

Latrobe School District
NOTICE TO PARENTS AND GUARDIANS 2023-24

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

1. Absence for Religious Exercise:

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

2. Grade Reduction:

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

3. Individualized Instruction Due to Temporary Disability:

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

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

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

5. Residence When Hospitalized:

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

6. Required Pupil Immunization:

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

7. Immunization for Communicable Disease:

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

8. Administration of Medication:

Medication prescribed for a child to be administered during the regular school day may be assisted by a school nurse or other designated school personnel if the school district receives a written detailed statement from the physician and surgeon or physician assistant and a written parental request. Pupils may carry and self-administer prescription auto-injectable epinephrine or inhaled asthma medication provided that written orders from the physician and surgeon or physician assistant (including a statement that the pupil is able to self-administer such medication), and written parental consent to the self-administration (including a release allowing a school nurse or other designated school personnel to consult with pupil's health care provider about the medication, and releasing the school district and school personnel from potential civil liability). The District may designate and train one or more volunteers to provide anti-seizure medication to a pupil diagnosed with seizures, a seizure disorder, or epilepsy, upon request. [EC 49423; 49423.1; 49468.2].

9. Continuing Medication:

A pupil is required to inform the District of any medication being taken, the current dosage, and the name of the supervising physician, if the pupil is on a continuing medication regimen for a non-episodic condition. The school nurse may communicate with the physician and may counsel with school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose if provided consent by the pupil's parent or legal guardian. [EC 49480].

10. Physical Examinations:

Every child shall, within 90 days after entrance into the first grade, provide a certificate signed by a physician documenting that within the prior 18 months the child has received the appropriate health screening and evaluation services, unless the parent/guardian has filed a written waiver with the District. However, a child may be excluded from attendance if, for good reason, the child is believed to be suffering from a recognized contagious or infectious disease and shall not be permitted to return until the school authorities are satisfied that any

contagious or infectious disease does not exist. Free health screening is available for low income children for up to 18 months prior to entry into first grade. Parents are encouraged to obtain required health screenings simultaneously with required immunizations. [H.&S.C. 124085; 124105; EC 49451]. Specific information on type 2 diabetes is available at 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. [EC 49452.7].

11. Health Assessments and Evaluations:

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

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

12. Medical and Hospital Services:

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

13. Student Nutrition Program:

Free or reduced-price meals may be available upon application to students receiving public assistance. [EC 49500 et seq.; 49510 et seq.].

14. Fingerprinting:

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

15. Pupil Records:

Parents have a right to access all records relating to their children. The procedure used by the District regarding the establishment and maintenance, transfer, access, challenge, and modification of pupil records is available to parents upon request. [EC 49063; 49069.7; 49070]. Certain directory information concerning pupils is also available to individuals other than parents. [EC 49073]. **Attachment – 3**
Upon written request from the parent, the District will withhold directory information about the student.

16. District Pupil Discipline Rules:

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

17. Nondiscrimination:

The District does not discriminate on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, age, immigration status, actual or potential parental, family, or marital status, pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom, or association with a person or a group with one or more of these actual or perceived characteristics, in any of its policies, practices, or procedures, programs, or activities, in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975, and related laws and regulations. [EC 200; 221.51]. 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 complaints, or to request a copy, free of charge, of the procedures covering discrimination complaints may be directed to the District/County Superintendent of Schools, the District Title IX Coordinator, or the Office of Civil Rights, as appropriate. The lack of English language skills will not be a barrier to the admission and participation in District programs. The District's Title IX Coordinator may be contacted at **Dave Scroggins, Superintendent/Principal, dscroggins@latrobeschool.com, 530-677-0260 ext. 302, 7900 S. Shingle Rd, Shingle Springs, CA 95682.**

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

Services are provided by the State Special Schools. Assessment services and technical assistance are also offered. For more information about the State Special Schools, please visit the California Department of Education Web site at www.cde.ca.gov/sp/ss/ or ask for more information from members of your child's Individualized Education Program (IEP) team.

