

NOTICE TO PARENTS AND GUARDIANS 2018-2019

As required by law (Education Code Sections [EC] 48980 - 48985), you are hereby notified of the following:

1. Absence for Religious Exercise:

With the written consent of their parents or guardians, pupils may be excused from school for religious purposes at a place away from school property and after the pupil has attended school for a minimum day [EC 46014].

2. Excuse From Instruction:

High schools may grant permission to students to leave school grounds during lunch period after notice is sent to parents [specific notice requirements are described in EC 44808.5]. A pupil may refuse to participate in animal dissection and experimentation with parent written substantiation [EC 32255.1 and 32255 - 32255.6].

3. Grade Reduction:

No pupil may have his or her grade reduced or lose academic credit for any absence or absences excused pursuant to EC 48205 when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time [EC 48980(i)]. (Full text of EC 48205 Attachment -1)

4. Individualized Instruction Due to Temporary Disability:

A pupil with a temporary disability shall be cause for a pupil to receive individual instruction [EC 48206.3, 48207].

5. Notification of Minimum and Pupil Free Staff Development School Days:

The schedule of minimum days and pupil free staff development days for schools within the District/County Office of Education (COE) is attached (**District Attachment – 2**). Parents/guardians will be notified of minimum days and pupil-free staff development days not yet scheduled within at least one month before the scheduled minimum or pupil-free day [EC 48980(c)].

6. Residence When Hospitalized:

Notwithstanding compulsory education requirements, a pupil with a temporary disability who is in a hospital or other residential health facility, except for a state hospital, which is located outside of the school district in which the pupil's parent/guardian resides, shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. It shall be the primary responsibility of the parent/guardian of a pupil with temporary disability to notify the school district in which the pupil is deemed to reside of the pupil's presence in a qualifying hospital [EC 48207; 48208].

7. Required Pupil Immunization:

School districts shall not unconditionally admit any student to a district elementary or secondary school, preschool, or child care and development program for the first time nor, after July 1, 2016, admit or advance any student to the 7th grade level unless the student has been fully immunized. The student shall present documentation of full immunization, in accordance with the age/grade and dose required by the California Dept. of Public Health and Health and Safety Code Section 120335 [EC 48980(a), H.&S.C. 120335].

8. Immunization for Communicable Disease:

The school district, while cooperating with the local health officer, may permit a licensed physician and surgeon or other statutorily authorized health care practitioner to immunize pupils for a communicable disease with the written consent of a parent for a licensed physician and surgeon or health care practitioner [EC 49403].

9. Administration of Medication:

Medication prescribed for a child to be administered during the regular school day may be assisted by a school nurse or other designated school personnel if the school district receives a written detailed statement from the physician and surgeon or physician assistant and a written parental request. Pupils may carry and self-administer prescription auto-injectable epinephrine or inhaled asthma medication provided that written orders from the physician and surgeon or physician assistant (including a statement that the pupil is able to self-administer such medication), and written parental consent to the self-administration (including a release allowing a school nurse or other designated school personnel to consult with pupil's health care provider about the medication, and releasing the school district and school personnel from potential civil liability) [EC 49423, 49423.1].

10. Continuing Medication:

A pupil is required to inform the District/COE of any medication being taken, the current dosage and the name of the supervising physician if your child is on a continuing medication regimen for a non-episodic condition [EC 49480].

11. Physical Examinations:

Every child shall, within 90 days after entrance into the first grade, provide a certificate signed by a physician documenting that within the prior 18 months the child has received the appropriate health screening and evaluation services, unless the parent/guardian has filed a written objection with the district. However, a child may be excluded from attendance if, for good reason, he/she is believed to

be suffering from a recognized contagious or infectious disease and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist. Free health screening is available for low income children for up to 18 months prior to entry into first grade. Parents are encouraged to obtain required health screenings simultaneously with required immunizations [H.&S.C. 124085; 124105; EC 49451]. Specific information on type 2 diabetes is available at cde.ca.gov/lis/he/hn/type2diabetes.asp. It is recommended that students possibly suffering from type 2 diabetes or having warning signs should be screened [EC 49452.7].

12. Health Assessments and Evaluations:

Vision and Hearing screening for a pupil by the school nurse or other qualified individual, is provided during selected grade levels. A pupil whose first enrollment or entry occurs in grade 4 or 7 shall not be required to be appraised in the year immediately following the pupil's first enrollment or entry. Scoliosis screening may be provided to girls in grade 7 and boys in grade 8. By May 31 of the school year, pupils when first enrolled in public schools are required to provide proof of an oral health assessment (within 12 months prior to enrollment) by a licensed dentist or other licensed or registered dental health professional [EC 49452, 49452.5, 49454, 49455].

Any pupil, while enrolled in kindergarten or while enrolled in first grade if the pupil was not previously enrolled in kindergarten, unless excused, must present proof no later than May 31 of the school year of having received an oral assessment by a licensed dentist or other licensed or registered dental health professional. The assessment must be performed no earlier than 12 months prior to initial enrollment of the pupil. Parents/guardians of such pupils will be notified of this assessment requirement [EC 49452.8].

13. Medical and Hospital Services:

The District/COE may provide or make available medical and/or hospital services for pupils injured at school or school-sponsored events or while being transported to same. [EC 49472] Schools may release pupils, in grades 7 through 12 only, for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian [EC 46010.1].

14. Student Nutrition Program:

Free or reduced price meals may be available, upon application, to students receiving public assistance [EC 49500, et seq.].

15. Fingerprinting:

The District/COE may provide a fingerprinting program for kindergarten or newly enrolled pupils. [EC 32390, 48980(e)].

16. Pupil Records:

Parents have a right to access all records relating to their children. The procedure used by the District/COE regarding the establishment and maintenance, transfer, access, challenge, and modification of pupil records is available to parents upon request [EC 49063, 49069, 49070]. Certain directory information concerning pupils is also available to individuals other than parents [EC 49073].

(District Attachment – 3)

It is the District/COE's practice to provide yearbook and graduating class photographs to newspapers and other publications upon request. The District regards such information as a public record and "directory information" within the meaning of the Family Educational and Privacy Rights Act, "FERPA," 20 USC 1232g, and Education Code Section 49073. The District presumes that unless otherwise notified, it may infer from a student's participation in yearbook and graduating class photographic activities that it has permission to release student's photograph. Upon written request from the parent, the District/COE will withhold directory information about the student.

