use of electronic devices at school can lead to loss of instructional time and harmful behaviors such as cheating, harassment, and cyberbullying.

Board policy 5131 addresses limitations in students' use of electronic signaling devices, including but not limited to pagers, beepers, and cellular/digital telephones and watches, provided that such devices do not disrupt the education program or school activity.

Rules and protocols around the use of electronic signaling devices on campus are designed to provide a safe learning environment and empower students to learn self-regulation. We are committed to partnering with families to support our students in engaging effectively in the use of these devices.

Electronic signaling devices shall be turned off when on campus and at any other time directed by a district employee and remain in the student backpacks at all times.

Students' use of these devices is allowed upon exiting the campus. If disruption occurs, or a student uses any electronic signaling device for improper activities at school, the employee will direct the student to turn off the device and/or confiscate the device until the end of the class period, school day, or activity.

A student who violates this policy may be prohibited from possessing an electronic signaling device during school or school-related events, and/or may be subject to discipline in accordance with Board policy and administrative regulation.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health related purposes. (Education Code 48901.5) See also BP 5131, BP/AR 5145.12 - Search and Seizure

Code of Conduct

Luther Burbank School District encourages positive discipline that focuses on firmness with dignity and respect. This philosophy teaches students self-discipline, responsibility, cooperation, and problem-solving skills. Luther Burbank School District students are expected to respect themselves, others, and their property. Nevertheless, students should be aware of possible responses and consequences of inappropriate behavior. Disciplinary action taken by school officials is a direct consequence of unacceptable behavior by a student.

Rules and regulations are established to maintain a positive atmosphere conducive to learning. Students who fail to comply with these rules and regulations will be counseled. When that fails to bring about the appropriate responsiveness, progressive disciplinary procedures will be used up to and including expulsion and/or arrest as the situation and laws require. Some behavioral incidents may be so egregious or dangerous that progressive discipline will not be used.

All students shall comply with the regulations, pursue the required courses of study, and appropriately respond to the requests and responsibilities of the teachers maintaining safe and orderly learning environments in the schools.

Participation/attendance at extra-curricular activities is considered part of the educational program.

Participants/Spectators carry responsibilities as representatives of their schools and communities. All rules of student conduct also apply to extra-curricular activities.

The Governing Board may enforce the provisions by suspending or expelling a student who refuses or neglects to obey any rules prescribed to that section. The Board prohibits intimidation or harassment of any student by any employee, student, or other person in the district.

We sincerely ask that parents join the Luther Burbank School District staff in providing the examples and support necessary to assist students in achieving a productive school life and experiencing personal pride, a sense of accomplishment, satisfaction, and harmony in their lives.

Code of Conduct: Definition of Possible Disciplinary Actions that are in order of progressive discipline.

Progressive discipline makes it possible to respond appropriately to one-time and repeated behaviors, in order to minimize the impact on the school environment, without unfair consequences.

1. Conference - A formal conference held between the student and one or more school officials. During this conference the student must agree to correct the student's behavior. This is recorded in the administrative record.
2. Conflict Resolution - School personnel shall facilitate a process of ending a disagreement between two or more people in a constructive fashion for all parties involved.
3. Parent Involvement – Parent/guardians are notified by telephone, personal contact, letter or certified letter. A conference may be conducted between the student, the student's parent/guardian, appropriate school personnel and any other individuals concerned. A parent classroom observation may be requested. This action is recorded in the administrative record. A student performance contract may be used.
4. Counseling- The administrator or counselor shall help and guide in resolving academic and/or behavioral difficulties.
5. Loss of privilege- A temporary or permanent loss of an activity or privilege at school.
6. Detention – Students may be detained in school for disciplinary or other reasons for a maximum of one hour after the close of the school day.
7. Pre-suspension Alternatives – As an alternative to suspending a student from the classroom, the student may be assigned to an advisement teacher, a student assistance program, or the student may lose a privilege, an extracurricular activity, or be requested to provide school service.
8. In-School Suspension – A student may be assigned to an in-school suspension program at the discretion of the principal or designee for offenses for which suspension is permitted. The student's parent/guardian is notified by telephone that the student is subject to a suspension. Notification to the parent/guardian must include clear instructions regarding the due process procedure. This is recorded in the student record.
9. Expulsion – The student is informed of being subject to expulsion. The student is also informed regarding the due process procedure. The student's parent/guardian is notified that the student is subject to expulsion. Notification to the parent/guardian must include clear instructions regarding the due-process procedure. The Superintendent will recommend to the Governing Board that the student should be expelled. The due process procedure is immediately initiated. The expulsion does not become effective until the due process procedures have been completed. This is recorded in the student file.

Referred to COST Team for Tiered Interventions- Specialized group or individual interventions determined by referral data and assessment. Interventions may include but are not limited to: Check-in-check-out; behavior support plan; social skills groups; homework club; and possible referral to a Student Study Team (SST).

SARB – School Attendance Review Board. The SARB enforces compulsory education laws. It comprises parents, representatives from the school district and members of the community at large, including representatives from law enforcement, welfare, probation, mental health, various youth service agencies and the district attorney's office (membership identified in Education Code 48321). The SARB recommends alternative solutions to alleviate circumstances that contribute to truancy, attendance, or behavior problems.

Suspension – The student is informed of being subject to suspension (five days or less). The student is also informed regarding the due process procedure. The student's parent/guardian is notified by telephone that the student is subject to a suspension. Notification to the parent/guardian must include clear

instructions regarding the due process procedure. This is recorded in the student record.

Student Discipline

The Governing Board of any school district shall prescribe rules not inconsistent with law or with the rules prescribed by the State Board of Education, for the government and discipline of the schools under its jurisdiction. The District Code of Conduct, together with copies of school rules and regulations, are distributed annually to students and parents. Parents should contact the local school for information regarding school rules and regulations. (Education Code Section 35291)

Code of Conduct: Expectations for Student Behavior

Students are expected to respect themselves, others, and their property. Therefore, students should be aware of possible responses and consequences of their behavior.

Students who exhibit problem behavior will be subject to disciplinary action by school officials. Depending upon the behavior, one or more of the following actions may be taken by school officials. The action(s) taken will be in compliance with Board policy and State law.

The following information is intended to present our school rules and regulations clearly. The *Guidelines for Student Behavior* list the possible action that may be taken in relation to behavior that violates the Code of Conduct. *Please read carefully. All students are expected to understand and follow these guidelines.*

Code of Conduct: Guidelines for Student Behavior

Response to behavior may include parent involvement, counseling, loss of privilege and other possible actions listed below.

Students found to have committed the acts listed in the Behavior column can expect to be assigned any of the consequences shown in the Response/Possible Action column. It should be noted that there might be degrees of severity and/or previous patterns of behavior that will influence the actions. The school administrator will use his or her discretion in determining those consequences.

NOTE: Generally, any student identified as a student with a disability is subject to the same disciplinary measures applicable to all students for violations of the Code of Conduct, except when the student's behavior is determined to be a manifestation of the student's disability. (Board Policy 0430; Education Code Sections 35291, 48908, 48900)

LBSD Majors & Minors			
<p>Minor Discipline Incidents: discipline incidents that can be <i>handled by the classroom teacher with <u>classroom interventions</u> and/or <u>parent phone calls</u></i> and usually do not warrant a major discipline referral to the office. <i>Minors are offenses that shall be documented in Aeries discipline tab so that the school teams can use the data to determine which students need more intense intervention. Considerations for determining what behavior below is a "Minor" may include but not limited to:</i></p> <ul style="list-style-type: none"> • <i>The behavior violates Ed Code</i> • <i>The behavior has become a pattern</i> • <i>The behavior requires supportive measures</i> • <i>The behavior merits parents to be contacted</i> <p>Major Discipline Incidents: discipline incidents that may <i>warrant immediate removal of the student</i> from the classroom or other campus location a referral must be filled out. The Learning Director is primarily responsible for discipline followed by the Superintendent-Principal..</p> <p>Emergency/Crisis Incidents: Suicidal ideations, threat to self or others, serious physical injury, use of illegal substance, extortion, assault or battery, require <u>immediate response from administration</u>. The following incidents may cause short-term change to a school's overall safety plan, and may include: bomb threats, weapons alerts, intruders, fire evacuations. Please contact the office/administrator immediately by phone.</p>			
<i>MINOR Staff Managed Behaviors</i>	Definition (Non-Safety Issues)	<i>MAJOR Office Managed Behaviors</i>	Definition (Possible Safety Issues)
Inappropriate Language or Gestures	Student engages in low-intensity instances of inappropriate language, name-calling, negative speech, teasing, or profanity.	Inappropriate Language or Gestures	Verbal messages, or gestures towards a peer or staff member that include explicit swearing, or abusive language based on race, ethnicity, religion, gender, body shaming, and disability.

Physical Contact (roughhousing)	Student engages in non-serious, but inappropriate physical contact.	Fighting/ Physical Aggression	Actions involving serious intentional physical contact where injury may occur. The intent is to injure.
Disruptive	Student engages in off-task behavior that keeps themselves and others from learning, engaging in play, or fully participating in other aspects of the school day. Behavior is corrected with reminders, warnings, and/or teacher prompts.	Disruptive	Student engages in high-intensity behavior that is non-compliant with supervision or attempts to correct with tier I interventions. The behavior negatively impacts the whole class learning environment and/or the positive culture of the playground,
Defiance/ Disrespect	Student does not follow school and/or classroom expectations for behaviors. A student may also not initially follow verbal directions given by staff. The behavior can be corrected with Tier I classroom interventions prompts, reminders, and/or parent contact.	Defiance/ Disrespect	The intensity of the student's lack of adherence to the classroom/school expectations for behaviors are impacting the ability of the student and others to learn, engage in play, or fully participate in other aspects of the school day and the student's behavior has not changed after Tier I classroom interventions, prompts, reminders, and parent contact.
Property Misuse	Student misuse of school or personal property other than its intended use.	Vandalism	Student participates in an activity that results in permanent destruction or disfigurement of school or personal property.
Electronics	Student misuse of school property (i.e. chromebooks, tablets) other than its intended use. (See also Harassment / Bullying)	Theft	Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.
		Harassment / Bullying	Student delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters. Any minor behavior that is constant, specific, and targeted toward a specific student(s).

Progressive Discipline

Progressive Discipline Matrix

Admin Level 1 Response - The administrator overseeing school discipline will address disciplinary referrals for major behavior escalation. The aim is to include logical consequences and instructions, and supportive services needed to correct and improve behavior and ensure successful learning consistencies. Below are possible consequences and interventions that may be used. Administrator shall follow up with the teacher within 48 hours on specific intervention or consequence as a result of a disciplinary referral.

Intervention Options	Consequence Options
<ul style="list-style-type: none"> · Parent attends classes with student · Collaborative problem solving with family · Participation in school-based counseling · Substance abuse, mental health counseling · Develop/revise Behavior Contract · Refer to SST/Section 504 team/ Individual Education Plan (IEP) 	<ul style="list-style-type: none"> · Parent/guardian notification required · Student verbal or written apology · Restitution/community service · Conferencing with action plan agreements · After School Detention School with relevant instructions · Classroom change

Admin Level II Response - Level I interventions and consequences may still be applied in addition to those listed in Level 2. If suspension is needed, the duration is to be limited as much as possible while adequately addressing the behavior. Alternatives to suspension should be considered before the removal of a student from the school environment. Removal from school should focus on the severity of the behavior, and the safety of the school community, or because Level I and II interventions and consequences have failed to bring about proper conduct. Interventions and consequences must be documented. Keep the teacher updated on the investigation process.

<p>Intervention Options</p> <ul style="list-style-type: none"> · Participation in school-based counseling and/or social/emotional intervention · Community Service · Section 504 compliance review · Revise Section 504/IEP (for students with disabilities) · Develop/revise Behavior Support Plan (BSP) · Restorative Justice reintegration processes <p>Manifestation Determination (10 – days suspension)</p> <ul style="list-style-type: none"> · Reintegration after suspension 	<p>Consequence Options</p> <ul style="list-style-type: none"> · Parent/guardian notification required · Restitution · After School Detention with relevant instruction · Saturday School with relevant instruction · File Police Report if required by CA Ed. Code 48902 (a-b) and 48900(c) or (d) · Suspension from school · Referral to law enforcement
<p>Admin Level III Response – Shall suspend and may recommend for expulsion</p> <ul style="list-style-type: none"> • Causing serious physical injury to another person, except in self- defense. <i>EC</i> Section 48915 (a)(1). • Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil. <i>EC</i> Section 48915 (a)(2). • Possession and/or use of any substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the <i>Health and Safety Code</i>, except for the first offense for possession of not more than one avoirdupois ounce of marijuana other than concentrated cannabis. • Robbery or extortion. <i>EC</i> Section 48915 (a)(4). • Assault or battery, or threat of, on a school employee. 	
<p>Intervention Options</p> <ul style="list-style-type: none"> · Section 504 compliance review/Manifestation determination (IEP only) · Alternative educational placement 	<p>Consequence Options</p> <ul style="list-style-type: none"> · Parent/guardian notification required · File Police Report · Suspension from school · Referral for expulsion
<p>Admin Level IV Response – Must suspend and recommend expulsion.</p> <ul style="list-style-type: none"> • Possessing firearm when a district employee verified firearm possession and when student did not have prior written permission from a certificated employee which is concurred with by the principal or designee. • Selling or otherwise furnishing a firearm. • Brandishing a knife at another person. • Unlawfully selling a controlled substance listed in Health and Safety Code Section 11053 et. seq. • Committing or attempting to commit a sexual assault as defined in subdivision (n) of EC48900 or committing sexual battery as defined in subdivision (n) of 48900. • Possession of an explosive. 	