19. Compulsory Education:

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

20. Residency Requirements-School Attendance Options:

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

A pupil who is a child of a military family pursuant to EC 48204.6;

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

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

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

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

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

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

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

Once a pupil is deemed to have complied with the residency requirements for school attendance pursuant to this subdivision and is enrolled in a school in a school district, the boundaries of which include the location where at least one parent or the legal guardian of a pupil is physically employed, the pupil does not have to reapply in the next school year to attend a school within that school district and the governing board of the school district shall allow the pupil to attend school through grade 12 in that school district if the parent or legal guardian so chooses and if at least one parent or the legal guardian of the pupil continues to be physically employed by an employer situated within the attendance boundaries of the school district, subject to EC 48204 (b)(2) to (7), inclusive.

A school district may deem a pupil to have complied with the residency requirements for school attendance in the school district if at least one parent or the legal guardian of the pupil is physically employed within the boundaries of that school district for a minimum of 10 hours during the school week. [EC 48204].

21. Notice of Alternative Schools:

California law authorizes all school districts to provide for alternative schools. [EC 58501]. **(Attachment - 4).**

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

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

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

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

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

If the District elects to provide comprehensive sexual health education or HIV prevention education by outside consultants, and/or by holding an assembly to deliver comprehensive sexual health education or HIV prevention education by guest speakers, the notice shall include the date of the instruction, the name of the organization or affiliation of each guest speaker, and information stating the right of the parent or guardian to request a copy of EC 51938, 51933, and 51934.

23. Pregnant and Parenting Students:

The District will not exclude nor deny any pupil from any educational program or activity, including class or extracurricular activity, solely on the basis of the pupil's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom [EC 221.51; 222.5; 46015]. Pregnant and parenting pupils are entitled to the following:

Have their pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom treated in the same manner and under the same policies as any other temporary disabling condition;

Provided with eight weeks of parental leave, (or more if medically necessary) which the pupil may take before the birth of the pupil's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction, in order to protect the health of the pupil who gives or expects to give birth and the infant, and to allow the pregnant or parenting pupil to care for and bond with the infant;

Return to the school and the course of study in which the student was enrolled before taking parental leave and opportunities to make up work missed during the student's leave, including, but not limited to, makeup work plans and reenrollment in courses;

Remain enrolled for a fifth year of instruction in the school in which the pupil was previously enrolled when it is necessary in order for the pupil to be able to complete state and any local graduation requirements, unless the District makes a finding that the pupil is reasonably able

to complete the local educational agency's graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school;

Provided with alternative education options should the pupil decide not to return from leave; and

Not incur an academic penalty as a result of the pupil's use of the accommodations.

A complaint for noncompliance may be filed under the District's Uniform Complain Procedures. [See Paragraph 24].

24. Uniform Complaint Procedures "UCP":

The District maintains a uniform complaint procedure for investigating complaints of: (1) discrimination on the basis of, but not limited to, age, sex, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, color, pupil parenting or pregnancy and/or childbirth, or mental or physical disability; (2) complaints of violations of the laws and regulations governing consolidated categorical aid programs, Adult Education, Career/Technical Education, Child Development, Special Education and Nutrition services; (3) impermissible pupil fees [EC 49010-49013]; and/or (4) violation of state and/or federal law. The District has designated compliance officers to receive and investigate uniform complaints that fall within these categories and ensure compliance with law.

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

If dissatisfied with the District's/COE's decision, the complainant may also appeal in writing to the California Department of Education (CDE) within 15 days of receiving the District's/COE's decision.

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

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

For more information concerning the filing of uniform complaints, copies of the Board Policies and Administrative Regulations pertaining to these complaint procedures are available upon request at the school or District offices free of charge, or on the District website at www.latrobeschool.com. [5 CCR 4600 et seq.]. **(Attachment – 5)**

25. Sexual Harassment Policy:

Reports of 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 for reporting, investigating, and resolving such complaints. [EC 48980(f), 212.5, 231.5]. **(Attachment - 6)**