17. District/COE Pupil Discipline Rules:

The rules used by the District/COE pertaining to student discipline are available to all parents upon request [EC 35291]. The rules may require that the parent of a pupil who has been suspended may be required to attend a portion of a school day in the child's classroom [EC 48900.1].

18. Nondiscrimination:

The District/COE does not discriminate on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, age or association with a person or a group with one or more of these actual or perceived characteristics, in any of its policies, practices or procedures programs or activities., in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975 [EC 200]. This nondiscrimination policy covers admission and access to, and treatment and employment in, District/COE programs and activities, including vocational education. Inquiries regarding the equal opportunity policies, the filing of grievances or complaints, or to request a copy, free of charge, of the procedures covering discrimination complaints may be directed to the District/County Superintendent of Schools, as appropriate. The lack of English language skills will not be a barrier to the admission and participation in District/COE programs [P.L. 92-318].

19. Services to Students Who are Deaf, Hard of Hearing, Blind, Visually Impaired, or Deaf-Blind:

Services are provided by the State Special Schools. Assessment services and technical assistance are also offered. For more information about the State Special Schools, please visit the California Department of Education Web site at

<http://www.cde.ca.gov/sp/ss/> or ask for more information from members of your child's Individualized Education Program (IEP) team.

20. Compulsory Education:

Each person between the ages of 6 and 18 years, not exempted under the provisions of Education Code, are subject to compulsory full-time education.

21. Residency Requirements-School Attendance Options:

A pupil complies with the residency requirements for school attendance in a school district, if he or she is any of the following:

A pupil placed within the boundaries of that school district in a regularly established licensed children's institution or a licensed foster home as defined in EC 56155.5 or a family home pursuant to a commitment or placement under Chapter 2 (Section 200) of Part 1 of Division 2 of the Welfare and Institutions Code;

A pupil who is a foster child who remains in his or her school of origin pursuant to EC 48853.5(f) and (g);

A pupil for whom interdistrict attendance has been approved pursuant to Chapter 5 (Section 46600) of Part 26;

A pupil whose residence is located within the boundaries of that school district and whose parent or legal guardian is relieved of responsibility, control, and authority through emancipation;

A pupil who lives in the home of a caregiving adult that is located within the boundaries of that school district. Execution of an affidavit under penalty of perjury pursuant to Part 1.5 (Section 6550) of Division 11 of the Family Code by the caregiving adult is a sufficient basis for a determination that the pupil lives in the caregiver's home, unless the school district determines from actual facts that the pupil is not living in the caregiver's home;

A pupil residing in a state hospital located within the boundaries of that school district;

A pupil whose parent or legal guardian resides outside of the boundaries of that school district but is employed and lives with the pupil at the place of his or her employment within the boundaries of the school district for a minimum of three days during the school week;

Once a pupil is deemed to have complied with the residency requirements for school attendance pursuant to this subdivision and is enrolled in a school in a school district the boundaries of which include the location where at least one parent or the legal guardian of a pupil is physically employed, the pupil does not have to reapply in the next school year to attend a school within that school district and the governing board of the school district shall allow the pupil to attend school through grade 12 in that school district if the parent or legal guardian so chooses and if at least one parent or the legal guardian of the pupil continues to be physically employed by an employer situated within the attendance boundaries of the school district, subject to paragraphs (2) to (7), inclusive.

A school district may deem a pupil to have complied with the residency requirements for school attendance in the school district if at least one parent or the legal guardian of the pupil is physically employed within the boundaries of that school district for a minimum of 10 hours during the school week.

22. Statutory Attendance Options:

California law requires school districts to provide an education to any pupil who resides within the district's attendance area. Although pupils have the right to a free, public education, the law does not guarantee that a pupil can attend the school of his or her choice, or even the neighborhood school.

Existing statutory attendance options include interdistrict transfer, intradistrict transfer, and open enrollment.

Interdistrict Transfer

A pupil may attend a school in a district other than the pupil's district of residence pursuant to an interdistrict agreement between the district of residence and district of desired attendance. Each school district has adopted policies regarding interdistrict attendance. Parents/guardians wishing to register/admit/enroll their pupil at a school other than the designated school that is in their attendance area outside of their school district may obtain an application for interdistrict attendance transfer from the District/COE. Interdistrict transfer agreements must be approved by both the pupil's original school district of residence and the school district to which the pupil seeks to transfer. The agreement may include terms or conditions. It is within the authority of either the school district of residence or the receiving school district to revoke an interdistrict transfer/reciprocal agreement at any time for any reason the school district governing board or school district superintendent deems appropriate. If a request for an interdistrict transfer agreement is denied, the pupil's parents/guardians may file an appeal to the county office of education in the pupil's school district of residence within 30 days of receipt of the official notice of denial of the transfer.

Allen Transfer

Education Code Section 48204(b) permits a school district to deem a pupil to have complied with the residency requirements for attendance in the school district if at least one parent or the legal guardian of the pupil is physically employed within the boundaries of that school district for a minimum of 10 hours during the school week. School districts within which at least one parent or the legal guardian of a pupil is employed are not required to admit the pupil to its schools. Once admitted to residency, the pupil's transfer may be revoked only if the parent ceases to be employed within the boundaries of the school district. As a resident, the pupil does

not have to re-apply for the transfer to be valid.

Intradistrict Transfer

Each school district shall adopt rules and regulations establishing a policy of open enrollment within the district for residents of the district. This requirement does not apply to a school district that has only one school or a school district with schools that do not serve any of the same grade levels. Education Code Section 35160.5(b) permits parents to indicate a preference for the school which their child will attend, irrespective of the child's place of residence within the school district, and requires the school district to honor this parental preference if the school has sufficient capacity without displacing other currently enrolled pupils. An intradistrict transfer applies when parents/guardians wish to register/admit/enroll their pupil(s) at a school other than the designated school that is in their attendance area within their school district.

To the extent required and financed by federal law and at the request of the pupil's parent or guardian, each school district shall provide transportation assistance to the pupil [EC 35160.5 (b)(4)].

Open Enrollment

Education Code Sections 48350 through 48361, "The Open Enrollment Act," provides an option to pupils attending low-achieving schools within their "district of residence" to enroll in schools with higher Academic Performance Indices. The Superintendent of Public Instruction creates an annual list of schools subject to the provisions of the Open Enrollment Act. Parents of pupils attending any of these schools may apply for admission to a higher achieving school by January 1. The receiving school district ("district of enrollment") may adopt specific standards for the acceptance and rejection of applications under this provision. These may include consideration of capacity issues as well as the potential adverse financial impact.