Code of Conduct: Student Rights and Responsibility

RIGHTS

- To remain enrolled in school unless removed under due process conditions specified in Education.
- Code To be informed in class of school rules and regulations.
- To be educated in a positive learning environment free from disruptions

RESPONSIBILITIES

- To attend classes regularly and on time
- To obey school rules and regulations
- To exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program To be prepared for class with appropriate materials and work

Code of Conduct: Parent's Rights and Responsibilities

RIGHTS

- To be informed of District policy and school rules and regulations related to their children.
- To be informed of all facts and school action(s) related to their children.
- To inspect their children's records with the assistance of a certificated staff member for proper explanation To have a school environment for their children that is safe and supportive of learning

RESPONSIBILITIES

- To visit the school periodically to participate in conferences with teachers and administrators regarding their child's academic progress as well as their child's school attendance and behavior.
- To provide supportive action by making sure that children have enough sleep, adequate nutrition, and appropriate clothing before coming to school.
- To maintain consistent and adequate control over their children
- To exhibit appropriate conduct in interactions with staff and students that does not infringe upon the rights of others or interfere with the school program.
- To be familiar with District policies and school rules and regulations
- To provide space for homework that is conducive to learning.

We encourage families to resolve immediate concerns of the classroom directly with the teacher. We value partnerships with families, and we are committed to working together. If the concerns have been presented to the classroom teacher and a solution has not been reached, families are to request a meeting with a school administrator. (BP/AR5020)

Code of Conduct: Teachers Rights and Responsibilities

RIGHTS

- To expect students, behave in a manner which will not interfere with the learning of other students. •To have parental support related to academic and social progress of students.
- To expect students to put forth effort and participate in class to meet academic standards.

RESPONSIBILITIES

- To inform parents through report cards and conferences about the academic progress, school citizenship, school attendance, and general behavior of their children
- To conduct a well-planned and effective classroom program
- To initiate and enforce a set of classroom expectations consistent with school and district policies.
- To encourage and help to maintain a positive school environment that supports learning and is free from any form of intimidation and/or harassment. Board Policy 5020

Code of Conduct: Administrators Rights and Responsibilities

RIGHTS

- To hold students accountable for any disorderly conduct in school or on their way to and from school
- To take appropriate action in dealing with students guilty of misconduct
- To recommend suspension, exemption, exclusion, and/or expulsion as the situation demands

RESPONSIBILITY

- To provide leadership that will establish, encourage, and promote good teaching and effective learning.
- To establish, publicize, and enforce school rules that facilitate effective learning and promote attitudes and habits of good citizenship among students.
- To request assistance from the School Services Department in matters concerning serious instructional, behavioral, emotional, health, or attendance problems
- To grant access to student records by parents/guardians or others with proper authorization • To promote and maintain a positive school environment that supports learning and is free from any form of intimidation and/or harassment.

Code of Conduct: Procedures for Suspension and Expulsion

Administrative suspensions shall be initiated according to the following procedures:

The suspension shall be preceded by an informal conference with the student and principal or designee of the principal and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him/her. The student will be allowed the opportunity to present the version and evidence in the student's defense.

This conference may be omitted if the principal or designee determines that an "emergency situation"

exists. An “emergency situation” involves a clear and present danger to the lives, safety or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student’s right to return to school for the purpose of a conference. The conference shall be held within two school days unless the student waives the right to it or is physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to return to school.

All requests for student suspension are to be processed by the principal or designee of the school in which the student is enrolled at the time of the misbehavior. At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension. This notice shall state the specific offense committed by the student. Whenever a student is suspended, school officials may meet with the parent/guardian to discuss the causes and duration of the suspension, the school policy involved, and any other pertinent matter.

A student may be suspended from school for not more than 20 school days in any school year unless, for the purposes of adjustment, a student enrolls in or is transferred to another regular school, opportunity school, or continuation school or class, in which case suspension shall not exceed 30 days in any school year. However, this restriction on the number of days does not apply when the suspension is extended pending an expulsion.

A suspended student may be required to complete and receive credit for assignments and tests missed during the suspension, as provided by the teacher. A suspended student must remain under parent supervision and cannot be on any school campus or attend school activities for the duration of the suspension. This does not include In-School Suspension.

Code of Conduct: Administrative Expulsion

This section is a general outline of expulsion procedures.

Outline of Expulsion Procedures

- The principal submits a written recommendation to expel the student to the Superintendent.
- When expulsion is being considered, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has decided in the matter.
- Any extension of the original period of suspension shall be preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard.
- Extension of the suspension may be made only if the Superintendent or designee determines, following a meeting in which the student and student’s parent/guardian were invited to participate, that the student’s presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process.
- The student and student’s parent/guardian shall be entitled to a hearing to determine whether the student should be expelled.
- An expulsion hearing will be held within 30 school days after the date the principal determines that one of the acts listed under “Grounds for Suspension and Expulsion” has occurred.
- Written notice of the hearing will be forwarded to the student and student’s parent/guardian at least ten days prior to the date of the hearing.
- An administrative panel will conduct a hearing to consider expulsion in a session closed to the public unless the student or student’s parent/guardian requests that the hearing be public. • The final action to expel will be taken by the Governing Board at a public meeting within ten school days following the conclusion of the Administrative Panel hearing.
- If the Governing Board does not meet on a weekly basis, its decision on whether to expel a student shall be made within 40 school days after the student is removed from the school of attendance, unless the student requests in writing that the decision be postponed.
- Written notice of the decision to expel shall be sent to the student and parent/guardian and shall include notice of the right to appeal such expulsion to the County Board of Education.

Please refer to Luther Burbank School District 5144.1 for additional information regarding suspension and expulsion procedures, and Administrative Regulation 5144.2 for additional information regarding

suspension and expulsion/due process for Students with Disabilities.

Code of Conduct: Recommended Order of Discipline

Prior to any disciplinary action, the site administrator or designee shall investigate. In doing, the site administrator or designee shall talk individually with:

The student who is complaining the person accused Anyone who witnessed the conduct Anyone mentioned as having related information.

The procedure listed below is a general guide of the order in which disciplinary action is taken. The nature of the disciplinary problem may alter the sequence of items.

- Documented routine classroom control procedures.
- Documented teacher-student & parent/guardian conference
- Referral to the principal. (Principal or designee will determine developmentally appropriate, progressive discipline.)
- Referral to each school Student Study Team composed of administrator, teacher(s), special education representative, and others as necessary.
- Suspension or Expulsion

Code of Conduct: Disciplinary Procedures

The Board is legally required to review and take a position on certain disciplinary procedures. Accordingly, the Board authorizes the use of the following procedures:

- Use of Detention: Students may be detained in school for disciplinary or other reasons for up to one hour after the close of the maximum school day.
- Restriction of Activities: The school has the right to restrict a student from extra-curricular and/or special events.
- Use of Physical Restraints: Teachers are required to hold students strictly accountable for their conduct on the way to and from school, on the playgrounds, and during recess, and are not criminally liable for exercising the same degree of physical control over a student that a parent would be legally privileged to exercise in order to maintain order, protect property, or protect the health and safety of students, and maintain proper and appropriate conditions conducive to learning. A staff member shall physically control a child only to the extent necessary to protect the child, other students, the staff member, and/or other staff members.

Comprehensive School Safety Plan

Keeping students and staff safe at school

Students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The school site council at each district school shall develop a comprehensive school safety plan relevant to the needs and resources of that school. (BP 0450)

The school safety plan shall consider the school's staffing, available resources, and building design, as well as other factors unique to the site.

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282) However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed. The list of required safety content is available in BP0450.

Safe Storage of Firearms

All California school districts are required to inform and to remind parents and legal guardians of all students of their legal responsibilities for the safe storage of firearms and keeping them out of the hands of children.

Families should evaluate their own personal practices to assure compliance with California law.

With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or

reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; **or** (3) unlawfully brandishes the firearm to others.[1]

Note: The criminal penalty may be significantly greater if someone dies or suffers great bodily injury because of the child gaining access to the firearm.

With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor **never** actually accesses the firearm.[2] In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.[3] Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.[4]

[1] See California Penal Code sections 25100 through 25125 and 25200 through 25220. [2] See California Penal Code section 25100(c).

[3] See California Civil Code Section 29805.

[4] See California Civil Code Section 1714.3.

[Ed. Code 48986 and 18 U.S.C. 921\(a\) \(34\)](#)

Maintaining Appropriate Adult-Student Interactions

Maintain professional and ethical standards interactions with students. The Governing Board desires to provide a positive school environment that protects the safety and well being of district students. The Board expects all adults with whom students may interact at school or in school-related activities, including employees, independent contractors, and volunteers, to maintain the highest professional and ethical standards in their interactions with students both within and outside the educational setting. Such adults shall not engage in unlawful or inappropriate interactions with students and shall avoid boundary-blurring behaviors that undermine trust in the adult-student relationship and lead to the appearance of impropriety. Board Policy 4119.24

Nondiscrimination in District Programs/Activities

District programs, activities and practices shall be free from unlawful discrimination.

Board Policy 0410 outlines the Luther Burbank School District Governing Board's commitment to providing equal opportunity for all individuals in district programs and activities. District programs, activities and practices shall be free from unlawful discrimination including discrimination against an individual or group based on gender, gender identity, gender expression, sex, race, color, religion, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, marital status, pregnancy, parental status, physical or mental disability, genetic information, or sexual orientation; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Expectant and parenting students shall have the same educational and extracurricular opportunities as all students. Any education program or activity offered separately to pregnant students will be equal to that offered to other district students. Participation in special programs or schools shall be voluntary.

As stated in Board Policy 5146: "district shall not exclude or deny any student from any educational program or activity, including any class or extracurricular activity, solely based on the student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery. In addition, the district shall not adopt any rule concerning a student's actual or potential parental, family, or marital status that treats students differently based on sex. (Education Code 221.51, 230; 5 CCR 4950; 34 CFR 106.40)"

All individuals shall be treated equitably in the receipt of district and school services. Resources and data

collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status or any other category identified above. Also, children have the right to information on educational rights issued by the California Attorney General. Such information may be provided through any cost effective means determined by the Superintendent or designee. (Education Code 234.7)

More policies relating to Title IX (<https://www.lbsdk8.org>) and/or non-discrimination are online.

District Title IX Coordinator: Sheryl Uchiyama, Learning and Student Services Director email: suchiyama@lbsdk8.org phone: 408-295-1814 x7281

Planned Pesticide Use

The Healthy Schools Act of 2000 requires all California school districts to notify parents and guardians of pesticides they expect to apply during the year.

This year, Buildings and Grounds crews intend to use the pesticides listed below in the schools. This year the facilities department may use the pesticides listed below in a manner that minimizes risk to people, property, and the environment. Such pesticides shall only be used after careful monitoring indicates they are needed.

More information about these pesticides and use reduction is available at the Department of Pesticide Regulation's website www.cdpr.ca.gov

If you have any questions, or would like to register to receive prior notification of each application, please contact Rudy Avalos at ravalos@lbsdk8.org

Pesticide Name - Active Ingredient(s) Avert - Abamectin Contac Blox - Bromediolone Cy-Kick - Cyfluthrin Delta Dust - Deltamethrin Eco-Exempt - Rosemary Oil Gentrol - Hydroprene Pre-Cor 2000 - Metoprene, Permethrin Raid - Tetramethrin Rodent Bait - Chlorophacinone Tempo SC - Cyfluthrin Termidor - Filpronil Ultracide - Pyrethrin Wasp-Freeze - Phenothrin Diuron - Diuron Mecomec - Potassium Salt MilesoneVM - Triisopropano-lammonium salt Tengard - Permethrin Suspend SC - Deltamethrin Precor - Methoprene

Herbicide Name - Active Ingredient(s) Magnify- Ammonium Nitrate Alpine- Dinotefuran Lifeline Glufosinate Ammonium Merit-Imidacloprid

(Education Code 17610.1)

The Superintendent or designee is prohibited from collecting, disclosing, or using a student's individually identifiable information, including the student's name, parent/guardian's name, home or other physical address, telephone number, or social security number, for the purpose of marketing or selling that information or providing the information to others for that purpose.

