

**Tahoe Truckee Unified School District**  
**Annual Parental Notification**  
**Addendum**  
**2023-2024**  
*(Revised 07/01/2023)*

**Section I. Annually**

**Food Service Operations/Cafeteria Fund**

Parents/guardians are provided the district policy on meal payments at school enrollment and weekly mailing.

Education or Other Legal Code: USDA SP-23-2017

Board Policy/Administrative Regulation #: See AR 3551

**Identification and Evaluation of Individuals for Special Education**

The Superintendent Chief Learning Officer or designee shall notify parents/guardians, in writing, of their rights related to identification, referral, assessment, instructional planning, implementation, and review, including the right to consent to any assessment concerning their child. The Superintendent Chief Learning Officer or designee shall notify parents/guardians of procedures for initiating a referral for review to identify individuals who need special education services. (Education Code 56301)

Education or Other Legal Code: Education Code 56301

Board Policy/Administrative Regulation #: See BP 6164.4

**Involuntary Student Transfers**

At the beginning of each school year, if the school district has adopted a policy on involuntary transfer of students convicted of certain crimes when a victim is enrolled at the same school, parents/guardians can obtain the district policy authorizing the transfer.

Education or Other Legal Code: Education Code 48929, 48980

Board Policy/Administrative Regulation #: See BP 5116.2

**Mental Health**

Parents/guardians/students can obtain information from their school site on accessing mental health services at school and/or in the community.

Education or Other Legal Code: Education Code 49428

Board Policy/Administrative Regulation #: See None

**Professional Standards**

Parents/guardians are provided information on the code of conduct addressing employee interactions with students.

Education or Other Legal Code: Education Code 44050

Board Policy/Administrative Regulation #: See BP 4119.21, See BP 4219.21, See BP 4319.21

**World/Foreign Language Instruction. Education for English Language Learners**

Parents/guardians are provided information on the district's language acquisition program.

Education or Other Legal Code: Education Code 310

Board Policy/Administrative Regulation #: See BP 6142.2, See AR 617

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**Section II. At Specific Times During the Student's Academic Career**

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**Certificate of Proficiency/High School Equivalency**

Students in grades 11-12 will be provided notice of proficiency examination provided under Education Code 48412 early enough to enable registration for the fall test.

Education or Other Legal Code: 5 CCR 11523

Board Policy/Administrative Regulation #: See AR 6146.2

**Child Care and Development**

When a child is enrolled or reenrolled in a licensed child care center or preschool, information on risks and effects of lead exposure, blood lead testing is proved to parents/guardians at the time of enrollment.

Education or Other Legal Code: Health and Safety Code 1596.7996

Board Policy/Administrative Regulation #: See AR 5148

**Grades/Evaluation of Student Achievement and Student Records**

The Student Aid Commission will provide the grade point average (GPA) of all district students in grade 12 to the Cal Grant postsecondary financial aid program, except when students opt-out or are permitted by the rules of the Student Aid Commission to provide test scores instead of the GPA. (Education Code 69432.9)

When/Whom to Notify: By October 15 for students in grade 12

Education or Other Legal Code: Education Code 69432.9

Board Policy/Administrative Regulation #: See AR 5121, See AR 5125

**State Academic Achievement Tests**

Within 20 working days of receiving results of standardized achievement tests or, if results are not available in the school year, within 20 working days of the start of next school year, the results of tests, test purpose, individual score, and intended use are provided to parents/guardians.