Every Student Succeeds Act

Districts may provide alternative supports and public school choice [P.L. 114-95 (2015)].

Parents/guardians who are interested in finding out more about attendance options should contact the District for more information on the District's policies, procedures, and timelines for applying for transfers [EC 48980(h) 48204(a)(2), 48660].

District of Choice

A school district may elect to operate the school district as a school district of choice and may accept transfers from school districts of residence pursuant to Education Code 48300 et seq. Please contact the District office to determine applicability.

23. Programmatic/Special Programmatic Options: Programmatic options offered within district attendance areas, if any: will vary by district. Special programmatic options available on both an interdistrict and intradistrict basis, if any, will vary by district. [EC 48980(h)] (**District Attachment #4**)

24. Notice of Alternative Schools:

California state law authorizes all school districts to provide for alternative schools [EC 58501] (**Attachment - 5**).

25. Excuse from Sexual Health Education, HIV Education and Related Assessments:

Parents or guardians of a pupil have the right to excuse their child from all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through a passive consent ("opt out") process. In order to excuse your child, the request must be made in writing to the school district [EC 51938]. You are hereby notified that:

Educational materials used in comprehensive sexual health education and HIV prevention education are available for inspection.

Comprehensive sexual health education or HIV prevention education will be taught by school district personnel and/or by outside consultants.

You have a right to request a copy of EC Part 28, Chapter 5.6 – California Healthy Youth Act.

26. Uniform Complaint Procedures "UCP":

The District/COE maintains a uniform complaint procedure for investigating complaints of: (1) discrimination on the basis of age, sex, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability; (2) complaints of violations of the laws and regulations governing consolidated categorical aid programs, Adult Education, Career/Technical Education, Child Development, Special Education and Nutrition services; and/or (3) violation of state and/or federal law. The District/COE has designated Compliance Officers to receive and investigate uniform complaints that fall within these categories and ensure compliance with law.

Any individual, public agency or organization may file a written complaint. Complaints alleging unlawful discrimination shall be initiated not later than six months from the date the alleged discrimination occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination. Copies of the complaint form are available from the school or District office. After filling out the complaint form, it should be directed to the Compliance Officer listed above. The Compliance Officer will investigate the complaint and provide a written report of the investigation and decision within 60 calendar days.

If dissatisfied with the District's decision, the complainant may also appeal in writing to the California Department of Education within

15 days of receiving the District's decision.

A complainant may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a state or federal court include, but are not limited to injunctions and restraining orders. In a complaint of unlawful discrimination, complainant may seek civil law remedies no sooner than 60 days from the filing of an appeal with CDE, except that such time limitation does not apply to injunctive relief.

Additionally, any individual, public agency or organization may file complaints about specified situations pertaining to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, and teacher vacancies or misassignments. Such complaints ("Williams Complaints") are subject to a different complaint procedure. A complaint may be filed anonymously.

For more information concerning the filing of uniform complaints, copies of the Board Policies and Administrative Regulations pertaining to these complaint procedures are available upon request at the school or District offices, or on the District Web site at www.pusdk8.us. (**District Attachment – 6**)

27. Sexual Harassment Policy:

Alleged pupil sexual harassment in violation of District/COE policy or federal or state law will be handled pursuant to the attached policies and procedures established by the District/COE. The District/COE shall be responsible for providing written procedures regarding the process for investigating and resolving such complaints [EC 48980(g), 212.5, 231.5]. (**District Attachment - 7**)

28. School Accountability Report Card:

On or before February 1 of each year, parents are entitled to an updated hard copy of the School Accountability Report Card which is available upon request [EC 35256].

29. Curriculum:

The curriculum, including titles, descriptions, and instructional aims of every course offered by a public school shall be compiled at least once annually in a prospectus. The prospectus is available for review upon request and for copying at a reasonable charge [EC 49091.14; 49063(k)].

30. Grants for Advanced Placement Tests:

Needy pupils may be eligible for state grants to cover the costs of advanced placement examinations. Contact the school for eligibility information [EC 48980(j)].

31. Homeless and Foster Youth:

Information regarding educational options for homeless youth and foster youth is available by contacting the District office or COE [EC 48850 et.seq.].

32. Pesticides:

The names of all pesticide products expected to be applied at the school site during the upcoming year are posted at the school site. No pesticides are used during the school day. Pesticide use reduction developed by CA Dept. of Pesticide Regulation is available at <http://www.cdpr.ca.gov/schoolipm>. You have the right to view a copy of the school site in the school office [EC 17612, 48980.3].

33. Asbestos:

You have the right to obtain an updated Management Plan for asbestos-containing material at your school site [40 CFR 763.93(g)(4), EC 49410 et. seq.].

34. Tobacco-Free Campus:

Contact the school for information about the District/COE's tobacco-free campus policy, if any, and enforcement procedures [H.&S. 104420].

35. Electronic Notification:

This notice may be exclusively provided electronically provided a parent or legal guardian has so requested [EC 48981].

36. State Mandated Testing Waivers:

According to Education Code § 60615, if parents or guardians do not want their student to take all or part of the California Assessment of Student Performance and Progress System or other similar standardized test, they are required to submit a written request to the principal of their student's school. The principal must have this letter prior to the start of each test. Parents/guardians are required to specify the test name in the letter.

37. Special Education:

Special Education programs are available to all eligible, disabled students, ages 0–22. If you have any reason to believe your child needs special education, please contact Placerville Union School District or school site administration. (**Attachment # 8**)

38. Military Families:

Pupils of military families may be exempted from local graduation coursework requirements that are in addition to state graduation requirements unless the District makes a finding that the pupil is reasonably able to complete the school district's graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school [EC 51225.1 et. seq.].

39. Immigration and Citizenship Status:

Students are afforded an equal right to an education regardless of immigration status. Additional information regarding your rights to an education can be found at <https://oag.ca.gov/immigrant/rights> [EC 234.7]. **(Attachment # 9)**

40. District/COE Policy Regarding Parent Classroom Visits:

Each school site in the Placerville Union School District has their own policy to follow.