(Board Policy 5022; 20 USC 1232h)

Search and Seizure

As necessary to protect the health, safety, and welfare of students and staff, school officials may search students, their property and/or district property under their control and may seize illegal, unsafe, and prohibited items. All student lockers and desks are the property of the district. When a school employee suspects that a search of a student's electronic device will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure. (Board Policy 5145.12) (Ed Code 49050-49051)

Sex Offender Notification

The Superintendent or designee maintains an ongoing relationship with law enforcement officials to coordinate the receipt and dissemination of information related to campus safety and notifications about sex offenders. To the extent authorized by law, the Superintendent or designee also establishes procedures for appropriate notification and only in the manner and to the extent authorized by the law enforcement agency.

When law enforcement has determined that parents/guardians should be notified regarding the presence of a sex offender in the community, the Superintendent or District Liaison shall collaborate with local law

enforcement in order to determine an appropriate response.

Information about registered sex offenders is available through local law enforcement and the Department of Justice's [Megan's Law website](#).

(Board Policy BP 3515.5; Administrative Regulation 3515.5)

Relates to student surveys and student's individually identifiable information. The Board prohibits district staff from administering or distributing to students survey instruments that are designed for the purpose of collecting personal information for marketing or for selling that information.

The Superintendent or designee may collect, disclose, or use students' personal information for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

1. College or other postsecondary education recruitment or military recruitment
2. Book Clubs, magazines, and programs provide access to low-cost literary products.
3. Curriculum and instructional materials used by elementary and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments,
5. The sale by students of products or services to raise funds for school-related or education-related activities (cf. 1321 - Solicitation of Funds from and by Students)
6. Student recognition programs

The Superintendent or designee is prohibited from collecting, disclosing, or using a student's individually identifiable information, including the student's name, parent/guardian's name, home or other physical address, telephone number, or social security number, for the purpose of marketing or selling that information or providing the information to others for that purpose. (Board Policy 5022; 20 USC 1232h)

Student Information/Release of Directory Information

The Governing Board recognizes the importance of maintaining the confidentiality of directory information and therefore authorizes the release of such information only in accordance with law, Board policy, and administrative regulations.

The Superintendent or designee may release student directory information to representatives of the news media or nonprofit organizations in accordance with Board policy and administrative regulation. The Superintendent or designee may limit or deny the release of specific categories of directory information to any public private nonprofit organization.

based on the determination of the best interests of district students. (Board Policy 5125.1, 1112; Education Code 49061, 49063, 49073)

The Family Educational Rights and Privacy Act ([FERPA](#)), a federal law, requires that Luther Burbank School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records.

However, the district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information in certain school and/or district publications. Examples include:

- A playbill, showing your child's role in a drama production.
- The annual yearbook
- Honor roll or other recognition lists
- Commencement programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with students' names, addresses, and telephone listings, unless parents/guardians have advised the district that they do not want their child's information disclosed without their prior written consent.

Legal guardians who do not want their student's Directory Information released may obtain a Directory Information "Opt-Out" Request Form from the school office staff. Submit the completed opt-out form within seven (7) school days from the start of the academic year or within seven (7) days of enrollment if enrolled mid-year.

If an "Opt-Out" Request is not received by the District on or before that date, consent to release of such information will be assumed. **The district has designated the following as directory information:** Name, Address, Telephone number, Parent/guardian Email address, Date of birth, Participation record in officially recognized activities and sports, Weight and height of athletic team members, Dates of attendance, Awards received, most recent previous school attended.

The district also may disclose your child's student identification number, user identification, or other unique personal identifier used to communicate in electronic systems, provided it cannot be used to access education records without a personal identification number (PIN), password, or another factor that only the authorized user knows. Your child's social security number will not be used for this purpose.

See related policies BP 5125.1, 49063, 4907

Sexual Harassment Policy

Luther Burbank School District's policy is to provide a working and learning environment free of all forms of unlawful discrimination, including sexual harassment.

The district promptly investigates all complaints of sexual harassment and takes immediate remedial action. If a student engages in sexual harassment, remedial action may include discipline, up to and including expulsion. For more information, please contact Human Resources at 408 295-2450.

Sexual Harassment – Students

Regarding unlawful sexual harassment of students by any other student, employee, or other person at school or at school-sponsored or school-related activity

The Governing Board is committed to maintaining an educational environment that is free from harassment and discrimination. The Board prohibits the unlawful sexual harassment of students by any other student, employee, or other person at school or at school-sponsored or school-related activity. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the district complaint process.

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 gender, in the educational setting, when: (Education Code 212.5; 5 CCR 4916

http://leginfo.legislature.ca.gov/faces/codes_displayexpandedbranch.xhtml?

"Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's academic status, or progress. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive learning environment.

"Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the

educational institution."

For the purposes of this policy, and according to Education Code section 48900.2, 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 policy shall apply to students in all grades. (Board Policy 5145.7, Education Code §48900.2)

Sexual Harassment: Reporting

Any student who feels subjected to sexual harassment on school grounds or at a school-sponsored or school-related activity (eg., by a visiting athlete or coach) shall immediately contact the teacher or any other employee. A school employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to the principal or designee.

Any school employee who observes any incident of sexual harassment involving a student shall report this observation to the principal or designee, whether the victim files a complaint.

A complaint of sexual harassment of a student by a district employee must also include a report of such allegations to the Superintendent/designee for appropriate investigation and action. When the complaint constitutes an allegation of child abuse or the principal/designee taking the complaint suspects that child abuse may have occurred, a report must be filed with the appropriate law enforcement/child protective agency.

Follow up on reports is conducted through the office of the Superintendent.

Sexual Harassment: Investigation of Reports

The principal or designee shall immediately investigate any report of the sexual harassment of a student. Upon verifying that sexual harassment occurred, he/she shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. In addition, the student may file a formal complaint with the Superintendent or designee, in accordance with the district's uniform complaint procedures.

Sexual Harassment: Confidentiality Requirement

The district prohibits retaliatory behavior against any complainant or any participant in the complaint process.

Information related to a complaint of sexual harassment shall be confidential, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

Disciplinary Action

Students who have been found to have sexually harassed other student(s) shall be subject to the following disciplinary consequences including, but not limited to:

- Disciplinary conferencing with the student and/or parent,
- Suspension and referral for counseling,
- Recommendation for expulsion for repeated violations.
- Suspension and expulsion as a disciplinary consequence for sexual harassment shall not apply to pupils enrolled in transitional kindergarten and grades 1 through 3, inclusive, per Education Code 48900.2.

Smoking and Use of Tobacco Products

Smoking and the use of tobacco products are prohibited at all sites operated by Luther Burbank School District. Additionally, students may not smoke or use tobacco products while attending school-sponsored activities or while under supervision and control of school staff. A list of resources to help people stop smoking is in the next section. (Board Policy 5131.62)

Resources to Stop Smoking/Using Tobacco Products

HOTLINES & ONLINE HELP

The California Smokers' Helpline provides several services to help smokers and other tobacco users quit. All services are free. Call 1-800-NO-BUTTS today! Counselors are available weekdays, 7 a.m. to 9 p.m., and Saturday, 9 a.m. to 5 p.m. Or sign up 24/7 online.

- English: 1-800-NO-BUTTS (1-800-662-8887)
- Chinese: 1-800-838-8917
- Korean: 1-800-556-5564
- Spanish: 1-800-45-NO-FUME (1-800-456-6386)
- Vietnamese: 1-800-778-8440
- Tobacco Chewers: 1-800-844-CHEW (1-800-844-2439)
- Support through text messaging, self-help materials, online and referral program available.
- **American Cancer Society** How to Quit Smoking or Smokeless Tobacco:

<https://www.cancer.org/healthy/stay-away-from-tobacco/guide-quit-smoking.html>
(<https://www.cancer.org/healthy/stay-away-from-tobacco/guide-quit-smoking.html>)

American Heart Association

- Kids & Teens: <https://www.heart.org/en/healthy-living/healthy-lifestyle/quit-smoking-tobacco/how-to-keep-kids-and-teens-from-smoking-and-vaping>
- 5 Steps to Quit Smoking: <https://www.heart.org/en/healthy-living/healthy-lifestyle/quit-smoking-tobacco/5-steps-to-quit-smoking>

American Lung Association

- Freedom from Smoking Program: <http://freedomfromsmoking.org>
- Free Freedom From Smoking Guide: Call 1-800-LUNGUSA

Become a Smokefree Teen <https://teen.smokefree.gov>

How to Quit Smoking <https://www.lung.org/stop-smoking/i-want-to-quit>

National Institute of Cancer- Live Help Online Chat: Information and advice about quitting smoking through a confidential online text chat with an information specialist from NCI's Cancer Information Service. Monday-Friday, 9am to 9pm, Eastern Time. https://livehelp.cancer.gov/app/chat/chat_launch

Partnership for Drug Free Kids: <https://drugfree.org/email-helpline-specialist>

- Call 1-855-378-4373
- Send an Email: <https://drugfree.org/email-helpline-specialist>
- Text a Message to 55753

Quit For Life: <https://www.cancer.org/cancer/risk-prevention/tobacco/empowered-to-quit.html>

This is Quitting: <https://truthinitiative.org/research-resources/topic/quit-smoking-vaping> The youth e-cigarette use epidemic created an urgent need for resources to help young people quit vaping. We filled that need by developing a first-of-its-kind program called This is Quitting. The free quit vaping and quit-smoking mobile program is one of the few resources available designed specifically for teens and young adults. Schools, youth-serving organizations and state and local governments have partnered with This is Quitting to customize it for their unique populations.

- Text **QUIT** to 706-222-QUIT to leave JUUL or your ecig Text
- **QUITNOW** to 202-759-6436 to quit cigarettes.

Tobacco Free Kids <https://www.tobaccofreekids.org>

SANTA CLARA COUNTY LOCAL RESOURCES

Adolescent Counseling Services: Since 1991, ACS' Adolescent Substance Abuse Treatment Program (ASAT) has been providing professional assessment and outpatient treatment services specifically designed

for youth struggling with substance abuse and/or addiction. ASAT is a harm reduction intensive outpatient treatment program for adolescents that addresses the underlying causes of use/abuse, along with encouraging abstinence and healthy lifestyles. Services are provided in English and other languages, based on counselor availability. Intake Coordinator: (650) 424-0852 x108. Website: <http://www.acs-teens.org/what-we-do/treatment>

Asian American Recovery Services (AARS): Services include outpatient treatment for adults and adolescents. Services also in multiple languages. (408) 271-3900. <https://www.healthright360.org/agency/asian-american-recovery-services>

Breathe California of the Bay Area: Type of service: Ash Kickers Smoking Cessation, 6-week session group support program. 408-998-5865. Location. 1469 Park Ave. San Jose, CA 95126. Website: <http://www.acs-teens.org/what-we-do/treatment>

SUPPORT GROUPS

BecomeAnEx: A support group for parents, sign up here <https://www.becomeanex.org> **Partnership for Drug Free Kids:** Parent coaching - get support from another parent who's dealt with a child's addiction. <https://drugfree.org/article/parent-coaching>

Teen Corner (Alateen): <https://al-anon.org/newcomers/teen-corner-alateen/> To find a meeting: <https://al-anon.org/al-anon-meetings/find-an-alateen-meeting>

Video Surveillance at School

Relating to use of video surveillance cameras in public areas on District property, buses, and at school related activities. The Board believes that reasonable use of surveillance cameras will help the district achieve its goals for campus security. In consultation with the safety planning committee and relevant staff, the Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Unless otherwise indicated, any audio capability on the district's surveillance equipment shall be disabled so that sounds are not recorded.

Video cameras may be used by school officials in public areas on District property, on buses, or at school related activities. Video cameras shall not be used in areas in which persons have a reasonable expectation of privacy, including locker rooms or restrooms.

Cameras shall not be placed in classrooms without consent of the teacher and principal. Cameras shall not have audio recordings without providing necessary notice. The resulting videotapes may be used to establish the misconduct of students at school or school-sponsored activities. Videotaping may include digital recording and use of other electronic devices.

For other uses of video at school, not related to security and surveillance, please refer to the section "Photograph/Video Students" in this handbook (Board Policy BP 3515)

Visitors at School

The Governing Board encourages parents/guardians and interested members of the community to visit the schools and view the educational programs there.

To ensure minimum interruption of the instructional program, the Superintendent has established procedures that facilitate visits during regular school days.

