

LAKE TAHOE UNIFIED SCHOOL DISTRICT
2011-2012 ANNUAL NOTIFICATION OF PARENTS'/STUDENTS' RIGHTS
Important Information Requiring Parental Signature Enclosed

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Dear Parent(s) and Guardian(s):

Welcome to the 2011–12 school year! This publication includes important information about your legal rights as well as provisions of the Education Code and District Board Policies and Administrative Regulations that may impact your student's education. California Education Code Section 48980 requires governing boards of local school districts to provide annual notification to parents and legal guardians (hereafter included in the term parents) of minor pupils of their rights regarding certain school activities. Education Code Section 48982 requires that parents sign and return to school the notice acknowledging that they have been informed of their rights. Legally required notification is hereby provided:

Please Read, Sign, and Return the Signature Verification Form to Your Student's School

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

1. Absence: Pupils, with the written consent of their parents or guardians, 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. [E.C. 46014]
2. Excuse from instruction: Upon parent statutory notification high schools may grant permission to students to leave school grounds during lunch period. [Notice requirements set forth in E.C.44808.5] A pupil may refuse to participate in animal dissection and experimentation with parent written substantiation. [E.C. 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 E.C. 48205 when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. [E.C. 48980(j)] Full text of E.C. 48205 attached. (**Attachment -1**)
4. Temporary disability for pupils shall be cause for a pupil to receive individual instruction. [E.C. 48206.3]
5. 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 is attached. (**Attachment - 2**) Parents/guardians will be notified of minimum days and pupil-free staff development days not yet scheduled within one month before the scheduled minimum or pupil-free day. [E.C. 48980(c)]
6. Required Immunization: A pupil may not be admitted to school unless he/she has been fully immunized pursuant to Health and Safety Code Section 120335. School districts shall not unconditionally admit any pupil to the 7th grade level, nor unconditionally advance any pupil to the 7th grade level unless the pupil has been fully immunized against hepatitis B. Except for children already admitted at the kindergarten level or above, every child must be immunized against chicken pox. [E.C. 49403, 48980(a), H.&S.C. 120335] **For school year 2011-2012, all students entering, advancing, transferring into 7th, 8th, 9th, 10th, 11th or 12th grades will need proof of an adolescent whooping cough booster immunization (called "Tdap") before entry into school in the fall. For school year 2012-2013, and all future school years, all students entering, advancing or transferring into 7th grade will need proof of a Tdap immunization.**
7. Immunization for communicable disease may be consented to in writing by a parent for a licensed physician and surgeon or health care practitioner (physician assistant, nurse practitioner, registered nurse, licensed vocational nurse, or nursing student who is acting under the supervision of a registered nurse, in accordance with applicable provisions of law) who is acting under the direction of a supervising physician and surgeon, to administer an immunizing agent. [E.C. 49403]
8. Administration of medication prescribed by a physician and surgeon, or physician assistant for a child during the regular school day may be assisted by the 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 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 the 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 civil liability if the self-administering pupil suffers an adverse reaction as a result of the self-administering medication). [E.C. 49423, 49423.1]
9. Continuing Medication: You are required to inform the District 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. [E.C. 49480]
10. Physical Examinations: The Child Health and Disability Prevention Program mandates that every child shall, within 90 days after entrance into the first grade, provide a certificate documenting that within the prior 18 months the child has received the appropriate health screening and evaluation services, unless the parent/guardian has filed an objection. However, the child may be sent home 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 1st grade. Parents are encouraged to obtain required health screenings simultaneously with required immunizations. [H.&S. C. 124085; 124105; E.C. 49451] Specific information on type 2 diabetes is available at www.cde.ca.gov/ls/he/hn/type2diabetes.asp. It is recommended that students possibly suffering from type 2 diabetes or having warning signs should be screened. [E.C. 49452.7])
11. Evaluation of Vision, Hearing, Scoliosis and Oral Health of a child, including tests for visual acuity and color vision by the school nurse or other qualified individual, is provided upon first enrollment and at least every third year thereafter. Scoliosis screening is 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. [E.C. 49452, 49452.5, 49452.8, 49454, 49455]

12. Medical and hospital services for pupils injured at school or school-sponsored events or while being transported may be insured at district or parent expense. [E.C. 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, [E.C. 46010.1]
 13. A Nutrition Program is available for needy children. [E.C. 49510 et seq.]
 14. Fingerprinting services may be available for kindergarten and new students. [E.C. 32390, 48980(f)]
 15. Pupil Records: Parents have a right to access all records relating to their children. [E.C. 49063, 49069] The procedure used by the District regarding the establishment and maintenance, transfer, access and modification of pupil records is available to parents upon request. [E.C. 49063 and 49070] Certain directory information concerning pupils is also available to individuals other than parents. [E.C. 49073] (**Attachment –3**)
 16. Year Book and Graduating Class Photographs: It is the District's practice to provide year book 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 year book and graduating class photographic activities that it has permission to release student's photograph.
 17. District Rules: The rules used by the District pertaining to student discipline are available to all parents upon request. [E.C. 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. [E.C.48900.1]
 18. Discrimination: The District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, handicap (or disability), or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap) and the Age Discrimination Act of 1975 (pertaining to age) [E.C. 200]. This nondiscrimination policy covers admission and access to, and treatment and employment in, District programs and activities, including vocational education. Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the grievance procedures covering discrimination complaints may be directed to the District Superintendent, as appropriate. The lack of English language skills will not be a barrier to the admission and participation in District programs. [P.L. 92-318]
 19. Services to students who are deaf, hard of hearing, blind, visually impaired, or deaf-blind 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 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, Instruction and Services, part 27, Chapter 2, Compulsory Education Law (commencing with Section 48200) or Chapter 3 (commencing with Section 48400) is subject to compulsory full-time education and each person subject to compulsory full-time education and each person subject to compulsory continuation education not exempted under the provisions of Chapter 3 shall attend the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of the school district in which the residency of either the parent or legal guardian is located and each parent, guardian, or other person having control or charge of the pupil shall send the pupil to the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of the school district in which the residence of either the parent or legal guardian is located. Unless otherwise provided for in E.C. § 48200, a pupil shall not be enrolled for less than the minimum school day established by law.
 21. Residency Requirements-School Attendance Options:
 - (a) Notwithstanding EC § 48200, a pupil complies with the residency requirements for school attendance in a school district, if he or she is any of the following:
 - (1) (A) A pupil placed within the boundaries of that school district in a regularly established licensed children's institution, or a licensed foster home, 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.
 - (B) An agency placing a pupil in the home or institution shall provide evidence to the school that the placement or commitment is pursuant to law.
 - (2) A pupil for whom interdistrict attendance has been approved pursuant to Chapter 5 (Section 46600) of Part 26.
 - (3) 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.
 - (4) A pupil who lives in the home of a care giving 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.
 - (5) A pupil residing in a state hospital located within the boundaries of that school district.
 - (b) A school district may deem a pupil to have complied with the residency requirements for school attendance in the district if at least one parent or the legal guardian of the pupil is physically employed within the boundaries of that district and is a California resident.
 - (1) School districts are not required to admit pupils whose parent or guardian is employed in the district, but the district may not refuse to admit a pupil on the basis, except as expressly provided in this subdivision, of race, ethnicity, sex, parental income, scholastic achievement, or any other arbitrary consideration.
 - (2) School districts in which the residency of either the parent or legal guardian of the pupil is established, or the school district to which the pupil is to be transferred under E.C. § 48204(b) may prohibit the transfer of the pupil if the governing board of the district determines that the transfer would negatively impact the court-ordered or voluntary desegregation plan of the district.
 - (3) School districts to which the pupil is to be transferred under E.C. § 48204(b) may prohibit the transfer of the pupil if the district determines that the additional cost of educating the pupil would exceed the amount of additional state aid received as a result of the transfer. [E.C. § 48204]
22. Statutory Attendance Options:
 - Interdistrict attendance
 - (a) (1)The governing boards of two or more school districts may enter into an agreement, for a term not to exceed five school years, for the interdistrict attendance of pupils who are residents of the districts. The agreement may provide for the admission to a district other than the district of