41. Bullying:

Placerville Union School District believes that all students have a right to a safe and healthy school environment. **(District Attachment # 10)**

42. Earned Income Tax Credit Information Act:

Based on your annual earnings, you may be eligible to receive the Earned Income Tax Credit from the Federal Government (Federal EITC). The Federal EITC is a refundable federal income tax credit for low-income working individuals and families. The Federal EITC has no effect on certain welfare benefits. In most cases, Federal EITC payments will not be used to determine eligibility for Medicaid, Supplemental Security Income, food stamps, low-income housing, or most Temporary Assistance for Needy Families payments. Even if you do not owe federal taxes, you must file a federal tax return to receive the Federal EITC. Be sure to fill out the Federal EITC form in the Federal Income Tax Return Booklet. For information regarding your eligibility to receive the Federal EITC, including information on how to obtain the Internal Revenue Service (IRS) Notice 797 or any other necessary forms and instructions, contact the IRS by calling 1-800-829-3676 or through its Web site at www.irs.gov.

You may also be eligible to receive the California Earned Income Tax Credit (California EITC) starting with the calendar year 2015 tax year. The California EITC is a refundable state income tax credit for low-income working individuals and families. The California EITC is treated in the same manner as the Federal EITC and generally will not be used to determine eligibility for welfare benefits under California law. To claim the California EITC, even if you do not owe California taxes, you must file a California income tax return and complete and attach the California EITC Form (FTB 3514). For information on the availability of the credit eligibility requirements and how to obtain the necessary California forms and get help filing, contact the Franchise Tax Board at 1-800-852-5711 or through its Web site at www.ftb.ca.gov.

PPRA Model Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires school districts to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

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

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings. Policies regarding these rights may be obtained from the school district.

Parents who believe their rights have been violated under this section may file a complaint with the Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-5901.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") the right to access the student's education records. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

Additionally, parents or eligible students maintain the right to request the amendment of the student's education records that the parent or eligible student alleges the records contain:

- a) inaccuracy, or
- b) unsubstantiated personal conclusion or inference, or
- c) conclusion or inference outside of the observer's area of competence, or
- d) data is not based upon the personal observation of a named person with the time and place of the observation noted, or
- e) information/conclusions are misleading, or
- f) violations of the student's privacy or other rights.

Parents should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

Parents or eligible students maintain the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School

discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

Another exception permits disclosure of appropriately designated "directory information" without written consent, unless parents have advised the School to the contrary in accordance with school district procedures. The primary purpose of directory information is to allow the School to include this type of information from a student's education records in certain school publications (e.g., yearbooks, honor roll lists, sports activity sheets). Directory information, which is information that is not generally considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. In addition, schools are required to provide military recruiters, upon request, with secondary students' names, addresses and telephone listings unless parents have advised the school that they do not want their student's information disclosed without their prior consent.

The School has designated the following information as directory information: student's name, participation in officially recognized activities and sports, address, telephone listing, weight and height of members of athletic teams, e-mail address, photograph, degrees, honors, and awards received, date and place of birth, major field of study, dates of attendance, grade level, and the most recent educational agency or institution attended. If parents do not want the School to disclose directory information from their child's education records without prior written consent, they must notify the School in writing [10 U.S.C. § 503, 20 U.S.C. § 7908, 34 C.F.R. § 99.37].

Parents or eligible students maintain the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Please return this acknowledgment, with the required signature, to your student's school.

PARENTAL ACKNOWLEDGMENT ONLY

I have received and read the notice regarding my rights relating to the above courses and activities which might affect my son/daughter.

Print Pupil's Name

Grade

Required Signature of Parent/Guardian

Date

ATTACHMENT 1

FULL TEXT OF EDUCATION CODE SECTION 48205

(As Amended by Stats.2016, Ch. 92, Sec. 1. Effective January 1, 2017.)

- (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
- (1) Due to his or her illness.
 - (2) Due to quarantine under the direction of a county or city health officer.
 - (3) For the purpose of having medical, dental, optometric, or chiropractic services rendered.
 - (4) For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - (5) For the purpose of jury duty in the manner provided for by law.
 - (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
 - (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 - (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
 - (9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
 - (10) For the purpose of attending the pupil's naturalization ceremony to become a United States Citizen.
- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

**PLACERVILLE UNION SCHOOL DISTRICT
EARLY RELEASE MONDAYS AND CONFERENCE SCHEDULE
2018-2019 SCHOOL YEAR**

August 20, 27, 2018	Early release Mondays
September 10, 17, 24, 2018 September 25-28, 2018	Early release Mondays Conferences-Min Day (Markham only)
October 1, 8, 15, 22, 29, 2018	Early release Mondays
November 1, 2018 November 5, 26, 2018 November 13 - 16, 2018	Professional Development Day Early release Mondays Conferences-Min Day (Sierra and Schnell only)
December 3, 10, 17, 2018 December 21, 2018	Early release Mondays Mini Day-District wide
January 7, 14, 28, 2019	Early release Mondays
February 4, 11, 25, 2019 February 21-22, 2019	Early release Mondays Conferences-Min Day (Markham only)
March 4, 11, 18, 25, 2019 March 7 - 8, 2019	Early release Mondays Conferences-Min Day (Sierra and Schnell only)
April 1, 8, 22, 29, 2019	Early release Mondays
May 6, 13, 20, 2019	Early release Mondays

School Hours	Regular	Minimum Day	Early Release Mondays
	140	8	32
Markham School	7:50 - 2:19	7:50 - 11:31	7:50 - 1:05
Sierra School	8:45 - 2:55	8:45 - 12:25	8:45 - 1:45
Schnell School	9:00 - 3:10	9:00 - 12:45	9:00 - 1:55

ATTACHMENT 3 PUPIL RECORD INFORMATION

Definitions:

Student records are any items of information gathered within or outside the district that are directly related to an identifiable student and maintained by the district or required to be maintained by an employee in the performance of his/her duties. Any information maintained for the purpose of second-party review is considered a student record. A student record may be recorded in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche, or by other means. Student records include the student's health record. *Student records do not include:* Directory information; Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute; or records of the law enforcement unit of the district. *Mandatory permanent student records* are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive. *Mandatory interim student records* are those records which the schools are directed to compile and maintain for stipulated periods of time and are then destroyed in accordance with state law, regulation, or administrative directive. *Permitted student records* are those records having clear importance only to the current educational process of the student.

Access means a personal inspection and review of a record, an accurate copy of a record or receipt of an accurate copy of a record, an oral description or communication of a record, and a request to release a copy of any record.