Visits during school hours must be **pre-arranged** with the teacher and principal or designee for classroom visits or with the principal or designee for school visits. If a conference is desired, an appointment should be set with the teacher during non-instructional time. To ensure the safety of students and staff and avoid potential disruptions, all visitors shall **register immediately upon entering** any school building or grounds when school is in session.

For purposes of safety and security, the principal or designee may design a visible means of identification

for visitors while on school premises. No electronic listening or recording device may be used by students or visitors in a classroom without the teacher's and principal's permission.

(Education Code Sections 32210 et. seq., Board Policy BP1250)

Complaint Procedures

Procedures to promote prompt and fair resolution of a complaint against an employee.

To promote prompt and fair resolution, the following procedures shall govern the resolution of a complaint against an employee:

1. Every effort should be made to resolve a complaint at the earliest possible stage. Parents/guardians are encouraged to attempt to orally resolve concerns with the involved staff member personally. (If the complaint regards another student, the complaint should be brought to the attention of the classroom teacher for a classroom concern or to the principal if it is outside of the classroom.)
2. If a complainant is unable or unwilling to resolve the complaint directly with the person involved, the individual may submit an oral or written complaint to the employee's immediate supervisor or the school principal.
3. When a written complaint is received about an employee, the employee shall be notified in accordance with collective bargaining agreements. (Board Policy AR1312.1)

The District is primarily responsible for ensuring that it complies with state and federal laws and regulations governing educational programs. At the beginning of the school year, and during the year as new students arrive, the District provides notice to all families of enrolled students and to District employees that describes procedures for filing complaints.

Board Policy and Administrative Regulation 1312.3 is the Uniform Complaint Procedures that Luther Burbank School District will follow when complaints alleging unlawful discrimination or failure to comply with state or federal laws, including Title IX, are received.

Uniform Complaint Procedures (UCP)

Uniform Complaint Procedures are followed when complaints are received alleging unlawful discrimination or failure to comply with state or federal laws, including Title IX.

Reference Board Policy 1312.3.

The complete Uniform Complaint Procedures policy and regulations, in English and Spanish, are available to employees, parents, and the public from the District Superintendent's office and online at www.lbsdk8.org.

Every effort should be made to resolve a complaint at the earliest possible stage. Parents/guardians are encouraged to attempt to resolve the complaint directly with the employee's immediate supervisor or the school principal. A complaint about the school principal should be directed to the District Office.

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

1. Any complaint alleging failure to comply with district violation of applicable state and or federal laws in collection of student fees, consolidated categorical aid programs, child care and development programs, After School Education and Safety programs, early childhood education program assessments, bilingual education, peer assistance and review programs for teachers, child nutrition programs, compensatory education, special education programs, Economic Impact Aid, English learner programs, federal education programs in Title-VII, school safety plans, special education programs, State Preschool Programs, Tobacco-Use Prevention Education programs, and any other district-implemented program which is listed in Education Code 64000(a)
2. Any complaint alleging unlawful discrimination against any protected group as identified under Education Code 200 and 220, Penal Code 422.55, or Government Code 11135, including age, marital status, pregnancy or parental status, actual or perceived sex, sexual orientation, gender, gender identity, gender expression, or genetic information, immigration status, ethnic group identification, race, ancestry, national origin, religion, color, physical or mental disability; or on the basis of a person's

association with a person or group with one or more of these actual or perceived characteristics in any program or activity that receives or benefits from state financial assistance.

3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)
5. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610) (cf. 3260 - Fees and Charges) (cf. 3320 - Claims and Actions Against the District)
4. Any complaint alleging district noncompliance with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075 (cf. 0460 - Local Control and Accountability Plan)
5. Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223) (cf. 6142.7 - Physical Education and Activity)
6. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
7. Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223) (cf. 6142.7 - Physical Education and Activity)
8. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is acceptable to all parties. ADR such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations. (Reference Board Policy 1312.3)

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The following complaints are not subject to the district's UCP (5 CCR 4611) but shall be referred to the specified agency:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to the Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator. (cf. 5141.4 - Child Abuse Prevention and Reporting)
3. Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.
4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment.
5. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and mis assignments shall be investigated and resolved in accordance with the procedures in Board Policy AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)

Contact Compliance Officer:

The District Superintendent serves as Compliance Officer. Complaints may be filed by calling the office of the school or the Compliance Officer, at 408-295-1815.

Persons filing a complaint ("complainants") shall be advised of any civil law remedies that may be available to the parent/guardian under state or federal discrimination laws, if applicable. Complainants have the right to appeal the district's decisions to the California Department of Education by filing a written appeal within 15 days of receiving the District's decision.

Pursuant to California Education Code Section 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or mis-assignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.
4. Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.
5. Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. A complaint form may be obtained at the school office, district office, or downloaded from the district's Web site at www.lbsdk8.org. Information also is available on the California Department of Education website.

School Family Handbook 2025–2026

Daily Schedule

TK M-F: 8:00 am - 12:00 pm
K-8 Monday, Tuesday, Thursday, and Friday: 8:00 am – 3:00 pm
Wednesday (Minimum Day): 8:00 am – 12:00 noon

Wednesday Lunch is @ 12:00pm (Grab & Go)

Recess	Lunch
Grades TK @ 9:30-9:50 am	Grades: K -3rd @ 11:45 am - 12:30 pm (TK - @ 11:45 am)
Grades: 1st - 3rd & ESN (kinder) @ 9:50 am – 10:10 am	Grades: 4th - 5th, ESN @ 12:15pm - 1:00
Grades: K @ 10:10 am – 10:30 am	Grades: 6th - 8th @ 12:45 pm - 1:30 pm
Grades: 4th – 5th @ 10:10 am – 10:30 am	
Grades: 6th – 8th @ 10:30 – 10:50 am	

- Doors open at 7:45 am every day.
- Arrive no later than 7:55 am every day.
- If your student(s) need to be picked up early please make arrangements to do so 30 minutes **BEFORE** dismissal.
- Pick up by 3:00 pm on Mon, Tues, Thurs, Fri
- Pick up by 12:00 pm on Wed. (Minimum Days)

Parking

Parking is only available on Olive Ave or W. San Carlos St. There is limited parking along Wabash Avenue. Please refrain from parking in the red zone as it impedes the flow of traffic. Parents/guardians may not park in the staff parking lot – the school cannot operate safely if staff and emergency professionals cannot access the school. LBSD is not responsible for any traffic citations or towed vehicle expenses.

Drop off / Pick Up

Please drop off students at their assigned gate and bid your child goodbye at the gate. To ensure the safety of our students, parents are requested not to enter the campus. *

- TK – Kinder: enter/exit using gate near the District Office closest to the front office
- 1st – 5th Enter/exit Wabash Street gate
- 6th-8th: enter/exit Olive Street Gate

Students Arriving/Leaving by Car

Ensuring the safety of our students is our top priority. It is essential that all drivers adhere to all traffic rules and directions of staff. Passing stopped vehicles, speeding, and U-turns create hazardous road conditions and endanger our students and families. Please be aware of parking signs and observe no parking notices. Please do not use the district parking lot for pick up or turning to ensure the safety of community members walking to and from school. Please note that public safety does issue tickets for traffic and parking violations.

Rainy Day Drop-off

Classrooms will be open at 7:45 am. All students will report directly to their classroom.

Early Pick Up

Please do your best to schedule all appointments after school hours.

If you need to pick up a student early from school for an appointment or family emergency, please visit the school office to sign them out. Allow 15 minutes for students to gather belongings and assignments from the teacher. **Students will not be released after 2:30 pm (11:30 on Wednesdays).** Students who habitually arrive 30 minutes or more late or 30 minutes or more early and leave early without a valid excuse may be considered a truant.

Messages

Students may not receive calls, texts, or other interruptions during the school day on any electronic devices. If it is an emergency and a message must be delivered, please visit, or call the school office at 408-295-1814 and staff will deliver the message as needed to the student, typically without interrupting instruction.

Breakfast, Lunch, and Supper

- Breakfast is served in class at 8:00 am
- All students receive a free lunch and will participate in the program.
- Please contact the school principal if your child has special dietary needs.
- Please do not arrange food deliveries to campus — they will be turned away.
- Chips, candy, cookies, sodas, etc. are not allowed. Repeat offenses will result in items being confiscated and/or discarded.

At Luther Burbank School, all students can enjoy free breakfast and lunch. Every year, all parents are required to complete an application for Free and Reduced Meals, even if they don't meet the criteria. The information provided on the form is kept confidential. Our cafeteria staff works hard to provide nutritious meals for our students. For breakfast, students are given the option to take milk or juice and the entrée. For lunch, students are required to take milk, an entrée, and a fruit or vegetable. Education Code (EC) 49501.5 requires public school districts, county offices of education, and charter schools serving students in grades transitional kindergarten through grade 12 (TK–12) to provide two meals free of charge (breakfast and lunch) during each school day to students requesting a meal, regardless of their free or reduced-price meal eligibility. **All students at Luther Burbank receive breakfast and lunch free of charge.** The school's funding for free breakfast and lunch is based on the number of students served daily; it is essential that all students participate to sustain the free meal program for all students. Please emphasize the importance of eating the healthy breakfast and lunch served at school to maximize physical and academic performance as well as help minimize food waste. We request the students not bring food from home. Please consult with our principal if your child has special dietary needs. Chips, candy, desserts, sugary drinks, sodas, and unhealthy food items are strictly forbidden.

Dress Code Policy

At Luther Burbank, our uniform policy serves several important purposes. It is designed to promote student safety, health, and hygiene, as well as unity among our students. Additionally, it aims to help prepare our students for their future and establish a learning environment that is focused on education.

Students must wear the school uniform as outlined in the chart below. Uniforms are limited to white or dark green polo shirts and dark blue uniform pants. Students in grades 6-8 may also wear khaki bottoms. Shoes must be solid black, white, or neutral colored and safe for play/PE.

Tops	Sweaters / Jackets	Bottoms	Shoes
White or Dark green (hunter/forest green)	Solid Neutral colors: Navy Blue, Black, Gray, Hunter Green)	Navy Blue (Only 6th – 8th grade may use Khaki)	Majority must be Neutral, Black, White or Brown shoes
Polo Shirt Only Must have a collar	Sweaters and jackets may have a logo that is the size of your hand	Shorts, skirt, slacks, or dress pants Optional: Neutral Matching color tights under another bottom.	Shoes must allow students to play safely at recess and during their physical Education class.
Miscellaneous permissions Pierced earrings less than 1 cm diameter ♦ Light make-up ♦ Nails that are short and not distracting ♦ Hats with neutral colors and small logos/designs can be worn outside ♦ Navy blue dresses or rompers			
Items Not Permitted			
- Tank tops, See-through - Mesh garments - Inappropriate designs - Showing Belly Button	- Inappropriate logos or Imagery - Red or royal blue clothing or markings	- Gym pants - Cargo pants - Baggy/ Oversized Pants - Skinny/stretch pants - Sweatpants / pajamas - Leggings/Yoga Pants - Lounge pants/joggers - Tights (unless w/skirt/shorts/jumper)	- Bright red or bright blue stripes, laces, or marks - Open-toed sandals - Sandals, flip flops, or Croc-like shoes - High-heeled shoes
Stores where uniforms are sold: <div>     </div>			

All student clothing, **always**, must **fit** and be **appropriate** for school:

- All skin is covered below the collarbone and above the knees
- Clothing drapes minimally
- All underclothing (underwear, bras, undershirts, etc.) must be covered
- Messaging appropriate to a school environment and does not include images of regulated substances or offensive statements

Dress Code Violations

Luther Burbank's District Code will be enforced consistently by all staff and adults with all students. All dress code violations should be addressed within the first 30 minutes of school.

Consequences will follow:

- First Violation: Student provided a loaner shirt.
- Second Violation: Student provided a loaner shirt and the parent notified.
- Third Violation: Student provided a loaner shirt, parent conference scheduled, and additional consequences identified.

Violation of free dress protocols may result in immediate notification parents sent and/or students donning school uniforms.

Financial aid to purchase school uniforms may be available to families experiencing financial hardship or under McKinley Vento or Foster Student status. Please contact the school for assistance. Please consider donating to the school any uniform clothing your child has outgrown. Our community will be grateful for clean and usable uniform donations.

DAILY OPERATIONS

Animals on Campus

The health and well-being of students is the district's highest priority. Animals may cause an allergic reaction or otherwise impair the health of students. **No animals may be brought to school or kept in the school, classroom, office, or common area** that may negatively impact the health or safety of any student who must utilize that area. Animals that cause an allergic reaction or impair the health or safety of students shall be removed from the school immediately so that no student shall have his/her health or safety impaired, and each student shall have full access to available educational opportunities.