residence of a pupil who requests a permit to attend a school district that is a party to the agreement and that maintains schools and classes in kindergarten or any of grades 1 to 12, inclusive, to which the pupil requests admission. Once a pupil in kindergarten or any of grades 1 to 12, inclusive, is enrolled in a school pursuant to this chapter, the pupil shall not have to reapply for an interdistrict transfer, and the governing board of the school district of enrollment shall allow the pupil to continue to attend the school in which he or she is enrolled, except as specified in paragraphs (2) and (4).

(2) The agreement shall stipulate the terms and conditions under which interdistrict attendance shall be permitted or denied. The agreement may contain standards for reapplication agreed to by the district of residence and the district of attendance that differ from the requirements prescribed by paragraph (1). The agreement may stipulate terms and conditions established by the district of residence and the district of enrollment under which the permit may be revoked.

(3) The supervisor of attendance of the district of residence shall issue an individual permit verifying the district's approval, pursuant to policies of the board and terms of the agreement for the transfer. A permit shall be valid upon concurring endorsement by the designee of the governing board of the district of proposed attendance. The stipulation of the terms and conditions under which the permit may be revoked is the responsibility of the district of attendance.

(4) Notwithstanding paragraph (2), a school district of residence or school district of enrollment shall not rescind existing transfer permits for pupils entering grade 11 or 12 in the subsequent school year.

- (b) In addition to the requirements of subdivision (e) of Section 48915.1, and regardless of whether an agreement exists or a permit is issued pursuant to this section, any district may admit a pupil expelled from another district in which the pupil continues to reside. [E.C. § 46600 – 46607]
- ❖ The procedure for application for alternative attendance areas or programs, if any; will vary by district.
 - ❖ An application form for requesting a change of attendance can be obtained from the District office.
 - ❖ If either district denies a transfer request, a parent/guardian may appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision.

• **Intradistrict Attendance**

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.

The policy shall include all of the following elements:

(a) Parents or guardians of each school age child who is a resident in the district may select the schools the child shall attend, irrespective of the particular locations of his or her residence within the district, except that school districts shall retain the authority to maintain appropriate racial and ethnic balances among their respective schools at the school districts' discretion or as specified in applicable court-ordered or voluntary desegregation plans.

(b) It shall include a selection policy for a school that receives requests for admission in excess of the capacity of the school ensures that selection of pupils to enroll in the school is made through a random, unbiased process that prohibits an evaluation of whether a pupil should be enrolled based upon his or her academic or athletic performance. The capacity of the schools in the district shall be calculated in a nonarbitrary manner using pupil enrollment and available space. However, school districts may employ existing entrance criteria for specialized schools or programs if the criteria are uniformly applied to all applicants. This subdivision shall not be construed to prohibit school districts from using academic performance to determine eligibility for, or placement in, programs for gifted and talented pupils established pursuant to Chapter 8 (commencing with Section 52200) of Part 28 of Division 4.

(c) It shall provide that no pupil who currently resides in the attendance area of a school shall be displaced by pupils transferring from outside the attendance area.

(d) 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. [E. C. § 35160.5 (b)]

• **School Choice**

Under the Federal No Child Left Behind law, schools that do not meet their achievement targets must offer parent the choice of attending another school in the same district. This transfer is given under the option of Title 1, Part A School Choice. Information is available on CA Department of Education website.

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

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. [E.C. 48980(h)] (**Attachment - 4**)
24. **Notice of Alternative Schools:** California state law authorizes all school districts to provide for alternative schools. (**Attachment - 5**)
25. **Excuse from Sexual Health Education, HIV/AIDS Education and Related Assessments:** Parents or guardians have the right to excuse their children from all or part of comprehensive sexual health education, HIV/AIDS prevention education, and assessments related to that education. You are hereby notified that:
- 1) Written and audio visual educational materials used in comprehensive sexual health education and HIV/AIDS prevention education are available for inspection.
 - 2) Comprehensive sexual health education or HIV/AIDS prevention education will be taught by school district personnel and/or by outside consultants.
 - 3) You have a right to request a copy of E. C. Part 28, Chapter 5.6 - CA Comprehensive Sexual Health and HIV/AIDS Prevention Education Act.
 - 4) You may request in writing that your child not receive comprehensive sexual health education or HIV/AIDS prevention education. [E.C. 51938]
26. **Uniform Complaint Procedures:** Alleged violations, by the school or school district, of federal or state law will be handled through uniform complaint procedures established by the District and the County Office of Education. Civil remedies including but not limited to injunctions, restraining orders or other remedies or orders may be available. The District is primarily responsible for compliance with federal and state laws and regulations. Appeal and review procedures may be pursued through local, state (California Department of Education) or federal agencies, offices, and/or courts as well. Complaints shall be made in writing to the Superintendent of the District. The District shall be responsible for providing written procedures regarding

the process upon request. [5 CCR 4610, 4622] A description of District complaint procedure and appeal process is attached. (**Attachment – 6**) Please note in particular that the process provides that:

- 1) the complaint review will be concluded within sixty calendar days from the date of receipt of the complaint unless the complainant agrees in writing to extend the time line;
 - 2) unlawful discrimination complaints shall be filed not later than six months from the date the alleged discrimination occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination
 - 3) the complainant has a right to appeal the District decision to the CA State Department of Education by filing a written appeal within 15 days of receiving the District Decision;
 - 4) the appeal to CA State Department of Education must include a copy of the locally filed complaint and a copy of the District Decision.
27. **Sexual Harassment Policy:** Alleged pupil sexual harassment in violation of District policy or federal or state law will be handled pursuant to the attached policies and procedures established by the District. The District shall be responsible for providing written procedures regarding the process. [E.C. 48980(g), 212.5, 231.5] (**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 upon request. [E.C. 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. [E.C. 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. [E.C. 48980(k); 52244]
 31. **No Child Left Behind Act:** At the beginning of each school year, school districts receiving Title I funds must inform parents of students in Title 1 schools of their rights pursuant to provisions of the *No Child Left Behind Act*. [20 USC 6311(h)(6), 34 CFR 200.61] (**Attachment - 8**)
 32. **Pesticides:** A list of all the names of all pesticide products expected to be applied at the school site during the upcoming year is available at the school office. [E.C. 17612, 48980.3] (**Attachment - 9**)
 33. **Asbestos:** You have the right to obtain an updated Management Plan for asbestos-containing material in school. [40 CFR 763.93(g)(4), E.C. 49410]
 34. **Tobacco-Free Campus:** Contact the school for information about the District's tobacco-free campus policy, if any, and enforcement procedures. [H&S 104420]
 35. **Emergency Preparedness** including disaster procedures and plans, routines, emergency response measures, staff training programs, procedures for the use of public buildings and notification procedures is addressed through the District's comprehensive school safety plan. A copy of the plan is available at district administrative offices. [E.C. 32282]
 36. **Exit Exam:** Requirements for high school graduation and specified alternative modes for completing the prescribed course of study are available in the office of each high school principal. As a condition of graduation 12th graders are required to take the high school exit exam in accordance with the attached information. [E.C. 48980(e), 60851] (**Attachment - 10**)
 37. **College Admission Requirements and Higher Education Information:** (Districts offering grades 9-12) [E.C. 48980(l), 51229] (**Attachment - 11**)

**2011-12 LAKE TAHOE UNIFIED SCHOOL DISTRICT
Signature Verification of Receipt of Documents/Release of Information**

Student Name (Please PRINT, Last Name, First Name)

Parent Name (Please PRINT)

Grade / Teacher

Address

Home Phone

School

City, State, Zip

Parent/Guardian Work Phone

E-MAIL ADDRESS

STUDENT AND PARENT/GUARDIAN MUST SIGN IN ALL SECTIONS AND RETURN TO SCHOOL OFFICE

| | |
|--|--|
| <p>1. ANNUAL NOTIFICATION OF PARENTS'/STUDENTS' RIGHTS & UNIFORM COMPLAINT PROCEDURES <i>(State law requires signed acknowledgment of your receipt of this notification.)</i> I hereby acknowledge receipt of the Annual Notification of Parents'/Students' Rights & Uniform Complaint Procedures which contains information regarding the rights, responsibilities, and protections regarding the above-named student. Signature of the notice is an acknowledgment by that you been informed of your rights but does not indicate that consent to participate in any particular program has either been given or withheld. For specific consents/releases, see below. I understand that additional information is available on the District web site: www.ltusd.org and on the California Department of Education Web Site: www.cde.ca.gov.</p> <p>2. RULES OF STUDENT DISCIPLINE IN THE LAKE TAHOE UNIFIED SCHOOL DISTRICT A copy of the school rules related to student discipline is available at each school site and School Bus Safety Rules is attached. I understand it is my responsibility to read and follow these rules.</p> | <p>_____ Student Signature <i>(Required GR. 4-12)</i></p> <p>_____ Parent/Guardian Signature</p> <p>_____ Date</p> |
| <p>3. STUDENT COMPUTER USE/INTERNET SAFETY & RESPONSIBILITY</p> <ul style="list-style-type: none"> I hereby give permission for my student to use the Internet. I give permission for my student to access information through the Web, receive email communication through a class account (elementary) or through an individual email account (middle/high), and engage in other educationally relevant electronic communication activities. I hereby release the District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my student's use of, or inability to use the District system, including, but not limited to, claims that may arise from the unauthorized use of the system to purchase products or services or exposure to potentially harmful or inappropriate material or people. I understand that I may be held liable for damages caused by my student's intentional misuse of the system. I will instruct my student regarding any restrictions against material that are in addition to the restrictions set forth in the District Procedure. I will emphasize to my student the importance of following the rules for personal safety and responsibility. <p>Student: I agree to follow the rules contained in this procedure. I understand that if I violate the rules, my account may be terminated and I may face other disciplinary measures.</p> | <p>_____ Computer/Internet Use YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>_____ Parent/Guardian Signature</p> <p>_____ Date</p> <p>_____ Student Signature <i>(Required GR. 4-12)</i></p> |
| <p>4. NEWS MEDIA - I permit directory information about this named student to be released to news media, interested schools, colleges, parent-teacher associations, interested employers, and similar parties. Please note that newspapers and television clips are posted on the web.</p> <p>5. WEB PAGE - I permit the school district and/or news media to print photographs, student work, and identification of the above-named student on the school district's web pages, NEWSPAPER ARTICLES, and TELEVISION PROGRAMS. Identification of students on web pages will be limited to first name only at elementary, first name and last initial at middle school, or full name at high school level. All student-posted work on the web will adhere to copyright laws.</p> <p>6. RELEASE OF DIRECTORY INFORMATION - I permit my student's name, address, telephone number, major course of study, participation in officially recognized activities and sports, awards, dates of attendance, and school most recently attended by student to be released to requesting agencies, including Sierra-at-Tahoe "Straight A's" ski pass and Lifetouch Studios student photography.</p> <p>7. MILITARY - I permit the school district to release directory information for the above-named 11th grade student to military recruiters.</p> | <p>Newspaper/Television YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Web Pages YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Directory Information YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Military YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>_____ Parent/Guardian Signature <i>(Student if 18 or Older)</i></p> <p>_____ Date</p> |
| <p>8. REQUEST FOR INDIVIDUAL PESTICIDE APPLICATION NOTIFICATION I understand that, upon request, the school district is required to supply information about individual pesticide applications at least 72 hours before application. I would like to be notified before each pesticide application at this school. I would prefer to be contacted by (check one):</p> | <p>U.S. Mail <input type="checkbox"/> E-mail <input type="checkbox"/> Phone <input type="checkbox"/></p> <p>_____ Parent/Guardian Signature</p> <p>_____ Date</p> |
| <p>9. STUDENT ACCIDENT AND HEALTH INSURANCE <i>(The information about this insurance program is in your school's registration packet.)</i> As parent/guardian of the named student, I understand that the school does not provide medical insurance for student injuries but does make voluntary student insurance available. I have received the information on this program.</p> | <p>_____ Parent/Guardian Signature</p> <p>_____ Date</p> |

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Notification of Rights under FERPA for Elementary and Secondary Schools

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

(1) The right to inspect and review the student's education records within 45 days (within 5 days under E.C. 49069) of the day the School receives a request for access.