Disclosure means to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records, to any party, by any means including oral, written, or electronic means.

Personally identifiable information includes but is not limited to the student's name, the name of the student's parent/guardian or other family member, the address of the student or student's family, a personal identifier such as the student's social security number or student number, and a list of personal characteristics or other information that would make the student's identity easily traceable.

Adult student is a person who is or was enrolled in school and who is at least 18 years of age.

Parent/guardian means a natural parent, an adopted parent, or legal guardian.

School officials and employees are officials or employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records. A *legitimate educational interest* is one held by officials or employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records.

County placing agency means the county social service department or county probation department.

Changes to Student Records: No additions except routine updating shall be made to a student's record after high school graduation or permanent departure without prior consent of the parent/guardian or adult student. Only a parent/guardian having legal custody of the student or an adult student may challenge the content of a record or offer a written response to a record.

Persons Granted Access to Student Records without Prior Written Consent: Persons, agencies, or organizations specifically granted access rights pursuant to law shall have access without prior written parental consent or judicial order. In addition, parental consent is not required when information is shared with other persons within educational institutions, agencies, or organizations obtaining access, as long as those persons have a legitimate educational interest in the information. The following persons or agencies shall have absolute access to any and all student records in accordance with law:

1. Parents/guardians of students younger than age 18. Access to student records and information shall not be denied to a parent because he/she is not the child's custodial parent.
2. An adult student age 18 or older or a student under the age of 18 who attends a postsecondary institution, in which case the student alone shall exercise rights related to his/her student records and grant consent for the release of records
3. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena
In addition, the following persons or agencies shall have access to those particular records that are relevant to the legitimate educational interest of the requester:
 - a. Parents/guardians of a dependent student age 18 or older
 - b. Students age 16 or older or who have completed the 10th grade
 - c. School officials and district employees
 - d. Members of a school attendance review board and any volunteer aide age 18 or older who has been investigated, selected, and trained by such a board to provide follow-up services to a referred student
 - e. Officials and employees of other public schools or school systems where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided
 - f. Federal, state, and local officials, as needed for program audits or compliance with law
 - g. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition
 - h. A prosecuting agency for consideration against a parent/guardian for failure to comply with compulsory education laws
 - i. Any probation officer or district attorney for the purposes of conducting a criminal investigation or an investigation in regards to declaring a person a ward of the court or involving a violation of a condition of probation
 - j. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student, or for purposes of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681
 - k. Any county placing agency for the purpose of fulfilling educational case management responsibilities required by the juvenile court or by law pursuant to Welfare and Institutions Code 16010 and to assist with the school transfer or enrollment of a student

Foster family agencies with jurisdiction over currently enrolled or former students may access those students' records of grades and transcripts, and any individualized education program (IEP) developed and maintained by the district with respect to such students.

When authorized by law to assist law enforcement in investigations of suspected kidnapping, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to any public school district or California private school. The information shall be released only to designated peace officers, federal criminal investigators, and federal law enforcement officers whose names have been submitted in writing by their law enforcement agency in accordance with the procedures specified in Education Code 49076.5.

The Superintendent or designee may release information from student records to the following:

1. Appropriate persons in an emergency if the health and safety of a student or other persons are at stake
2. Accrediting associations
3. Under the conditions specified in Education Code 49076, organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction
4. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll
5. Agencies or organizations in connection with a student's application for or receipt of financial aid. However, information permitting the personal identification of a student or his/her parents/guardians for these purposes may be disclosed only as may be necessary to determine the eligibility of the student for financial aid, to determine the amount of financial aid, to determine the conditions which will be imposed regarding the financial aid, or to enforce the terms or conditions of the financial aid.
6. County elections officials for the purpose of identifying students eligible to register to vote and offering such students an opportunity to register

The Superintendent or designee may release a student's immunization record information to local health departments operating countywide or regional immunization information and reminder systems and the State Department of Health Services. The following information may be released: Name of the student and the student's parent/guardian; student's gender; student's date and place of birth; types and dates of immunizations received; manufacturer and lot number of the immunization received; adverse reaction to the immunization; other non-medical information necessary to establish the student's unique identity and record.

Access to Student Records with Prior Written Consent: Persons, agencies, or organizations not afforded access rights pursuant to law may be granted access only through written permission of the parent/guardian or adult student, or by judicial order. Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent may grant consent if both parents notify the district, in writing, that such an agreement has been made. Any person or agency granted access is prohibited from releasing information to another person or agency without written permission from the parent/guardian or adult student.

Procedures for Access: Student records shall be maintained in a central file at the school attended by the student or, when records are maintained in different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians shall be notified of the location of student records if not centrally located. To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Authorized persons, organizations, or agencies from outside the school whose access requires consent from the parent/guardian or adult student shall submit their request, together with any required authorization, to the Superintendent or designee or the custodian of records. When required by law, the parent/guardian shall provide a signed and dated written consent before the district discloses the student record. The consent shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon request by the parent/guardian, the district shall provide him/her a copy of the records disclosed. Within five days following the date of request, an authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. Qualified certificated personnel shall be available to interpret records when requested. The custodian of records shall be responsible for the security of student records and shall assure that access is limited to authorized persons. The custodian of records or the Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection. Prior to disclosing a record pursuant to a court order, the Superintendent or designee shall, unless otherwise instructed by the order, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested if lawfully possible within the requirements of the judicial order. When the district discloses personally identifiable information to officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, the Superintendent or designee shall make a reasonable attempt to notify the parent/guardian or adult student at his/her last known address, provide a copy of the record that was disclosed, and give him/her an opportunity for a hearing to challenge the record. Upon releasing student information to a judge or probation officer for the purpose of conducting a truancy mediation program or presenting evidence in a truancy petition, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours.

If the district is planning to release a student's immunization information to the county health department or state Department of Health Services, the Superintendent or designee shall inform the student's parents/guardians of the following: the type of information that will be shared; the name and address of the agency with which the district will share the information; that any shared information shall be treated as confidential and shall be used to share only with each other and, upon request, with health care providers, child care facilities, family child care homes, service providers for the Women, Infants and Children (WIC) food program, county welfare departments, foster care agencies, and health care plans; that the information may be used only to provide immunization service; to provide or facilitate third-party payer payments for immunizations; to compile and disseminate statistical information on immunization status on groups of people, without identifying the student; that the parent/guardian has the right to examine any immunization-related information shared in this manner and to correct any errors; at the parent/guardian may refuse to allow this information to be shared.