LBSD does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. The district will comply with California's law concerning the rights of persons with guide or assistance dogs and with federal law and will permit such animals on school premises. For purposes of this policy, a "service animal includes any dog that has been individually trained to do the work or perform tasks for the benefit of an individual with a disability." The district shall not assume or take custody or control of, or responsibility for, any service animal or the care or feeding thereof. The owner or person having custody and control of the animal shall be liable for any damage to persons, premises, property, or facilities caused by the service animal, including, but not limited to, clean up, stain removal, etc.

Birthday Parties, Flowers, and Balloons

If a parent wants to celebrate a child's birthday, **the parent/guardian must arrange this with the teacher at least one week in advance.** Party treats must adhere to healthy eating guidelines and are limited to one treat such as fruit, mini sized proportion of sweets, or fruit pops. Full sized cupcakes will not be served on campus. All items must be pre-packaged. Balloons are not allowed at school as they can cause damage to our HVAC air conditioning/heating systems. Celebrations will take place in the last 15 minutes of the day.

Lost Items

Students' names should be written on all items brought to school. Please label your child's coats, jackets, lunch boxes, etc. Lost and Found items are located in front of the school office. Articles/items left at the end of each trimester will be donated to a local organization.

Prohibited Items

Students are not to bring personal articles to school. This includes items such as toys, electronic devices, jewelry, large amounts of money, or anything of a large monetary value. **The school/district nor the teacher will be held responsible for investigating or misplacing stolen items.** Students who ignore this rule do so at their own risk.

Bicycles, Scooters, and Skateboards

Students are encouraged to walk and bike to campus! There is a bicycle rack available for students to lock their bikes during the day. We do not have any storage for scooters or skateboards in the office. We discourage bringing scooters and skateboards to school. The school is not liable for any lost or stolen bicycles, scooters, skateboards, etc. If students ride devices on school grounds, staff members may confiscate them. Please see more under "Confiscated Items"

Personal Electronic Devices

Students may bring personal electronic devices to campus at the family's/students' own risk. The school/district is not responsible if they are damaged, lost, or stolen. The school will not search nor investigate lost electronic devices. Students who bring electronic devices such as cell phones are required to keep them in their backpacks and off when on campus and during any school supervised activities, and field trips. If students have their electronic devices out when on campus, staff may confiscate the device, please see "Confiscated Items" for the level of offenses and consequences.

Confiscated Items

Prohibited items (i.e. toys, electronic devices, etc.) are disruptive to school operations. School staff will confiscate prohibited items from students.

If the student refuses to hand over the item(s), parents/guardians will be called to come to pick the item up from the student. This also includes electronic items/devices. Parents will be asked to come immediately to campus to retrieve the prohibited item if the student refuses to cooperate with staff and relinquish the prohibited item.

1st Time confiscated- A teacher may confiscate an item for a first violation and return it to the student at the end of the day. For all subsequent violations, the teacher will pass confiscated items to a school administrator.

2nd Time confiscated- School administrators will hold confiscated items until the close of the day, with pickup possible beginning 15 minutes after dismissal, pending administrator availability. Students who are unable or unwilling to wait after school may pick up their items at any non-instructional time during the next school day (before or after school).

3rd Time Confiscated - If a student's item is confiscated a third time, the student's adult family member will be required to pick up the item in person. The student and family will be required to sign a contract detailing consequences for continued disregard of the policy.

4th Time Confiscated – If a student's item is confiscated for the 4th time, an administration will meet with parent/guardians and mutually agree upon a return date of the prohibited item of no less than one month and up to the end of the school year.

Facilities

All LBSD facilities follow all regulations addressed in the Healthy Schools Act (HSA). In an event where we need to complete integrated pest management (IPM) to keep our school pest-free, we will follow through with reduced-risk pesticide options first. School personnel will notify parents/guardians with an advanced warning on the possible application of pesticide treatment.

Loss or Damage of School Property

EC Section 48904(a)(1) holds parents or guardians responsible for the cost of replacing a textbook that is **willfully** defaced or not returned: The parent or guardian of any minor...who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school district or private school, or personal property of any school employee, shall be liable for all damages so caused by the minor. The liability of the parent or guardian shall not exceed ten thousand dollars (\$10,000). The parent or guardian shall also be liable for any reward not exceeding ten thousand dollars (\$10,000) paid pursuant to Section 53069.5 of the Government Code. The parent or guardian of a minor shall be liable to a school district or private school for all property belonging to the school district or private school loaned to the minor and not returned upon demand of an employee of the district or private school authorized to make the demand.

Thus, wear or damage to instructional materials through ordinary use, or from manufacturing defects, would not apply to California Education Code section 48904(a)(1) states that a parent or guardian of a minor is liable to a school district for all property loaned to and failed to be returned, or willfully damaged by a minor.

EC Section 48904(a)(1) holds parents or guardians responsible for the cost of replacing a textbook that is **willfully** defaced or not returned.

EC Section 48904 (b)(1) allows schools to withhold student grades, diploma(s), and transcripts. *EC Section 60119(c)(1)* defines sufficient textbooks or instructional materials.

EC Section 48904 (b)(1) allows schools to withhold student grades, diplomas, and or transcripts: Any school district or private school whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand of an employee of the district or private school authorized to make the demand may, after affording the pupil his or her due process rights, withhold the grades, diploma, and transcripts of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damages.

STUDENT EXPECTATIONS

Daily Expectations

Respect yourself, the teacher & others

Always show respect to your teacher, yourself, and others. This includes respecting others' property and picking up after yourself. It's important to also respect yourself and those around you by using appropriate language and wearing appropriate clothing. Remember to be kind to others.

Always put forth your best effort!

It's important to always strive to do your best work, prioritizing learning over just aiming for good grades. Quality should be valued over simply completing a task.

Be prepared for class each day.

Make sure to have all the necessary materials with you and wear the appropriate uniform.

Follow directions when given.

When directions are given, do your best to follow them the first time.

Pay attention, participate, and ask questions.

Engage in what is going on in the classroom.

Preserve a positive learning environment.

Any behavior by students that disrupts teaching or learning in the classroom **will not be accepted**. It is important to utilize class time effectively for learning. To avoid interruptions during class, please make sure to arrive on time before the bell rings.

Take responsibility for your actions!

If you have violated a rule and are confronted about it, it's best to take ownership of your actions. Do not deny or lie about it or shift the blame onto someone else. It's important to take responsibility for any missed assignments as well.

To participate in the promotion ceremony, a student must meet the following criteria:

- Meet the District academic promotion criteria (Not be retained in 8th grade)
- Maintain a 2.0. GPA or higher

Students must meet academic and behavior requirements to participate in extracurricular school activities, including 8th-grade promotion. Grade-level teaching teams will provide expectations at least 4 weeks in advance of major events. Students not meeting expectations may be placed on probation in which they are given a specific deadline to meet expectations to regain eligibility for school activities. Students who fail to meet the terms of their probation will not be permitted to participate in school activities outside of daily instruction.

Schoolwide Behavior Expectation

BE A BURBANK LEADER			
	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
LEARNING SPACE	Follow directions	Be kind & helpful	Be prepared & ready to learn
RESTROOM	Report problems	Give others privacy	Get in & out quickly
PLAY AREA	Follow rules to keep safe	Show sportsmanship	Use equipment carefully
EATING AREA	Stay seated until dismissed	Use good manners	Clean up area when dismissed

Student Field Trips

Throughout the year, grade-level teachers will arrange for the students to go on an excursion- "Study Trip". The students may travel by rented bus or on public transportation. Teachers will send home permission slip notices providing details about the study trip. The permission slip must be signed and returned to participate in the "Study Trip". The School will provide a "Brown Bag Lunch" for each student if the excursion extends over the lunch period. Students are required to wear their school uniform on the study trip, including field trip dates that coincide with free-dress days. Teachers will ask for parent chaperones for the study trips. This is an excellent way for parents/guardians to spend a day helping in the child's class. Younger brothers or sisters are not allowed to attend the study trip.

Per California Education Code 35330(b)(1) A pupil shall not be prevented from making the field trip or excursion because of lack of sufficient funds. To this end, the governing board shall coordinate efforts of community service groups to supply funds for pupils in need. The cost of a field trip should reflect fiscal responsibility on the part of the district, teachers, coaches, and/or club advisors.

- While the classroom is viewed as the primary site for learning activities, students at all grade levels may participate in a variety of study trips during the school year. Study trips are considered learning opportunities and are being integrated with classroom learning.
- Field trips are a privilege for students. Students must abide by all school policies during transportation and during field trip activities and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.
- All students who wish to attend a field trip must have permission from a parent/guardian. Students may be prohibited from attending field trips for any of the following reasons:
- Failure to receive appropriate permission from a guardian or teacher.
- Failure to complete appropriate coursework.
- Behavioral or safety concerns.

Student Discipline

Academic success is enhanced by positive student conduct. Students are expected to concentrate on their studies and contribute to a positive classroom and school environment. If a student disrupts the learning environment of the classroom or school, the teacher will work with the student to learn to make better choices. If a student continually makes poor choices, there will be a meeting with the parents, students, homeroom teacher, and principal. The student may be put on a Behavior Contract for the purpose of training the students to make good choices that promote the learning environment of the school.

Most students will learn to make good choices and will obey the rules of the classroom and the school. For those few students who continue to make poor choices, the principal may assign recess detention, in-school suspension, or out-of-school suspension. Please see "Grounds for Suspension and Expulsion" for more details.

Please review the [Minor and Major Behavioral Violations Matrix](#) and the [Progressive Discipline Matrix](#).

Grounds for Suspension and Expulsion

Students may be suspended or expelled for the following acts which occur at any time, including, but not limited to, while on school grounds, while going to or coming from school, during or while going to or coming from a school-sponsored activity. (Education code 48900)

- A. Caused, attempted to cause, or threatened to cause physical injury to another person; or willfully used force or violence upon the person of another, except in self-defense.
- B. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous objects unless, in the case of possession of any such object of this type, the student had obtained written permission to possess the item from a certificated school employee with the principal or designee's concurrence.
- C. Unlawfully possessed, used, sold, furnished, or been under the influence of any controlled substance as defined in the Health and Safety Code 11053 et seq., alcoholic beverage, or intoxicant of any kind.
- D. Unlawfully offered, arranged, or negotiated to sell any controlled substance defined in Health and

Safety Code 11053 et seq., alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as a controlled substance, alcoholic beverage, or intoxicant. This restriction shall not prohibit the student from using or possessing his/her own prescription products.

- E. Committed or attempted robbery or extortion.
- F. Caused or attempted to cause damage to school property or private property.
- G. Stole or attempted to steal school property or private property.
- H. Possessed or used tobacco, or any products containing tobacco or nicotine products, including but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any 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, other school officials, or other school personnel engaged in the performance of their duties.
- L. Knowingly received stolen school property* or private property.
- M. Possessed an imitation firearm so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- N. Committed 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 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. Any suspension or expulsion must be related to school activity or an incident that occurred on school grounds.
- Q. A student who aids or abets to inflict or attempted infliction of physical injury. (As defined in Section 31 of the Penal Code.)

The administrator or designee may use their discretion to provide alternatives to suspension or expulsion unless enrolled in kindergarten or grades 1 through 3, students are also subject to suspension or recommendation for expulsion for any of the acts listed below:

- A. Committed sexual harassment as defined in Education Code 48900.2.
- B. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233(e) (Education Code 48900.3). A pupil shall neither intimidate, oppress, threaten, nor deface property because of another person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation.
- C. Intentionally harassed, threatened, or intimidated a student or school district personnel to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading student or school personnel rights by creating an intimidating or hostile educational environment (Education Code 48900.4).
- D. A student may be recommended for expulsion for making a terroristic threat against school officials or property.

Technology

Luther Burbank School District technology resources are provided to our students and staff for educational purposes only. These resources include district-provided devices, email, district-provided Google Workspace for Education accounts, Internet access, and district-supported applications. The Technology Use policy applies to district-provided devices and personal devices, tablets, and laptops, that connect to the district's wireless guest network. Students who do not follow this policy may lose access to their district-provided device and/or school wireless network.

Students may be fined for repair/replacement costs of damaged district-issued devices. Students may bring personal electronic devices to campus at the family's/students' own risk. The school/district is not responsible if they are damaged, lost, or stolen. The school will not search or investigate lost electronic devices. Students who bring personal devices (i.e chrome books, laptops) to school assume all liability and risk for damage to the device. Personal devices may connect to the wireless guest network available

and offices. District-provided devices receive bandwidth priority over personal devices.

District-Provided Devices

All Luther Burbank School District students are eligible to receive a Chromebook for school use. The student is responsible for the proper care of the device and its accessories (charger, keyboard/case), including transporting the device between home and school. In the event, a device requires repair or replacement, the parent/guardian or student should contact the school and provide details about how the damage to the device happened. Students may be fined to cover the repair/replacement costs of the device or its accessories.