26. School Accountability Report Card:

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

27. Curriculum:

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

28. Grants for Advanced Placement Tests:

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

29. Homeless and Foster Youth:

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

30. Pesticides:

The names of all pesticide products expected to be applied at the school site during the upcoming year are set forth on the attached list. Information on pesticides and pesticide use reduction developed by CA Dept. of Pesticide Regulation is available at www.cdpr.ca.gov/schoolipm. You may register with the school site if you wish to receive notification of individual pesticide applications at the school site. You have the right to view a copy of the school site plan in the school office. [EC 17612, 48980.3]. **(Attachment - 7)**

31. Asbestos:

You have the right to obtain an updated Management Plan for asbestos-containing material at your school site [40 CFR 763.93(g)(4); EC 49410 et seq.]. **(Attachment – 8)**

32. Tobacco-Free Campus:

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

33. Statutory Attendance Options:

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

Existing statutory attendance options include interdistrict transfer, Allen transfer, intradistrict transfer, open enrollment, ESSA, and District of Choice. Parents/guardians should contact the District regarding any and all enrollment options.

Interdistrict Transfer

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

Allen Transfer

Education Code section 48204(b) permits a school district to deem a pupil to have complied with the residency requirements for attendance if at least one parent or the legal guardian of the pupil is physically employed within the boundaries of that school district for a minimum of 10 hours during the school week. School districts within which at least one parent/guardian of a pupil is employed are not required to admit the pupil to its schools. Once admitted the pupil may attend school in the district in which the parent or guardian is employed through grade 12 so long as the parent or guardian continues to be physically employed by an employer situated within the attendance boundaries of the school district, subject to certain conditions specified in EC 48204. As a resident, the pupil does not have to reapply for the transfer to be valid.

Intradistrict Transfer

An intradistrict transfer applies when parents/guardians wish to register/admit/enroll their pupil(s) at a school other than the designated school that is in their attendance area within their school district. Each school district shall adopt rules and regulations establishing a policy of open enrollment within the district for residents of the district. This requirement does not apply to a school district that has only one school or a school district with schools that do not serve any of the same grade levels. Education Code section 35160.5(b) permits parents to indicate a preference for the school that their child will attend, irrespective of the child's place of residence within the school district.

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

Open Enrollment

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

Every Student Succeeds Act

Districts may provide alternative supports and public school choice.

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

District of Choice

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

34. Notice of Teacher Qualifications

LEAs will ensure that all teachers working in a program supported with Title I, Part A funds meet applicable state certification and licensure

requirements. At the beginning of each school year, an LEA that receives Title I funds shall notify the parents of each student attending any school receiving such funds that the parents may request, and the LEA will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following: (20 U.S.C. sections 6312[c][6], 6312[e][1][A])

- a) Whether the student's teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. (20 U.S.C. Section 6312[e][1][A][i][I])
- b) Whether the student's teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived. (20 U.S.C. Section 6312[e][1][A][i][II])
- c) Whether the student's teacher is teaching in the field of discipline of the certification of the teacher. (20 U.S.C. Section 6312[e][1][A][i][III])
- d) Whether the child is provided services by paraprofessionals and, if so, their qualifications. (20 U.S.C. Section 6312[e][1][A][ii])

35. Electronic Notification:

This notice may be exclusively provided electronically provided a parent or guardian has so requested. [EC 48981, 48985].

36. State Mandated Testing Waivers:

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

37. Special Education:

Special Education programs are available to all eligible students with disabilities, ages 0–22. If you have any reason to believe your child needs special education, please contact the school site administration. [EC 56301]. **(Full text of EC 56031 Attachment - 9)**

38. Foster and Homeless Youth, Pupils of Military Families, Former Juvenile Court School Pupils, Migratory Children, and High Mobility Pupils:

Foster or homeless youth, former juvenile court school pupils, pupils of military families, currently migratory children, and newcomer program participants in their third or fourth year of high school may be exempted from local graduation coursework requirements that are in addition to state graduation requirements unless the District makes a finding that the pupil is reasonably able to complete graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school. Such pupils shall not be required to accept the exemption or be denied enrollment in, or the ability to complete, courses for which the pupil is otherwise eligible, including courses necessary to attend an institution of higher education, regardless of whether those courses are required for statewide graduation requirements. The District is also required to consult with an eligible pupil and the person holding the pupil's educational rights of the option to remain in school for a 5th year if the local educational agency determines the pupil is reasonably able to complete the local educational agency's graduation requirements within the pupil's 5th year of high school. If the District makes such a determination, they are required to:

- Consult with the pupil and the person holding the right to make educational decisions for the pupil regarding the pupil's option to remain in school for a fifth year to complete the local educational agency's graduation requirements.
- Consult with the pupil, and the person holding the right to make educational decisions for the pupil, about how remaining in school for a fifth year to complete the local educational agency's graduation requirements will affect the pupil's ability to gain admission to a postsecondary educational institution.
- Consult with and provide information to the pupil about transfer opportunities available through the California Community Colleges.
- Permit the pupil to stay in school for a fifth year to complete the local educational agency's graduation requirements upon agreement with the pupil, if the pupil is 18 years of age or older, or, if the pupil is under 18 years of age, upon agreement with the person holding the right to make educational decisions for the pupil.
- For a pupil in foster care or a pupil who is a homeless child or youth, consult with the pupil, and the person holding the right to make educational decisions for the pupil, regarding the pupil's option to remain in the pupil's school of origin, pursuant to EC 48852.7 for a pupil who is a homeless child or youth, or EC 48853.5 for a pupil in foster care.

The District shall exempt an eligible pupil from the local educational agency's graduation requirements and provide the pupil the option to remain in school for a fifth year to complete the statewide coursework requirements if the District determines that an eligible pupil is not reasonably able to complete the local educational agency's graduation requirements within the pupil's fifth year of high school, but is reasonably able to complete the statewide coursework requirements specified in EC 51225.3.

The District shall be required to reevaluate eligibility when a pupil is determined to be not eligible for an exemption and provide written notice to the pupil, the person holding the right to make educational decisions for the pupil, and the pupil's social worker or probation officer, if applicable, whether the pupil qualifies for an exemption within the first 30 calendar days of the following academic year. Pupils in foster care may not have their grades lowered due to absences under certain circumstances, like a change in placement or court attendance. Eligible pupils who may qualify for the exemption from local graduation requirements are entitled to notice of the exemption within 30 calendar days of the date the pupil transfers into a school.

In addition to other requirements, the District is required to accept coursework satisfactorily completed by a pupil in foster care, a pupil who is a homeless child or youth, a former juvenile court school pupil, a pupil who is a child of a military family, a pupil who is a migratory child, or a pupil participating in a newcomer program while attending another public school, a juvenile court school, a charter school, a school in a country other than the United States, or a nonpublic, nonsectarian school or agency even if the pupil did not complete the entire course and shall issue that pupil full or partial credit for the coursework completed. Eligible pupils shall not be required to retake a course if the pupil has satisfactorily completed the entire course in a public school, a juvenile court school, a charter school, a school in a country other than the United States, or a nonpublic, nonsectarian school or agency. If the pupil did not complete the entire course, the local educational agency shall not require the pupil to retake the portion of the course the pupil completed unless the local educational agency, in consultation with the holder of educational rights for the pupil, finds that the pupil is reasonably able to complete the requirements in time to graduate from high school. If partial credit is awarded the eligible pupil shall be enrolled in the same or equivalent course, if applicable, so that the pupil may continue and complete the entire course. An eligible pupil shall not be prevented from retaking or taking a course to meet the eligibility requirements for admission to the California State University or the University of California. A complaint for noncompliance may be filed under the District's Uniform Complain Procedures. [See Paragraph 25] [EC 51225.1 et seq.]. Eligible students should contact the District regarding specific qualifications and requirements.

39. Immigration, Citizenship Status, and Religious Belief:

Students are afforded an equal right to an education regardless of immigration status or religious beliefs. Additional information regarding your rights to an education can be found at oag.ca.gov/immigrant/rights. [EC 234.7]. **(Attachment - 10).**

40. District Policy Regarding Parent Classroom Visits:

Classroom visits must be pre-approved by the Superintendent/Principal.