Duplication of Student Records: To provide copies of any student record, the district shall charge a reasonable fee not to exceed the actual cost of furnishing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. The Superintendent or designee shall set a fee and update the amount periodically if actual costs change. The current cost is ten (10) cents per copy.

Access Log: A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the records and the legitimate educational interest of the requester. In every instance of inspection by persons who do not have assigned educational responsibility, the school custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. The log does not need to record access by: parents/guardians or adult students; students 16 years of age or older or who have completed the 10th grade; parties obtaining district-approved directory information; parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075; school officials or employees who have a legitimate educational interest. The log shall be accessible only to the parent/guardian, adult student, dependent adult student, student age 16 years or older or who has completed the 10th grade, custodian of records, and certain state/federal officials.

Transfer of Student Records: If a student transfers into this district from any other school district or a private school, the Superintendent or designee shall inform the parent/guardian of his/her rights regarding student records, including the right to review, challenge, and receive a copy of student records. When a student transfers into this district from another, the Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in his/her suspension or expulsion. When a student transfers from this district to another school district or to a private school, the Superintendent or designee shall forward a copy of the student's mandatory permanent record as requested by the other district or private school. The original record or a copy shall be retained permanently by this district. If the transfer is to another California public school, the student's entire mandatory interim record shall be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district or private school. Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the Superintendent or designee shall transfer the student's records to the next educational placement within two business days. All student records shall be updated before they are transferred. Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian. If the district is withholding grades, diploma, or transcripts from the student because of his/her damage or loss of school property, this information shall be sent to the requesting district along with the student's records.

ATTACHMENT 4
PROGRAMMATIC/SPECIAL PROGRAMMATIC OPTIONS

Programmatic options offered within district attendance areas are as follows:

Title 1: This State-funded program is designed to help qualified students remediate problems that students may be having in the areas of reading, language arts, and math. Parents are encouraged to participate in the design and implementation of the Title I Local Education Plan.

Counseling and Guidance: Any time there are concerns regarding your child's academic progress and/or social-emotional adjustment, please contact your school's counselor/psychologist. They welcome the opportunity to discuss your concerns and want to help resolve the issues.

Bilingual Education: Special assistance is provided to non-English and limited-English speaking students. All students are placed in classrooms that are taught overwhelmingly in English (absent parental waivers). Students who are English learners are educated through "Sheltered English Immersion" during a temporary transition period not normally intended to exceed one year. Once English learners have acquired a good working knowledge of English, the transition period will end and they will be transferred to an English Language Mainstream Class. Parents may request waivers to have *much* or *all* instruction in a language other than English. Parents must personally visit the school to apply (Prop. 227 - 6/98)

Two-Way Immersion Program: This is a program at Bijou Community School in which two languages are used for instruction: English and Spanish. Instruction is provided in Spanish for a significant portion of the school day. The unique feature of this type of dual language instruction is that the TWI program enrolls an equal number of native English speakers and native Spanish speakers and they are integrated for all or most of the school day. All students have the opportunity to be both first language models and second language learners, and TWI creates an additive bilingual environment for all students since the first language is maintained while the second language is acquired. LTUSD's TWI program strives to promote bilingualism and bi-literacy, grade-level academic achievement, and positive cross-cultural attitudes and behaviors in all students. (www.bijouschool.org)

Home/Hospital Program: This service is available to any student who is temporarily confined to his/her home due to injury or illness for 15 consecutive school days or more. A physician's written recommendation is required. For further information, call Special Services at 541-2850 Ext. 248. If your child will be absent for five days or more, an Independent Study contract can be issued. Contact your school principal for further information.

The **Independent Learning Academy** (Grades K-12) is an alternative program within the Lake Tahoe Unified School District. The goal is to offer a standards-based, student-focused, academic option to all students in our community. We are committed to providing individual academic plans to ensure success for all K-12 students. The K-12 curriculum is supervised by a highly-qualified teacher who sets weekly appointments to collaborate and assess work. This flexible scheduling is conducive to accommodating parents who home-school their children and want additional support, extended family traveling schedules, or athletics. Elementary students are able to participate in enrichment activities at their home school (art program, music, field trips, assemblies, leadership, spelling bee). Middle school students have the opportunity to take coursework at [South Tahoe Middle School](#) that is not offered through independent study (language, music, lab science). Participation in athletics and extracurricular activities (dances, assemblies) is welcome. High school students can blend classes through Independent Study, [South Tahoe High School](#) and [Lake Tahoe Community College](#) to achieve credit status necessary to graduate. Participation in athletics, drama department, and all extracurricular activities is welcome. A teacher's aide is available to students in a quiet environment for study time away from home. Special education services are available on-site each week. Math tutoring/CAHSEE ([California High School Exit Exam](#)) preparation is available twice a week.

Gifted & Talented Education (GATE): This Program is available at all sites and includes both differentiated opportunities for identified students and enrichment for other groups, depending on the school. For additional information, contact your school principal.

Transitional Kindergarten is available for all elementary children who are eligible to enroll in regular kindergarten classes (age 5 by September 1st), but whose birthday falls between August 1st – December 2nd. These students may not be developmentally ready to tackle the accelerated pacing required to master California's kindergarten standards in one year. Transitional K allows children an additional year of kindergarten to grow and learn in an environment that supports differences in growth and maturity rates.

Early Admission Transitional K. The District offers early entry into kindergarten at any time after a child's fifth birthday. This is for children who become five years old after December 2nd. The Superintendent shall provide parents with information as to effects, advantages, and disadvantages of early entry into

kindergarten. If space is available and if the Superintendent or designee determines that such admittance is in the child's best interests, parents may apply to have their child enter kindergarten as soon as they turn five anywhere between December 2nd and March 1st. These students will have the opportunity to obtain almost a half-year of age-appropriate Transitional Kindergarten curriculum. Students who turn 5 years old between March and June will not be accepted. In order to comply with a full year instructional program, it is the Administration's recommendation that they then enter into the academic Kindergarten program for the upcoming year. Parents who are interested in this Early Admission to the Transitional Kindergarten option must fill out an "Intention to Enroll Student" form, available at the Education Center.