Regardless of the device used to access Luther Burbank School District, students must:

- Respect and protect the privacy of others.
- Use only assigned accounts
- Not view, use, or copy passwords, data, or networks for which they are not authorized
- Not distribute private information about others or themselves
- Respect and protect the integrity, availability, and security of all electronic resources.
- Observe all network security practices, as posted
- Report security risks or violations to a teacher or network administrator
- Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission from the owner
- Conserve, protect, and share these resources with other students and Internet users
- Respect and protect the intellectual property of others.
- Not infringe upon copyright laws (no illegal copies of music, games, or movies)
- Not plagiarize
- Respect and practice the principles of community.
- Communicate only in ways that are kind and respectful.
- Report threatening or discomfoting materials directed at staff, students, or community members to a teacher immediately.
- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass)
- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works)
- Do not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Do not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project

PARENT/GUARDIANS EXPECTATIONS

Parent/Guardian Involvement & Resources

At Luther Burbank School, our goal is to work together to help our students become outstanding citizens. We believe that parental involvement is crucial to a student's success. To support parents in becoming active partners in their child's education, we have provided a list of expectations and resources for their child's overall growth and development. The parents must explain to their children the importance of school and how it affects their future.

- Parents must have realistic expectations for their children. Children learn better when parents have clear and reasonable expectations.
- Prime importance must be attached to building sound character in pupils. Parents must inculcate in children good values, manners, and etiquette. They must equip their children with a strong sense of discipline.
- The parents must ensure their pupil's punctuality and regular attendance. Absenteeism must be discouraged and limited to times only when the child is truly ill.
- Parents must spend substantial time with their child daily and enquire about the whole day's activities at school. They must look over the child's schoolwork daily; go through the pupil's planning agenda and exercise books. They should acknowledge the principal's/teacher's remarks as well as the daily assignment. They must ensure the execution of the homework assigned, ask questions, and give helpful feedback to their child.
- Parents must encourage their student(s) to actively participate in various events/ activities/

competitions organized by the school and motivate them to excel in all areas. Parents should look to encourage healthy competition among peers.

- Parents must ensure that their students come tidy and well-dressed to school. Uniforms should be clean, tidy, and in proper order as per the dress code. Parents must educate their children about cleanliness and personal hygiene.
- Parents must be cautious towards any sign of emotional maladjustment shown by the child. Such a case requires immediate attention and constructive intervention. If the need arises, parents must immediately bring such cases to the notice of the school authorities
- Parents are expected to attend Parent Teacher Conferences (PTC). They must use the opportunity to discuss the child's progress report, celebrate their child's growth, identify areas for growth and support, and share their concerns with the teacher(s).
- Parents are expected to meet the school authorities immediately when advised to do so.
- The parents should support all school rules and policies and follow procedures/schedules. It is the duty of the parents to inculcate in their children respect for the school's systems. Children must be educated to be disciplined, respect school rules/regulations, and follow placed procedures.
- Criticizing school policies/activities in the presence of children is discouraged. It deters the child's faith in the system. Any concern should be brought forward to the school authorities.
- Parents are expected to communicate with the school authorities and provide constructive feedback from time to time. Parents may seek an appointment with the principal, post their feedback/suggestions in the suggestion box, or provide online feedback through the school's web portal.
- Parents are expected to immediately notify the school authorities of any change in their address/phone number.
- Parents/guardians are expected to volunteer for a minimum of 15 hours per school year per family. Prior to volunteering in a classroom, parents must attend a volunteer orientation session.
- The school has an array of parent-involvement activities and events such as:
 - BTSN(Back to School Night), Parent-Teacher Conferences, Academic Nights, Classroom field trips, Parent Workshops, Cafecito, Los Dichos
 - Parent Workshops provide parents an opportunity to learn about important topics such as supporting their children's emotional growth, college preparation, budgeting, adolescence etc.

Resources available for our families within our community:

Organization	Address	Phone #	Services Offered
Family Resource Center (FRC)	4 Wabash Ave. SJ, CA 95128	(408) 903-4673	Education, Nutrition, Wellness
Indian Health Center	1333 Meridian Ave. SJ, CA 95125	(408) 960-0660	Medical, Dental, Counseling
Valley Medical Center	751 S. Bascom Ave. SJ, CA 95128	(408) 885-5000	Medical, Dental, Counseling
Second Harvest Food Bank	750 Curter Ave. SJ, CA 95126	(866) 234-3663	Nutrition
Bill Wilson Center	3490 The Alameda Santa Clara, CA	(408) 243-0222	Housing, Counseling

For additional resource information, please contact our school counselor.

STAFF EXPECTATIONS

Employee Code of Conduct with Students

The most important responsibility of the Luther Burbank School District is the safety of our students. All employees, as well as all individuals who work with or have contact with students, are reminded that they

must be mindful of the fine line drawn between being sensitive to and supportive of students and a possible or perceived breach of responsible, ethical behavior.

While the District encourages the cultivation of positive relationships with students, employees and all individuals who work with or have contact with students are expected to use good judgment and are cautioned to avoid situations including, but not limited to, the following:

1. Meeting individually with a student behind closed doors, regardless of gender.
2. Remaining on campus with a student(s) after the last administrator leaves the school site. (There are exceptions, such as teachers rehearsing with students for a drama/music activity or coaching students for athletics, with the approval of the site administrator in advance.)
3. Engaging in any behaviors, either directly or indirectly with a student(s) or in the presence of a student(s), that is unprofessional, unethical, illegal, immoral, or exploitative.
4. Giving student(s) gifts, rewards, or incentives that are not school-related and for which it is directly or implicitly suggested that a student(s) is (are) to say or do something in return.
5. Making statements or comments, either directly or in the presence of a student(s), which are not age-appropriate, professional, or which may be considered sexual in nature, harassing, or demeaning.
6. Touching or having physical contact with a student(s) that is not age-appropriate or within the scope of the employee's/individual's responsibilities and/or duties.
7. Transporting student(s) in a personal vehicle without a properly written administrator and parent authorization forms on file in advance.
8. Taking or accompanying student(s) off-campus for activities other than a District-approved school journey or field trip.
9. Meeting with or being in the company of student(s) off-campus, except in school-authorized and/or approved activities.
10. Communicating with the student(s), in writing, by phone/Email/electronically, via the Internet, or in person, at any time, for purposes that are not specifically school-related.
11. Calling student(s) at home or on their cell phone, except for specific school-related purposes and/or situations.
12. Providing student(s) with a personal home/cell telephone number, personal Email address, home address, or other personal contact information, except for specific school-related purposes and/or situations.

Even though the intent of the employee/individual may be purely professional, those who engage in any of the above behavior(s), either directly or indirectly with a student(s) or in the presence of a student(s), are subjecting themselves to all possible perceptions of impropriety. Employees/individuals are advised that, when allegations of inappropriate conduct or behavior are made, the district is obligated to investigate the allegations and, if warranted, take appropriate administrative and/or disciplinary action.

SCHOOL SAFETY

Anti-Bullying Policy

The Luther Burbank School District believes that all students have a right to a safe and healthy school environment. The district, school, and community have an obligation to promote mutual respect, tolerance, and acceptance.

The Luther Burbank School District will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name calling; and social isolation or manipulation.

The Luther Burbank School District expects students and/or staff to immediately report incidents of bullying to the administration. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying will be promptly investigated. This policy applies to students on school grounds while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off-campus, and during a school-sponsored activity.

To ensure bullying does not occur on school campuses, the Luther Burbank School District will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build staff's capacity to maintain a safe and healthy learning environment. Teachers will

discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Student Code of Conduct

This includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal, teacher, or other appropriate school employee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the student or the parent/guardian feels that an appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal or the Superintendent.
- The school system prohibits retaliatory behavior against any individual or participant in the complaint process.
- The procedures for intervening in bullying behavior include, but are not limited to the following: • All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep a report of bullying and the results of the investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

Tobacco-Free Policy

The Board of Education always prohibits the use of tobacco products on district property, including vape pens, e-cigarettes, and other nicotine delivery systems. This prohibition applies to all employees, students, visitors, and other persons at any school, school-sponsored activity, or athletic event and applies to any meeting on any property owned, leased, or rented by/or from the district. Community members who smoke on district property shall be informed of the district's tobacco-free policy and asked to refrain from smoking. If the person fails to comply with this request, the following actions may take place:

1. The matter may be referred to the superintendent or designee responsible for the event.
2. The designee may direct him/her to leave the school property.
3. If necessary, the superintendent or designee may request local law enforcement assistance in removing the person from the school premises.
4. When individuals repeatedly violate the tobacco-free school policy, the superintendent or designee may prohibit them from entering district property for a specific period.

California Education Code 48901

CA Health & Safety Code § 11357.5

California Health and Safety Code Section 11355 HSC: Sale of Substitute Substance

Selling synthetic stimulant compounds – California Health & Safety Code Section 11375.5 HSC California

Health and Safety Code Section 11350 HSC: Possession of A Controlled Substance

Drug-Free / Gang Free

To ensure that ALL students have the right to attend a school that is safe and secure, Luther Burbank School District has adopted tobacco-free, drug-free, and alcohol-free campus policies to promote student health and well-being. The district strives for a school environment free of these substances. There may be programs through the district and or locally to support students' cessation of the use of tobacco, alcohol, or drugs. For more information, please contact the school district. Possession or use of illicit drugs (including cannabis), alcohol, or any tobacco products on district premises or at any district activity is strictly prohibited.

Individuals in possession or under the influence of marijuana (cannabis), concentrated cannabis, or any

synthetic cannabinoid is subject to expulsion. Individuals under age 18 also face up to 40 hours of community service, 10 hours of drug education, and 60 hours of counseling. It is illegal for anyone under 21 to possess cannabis or synthetic cannabis. Possession of tobacco by anyone under 21 is illegal and can lead to a \$75 fine or 30 hours of community service.

California Education Code 48901

CA Health & Safety Code § 11357.5

California Health and Safety Code Section 11355 HSC: Sale of Substitute Substance

Selling synthetic stimulant compounds – California Health & Safety Code Section 11375.5 HSC California

Health and Safety Code Section 11350 HSC: Possession of A Controlled Substance

Gang Activity

No gang-related behavior will be tolerated in or about the school. Students who identify themselves as gang members through dress, colors, signing, or other gang-related behavior will be referred to the principal for disciplinary actions. The principal/designee will work with local law enforcement to find local resources that will assist the student(s) who exhibit gang symbolism or behavior. *California Education Code 35183 California Education Code 32282*

Safe Campus Policy

In the event of an emergency or natural disaster, the school has an Emergency Plan, which was created in cooperation with federal, state, and local emergency preparedness authorities. Should an emergency or natural disaster occur, students will be kept at school or in a district-designated site until they can be safely released to parents/guardians or an authorized person, or until the students can be dispersed to their homes in a safe manner. If there is an emergency, parents/guardians may pick up their student(s) from a designated place on campus, such as the field. The parent/guardian must sign the student out with the teacher on duty. The students will only be allowed to go with individuals listed on their emergency cards.

STUDENT SUPPORT PROGRAMS

iReady - ELA and Math Grades K-8

i-Ready is an online program for reading and math that helps teachers understand your student's unique learning needs, tailor instruction, and track progress throughout the school year.

The program has two main parts:

1. i-Ready Diagnostic

This is an adaptive assessment that adjusts based on your student's answers. If they get several questions right, the test becomes more challenging; if they miss a few, it becomes easier. The goal isn't to assign a score or grade, but to find out exactly where your student is in their learning journey.

2. i-Ready Personalized Instruction

Based on the diagnostic results, your student receives customized lessons designed for their skill level. These lessons are interactive and engaging, helping your student learn at a pace that's just right for them.

iReady gives teachers valuable insights and helps students grow by meeting them where they are.

Award Assemblies

The Luther Burbank School strives to teach students the value of an education, a hard work ethic, and positive character. The school recognizes and awards students who demonstrate positive character qualities, take their education seriously, make good choices, and display positive citizenship. At the end of each trimester, students in grades TK-8, are recognized for academic achievements, citizenship, and perfect attendance.

Grades TK – 8th. We recognize students who display positive character qualities, and academic progress.

Grades 6th - 8th, Students who receive a grade point average of 3.00 - 3.49 will be listed on the Honor Roll.

Students who receive a grade point average of 3.50 - 4.00 will be listed on the Principal's List

ELD (English Language Development)

Our Multilingual Learner should receive designated ELD instruction daily. The teachers monitor the progress of EL's students using the California Standards for English Language Development (ELD). The students, parents, and teachers can see the student's progress in acquiring the English language and can see what they need to do to become more proficient. All multilingual learners are tested once a year with the English Language Proficiency Assessments for California (ELPAC) and the results are used to assist the teacher in developing a program for each student. Students' ELPAC results are posted on Aeries and available for parents to review through the Aeries parent portal as soon as they become available annually.