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

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They 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.

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

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without 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 or 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]

(4) 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

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

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.



LAKE TAHOE UNIFIED SCHOOL DISTRICT
1021 Al Tahoe Boulevard, South Lake Tahoe, CA 96150
Ph: (530) 541-2850 Fx: (530) 541-5930 Web: www.ltusd.org

Dear Parent / Guardian,

The safety of your child is the utmost concern to those of us of the Lake Tahoe Unified District. Recently, all school sites maintain Incident Management Teams and continue training in emergency planning and responding procedures under the National Incident Management System.

Throughout the school year, both staff and students will practice their emergency drills. School sites also maintain Site Safety Committees and are participants in the District Safety Committee. The District Safety Committee includes school personnel as well as emergency responding agencies in our community.

During an emergency, your child is well cared for by trained individuals. In order to keep your child safest, we need your assistance in several ways.

- **Do not** contact your child or hold a conversation with your child on a cell phone. *As you know, cell phone usage in an area can quickly limit out. School personnel may need the ability to use cell phone service during that emergency.*
- **Do not** phone the school. *School personnel will need all available phone lines to conduct calls to emergency personnel needed at that time. The district's emergency phone system, Connect-Ed will automatically phone the primary numbers you provided on your child's emergency card with important information.*
- **Do not** drive to the school. *Your good intentions could actually cause a traffic issue for the emergency agencies assisting the school.*
- **Do** check the District's web site www.ltusd.org for updates.
- **Do** turn to your local radio / television stations for emergency information. *Public Information Officers of the schools, district, and emergency response agencies will post information quickly and regularly.*
- **Do** ensure that the Emergency Card information on your child is accurate and current throughout the school year. *Once our Student / Parent Reunification process begins, students will ONLY be released to the individuals whom:*
 1. have current legal identification such as a driver's license; state issued identification card, or passport. *Please know ahead of time, that even if school staff is familiar to you, this is a legal matter and will be followed.*
 2. are listed on the release portion of the Emergency Card. *Under no circumstances will a student be released to anyone not currently listed on your emergency information. Keeping this information updated is of the utmost importance.*

With any emergency, our school sites will follow a strict procedure:

1. We will respond to the given situation with a duck/cover/hold position, evacuation, shelter-in-place, or a lockdown.
2. The site's *Incident Management Team* and staff will respond according to the *Incident Command*

System. All students and adults on our campuses will be formally accounted for. You are an important partner in keeping your child safe at school. All school offices maintain a process to help us account for who is on our campus at all times. Please make it a point to:

- sign-in as a visiting individual on the campus. Even if it is just to drop something off for your child. *We will account for everyone during an emergency. Knowing who is on our campus helps to expedite this accountability.*
- wear your visitor badge in a prominent manner. *This is a message to all that you have gone through the school's office. It adds to all children's safety and comfort.*
- sign-out as a visiting individual on the campus. *We will account for everyone during an emergency. If we believe you are still on the campus, emergency personnel and we will be under the impression that you are somewhere and you may need help.*

The district website at www.ltusd.org is one we hope you will bookmark on your computer for further updates and information. We appreciate your assistance in this process. Providing safe and peaceful schools is a priority for all of us. If you have any questions or can be of assistance to this process, please contact your site's principal.

Sincerely,


Dr. James R. Tarwater
Superintendent

LAKE TAHOE UNIFIED SCHOOL DISTRICT SNOW DAY POLICIES



www.ltusd.org

OR CALL THE SNOWLINE FOR
INFORMATION
541-(INFO) = (541-4636)

**YOU ARE EARNESTLY
REQUESTED NOT TO CALL THE RADIO
STATIONS**, as the announcer cannot answer
the telephone and man the radio station at the
same time.

CLOSING OF SCHOOLS

There will be times during the year when, under existing conditions, City, County and State Road Departments cannot clear the roads in time to start school. In addition, when power failures occur, school cannot be held because all our heating systems require electricity.

During storms, our maintenance crews are normally plowing school areas by 4:00 am. In addition, Transportation travels the roads throughout the District between 4:00 am and 5:00 am. A decision will usually be made by 5:45 am as to whether or not buses will be able to safely travel bus routes.

NOTIFICATION OF PARENTS

Snow day information will be updated on the LTUSD web site by 6:00am.

We will use Connect Ed, to update each home in the district by telephone.

Radio stations KOWL & KRLT are also notified whether there will be Delayed Start or School Closed. These radio stations make the announcement every ten or fifteen minutes, beginning at 6:00 am until approximately 8:00 am. Parents should listen for ten or fifteen minutes for the announcement to be made.

It is seldom practical to notify you on the previous night, often what looks hopeless at midnight is plowed by morning, and sometimes what looks good at midnight is hopeless by morning! For these reasons, WE WILL ADHERE STRICTLY TO THE EARLY MORNING NOTIFICATION POLICY.

VARIATIONS IN WEATHER CONDITION

There will be times when school will be closed, though your area appears clear. Snow conditions vary widely throughout the District. Our decision must be based on the overall condition of the District, which must be operated as a unit for legal reasons. We assure you that school will be held whenever possible; it is highly inconvenient and costly to the District not to conduct classes.

DELAYED START

When delay start option is activated the following schedule will be in effect: Grades K-12 will begin one hour later than usual, returning home at their regular time. Bus pick up times will begin one hour later than usual. Notification through Connect Ed and local news media will be provided.