41. Bullying:

EC and federal law mandate that the Governing Board adopt policy prohibiting discrimination, harassment, intimidation, retaliation, and bullying based on specified characteristics, including cyberbullying. [EC 234.1]. **(Attachment - 11)**

42. Investing for Future Education:

Parents are advised of the importance of investing for higher education for students and considering appropriate investment options.

43. Earned Income Tax Credit Information Act:

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

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

44. Mental Health Service:

Parents/guardians may access available pupil mental health services on campus or in the community. Contact the District Office for a list of local resources.

45. Firearm Storage

EC 48986: (a) (1) A local educational agency shall inform, through a notice in the manner prescribed in this section, the parents or guardians of each enrolled pupil of California's child access prevention laws and laws relating to the safe storage of firearms, including, but not limited to, Division 4 (commencing with Section 25000) of Title 4 of Part 6 of the Penal Code.

The purpose of this memorandum is to inform and to remind parents and legal guardians of all students in the District of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.

To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please take some time to review this memorandum and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; or (3) unlawfully brandishes the firearm to others (Penal Code 25100-25125, 25200-25220)
 - Note: The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.
- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor never actually accesses the firearm (Penal Code 25100(c))
- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years (Penal Code 29805)
- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward (Civil Code 1714.2)

Note: Your county or city may have additional restrictions regarding the safe storage of firearms.

Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

Date published: 07/01/2023, California Department of Education

46.

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

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

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

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

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

Notification of Rights under FERPA for Elementary and Secondary Schools

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

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

1. inaccuracy, or
2. unsubstantiated personal conclusion or inference, or
3. conclusion or inference outside of the observer's area of competence, or
4. data is not based upon the personal observation of a named person with the time and place of the observation noted, or
5. misleading information/conclusions, or

6. violations of the student's privacy or other rights.

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

Parents or eligible students maintain the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception permits disclosure without consent 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 their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

Another exception permits disclosure of appropriately designated "directory information" without written consent unless parents have advised the School to the contrary in accordance with school district procedures. The primary purpose of directory information is to allow the School to include this type of information from a student's education records in certain school publications (e.g., yearbooks, honor roll lists, sports activity sheets). Directory information, which is information that is not generally considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without 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 of birth, major field of study, dates of attendance, and the most recent educational agency or institution attended. Directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin, unless consent is obtained prior to release. 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, EC 49073].

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

ATTACHMENT 1

GRADE REDUCTION

Full Text of Education Code Section 48205

- (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
- (1) Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
 - (2) Due to quarantine under the direction of a county or city health officer.
 - (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
 - (4) For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - (5) For the purpose of jury duty in the manner provided for by law.
 - (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor.
 - (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at a religious retreat, 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 of the school district.
 - (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
 - (9) For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
 - (10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
 - (11) For the purpose of participating in a cultural ceremony or event.
 - (12)(A) For the purpose of a middle school or high school pupil engaging in a civic or political event, as provided in subparagraph (B), provided that the pupil notifies the school ahead of the absence.
 - (B) (i) A middle school or high school pupil who is absent pursuant to subparagraph (A) is required to be excused for only one school day-long absence per school year.
 - (ii) A middle school or high school pupil who is absent pursuant to subparagraph (A) may be permitted additional excused absences in the discretion of a school administrator, as described in subdivision (c) of Section 48260.
 - (13) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.
- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) For purposes of this section, the following definitions apply:
- (1) A "civic or political event" includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls.
 - (2) "Cultural" means relating to the habits, practices, beliefs, and traditions of a certain group of people.
 - (3) "Immediate family" means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil

ATTACHMENT 2

2023-24 MINIMUM DAY AND STAFF DEVELOPMENT DAY SCHEDULE

Release Times

Latrobe 11:55 ~ Miller's Hill 12:05

August 28	Collaboration Day
September 25	Collaboration Day
October 30	Collaboration Day
November 14-17	Parent Conferences
December 4	Collaboration Day
December 20	Collaboration Day
January 29	Collaboration Day
February 26	Collaboration Day
March 4-5	Parent Conferences
March 18	Collaboration Day
April 1	Collaboration Day
April 29	Collaboration Day
May 13	Collaboration Day
May 24	Last Day of School

ATTACHMENT 3

STUDENT RECORDS

Board Policy 5125

Full Policy Manual at www.latrobeschool.com/board

BP 5125 Student Records, Adopted: 9/18/2018

The Board of Trustees recognizes the importance of keeping accurate, comprehensive student records as required by law. The Superintendent or designee shall establish administrative regulations governing the identification, collection, retention, and security of student records. These regulations shall ensure the rights of authorized persons to have timely access to student records while maintaining the confidentiality of student records consistent with state and federal law.