LTUSD Online Learning: LTUSD offers both a blended and full online program at all grade levels. Online learning provides students access to learning 24 hours per day, 7 days per week, and 52 weeks per year. Students and families, especially those involved in Mountain Sports, may be interested in this online learning program, which provides options for curriculum acceleration and/or remediation, either full time or blended, through a comprehensive online program coordinated through LTUSD.

Kid Zone Early Bird Child Care for Grades 1-5: Early-bird child care is available for children at some elementary schools in grades 1-5 on a fee basis. The student/attendant ratio is 1/14. A handbook, describing the program in detail, is available at all schools and the Education Center. After-school care is available through the Boys & Girls Club (542-0838).

Fair Share Athletic Donation Program: STHS and STMS students participate in the Fair Share Athletic Donation Program. Donations will be applied to the District athletic budget. STHS athletes are asked to donate \$115 per sport with an annual maximum of \$250. STMS athletes are asked to donate \$55 per sport with an annual maximum of \$120 if they participate in multiple sports. Scholarship forms are available from the coach and should be completed and returned to the coach.

Special Education Programs: Special classes are provided for students with exceptional needs. Classes are available for pupils who are communicatively handicapped, learning handicapped, physically handicapped, and severely handicapped. Special Classes (SC), Resource Specialist Programs (RSP), and Designated Instruction and Services (DIS) are available if the student is eligible based on an identified disability. Special Education Services including educational instruction and/or services and due process procedures shall be provided with parental consent to each pupil identified eligible for such services at no cost to his/her parents (EC 56040 et. seq.) The Superintendent or designee shall notify parents/guardians in writing of their rights related to identification, referral, assessment, instructional planning, implementation and review, including the district's procedures for initiating a referral for assessment to identify individuals who need special education services. For additional information, contact your school principal.

Special programmatic options available on both an inter-district and intra-district basis are as follows:

Intra-district Open Enrollment (BP 5116.1): The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of residence within the district.

Enrollment Priorities: Priority for attendance outside a student's attendance area shall be given as follows:

- a) Schools identified for program improvement, and all students enrolled in those schools shall be provided an option to transfer to another district school.
- b) If while on school grounds a student becomes a victim of a violent criminal offense, as defined by the State Board of Education, or attends a school designated by the California Department of Education as persistently dangerous, he/she shall be provided an option to transfer to another district school or charter school.
- c) The Superintendent or designee may approve a student's transfer to a district school that is at capacity and otherwise closed to transfers upon finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area, including, but not limited to, threats of bodily harm or threats to the emotional stability of the student. Priority may be given to siblings of students already in attendance in that school with an approved transfer.
- d) Priority shall be given to students whose parent/guardian is an employee of the Lake Tahoe Unified School District.
- e) Priority shall be given to students not currently enrolled in the District (private/home-schooled students).
- f) Priority shall be given to students whose before- or after-school child care center is located close to the school of choice.
- g) Priority shall be given to homeless students (as defined under Education Code 1981.2).
- h) For all other applications for enrollment outside a school's attendance area, the Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted whenever a school receives admission requests that are in excess of the school's capacity. Enrollment decisions shall not be based on a student's academic or athletic performance, except that existing entrance criteria for specialized schools or programs may be used provided that the criteria are uniformly applied to all applicants. Academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students. No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area.

ATTACHMENT 5

ALTERNATIVE SCHOOLS

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

- (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- (b) Recognize that the best learning takes place when the student learns because of his desire to learn.
- (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects.
- (d) Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous permanent process.
- (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

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

Further, a copy shall be posted in at least two places normally visible to pupils, teachers, and visiting parents in each attendance unit for the entire month of March in each year.
(Amended by Stats. 1981, Ch. 469, Sec. 3.)

The Lake Tahoe Unified School District has two alternative schools:

Transitional Learning Center (Grades 9-12) is a school located within South Tahoe High School. The purpose of the TLC is to meet the needs of students who for various reasons have been unable to succeed in the traditional comprehensive programs offered by South Tahoe High School. The TLC's primary goal is to offer the services students need to transition back into South Tahoe High School or into other alternative education programs.

Mt. Tallac High Continuation High School (Grades 9-12) is located on the edge of the STHS campus. The first educational goal of Mt. Tallac is to provide a quality learning experience, which promotes student self-actualization in education while fostering confidence and independence in the learner. A second goal is to prepare students for graduation and success in the world of work or higher education. A third goal is to help students develop social skills, which will enable them to function successfully as a postgraduate.

Education Code

Attachment #6

Education Code

Uniform Complaint Process

EC 35186

(a) A school district shall use the uniform complaint process it has adopted as required by Chapter 5.1 (commencing with Section 4600) of Title 5 of the California Code of Regulations, with modifications, as necessary, to help identify and resolve any deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, teacher vacancy or misassignment, and intensive instruction and services provided pursuant to Section 37254 to pupils who have not passed one or both parts of the high school exit examination after the completion of grade 12.

(1) A complaint may be filed anonymously. A complainant who identifies himself or herself is entitled to a response if he or she indicates that a response is requested. A complaint form shall include a space to mark to indicate whether a response is requested. If Section 48985 is otherwise applicable, the response, if requested, and report shall be written in English and the primary language in which the complaint was filed. All complaints and responses are public records.

(2) The complaint form shall specify the location for filing a complaint. A complainant may add as much text to explain the complaint as he or she wishes.

(3) Except as provided pursuant to paragraph (4), a complaint shall be filed with the principal of the school or his or her designee. A complaint about problems beyond the authority of the school principal shall be forwarded in a timely manner but not to exceed 10 working days to the appropriate school district official for resolution.

(4) A complaint regarding any deficiencies related to intensive instruction and services provided pursuant to Section 37254 to pupils who have not passed one or both parts of the high school exit examination after the completion of grade 12 shall be submitted to the district official designated by the district superintendent. A complaint may be filed at the school district office, or it may be filed at the schoolsite and shall be immediately forwarded to the designee of the district superintendent.

(b) The principal or the designee of the district superintendent, as applicable, shall make all reasonable efforts to investigate any problem within his or her authority. The principal or designee of the district superintendent shall remedy a valid complaint within a reasonable time period but not to exceed 30 working days from the date the complaint was received. The principal or designee of the district superintendent shall report to the complainant the resolution of the complaint within 45 working days of the initial filing. If the principal makes this report, the principal shall also report the same information in the same timeframe to the designee of the district superintendent.

