



LAVERNE ELEMENTARY PREPARATORY ACADEMY

STUDENT BEHAVIORAL HEALTH REFERRAL PROTOCOLS

LaVerne Elementary Preparatory Academy (LEPA)
16955 Lemon St, Hesperia, CA 92345 (Upper Campus), 760-956-7733
<https://lepacademy.com>

Adopted by LEPA's Governing Board (the Board) on February 20, 2026

LaVerne Elementary Preparatory Academy (LEPA) is committed to promoting academic success, safety, and overall well-being of all scholars. Recognizing that behavioral health is an essential component of student learning and development, LEPA will implement standardized protocols for student behavioral health referrals, which protocols have been developed in consultation with School and community stakeholders and School-linked behavioral health professionals.

Addressing the Needs of High-Risk Groups

LEPA recognizes the importance of ensuring equitable access to behavioral health supports for all scholars. This includes addressing the needs of high-risk student groups, including, but limited to the following:

- Scholars with disabilities, mental illness, or substance use disorders
- Foster youth and youth placed in out-of-home settings
- Homeless youth
- Scholars experiencing bereavement or loss of a close family member or friend
- Scholars for whom there is a concern due to behavioral health disorders, including common psychiatric conditions and substance use disorders such as opioid and alcohol abuse
- Lesbian, gay, bisexual, transgender, or questioning scholars

LEPA staff who oversee the mental and behavioral health needs of scholars is responsible for coordinating implementation of these group-specific referral protocols, in collaboration with the Director of Special Education (IEP and 504), Foster Youth Liaison, Homeless Liaison, and School administrators. School leadership may also identify additional student groups, in its discretion, such as English learners or recently immigrated scholars, if local data or partner input show increased behavioral health risks.

Student Privacy

LEPA complies with the variety of federal and state student data privacy laws and regulations in connection with this policy on referral protocols for addressing student behavioral health concerns and in implementing this policy.

Referral Protocols and Procedures

The following referral protocols and procedures to behavioral health professionals and support services will be followed by LEPA

Needs Assessment

The Chief Executive Officer (CEO), or designee, shall conduct an annual needs assessment to identify behavioral health trends, review available resources, and detect service gaps within LEPA's community.

LEPA will review referral volume, response times, and outcomes on a quarterly basis and submit the findings to the School's board of directors for continuous improvement.

Capacity Building

LEPA shall provide professional development on referral pathways and staff roles, clarify responsibilities among certificated and classified staff and maintain partnerships with school-lined behavioral health professionals and community providers.

Planning

The CEO, or designee, shall define referral pathways for crisis and non-crisis concerns, establish goals and assign responsible roles for each step in the referral process and enter into memoranda of understanding with external partners, where appropriate, to support referral handoffs and information-sharing.

Implementation

LEPA shall establish step-by-step procedures to initiate referrals, document concerns, notify parents/guardians consistent with law, triage level of need, link scholars to appropriate services and schedule follow-up checks.

Evaluation and Continuous Improvement

LEPA shall conduct an annual evaluation of referral protocols that includes data collection and analysis, input from staff, families and community stakeholders, and targeted improvements based on results. Evaluation monitors outcomes such as median time to first contact, percentage of follow-ups completed within ten school days, referral closure rates and results for the student groups identified in Education Code section 49428.2(b)(3).

A summary of results is reported to the Board of Directors annually to support transparency and continuous improvement.

Training

LEPA shall ensure that teachers of scholars in grades 7–8 receive training on student behavioral health. Training materials approved by LEPA shall include:

- How to identify appropriate contacts for behavioral health evaluation, services, or both evaluation and services, at both the school site and within the larger community; and
- When and how to refer scholars and their families to those services.

Optional elements may also include:

- Recognizing the signs and symptoms of youth behavioral health disorders.

This training must be given to 100 percent of certificated employees and 40 percent of classified employees who have direct contact with scholars in grades 7 to 8 at least once by July 1, 2029.

Authorization and Scope of Practice

In order to ensure that all school employees act only within the authorization or scope of their credential or license, LEPA shall:

- Provide training and guidance to staff clarifying their roles in the referral process and the limits of their credential or license.
- Direct employees to refer scholars to appropriately credentialed or licensed professionals when behavioral health concerns are identified.
- Maintain referral protocols that specify which staff positions are authorized to act at each stage of the referral process.
- Review job descriptions and assignments to confirm they align with credentialing and licensing requirements.
- Inform staff clearly that only licensed or credentialed professionals are permitted to diagnose or treat behavioral health conditions.

Consistent with Education Code sections 49428.1(b)(8) and 49428.2(b)(5), nothing in this policy shall be construed as authorizing or encouraging LEPA employees to diagnose or treat youth behavioral health disorders unless they are specifically licensed and employed to do so.