The Superintendent or designee shall designate a certificated employee to serve as custodian of records with responsibility for student records at the district level. At each school, the principal or a certificated employee shall be designated as custodian of records for students enrolled at that school. The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records. (5 CCR 431)

All appropriate personnel shall receive training regarding district policies and procedures for gathering and handling sensitive student information.

The district shall not collect or solicit social security numbers or the last four digits of social security numbers of students or their parents/guardians, unless otherwise required to do so by state or federal law. (EC 49076.7)

No information or documents regarding the citizenship or immigration status of students or their family members shall be collected, except as required by state or federal law or as required to administer a state or federally supported educational program. The Superintendent or designee shall not disclose student records to a person, agency, or organization for immigration enforcement purposes without parental consent, a court order, or a judicial subpoena. If a district employee receives such a request, he/she shall immediately report the request to the Superintendent. The Superintendent shall report the request to the Board in a timely manner that ensures the confidentiality and privacy of any potentially identifying information. (EC 234.7)

The Superintendent or designee shall not compile a list, registry, or database based on students' national origin, ethnicity, or religious belief, practice, or affiliation, nor shall he/she disclose student information to federal government authorities for the purpose of compiling such a list, registry, or database for purposes of immigration enforcement. Such information may only be compiled or exchanged with other local, state, or federal agencies if the information is aggregated and is not personally identifiable. (Government Code 8310.3)

Student Records from Social Media

The Superintendent or designee may gather and maintain information from the social media of any district student, provided that the district first notifies students and parents/guardians about the proposed program, offers an opportunity for public comment at a regularly scheduled Board meeting, and gathers only information that directly pertains to school safety or student safety. (EC 49073.6)

Contract for Digital Storage, Management, and Retrieval of Student Records

The Superintendent or designee may enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or to authorize a third party provider of digital software to access, store, and use student records, provided that the contract meets the requirements of EC 49073.1 and other applicable state and federal laws.

ATTACHMENT 4

ALTERNATIVE SCHOOLS Education Code 58501

"Notice of Alternative Schools: California state law authorizes all school districts to provide for alternative schools. Section 58500 of the EC 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." [E.C. 58501]

ATTACHMENT 5

UNIFORM COMPLAINT PROCEDURE Board Policy 1312.3

Full Policy Manual at www.latrobeschool.com/board

BP 1312.3 Uniform Complaint Procedures, Adopted: 6/15/2021

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

Complaints Subject to UCP

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

1. Accommodations for pregnant and parenting students (Education Code 46015)
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)
3. After School Education and Safety programs (Education Code 8482-8484.65)
4. Agricultural career technical education (Education Code 52460-52462)
5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
6. Child care and development programs (Education Code 8200-8498)
7. Compensatory education (Education Code 54400)
8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)
9. Course periods without educational content, when students in grades 9-12 are assigned to such courses more than one week in any semester or in a course the student has previously satisfactorily completed, unless specified conditions are met (Education Code 51228.1-51228.3)
10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

11. Educational and graduation requirements for students in foster care, homeless students, students from military families, students formerly in a juvenile court school, migrant students, and immigrant students participating in a newcomer program (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
 12. Every Student Succeeds Act (Education Code 52059; 20 USC 6301 et seq.)
 13. Local control and accountability plan (Education Code 52075)
 14. Migrant education (Education Code 54440-54445)
 15. Physical education instructional minutes (Education Code 51210, 51222, 51223)
 16. Student fees (Education Code 49010-49013)
 17. Reasonable accommodations to a lactating student (Education Code 222)
 18. Regional occupational centers and programs (Education Code 52300-52334.7)
 19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
 20. School safety plans (Education Code 32280-32289)
 21. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
 22. State preschool programs (Education Code 8235-8239.1)
 23. State preschool health and safety issues in license-exempt programs (Education Code 8235.5)
 24. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
 25. Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate
- The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