KRLT - 93.9 FM
KOWL - 1490 AM





EARLY DISMISSAL

There may be days when school must be dismissed early because of weather conditions or power failure. **We will use Connect Ed, to update each home in the District by telephone. Please update your Connect Ed. Information if necessary to ensure you will be notified. Please listen to the radio on all days of unusually severe weather, especially on days when weather conditions become worse as the day progresses.** Announcements of early dismissal will always be made over KOWL, and KRLT. School buses will take children to the regular stops on these days, UNLESS YOU ARE NOTIFIED OF EXCEPTIONS BY CONNECT ED. OR LOCAL NEW MEDIA. **(Please make plans in advance for such days if you cannot be at home, and discuss these plans with your children so that they know what to do and where to go.)**

If you feel it is necessary to pick up your child on these days, please do not block the normal bus loading zones. Park in the regular vehicle parking spaces; rather than at the bus loading curb.

BUS ROUTES

On occasion, stalled vehicles or other temporary conditions will make the following of normal routes impossible, even though things may have been clear earlier in the day.

When this occurs on the trip home, students will be dropped off as near to the regular bus stop as is possible.

DELAYS IN PICKUPS

On days when school is held and snow conditions are heavy, please ALLOW EXTRA TIME FOR BUS DELAY, due to road conditions

PARENTS WHO TAKE PUPILS TO SCHOOL

If you normally take your child to school, please be sure that SCHOOL IS BEING HELD before delivering your child to school. A child dropped off at the corner to walk even a short distance to a closed school is exposed unnecessarily to danger.

CONDUCT

Student behavior on school buses is usually very good. However, there are times when standards slip. Throwing snowballs in or from the school buses is EXTREMELY HAZARDOUS and can jeopardize the safety of other students. Please emphasize to your children the dangers to themselves, the busload of children, and other individuals or vehicles of throwing anything while on a school bus.

SNOW DAY MAKE UP

There are three (3) snow days built into the calendar. Should we exceed three days, they will be added at the end of the school year. Should we not use the three days built into the

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT

| | |
|--------------|----------|
| LTESMS | 543-2371 |
| Bijou | 543-2337 |
| Sierra House | 543-2327 |
| Tahoe Valley | 543-2350 |
| STMS | 541-6404 |
| STHS | 541-4111 |

calendar, school will close earlier than scheduled.

School Bus Rules and Regulations:

Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding or leaving the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation.

Use of electronic devices is **not allowed** on the bus. Electronic devices may include, but not be limited to, pagers, beepers, laser pointers, portable DVD players, and **CELLULAR telephones**.

Students **must show their bus pass daily**, upon entering the bus for the pick up ride, and the take home ride.

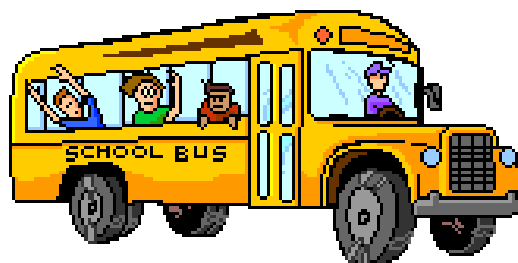
Students may only ride to and from school at their designated bus stop. Exceptions will be made with a note from a parent or school administrator.

A partial list of Bus rules is posted in all buses.

Students not following the rules will be disciplined. Verbal warnings, followed by our A, B & C written citation process, will be issued. Students receiving C citations may be removed from the bus for the remainder of the school year.

No refunds for bus passes will be issued for removal from the bus due to a student's misbehavior.

Any questions may be directed to The Transportation Supervisor; Christy Blach
543-2218 x-261



LAKE TAHOE UNIFIED SCHOOL DISTRICT

2011- 2012 SCHOOL CALENDAR

| JULY 2011 | | | | | | | JANUARY 2012 | | | | | | |
|----------------|----|----|----|----|----|----|-----------------|----|----|----|----|----|----|
| S | M | T | W | TH | F | S | S | M | T | W | TH | F | S |
| | | | | | 1 | 2 | | | | | | | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | | | | | | | 29 | 30 | 31 | | | | |
| 3 Student Days | | | | | | | 16 Student Days | | | | | | |

| AUGUST 2011 | | | | | | | FEBRUARY 2012 | | | | | | |
|----------------|----|----|----|----|----|----|-----------------|----|----|----|----|----|----|
| S | M | T | W | TH | F | S | S | M | T | W | TH | F | S |
| | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 22 | 23 | 24 | 25 | 26 | | | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | 31 | | | | 26 | 27 | 28 | 29 | | | |
| 3 Student Days | | | | | | | 16 Student Days | | | | | | |

| SEPTEMBER 2011 | | | | | | | MARCH 2012 | | | | | | |
|-----------------|----|----|----|----|----|----|-----------------|----|----|----|----|----|----|
| S | M | T | W | TH | F | S | S | M | T | W | TH | F | S |
| | | | | | | | | | | | | | |
| | | | | 1 | 2 | 3 | | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 21 Student Days | | | | | | | 22 Student Days | | | | | | |

| OCTOBER 2011 | | | | | | | APRIL 2012 | | | | | | |
|-----------------|----|----|----|----|----|----|-----------------|----|----|----|----|----|----|
| S | M | T | W | TH | F | S | S | M | T | W | TH | F | S |
| | | | | | | | | | | | | | |
| | | | | | | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 29 | 30 | | | | | |
| 30 | 31 | | | | | | | | | | | | |
| 21 Student Days | | | | | | | 16 Student Days | | | | | | |

| NOVEMBER 2011 | | | | | | | MAY 2012 | | | | | | | |
|-----------------|----|----|----|----|----|----|-----------------|----|----|----|----|----|----|----|
| S | M | T | W | TH | F | S | S | M | T | W | TH | F | S | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | |
| 27 | 28 | 29 | 30 | | | | | | | | | | | |
| 19 Student Days | | | | | | | 22 Student Days | | | | | | | |

| DECEMBER 2011 | | | | | | | JUNE 2012 | | | | | | |
|-----------------|----|----|----|----|----|----|----------------|----|----|----|----|----|----|
| S | M | T | W | TH | F | S | S | M | T | W | TH | F | S |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | 1 | 2 | 3 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | |
| 17 Student Days | | | | | | | 7 Student Days | | | | | | |