Extended Learning Program Opportunity (ELOP)

The Extended Learning Program provides a safe, and structured environment for students to receive homework support and participate in academic enrichment activities. The program is offered to students from grades Transitional Kinder to eighth grade. The program begins right after school and until 6:00 PM every day. Please contact the school office for more information or to register your child for the afterschool program.

Homelessness

The term homeless children and youth mean individuals who lack a fixed, regular, and adequate nighttime residence. This definition also includes:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
- Children who may be living in motels, hotels, trailer parks, shelters, or awaiting foster care placement children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodation for human beings
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, or migratory children who qualify as homeless because they are children who are living in similar circumstances listed above.

Homeless Rights

If you and your family can't find or afford housing on your own, are homeless; live in an abandoned building, trailer, or a building with inadequate accommodations (these conditions may include lack of electricity, plumbing, or running water); or live in a shelter, motel, vehicle, or campground. The McKinney-Vento Homeless Education Assistance Act provides certain protections. You or your children have the right to:

- Go to school, no matter where you live or how long you have lived there.
- Continue to go to the school you /your children were attending before becoming homeless, or the school last attended, if that is your preference and it is feasible.
- Receive transportation to the school you /your children attended before becoming homeless, or the school you last attended, if you, a parent/guardian ask the school for this transportation.
- Go to school and attend school programs with students who are not homeless.
- Enroll in school without giving a permanent address.
- Enroll in school and attend classes while the school arranges for needed educational and medical records.
- Enroll and attend classes in the school of your choice even while the school and you resolve differences over which school you/your children will attend.
- Receive the same special programs and services given to all other students.
- Receive transportation to school and to school programs.
- Ask the school district's homeless liaison for help in getting food, clothing, and school supplies. You or your children may be able to receive:
 - Free school lunch
 - Free school books and supplies
 - Free bus tickets (tokens)
 - Transportation to school programs

- Other benefits

Please contact the district's homeless liaison Sheryl Uchiyama at suchiyama@lbsdk8.org

State Testing

Every year, California students take several statewide tests. When combined with other measures such as grades, class work, and teacher observations, these tests give families and teachers a more complete picture of their child's learning. You can use the results to identify where your child is doing well and where they might need more support.

Your child may be taking one or more of the following California Assessment of Student Performance and Progress (CAASPP), English Language Proficiency Assessments for California (ELPAC), and Physical Fitness Test assessments. Pursuant to California *Education Code* Section 60615, parents/guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments. This exemption does not exist for the ELPAC or Physical Fitness Test.

CAASPP: Smarter Balanced Assessments for English Language Arts/Literacy (ELA) and Math

Who takes these tests? Students in grades 3–8 and grade 11.

What is the test format? The Smarter Balanced assessments are computer-based.

Which standards are tested? The California Common Core State Standards.

CAASPP: California Alternate Assessments (CAAs) for ELA and Math

Who takes these tests? Students in grades 3–8 and grade 11 whose individualized education program (IEP) identifies the use of alternate assessments.

What is the test format? The CAAs for ELA and math are computer-based tests that are administered one-on-one by a test examiner who is familiar with the student.

Which standards are tested? The California Common Core State Standards through the Core Content Connectors.

CAASPP: California Science Test (CAST)

Who takes the test? Students take the CAST in grades 5 and 8 and once in high school, either in grade 10, 11, or 12.

What is the test format? The CAST is computer-based.

Which standards are tested? The California Next Generation Science Standards (CA NGSS).

CAASPP: California Alternate Assessment (CAA) for Science

Who takes the test? Students whose IEP identifies the use of an alternate assessment take the CAA for Science in grades 5 and 8 and once in high school, either in grades 10, 11, or 12.

What is the test format? The CAA for Science is a series of four performance tasks that can be administered throughout the year as the content is taught.

Which standards are tested? Alternate achievement standards derived from the CA NGSS.

CAASPP: California Spanish Assessment (CSA)

Who takes the test? The CSA is an optional test for students in grades 3–12 that tests their Spanish reading, listening, and writing mechanics.

What is the test format? The CSA is computer-based.

Which standards are tested? The California Common Core State Standards en Español.

ELPAC

Who takes the test? Students who have a home language survey that lists a language other than English will take the Initial test, which identifies students as English learners or as initially fluent in English. Students who are classified as English learners' students will take the Summative ELPAC every year until they are reclassified as proficient in English.

What is the test format? Both the Initial and Summative ELPAC are computer-based.

Which standards are tested? The 2012 California English Language Development Standards.

Alternate ELPAC

Who takes the test? Students whose IEP identifies the use of an alternate assessment and who have a home language survey that lists a language other than English will take the Alternate Initial ELPAC, which identifies students as English learner students or as initially fluent in English. Students who are classified as English learner students will take the Alternate Summative ELPAC every year until they are reclassified as proficient in English.

What is the test format? Both the Alternate Initial and Alternate Summative ELPAC are computer-based.

Which standards are tested? Alternate achievement standards derived from the 2012 California English Language Development Standards.

Physical Fitness Test

Who takes the test? Students in grades 5th and 7th will take the FITNESSGRAM®, which is the test used in California.

What is the test format? The test consists of five performance components: aerobic capacity, abdominal strength, trunk strength, upper body strength, and flexibility.

Which standards are tested? The Healthy Fitness Zones are established through FITNESSGRAM.

HEALTH

Communicable Diseases and Infections

If a child comes to school with a communicable disease, such as chickenpox or measles, the child will be sent home and an exposure letter will be given to the parents of the student's classmates explaining the communicable disease.

Head Lice

If a student is discovered with head lice, the student will be sent home immediately with instructions on how to get rid of head lice. Siblings and the student's classmates will be checked for head lice. Parents cannot opt-out of these lice checks due to possible outbreaks. A notice will be sent home when a student is suspected of being exposed to lice. Parents of students with head lice must follow the recommended procedures. The student must be checked by office personnel before returning to school and will be allowed to go to class if no live nits are found.

Health Insurance

It is important for all students to be covered by health insurance. Low-cost or no-cost insurance is available to all children living in California. Please call (408) 961-9893 for information on Medi-Cal, Healthy Kids, and Healthy Families insurance. Parents/Guardians may also drop by our Family Resource Center, and they will assist you with applying for these medical insurance programs.

Health Screenings

Periodically throughout the year, Luther Burbank school partners with the Healthier Kids Foundation and other external agencies to provide free health screenings for all students. These screenings may check for hearing, vision, dental, scoliosis spinal concerns, and head lice. Families may opt out of any or all screenings if desired by completing a form with the school office or in the student's online record. *California Education Code (EC) Section 49452.8, EC sections 49452 and 49455, EC Section 49452*

Hearing, Dental, Vision Screenings and Wellness Checks

In accordance with California law, Luther Burbank District will provide for hearing, dental, and vision screenings for all students upon initial enrollment and at least every three years thereafter. Our district is partnered with Healthier Kids Foundation to:

1. Provide health screenings (hearing, dental, vision and wellness check).
2. Connect parents to appropriate preventative and intervention health services based on the outcome of their child's screening result and the child's type of insurance.
3. Assist parents with enrolling their children into health coverage as needed.
4. Provide classes that offer the education and tools to live a healthier lifestyle.

A parent/guardian may file a statement, signed and in writing, with the school Principal stating that he/she will not consent to a screening or wellness check. The student will then be exempt. Luther Burbank will inform the parent/guardian if the school suspects a vision, dental, hearing, or emotional wellness problem based on observation of appearance, behavior, or complaints of the student.

Vision Screenings

Healthier Kids Foundation uses a digital photo optic scan camera to screen children for undetected vision issues. If the screening indicates a potential vision issue, a Healthier Kids Foundation staff member will be assigned to help you. This staff member will walk you through your child's vision screening results in your preferred language and will assist you with using your child's insurance to receive vision care.

Dental Screenings

Healthier Kids Foundation uses licensed dentists to screen children for undetected dental issues and recommended follow-up care. If the screening indicates a dental concern, a Healthier Kids Foundation staff member will be assigned to help you. This staff member will walk you through your child's dental screening result in your preferred language and will assist you with using your child's insurance to receive appropriate treatment.

Hearing Screenings

Healthier Kids Foundation uses the AuDX Pro OAE screening device to screen children for undetected hearing issues. It is a similar system to the one used to screen your child's hearing at birth. If the screening indicates a potential hearing issue, a Healthier Kids Foundation staff member will be assigned to help you. This staff member will walk you through your child's hearing screening result in your preferred language and will assist you with using your child's insurance to receive care.

Wellness Check

A Wellness Check is a brief, 15-minute, conversation with a physician where students answer questions about how they've been doing over the previous seven days. The questions focus on students' strengths, emotions, and thoughts. Based on how the student responds, there may be offered support immediately or within the following days. Parents may be contacted by a Healthier Kids Foundation Parent Advocate who will collaborate with them to identify supportive opportunities and resources for the student and the family. Students who receive help early for challenging emotions and thoughts are better able to attend school, learn and grow.

For more information about Healthier Kids Foundation, please visit hkidsf.org or call 408-564-5114

Immunizations

California State law mandates that children complete required immunizations prior to registering in school. Students Admitted at TK/K-12 Need:

Immunizations Required	# of Doses
Diphtheria, Tetanus, and Pertussis (DTaP, DTP, Tdap, or Td)	5 Doses
Polio (OPV or IPV)	4 Doses - (3 doses OK if one was given on or after 4th birthday)
Hepatitis B	3 doses
Measles, Mumps, and Rubella (MMR)	2 doses
Varicella (Chickenpox)	2 doses
Tetanus, Diphtheria, Pertussis (Tdap)	1 dose (Needed for 7 th Grade)

Whooping Cough Vaccination Information

Students are required to show proof of immunization with a pertussis (whooping cough) vaccine booster called tetanus toxoid, reduced diphtheria toxoid, and acellular pertussis vaccine (Tdap). Please note that 7th graders are required 1 dose of Tdap if at least 5 years have passed since the last dose of the tetanus-containing vaccine.

Beginning January 1, 2021, all-new medical exemptions for school and childcare entry must be issued through CAIR-ME. Medical exemptions can only be issued by MDs or DOs licensed in California and must meet applicable Centers for Disease Control and Prevention (CDC), Advisory Committee on Immunization Practices (ACIP), and American Academy of Pediatrics (AAP) criteria.

A permanent or temporary medical exemption of immunizations may be granted if the school district receives a written statement from a physician (MD or DO) licensed in California which states:

1. The specific nature of the physical condition or medical circumstance for which the licensed physician does not recommend immunization.
2. Each specific required vaccine that is being exempted.
3. Each specific required immunization from which the pupil is exempt; and
4. If the exemption is temporary, an expiration date no more than 12 calendar months from the date of signing.

Students with medical exemptions may be excluded from school attendance if there is an outbreak of a vaccine-preventable disease at the school (CCR 6051).

Medical Concerns

If a student experiences minor injuries like small cuts, bumps, or bruises, the school will provide the necessary care. The parent will also receive a notification. However, if the injury is serious, the student will be taken to the nearest medical facility. It is critical and the parent/guardian's responsibility to keep the school informed of any medical issues concerning your student. List all medical conditions on the emergency card and call the school if there are medical concerns that arise during the school year.

Medical Information

Please complete the child's emergency card as soon as possible and return it to the school. It is mandatory for the child's safety. If any information or phone numbers change during the school year, **kindly inform the school office of the new details.** Only the people listed on the emergency card will be authorized to pick up the child. In case your child falls sick or gets hurt, it is crucial for the school to reach out to the parents or a relative. Kindly update the school with any updates to the emergency card information and provide at least three contact numbers.

Medications

California Education Code Section 49423 prohibits medication from being carried by students. Students are not to have any medication, pills, aspirin, or cough drops in their possession. All medication must be turned in to the office and be accompanied by a Medical Authorization form. Whenever possible, medication should be given at home. However, if needed and approved by a doctor, children can take their prescribed medicine or treatment while at school under the supervision of a designated staff member. Parents should bring the medication to the school in its original prescription bottle, properly labeled by the pharmacy. To ensure both safety and convenience, pharmacists can provide two labeled prescription bottles, with one kept at home and one brought to school with the appropriate amount of medication in each.

It's important to know that school staff **cannot** give your child cough drops, antibiotic ointment, lotion, sunscreen, hand sanitizer, or ChapStick without your permission. You can provide consent by filling out the medical authorization form and submitting it to the front office as soon as possible. Please note that only medically necessary treatments will be administered, and a doctor's note is required for any necessary treatment.

NOTICES FOR 2025-2026

Dear Luther Burbank School District Parent/Guardian:

Please review and respond to this back-to-school packet of official notices and forms by September 8, 2025. These notices and consent forms are required by law and board policy and will assist the school with providing a quality educational experience for your student.