(c) A complainant not satisfied with the resolution of the principal or the designee of the district superintendent has the right to describe the complaint to the governing board of the school

district at a regularly scheduled hearing of the governing board. As to complaints involving a condition of a facility that poses an emergency or urgent threat, as defined in paragraph (1) of subdivision (c) of Section 17592.72, a complainant who is not satisfied with the resolution proffered by the principal or the designee of the district superintendent has the right to file an appeal to the Superintendent, who shall provide a written report to the state board describing the basis for the complaint and, as appropriate, a proposed remedy for the issue described in the complaint.

(d) A school district shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the governing board of the school district. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. The complaints and written responses shall be available as public records.

(e) The procedure required pursuant to this section is intended to address all of the following:

(1) A complaint related to instructional materials as follows:

(A) A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or district-adopted textbooks or other required instructional material to use in class.

(B) A pupil does not have access to instructional materials to use at home or after school.

(C) Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

(2) A complaint related to teacher vacancy or misassignment as follows:

(A) A semester begins and a teacher vacancy exists.

(B) A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20-percent English learner pupils in the class. This subparagraph does not relieve a school district from complying with state or federal law regarding teachers of English learners.

(C) A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

(3) A complaint related to the condition of facilities that pose an emergency or urgent threat to the health or safety of pupils or staff as defined in paragraph (1) of subdivision (c) of Section 17592.72 and any other emergency conditions the school district determines appropriate and the requirements established pursuant to subdivision (a) of Section 35292.5.

(4) A complaint related to the provision of intensive instruction and services pursuant to paragraphs (4) and (5) of subdivision (d) of Section 37254.

(f) In order to identify appropriate subjects of complaint, a notice shall be posted in each classroom in each school in the school district notifying parents, guardians, pupils, and teachers

of the following:

- (1) There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials 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 misassignments as defined in paragraphs (2) and (3) of subdivision (h).
- (4) Pupils who have not passed the high school exit examination by the end of grade 12 are entitled to receive intensive instruction and services for up to two consecutive academic years after completion of grade 12 or until the pupil has passed both parts of the high school exit examination, whichever comes first, pursuant to paragraphs (4) and (5) of subdivision (d) of Section 37254. The information in this paragraph, which is to be included in the notice required pursuant to this subdivision, shall only be included in notices posted in classrooms in schools with grades 10 to 12, inclusive.
- (5) The location at which to obtain a form to file a complaint in case of a shortage. Posting a notice downloadable from the Internet Web site of the department shall satisfy this requirement.
- (g) A local educational agency shall establish local policies and procedures, post notices, and implement this section on or before January 1, 2005.
- (h) For purposes of this section, the following definitions apply:
 - (1) "Good repair" has the same meaning as specified in subdivision (d) of Section 17002.
 - (2) "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.
 - (3) "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.

(Amended by Stats. 2007, Ch. 526, Sec. 2.)

Reference:

5 CCR 4600

Education Code 17592.72

Education Code 35292.5

Education Code 37254

Education Code 48985

**Placerville Union SD
Board Policy
Sexual Harassment**

BP 5145.7

Students

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

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

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

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

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

Instruction/Information

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

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

8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

Complaint Process and Disciplinary Actions

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

(cf. 1312.3 - Uniform Complaint Procedures)

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144 - Discipline)

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

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

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

(cf. 4117.7 - Employment Status Report)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

Record-Keeping

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

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX, discrimination
UNITED STATES CODE, TITLE 42
1983 Civil action for deprivation of rights
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy
106.1-106.71 Nondiscrimination on the basis of sex in education programs
COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567
Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130
Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736
Davis v. Monroe County Board of Education, (1999) 526 U.S. 629
Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274
Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473
Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:

CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Transgender Students, May 2016

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Sexual Violence, April 4, 2011

Sexual Harassment: It's Not Academic, September 2008

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy PLACERVILLE UNION SCHOOL DISTRICT
adopted: March 8, 2017 Placerville, California

ATTACHMENT # 8

§ 56031. Special education

- (a) "Special education," in accordance with Section 1401(29) of Title 20 of the United States Code, means specially designed instruction, at no cost to the parent, to meet the unique needs of individuals with exceptional needs, including instruction conducted in the classroom, in the home, in hospitals and institutions, and other settings, and instruction in physical education.
- (b) In accordance with Section 300.39 of Title 34 of the Code of Federal Regulations, special education includes each of the following, if the services otherwise meet the requirements of subdivision (a):
 - (1) Speech-language pathology services, or any other designated instruction and service or related service, pursuant to Section 56363, if the service is considered special education rather than a designated instruction and service or related service under state standards.
 - (2) Travel training.
 - (3) Vocational education.
- (c) Transition services for individuals with exceptional needs may be special education, in accordance with Section 300.43(b) of Title 34 of the Code of Federal Regulations, if provided as specially designed instruction, or a related service, if required to assist an individual with exceptional needs to benefit from special education.
- (d) Individuals with exceptional needs shall be grouped for instructional purposes according to their instructional needs.

Attachment # 9

Immigration Status “Know Your Rights”

Your Child has the Right to a Free Public Education

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

Information Required for School Enrollment

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

Confidentiality of Personal Information

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

Family Safety Plans if You Are Detained or Deported

- You have the option to provide your child’s school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your child in the event you are detained or deported.
- You have the option to complete a Caregiver’s Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for your child.

**PLACERVILLE UNION SCHOOL DISTRICT
POLICY FOR PREVENTION OF BULLYING**

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

The Placerville Union School District will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass 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 Placerville Union School District expects students and/ or staff to immediately report incidents of bullying to the principal or designee. Staff members are expected to immediately intervene when they see a bullying incident. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while they are traveling to and from school or a school-sponsored activity off-site, 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 Placerville Union School District will provide staff development training in prevention of bullying and cultivate acceptance and understanding in all students and staff to develop each school's ability to maintain a safe and healthy learning environment.

Teachers should discuss this policy with students in ways appropriate to their ages 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.

Each school will adopt a Student Code of Conduct to be followed by every student while he or she is on school grounds, when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to, the following actions and consequences:

- Any student who engages in bullying shall be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

If the complainant student or the parent of the student believes that the investigation or complaint was not resolved appropriately, the student or the parent of the student should contact the principal or the school office. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited to, the following:

- All staff, students, and parents will receive a summary of the policy prohibiting 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 confidential a report of bullying and the results of the investigation.
- Staff members are expected to immediately intervene when they see a bullying incident occur.
- People witnessing or experiencing bullying are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way.