| IMPORTANT DATES -- 2011 | |
|-------------------------|--|
| June 24-July 22 | Summer Session |
| July 1 | Minimum Day for Staff |
| July 4 | Independence Day Holiday |
| Aug. 22-24 | Staff Development Days (No School) |
| August 25-26 | Teacher Work Days |
| August 29 | First Day of School |
| September 5 | Labor Day Holiday |
| September 8 | Back-to-School Night - STMS (Student/Teacher Minimum Day) |
| September 15 | Back-to-School Night -Elementary (Student/Teacher Minimum Day) |
| September 22 | Fall Term Welcome - High School (Student/Teacher Minimum Day) |
| October 10-14 | Parent Conferences --Elementary School (Student Minimum Days) |
| October 17-21 | Parent Conferences -- Middle School (Student Minimum Days) |
| October 27-28 | Mid-Term Exams -- High School (Student Minimum Days) |
| October 28 | End of First Semester (First Term - 44 Days)(High School Only) |
| November 11 | Veterans Day Holiday |
| November 23 | Minimum Day for Students, Faculty, and Staff |
| November 23 | End of First Trimester (61 Days) (Elementary & STMS Only) |
| Nov. 24-25 | Thanksgiving Recess |
| December 23 | Minimum Day for Students, Faculty, and Staff |
| Dec. 26-30 | Winter Break |

| IMPORTANT DATES -- 2012 | |
|-------------------------|--|
| January 2-6 | Winter Break |
| January 16 | Martin Luther King, Jr. Day Holiday |
| January 19-20 | First Term Finals -- High School (Student Minimum Days) |
| January 20 | End of First Term (90 Days) (High School Only) |
| February 2 | Spring Term Welcome-High School (Student/Teacher Minimum Day) |
| Feb.20-24 | Presidents' Holiday Break |
| March 6-8 | Parent Conferences - Elementary (Student Minimum Days) |
| March 9 | End of Second Trimester (59 Days) (Elementary & STMS Only) |
| March 29-30 | High School Mid-Term Exams (Student Minimum Days) |
| March 30 | End of First Semester (Second Term-45 Days)(High School Only) |
| April 5 | Open House - STMS (Student/Teacher Minimum Day) |
| April 6 | Minimum Day for Students, Faculty, and Staff |
| April 9-13 | Spring Break |
| April 30-May 11 | State Testing |
| May 24 | Open House - Elementary Schools (Student/Teacher Minimum Day) |
| May 28 | Memorial Day Holiday |
| May 30 | Senior Project -- High School (Student Minimum Day) |
| June 8 | Graduation Day (Student Minimum Day) |
| June 8 & 11 | *Second Term Finals -- High School (Student Minimum Days) (or the last two days of school - pending snow days) |
| June 11 | Last Day of School with No Snow Days (Student Minimum Day) Second Semester, Second Term = 90 Days (High School Only) Third Trimester = 60 Days (Elementary & STMS) |
| June 14 | Last Day of School With 3 Snow Days (Student Minimum Day) |
| June 22-July 20 | Summer Session |

- | | |
|---|--|
| <ul style="list-style-type: none"> = All Schools Closed = Summer Session = Teacher Work/Prep Days = First / Last Day of School = Non-School Year = School Day | <ul style="list-style-type: none"> = Staff Development Day = Minimum Day for students at STMS & Bijou (Collaboration) = Minimum Days All Schools = Minimum Days Elementary Schools = Minimum Days Middle School = Minimum Days High School |
|---|--|



LAKE TAHOE UNIFIED SCHOOL DISTRICT
 1021 Al Tahoe Boulevard, South Lake Tahoe, CA 96150
 Ph: (530) 541-2850 Fax: (530) 541-5930 Web: www.ltusd.org

ATTACHMENT 1
GRADE REDUCTION

EDUCATION CODE SECTION 48205

- (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, optometrical, or chiropractic services rendered.
 - (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - (5) 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 his or her 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.
- (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 therefore. 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."

ATTACHMENT 2
MINIMUM DAY AND STAFF DEVELOPMENT DAY SCHEDULE

| Event | LTESMS | Sierra House | Tahoe Valley | Bijou | STMS | STHS |
|----------------------|---|--------------|---------------|-----------------------------|------------------|-------------------|
| Staff Dev. Days | August 22-24, 2011 | | | | | |
| Staff Collaboration | | | | September 14, 21, 28, 2011 | | |
| Back to School Night | September 15, 2011 | | | | Sept. 8, 2011 | Sept. 22, 2011 |
| Staff Collaboration | | | | October 5, 26, 2011 | | |
| Parent Conferences | October 10-14, 2011 | | | | Oct. 17-21, 2011 | |
| Mid-Term Exams | | | | | | Oct. 27-28, 2011 |
| Staff Collaboration | | | | November 2, 9, 16, 30, 2011 | | |
| Thanksgiving | November 23, 2011 | | | | | |
| Staff Collaboration | | | | December 7, 14, 2011 | | |
| Winter Break | December 23, 2011 | | | | | |
| Staff Collaboration | | | | January 11, 18, 25, 2012 | | |
| First Term Finals | | | | | | Jan. 19-20, 2012 |
| Spring Term Welcome | | | | | | Feb. 2, 2012 |
| Staff Collaboration | | | | February 1, 8, 15, 29, 2012 | | |
| Staff Collaboration | | | | March 14, 21, 28, 2012 | | |
| Parent Conferences | March 6-8, 2012 | | | | | |
| Mid Term Exams | | | | | | March 29-30, 2012 |
| Staff Collaboration | | | | April 4, 18, 25, 2012 | | |
| Spring Break | April 6, 2012 | | | | | |
| Staff Collaboration | | | | May 16, 23, 2012 | | |
| Open House | May 24, 2012 | | | | April 5, 2012 | |
| Senior Project | | | | | | May 30, 2012 |
| Graduation | | | | | | June 8, 2012 |
| Second Term Finals | (Depending | on snow days | ~ last 2 days | of school.) | | June 8 & 11, 2012 |
| Last Day of School | June 11, 12, 13, or 14, 2012 (Depending on number of Snow Days) | | | | | |



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**

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. This is the fifth year of the program and it is now available at the K-4 level. A grade will be added each year through 2012/13. 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.tahoetwoimmersion.com)

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.

Independent Learning Academy is a K-12 program established to meet the needs of all independent learners in our community. The program offers a personalized approach to education with individual programs designed by teacher, counselor and parent; one on one instruction with a highly qualified teacher; personalized college prep or non-college prep curriculum; computer based learning and the opportunity for blended programs with schools in the Lake Tahoe Unified District. The program is located at 1100 Lyons Avenue.

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.

Preppie Kindergarten is available for all elementary children who are eligible to enroll in regular kindergarten classes (age 5 by December 2nd), but whose birthday falls in August – December 2nd. These students may not be developmentally ready to tackle the accelerated pacing required to master California's kindergarten standards in one year. Preppie 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 Preppie K is on a case by case basis. 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 Preppie 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 Preppie Kindergarten option must fill out an "Intention to Enroll Student" form, available at the Education Center.