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

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be investigated and resolved by the specified agency or through an alternative process:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency. (5 CCR 4611)
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services. (5 CCR 4611)
3. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.
4. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education, or a due process hearing order shall be submitted to the California Department of Education (CDE) in accordance with AR 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)
5. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)
6. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15582)
7. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)

ATTACHMENT 6

SEXUAL HARASSMENT PREVENTION POLICY

Board Policy 5145.7

Full Policy Manual at www.latrobeschool.com/board

BP 5145.7 Sexual Harassment, Adopted: 6/15/2021

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

The district strongly encourages students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint is addressed through Title IX complaint procedures or uniform complaint procedures, as applicable, and shall offer supportive measures to the complainant.

The Superintendent or designee shall inform students and parents/guardians of the district's sexual harassment policy by disseminating it through parent/guardian notifications, publishing it on the district's web site, and including it in student and staff handbooks. All district staff shall be trained regarding the policy.

Instruction/Information

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

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

Disciplinary Actions

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

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

Record-Keeping

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

ATTACHMENT 7

LIST OF PESTICIDES / HERBICIDES

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

Name of Pesticide	Active Ingredient(s)
Cheetah Pro	Glufosinate Ammonium
Merit	Imidacloprid
Round-Up Pro Max	Glyphosate
Spectracide Wasp & Hornet Killer	Prallethrin, Lambda-Cyhalothrin

You can find more information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulation's web site at www.cdpr.ca.gov/schoolipm

See Latrobe School District's Integrated Pest Management (IPM) Plan at www.latrobeschool.com/facilities.

ATTACHMENT 8

ASBESTOS INSPECTIONS AND MANAGEMENT PLAN

Latrobe School District has hired Hazard Management Services, Inc. (HMS, Inc.), a consulting company, to complete the required three-year reinspection of all asbestos-containing building materials in the district. The reinspection was completed on 3/27/2023 by an accredited inspector, and the reinspection data has been incorporated into the Management Plan.

Also, during the past year the District has performed the required six-month surveillance on 8/23/2022 and 3/27/2023. This information is also incorporated into the Management Plan.

A copy of the District's Management Plan is available for review during normal business hours at the District Office. If copies of the plan are desired, a nominal duplicating fee may be charged.

ATTACHMENT 9

**SPECIAL EDUCATION
Education Code 56031**

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

ATTACHMENT 10

**IMMIGRATION STATUS
"Know Your Rights"**

Your Child has the Right to a Free Public Education

- All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students' parents or guardians.
 - In California: All children have the right to a free public education.
 - All children ages 6 to 18 years must be enrolled in school.

- All students and staff have the right to attend safe, secure, and peaceful schools.
- All students have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
- All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality, gender, religion, or immigration status, among other characteristics.

Information Required for School Enrollment

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

Confidentiality of Personal Information

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

Family Safety Plans if You Are Detained or Deported

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

ATTACHMENT 11

ANTI-BULLYING POLICY

Board Policy 5131.2

Full Policy Manual at www.latrobeschool.com/board

BP 5131.2 Bullying, Adopted: 2/18/2020

The Board of Trustees recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.

The Superintendent/Principal or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent/Principal or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community. Such strategies shall be incorporated into the comprehensive safety plan and, to the extent possible, into the local control and accountability plan and other applicable district and school plans.

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

If the Superintendent/Principal or designee believes it is in the best interest of a student who has been the victim of an act of bullying, as defined in EC 48900, the Superintendent/Principal or designee shall advise the student's parents/guardians that the student may transfer to another school. If the parents/guardians of a student who has been the victim of an act of bullying requests a transfer for the student pursuant to EC 46600, the Superintendent/Principal or designee shall allow the transfer in accordance with law and district policy on intradistrict or interdistrict transfer, as applicable.

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.