Important: It may take 15-20 minutes to completely read. After you have read the notices, please sign the form at the end and turn it in.

FIRST... Please review the Luther Burbank School District 2025–2026 **Family Handbook**,

THEN... Please read the following notices and answer the questions about your agreement or consent. Use the signature section at the bottom of this form to acknowledge receiving the handbook and forms. Please indicate your response to the following statement:

In case of a Medical Emergency Consent

"As the parent/guardian with legal custody of the minor student listed above, I hereby authorize the principal or principal's designee, into whose care my child has been entrusted, to consent to any X-ray, examination, anesthetic, medical or surgical diagnosis, treatment, and/or hospital care to be rendered to my child upon the advice of any licensed physician and/or dentist. "I understand this authorization is given in advance of any required diagnosis, treatment, or hospital care and provides authority and power to the principal or designee as my agent(s) to give *specific* consent to all such diagnosis, treatment, or hospital care which a licensed physician or dentist may deem necessary. "This authorization shall remain in effect for the full school year unless revoked in writing and delivered to the principal. I understand that the Luther Burbank School District, its employees, and its Board assume no liability of any nature in relation to the transportation or treatment of said minor. I further understand that all costs of transportation, hospitalization, and any examination, X-ray, or treatment provided in relation to this authorization shall be my responsibility. I further understand that Luther Burbank School District does not provide accidental medical insurance for students for school-related injuries, but that student accident insurance can be purchased from a number of insurance carriers including the one listed below."

The following company is one of many that specialize in student accident insurance: Myers-Stevens & Toohey & Co., Inc. 26101 Marguerite Pkwy. Mission Viejo, CA 92692 Tel: 800.827.4695 If your child does not have health insurance, call Cover California at 8-00-300-1506.

TECHNOLOGY ACCEPTABLE USE AGREEMENT We are pleased to offer our Luther Burbank School District students access to the district computer devices, network resources, and the Internet. Parents, please review this document carefully with your child. Families have the right to allow the use of the Internet at school by completing this form and returning it to school. Agreements remain in effect for the current school year. General Network Use The network is provided for students to conduct research, complete assignments, and communicate with others. Access to network services is given to students who act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege (not a right) and requires responsibility. As such, general school rules for behavior and communications apply and users must comply with district standards. The district's network and infrastructure are provided for students to research, communicate, and enhance their learning. Teachers will guide students in appropriate use of technology for research, communication and presentations. Site and district technology staff may review files and communication to maintain system integrity and ensure that students are using the system responsibly. Since communication on the network is public, users should not expect files stored on district servers to remain private.

Internet Access to the Internet will enable students to use thousands of libraries and databases. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. District-owned devices are routed through Children's Internet Protection Act (CIPA) compliant web filters meant to block students from accessing inappropriate content, while activity monitoring platforms alert site and district administration when student safety might be at risk. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students from access to the Internet, in the form

of information resources and opportunities for collaboration, exceed any disadvantages.

Even with multiple safety measures in place, the best way to ensure students are safe online is through the active development and practice of digital citizenship. Students receive periodic instruction about digital citizenship in their classroom and are expected to demonstrate an age-appropriate understanding of it. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Luther Burbank School District supports and respects each family's right to decide whether to allow access. Unacceptable Network Use Includes but is not limited to:

- Sending, storing, or displaying offensive messages or pictures.
- Using obscene language.
- Giving personal information, such as complete name, phone number, address, or identifiable photo, without permission from teacher and parent/guardian.
- Cyber Cyberbullying mail, harassing, insulting, or attacking others, discriminatory jokes, and remarks of images.
- Damaging or modifying computers, computer systems, or computer networks: downloading, installing, and using games, audio files, video files or other applications including shareware or freeware without permission to do so.
- Violating copyright laws.
- Sharing or using others' logins or passwords or other confidential information.
- Trespassing in others' folders, work, or files.
- Intentionally wasting limited resources.
- Posting information, sent, or stored, online that could endanger people or property.
- Employing the network for non-academic, personal, commercial, or political purposes, financial gain, or fraud.
- Attaching unauthorized equipment to the district network.
- Any use that disrupts or undermines the integrity of the network or device, and any destruction, modification or abuse of district computer hardware or software.
- Any attempt to circumvent or disable district safety/security measures.

Violations of this agreement may result in a loss of access. Additional disciplinary action may be determined at the building level. When applicable, law enforcement agencies may be involved.

Limitation of Liability: The district shall not be responsible for any damages suffered by the student, including those arising from on-deliveries interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of any information obtained via the Internet or communications technologies is at the student's own risk. The district specifically denies any responsibility for the accuracy to quality of information obtained through the Internet. The district assumes no liability for personal technology, including computers, smartphones, network access devices, or other electronic signaling devices, if such devices are damaged, lost or stolen. The student and parent/guardian shall indemnify and hold the district harmless from any losses sustained by parents/student, the district and/or other individuals/entities, as the result of use or misuse of the district's computer network by the student, and/or the loss or damage of personal technology.

Parent/Guardian Permission Please complete the section below if you want your child to have access to the Internet for educational purposes.

ELECTRONIC NOTIFICATIONS CONSENT

The Luther Burbank School District school/district staff uses email and Internet-based tools as the primary way to communicate with parents/guardians of students enrolled in our schools. By providing a contact email address(es) and/or mobile phone number(s) to the school office, you are agreeing to receive these notices from the school/district. Examples of such notices include messages from your child's teacher(s) and administrator(s), reminders of important dates and school events, the weekly school news and digital flyers (e-newsletters), and issues relating to your child's enrollment and education. The primary tool for school-to-home communication is called Parent Square, a secure, unified communications platform for sending and receiving school and class information, urgent notices, calendar items, submitting forms, and more.

INSTRUCTIONAL MATERIALS AGREEMENT

As stated in the Parent Handbook of Official Notices, under Fees and Charges (Governing Board

PolicyBP3260), "The Governing Board furnishes books, materials, and instructional equipment as needed for the educational program. Because the needs of the district must be met with limited available funds, the Board may charge fees when specifically authorized by law."

Responsibilities for Students:

- Students are accountable for all instructional materials (textbooks, workbooks, technology: hardware and software) that may be assigned for the school year, including library books.
- Instructional materials and library books should not be shared with friends and other students. • Students must write names in the space given on the inside cover of the textbook in pen.
- Students should not deface textbooks or library books and should write only in books designated for that purpose – workbooks.
- Students will be billed the replacement cost if instructional or library materials are lost, stolen or damaged.
- Students are responsible for turning in all materials if they transfer out of the school. If you have any questions about this matter, please contact the school principal.

GENERAL PHOTO/MEDIA RELEASE When sharing the achievements and recognition earned by students with the broader community, photos and videos of students add significant value. District policy allows photographs and video footage of students to be used in district-produced materials, including, but not limited to web sites, brochures, social media, posters, and other legitimate projects sanctioned by the school/district. To protect the privacy rights of students and their parents/guardians:

- Phone numbers, home addresses, and email addresses of students or their parents/guardians shall not be published on a district or school web page, without parent permission.
- Photograph(s) of a student shall not be published with the student's name or other personally identifiable information without the prior parent/guardian consent.
- Photographs of groups of students, such as at a school event, may be published provided that students' full names are not included. To opt-out or restrict use of photographs and video footage of their students, please request an opt-out form from the school office staff within 7 days of the student's first day of school. If an "Opt-Out" Request is not received by the district on or before that date, consent for photo/media release will be assumed.

NOTICE OF RELEASE OF DIRECTORY INFORMATION

The Superintendent or designee may release student directory information to representatives of the news media or nonprofit organizations in accordance with Board policy and administrative regulation. The Superintendent or designee may limit or deny the release of specific categories of directory information to any public-private nonprofit organization based on the determination of the best interests of district students. (Board Policy 5125.1, Board Policy 1112; Education Code 49061, 49063, 49073)

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Luther Burbank School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records.

However, the district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information in certain school and/or district publications. Examples include:

- A playbill, showing your child's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Commencement programs
- Sports activity sheets, such as for wrestling, showing the weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with students' names, addresses, and telephone listings, unless parents/guardians have advised the district that they do not want their child's information disclosed without their prior written consent.

Legal guardians who do not want their student's Directory Information released may obtain a Directory Information "Opt-Out" Request Form from the school office staff. Submit the completed opt out form within seven (7) school days from the start of the academic year or within seven (7) days of enrollment if enrolled mid year. If an "Opt-Out" Request is not received by the district on or before that date, consent to the release of such information will be assumed.

The district has designated the following information as directory information: Name, Address, Telephone number, Parent/Guardian Email address, Date of birth, Participation record in officially recognized activities and sports, Weight and height of athletic team members, Dates of attendance, Awards received, most recent previous school attended.

The district also may disclose your child's student identification number, user identification, or other unique personal identifier used to communicate in electronic systems, provided it cannot be used to access education records without a personal identification number (PIN), password, or another factor that only the authorized user knows. Your child's social security number will not be used for this purpose.

ONLINE PUBLIC LIBRARY ACCOUNT CONSENT The Santa Clara County Library District (SCCLD) offers free library accounts to all Luther Burbank School District students. All students enrolled in the LBSD school are eligible. The accounts enable access to the library's rich learning resources, including books, eBooks, computers, music, databases, and more. The library also serves as a community-gathering place — a homework location for older children, a story time spot for little ones, a place for activities for the family, and lectures and seminars for adults.

NOTICE: To automatically generate the library cards, we need your permission to provide the SCCLD with Student Directory Information (name, address, etc.) along with the Student Identification Number. The County Library District keeps the information secure and assigns the student a free library account with access to all electronic resources including eBooks, articles, databases, and music. There are no fines or fees associated with these digital items. Students may visit any SCCLD library to add a full-use card to borrow physical items from the library. These library accounts are free, and students will need to follow the rules of the Santa Clara County Library District. SCCLD has libraries in Campbell, Cupertino, Gilroy, Los Altos, Milpitas, Morgan Hill and Saratoga.

HOUSING QUESTIONNAIRE California law requires schools to identify their students who are homeless or unaccompanied youth. As such, we are required to provide the following housing questionnaire to all parents/guardians of Luther Burbank School District's students and unaccompanied youth in the district. This housing questionnaire will assist the district with determining what services the identified student may be eligible to receive through federal Title I, Part A, and/or the McKinney-Vento Homeless Assistance Act. The information provided will be kept confidential and shared with the appropriate school district staff responsible for tracking the identified students and/or providing services to the students and their families. For more information, please contact Sheryl Uchiyama, at 408-295-1814 or suchiyama@lbsdk8.org.

FORMS FOR 2025-2026

Dear Luther Burbank School District Parent/Guardian:

Please circle Yes or No for the following statements:

- Yes No I/We have read the whole handbook and agree to all its conditions and procedures. .
- Yes No I/We have read the notice and authorize emergency medical treatment for my/our student
- Yes No I/we have read the Technology Acceptable Use Agreement
- Yes No I/We have read the Electronic Notifications Consent agreement and its conditions.
- Yes No I/We have read the Instructional Materials agreement and its conditions.
- Yes, No I/We agree to the General Photography/Media Release agreement and its conditions.
- Yes No I/We agree to the Notice of Release of Directory Information
- Yes No I/We agree to the Online Public Library Account Consent Form

HOUSING QUESTIONNAIRE California law requires schools to identify their students who are homeless or unaccompanied youth. As such, we are required to provide the following housing questionnaire to all parents/guardians of Luther Burbank School's students and unaccompanied youth in the district. This housing questionnaire will assist the district with determining what services the identified student may be eligible to receive through federal Title I, Part A, and/or the McKinney-Vento Homeless Assistance Act. The information provided will be kept confidential and shared with the appropriate school district staff responsible for tracking the identified students and/or providing services to the students and their families. For more information, please contact school designee at 408-295-1814

Please mark an "x" by the choice that best describes your living situation:

- _____ Staying in a shelter (family shelter, domestic violence shelter, youth shelter) or Federal Emergency Management Agency (FEMA) trailer Sharing housing with other(s) due to loss of housing, economic hardship, natural disaster, lack of adequate housing, or similar reason
- _____ Living in a car, park, campground, abandoned building, or other inadequate accommodations (i.e. lack of water, electricity, or heat)
- _____ Temporarily living in a motel or hotel due to loss of housing, economic hardship, natural disaster, or for a similar reason.
- _____ Living in a single-home residence that is permanent.
- _____ None of the above

I/We have reviewed the entire Luther Burbank School District Handbook and all its contents to the best of my/our knowledge, the information contained herein is true and complete. It is our responsibility to notify the school if any information changes.

Student Last Name First Name Grade Teacher

Parent/Guardian Full Name (Print) Parent/Guardian Signature

Date