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.
- d) Priority may be given to siblings of students already in attendance in that school with an approved transfer.
- e) Priority shall be given to students whose parent/guardian is an employee of the Lake Tahoe Unified School District.
- f) Priority shall be given to students not currently enrolled in the District (private/home-schooled students).
- g) Priority shall be given to students whose before- or after-school child care center is located close to the school of choice.
- h) Priority shall be given to homeless students (as defined under Education Code 1981.2).

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
SCHOOL ATTENDANCE ALTERNATIVES

Education Code 58501

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 three 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.

The **Independent Learning Academy** (Grades K-12) is a 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 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.

ATTACHMENT 6

UNIFORM COMPLAINT PROCEDURE

Compliance Officer

The Board of Education designates the following compliance officer to receive and investigate complaints and to ensure district compliance with law:

Superintendent
1021 Al Tahoe Boulevard
South Lake Tahoe, CA 96150
(530) 541-2850

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

Notifications

The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. The Superintendent or designee shall make available copies of the district's uniform complaint procedures free of charge. The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3. Advise the complainant of the appeal process pursuant to Education Code 262.3, including the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies
4. Include statements that:
 - a. The district is primarily responsible for compliance with state and federal laws and regulations

- b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline
- c. An unlawful discrimination complaint must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination
- d. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 days of receiving the district's decision
- e. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision

The above notification shall state that complainants may seek help from agencies such as legal assistance agencies, local mediation centers or the County Office of Education. Local resources include:

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| South Lake Tahoe Women's Center | (530) 544-2118 |
| El Dorado County Office of Education | (530) 622-7130 |
| El Dorado Community Roundtable on Human Rights | (530) 644-7439 |
| Protection and Advocacy, Sacramento | (916) 477-3324 or (800)776-5746 |
| Legal Center for the Elderly and Disabled, Sacramento | (916) 444-6760 |
| Developmental Disabilities Area Board III, Sacramento | (916) 924-2265 |
| American Civil Liberties Union, San Francisco | (415) 621-2488 (English/Spanish) |
| Language Rights Information Line | (800) 864-1664 (English/Cantonese/Mandarin/Spanish) |
| NAACP Legal Defense and Educational Fund | (800) 211-7822 |

Procedures

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633. All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint of alleged noncompliance by the district. A complaint alleging unlawful discrimination shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.

Step 2: Mediation

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process. Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information. If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint. The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

Step 3: Investigation of Complaint

The compliance officer is encouraged to hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally. The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint. A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

The district's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

Step 4: Response

Within 30 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the Board. The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final. If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the district's initial receipt the complaint or within the time period that has been specified in a written agreement with the complainant.

Step 5: Final Written Decision

The district's decision shall be in writing and sent to the complainant. The district's decision shall be written in English and in the language of the complainant whenever feasible or as required by law. The decision shall include:

1. The findings of fact based on the evidence gathered
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition
5. Corrective actions, if any are warranted
6. Notice of the complainant's right to appeal the district's decision within 15 days to the CDE and procedures to be followed for initiating such an appeal
7. For discrimination complaints, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

Appeals to the California Department of Education

If dissatisfied with the district's decision, the complainant may appeal in writing to the CDE within 15 days of receiving the district's decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE:

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's complaint procedures
7. Other relevant information requested by the CDE

The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint.

Tahoe/Alpine Special Education Local Plan Area (SELPA) Uniform Complaint Procedures

The school districts within the Tahoe/Alpine SELPA do not discriminate on the basis of national origin, race, religion, gender, age or disability. The SELPA Compliance Officer is the Director of the Tahoe/Alpine SELPA. The Compliance Officer will assist in resolving any complaint of discrimination against the district, its employees or contractors and students. The Compliance Officer will also assist complainants in preparing written complaints and will provide the information required by law. The Compliance Officer will refer complainants to other agencies responsible for the investigation and resolution of complaints when appropriate. A complaint, which alleges a violation of the law under the IDEA must be in writing and contain the law or regulation that is alleged to have been violated, the facts which support the allegation and the name, address and telephone number of the complainant. If filed with the school district, it will be mailed or faxed to the California Department of Education (CDE), Compliance Unit, within 24 hours. If the complaint cannot be resolved by the complainant and the school district within 10 days, CDE will complete an evaluation within 60 days of the date the complaint was initially filed. If the complainant is concerned that there may be retaliation against him/her or his/her child if his/her identity is revealed to the school district, the complainant should file the complaint directly with the California Department of Education, Director of Special Education, P.O. Box 944272, Sacramento, CA 94244-2720.

Complaints of discrimination under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act may be initiated by filing a complaint with the school district or the SELPA, or these complaints may be filed directly with the Regional Director for Civil Rights, Region IX, 50 United National Plaza, San Francisco, CA 94102-4987, telephone: (415) 437-7700.

The Lake Tahoe Unified School District would like to work to resolve all complaints at the local level whenever possible. Complainants are invited to meet with the Compliance Officer in an attempt to resolve complaints informally. Confidentiality will be maintained as permitted by law. If the complaint cannot be resolved at this level, a formal investigation as outline above will be initiated or the issue will be referred to the appropriate agency.

Definitions

Public Education Agency (PEA) includes a school district and a county office of education.

Free Appropriate Public Education (FAPE) is defined by the federal law as an education (1) provided at the public expense, under public supervision and direction, and without charge; (2) meets the standards of the California Department of Education; and (3) is provided in conformity with a written individualized education program developed for a child to confer an educational benefit and to be implemented in a preschool, elementary, or secondary school program of the State. This education may be provided in a nonpublic or private school if there is no appropriate program available by a PEA.

Independent Education Evaluation (IEE) means an assessment conducted by a qualified examiner who is not employed by the PEA providing an education to a child, but satisfies the same requirements of the California Department of Education (CDE) and the PEA; this assessment can be introduced as evidence in a due process hearing. Public Expense means that the public agency either pays for the full cost of the evaluation or ensures that the evaluation is otherwise provided at no cost to the parent. An IEE is also an option for the parent to elect at his/her own expense. The IEE may be a public expense if the parent requests payment by the PEA and prevails in a due process hearing convened at the request of the PEA to determine the appropriateness of the PEA's assessment. The names of the independent evaluators will be provided upon request.

Least Restrictive Environment (LRE) means that to the maximum extent appropriate, children with disabilities will be educated with children who are not disabled, and that special classes, separate schooling, or other removal of children with disabilities from the regular education program will occur only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

Notice of Rights means that parents/guardians have a right to receive a written copy of the due process rights pertaining to the child when (1) the child is referred for special education, (2) a written notice of an IEP Team meeting is sent to the parent/guardian, (3) before the three-year re-evaluation, and (4) when a complaint is registered with the California Department of Education. The written notice of rights must be in the native language of the complainant, unless it is clearly not feasible, or in the complainant's primary mode of communication, if that language is not written. Additional information about rights is available through the SELPA Office at (530) 541-2850 or CDE Parent Information Line at (800) 434-2465.

The Individuals with Disabilities Education Act (IDEA) defines children with disabilities as children with mental retardation, hearing impairments including deafness, speech or language impairments, visual impairments including blindness, serious emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments or specific learning disabilities. In California special education is provided to disabled students between birth and twenty-one years of age. Federal and state laws offer protection throughout the procedures for evaluation and identification of special education placement and services.

Consent means that the parent (parent includes a guardian, surrogate and non-conserved adult student) of the student has been given all information relevant to any activity for which consent is sought in his/her native language or other mode of communication unless it is clearly not feasible to do so. A parent must understand and agree in writing to the implementation of the activity to which he/she consents. The consent form executed by the parent should contain a description of the activity and a list of records that will be released and to whom the records will be released in order to initiate or implement the activity. Consent is voluntary and can be revoked at any time.

Evaluation means the assessment of a child using various tests and measures in accordance with Education Code Section 56320-56339 and 20 U.S.C. Section 141(a), (b) and (c) to determine whether the child has a disability and the nature and extent of special education and related services needed by the child for his/her educational benefit. The assessment tools are individually selected for the child and are administered by competent professionals employed by the PEA. These tests do not include the basic tests given to all children in the school setting5 CCR 4622.

Notification of Majority Rights means that the child has the right to receive all information about his/her education program and to make all decisions when he/she reaches the age of eighteen unless determined incompetent by state law and procedures. Non-conserved adults are presumed under the laws of the State of California to be competent.

ATTACHMENT 7

SEXUAL HARASSMENT POLICY (Board Policy 5145.7)

The Board of Education is committed to maintaining a school environment that is free from harassment. The Board prohibits sexual harassment of any student by another student, an employee or other person, at school or at a school-sponsored or school-related activity. The Board also prohibits retaliatory behavior or action against any person who complains, testifies, assists or otherwise participates in the complaint process established in accordance with this policy.

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 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. Such circumstances shall include but are not limited to: age and maturity of the victim and the perpetrator; pervasiveness of the alleged harassing conduct; and prior complaints against the perpetrator.

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include: what acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same gender; a clear message that students do not have to endure sexual harassment; students should be encouraged to report observed instances of sexual harassment, even where the victim of the harassment has not complained and information about the person(s) to whom a report of sexual harassment should be made.

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact a school employee. A school employee to whom a complaint is made shall, within 24 hours of his/her getting the complaint, report it to the principal or designee. Any school employee who observes any incident of sexual harassment on any student shall similarly report his/her observation to the principal or designee, whether or not the victim makes a complaint. If the alleged harasser is the principal or designee, the employee may report the complaint or his/her observation of the incident to the Superintendent or designee who shall investigate the complaint.

The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint. Where the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement

authorities, where necessary. In addition, the student may file a formal complaint with the Superintendent or designee in accordance with the district's uniform complaint procedures.

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 its schools.

Information gathered in the course of investigating a sexual harassment complaint shall be kept confidential to the extent possible.

ATTACHMENT 8
NO CHILD LEFT BEHIND ACT

Parental Notification Requirements in No Child Left Behind Act

1. Teacher Qualifications: You have a right to request information regarding the professional qualifications of your child's teacher including, at a minimum:
 - Whether the teacher has met state credential or license criteria for grade level and subject matter taught.
 - Whether the teacher is teaching under emergency or other provisional status.
 - The baccalaureate degree major of the teacher and any other graduate certification or degree held.
 - Whether the child is provided services by paraprofessionals, and, if so, their qualifications.
2. You have a right to be notified if your child is taught by a teacher that is not "highly qualified" for four consecutive weeks.
3. Parents of English Learner Students: Parents of limited English Proficient (English Learner) students participating in a language instruction program have a right to be notified, not later than 30 days after the beginning of the school year, of the following:
 - the reasons for the identification of their child as limited English proficient and in need of placement in a language instruction educational program;
 - the child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement;
 - the methods of instruction used in the program in which their child is, or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
 - how the program in which their child is, or will be participating, will meet the educational strengths and needs of their child;
 - how such program will specifically help their child learn English, and meet age appropriate academic achievement standards for grade promotion and graduation;
 - the specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient children, and the expected rate of graduation from secondary school, if applicable;
 - in the case of a child with a disability, how such program meets the objectives of the individualized education program of the child;
 - information pertaining to parental rights that includes written guidance detailing the right of parents to have their child immediately removed from such program upon their request, and the option parents have to decline to enroll their child in such program or choose another program or method of instruction, if available, and assisting parents in selecting among various programs if more than one program is offered.
4. Schools in Program Improvement or Corrective Action: Parents with children in any school that has been identified for Program Improvement or Corrective Action have a right to be notified as follows:
 - an explanation of what the identification means, and how the school compares in terms of academic achievement to other elementary schools or secondary schools served by the LEA and the State educational agency involved;
 - the reasons for the identification;
 - an explanation of what the school identified for school improvement is doing to address the problem of low achievement;
 - an explanation of what the LEA or State educational agency is doing to help the school address the achievement problem;
 - an explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement; and
 - an explanation of the parents' option to transfer their child to another public school, with transportation provided, or to obtain supplemental educational services for the child, as applicable. [20 USC 6311(h)(6), 34 CFR 200.1]

ATTACHMENT 9
LIST OF PESTICIDES

Healthy Schools Act of 2000

The District may apply pest and weed management products as necessary. A complete list of products intended to be used can be found in the school's office. (EC 17612, 48980.3) All pesticide management products are applied when children are not present. The school will post a public notice 24 hours before the application of pesticides. 72 hours after an application, the posting will be removed and a record kept of that applications. Parents or guardians may request prior notification of individual pesticide applications at the school site. People listed on this registry will be notified at least 72 hours before pesticides are applied. If you would like to be notified every time we apply a pesticide, please complete and return your contact preference on the Signature Verification of Receipt of Documents / Release of Information. If you have questions, please contact the Director of Facilities, Lake Tahoe Unified School District, 1021 Al Tahoe Boulevard, South Lake Tahoe, CA 96150 at 543-2219. Visit <http://www.cdpr.ca.gov> for further information on pesticides and their alternatives.