Education or Other Legal Code: Education Code 60641; 5 CCR 863

Board Policy/Administrative Regulation #: See AR 6162.51

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**Section III. When Special Circumstances Occur**

**Athletic Competition**

- Information on sudden cardiac arrest is provided at the school sites to parents/guardians of student-athletes before participation in a competition.  
Education or Other Legal Code: Education Code 33479.3  
Board Policy/Administrative Regulation #: See AR 6145.2
- If a school has lost its WASC accreditation status, parents/guardians will be notified at the school site of loss of status and any potential consequences.  
Education or Other Legal Code: Education Code 35178.4  
Board Policy/Administrative Regulation #: See BP 6190
- Information on concussions and head injuries will be provided annually to parents/guardians of student-athletes before their first practice or competition.  
Education or Other Legal Code: Education Code 49475  
Board Policy/Administrative Regulation #: See AR 6145.2

**Challenging Student Records**

A notice with details will be provided when parents/guardians' challenge of student record is denied, and parents/guardians appeal.

Education or Other Legal Code: Education Code 49070  
Board Policy/Administrative Regulation #: See AR 5125.3

**Child Abuse Prevention and Reporting**

When parents/guardians request guidelines for filing a complaint of child abuse at a school site, they will be provided guidelines for filing a complaint of child abuse at a school site with local child protective agencies.

Education or Other Legal Code: Education Code 48987  
Board Policy/Administrative Regulation #: See AR 5141.4

**Child Care and Development**

- When a child participates in a licensed child care and development program, parents/guardians have the right to enter the facility.  
Education or Other Legal Code: Health and Safety Code 1596.857  
Board Policy/Administrative Regulation #: See AR 5148
- Within 30 days of application for subsidized child care or preschool services, policies regarding approval or denial of services will be provided.  
Education or Other Legal Code: 5 CCR 18094, 18118  
Board Policy/Administrative Regulation #: See AR 5148, See AR 5148.3

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- Upon recertification or update of application for child care or preschool services, policies regarding any change in service, such as in fees, amount of service, and/or termination of service will be provided.  
Education or Other Legal Code: 5 CCR 18095, 18119  
Board Policy/Administrative Regulation #: See AR 5148, See AR 5148.3
- Upon a child's enrollment in a child care program, policies regarding the policy on fee collection will be provided.  
Education or Other Legal Code: 5 CCR 18114  
Board Policy/Administrative Regulation #: See AR 5148
- When the payment of child care fees is seven days late, policies regarding notice of delinquent fees will be provided.  
Education or Other Legal Code: 5 CCR 18114  
Board Policy/Administrative Regulation #: See AR 5148
- When a child participates in a licensed child care and development program, policies regarding excused and unexcused absences will be provided.  
Education or Other Legal Code: 5 CCR 18066  
Board Policy/Administrative Regulation #: See AR 5148

**Chronic Absence and Truancy**

When a truant is referred to a SARB or probation department, the name and address of SARB or probation department and reason for the referral will be provided.

Education or Other Legal Code: Education Code 48263

Board Policy/Administrative Regulation #: See AR 5113.1

**Continuation Education**

- When a student requests to voluntarily transfer to a continuation school, a copy of district policy and regulation on continuation education will be provided by the high school.  
Education or Other Legal Code: Education Code 48432.3  
Board Policy/Administrative Regulation #: See AR 6184
- Prior to the involuntary transfer to a continuation school, the parents/guardians have the right to require a meeting.  
Education or Other Legal Code: Education Code 48432.5  
Board Policy/Administrative Regulation #: See AR 6184

**Disruptions**

A notice of a hearing will be provided when a hearing is requested by a person asked to leave school premises.

Education or Other Legal Code: Penal Code 627.5

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Board Policy/Administrative Regulation #: See AR 3515.2

**Education for English Learners**

- Within 30 calendar days of receipt of results of assessment or reassessment of English proficiency, parents/guardians will be provided results of the state test of English proficiency.  
Education or Other Legal Code: Education Code 52164.1, 52164.3; 5 CCR 11511.5  
Board Policy/Administrative Regulation #: See AR 6174
- For districts receiving Title I funds, not later than 30 days after the beginning of the school year, to parents/guardians of English learners, the reasons for placement, level of proficiency, instructional methods, how the program meets the child's strengths and teaches English, exit requirements, and the right to choose another program will be provided.  
Education or Other Legal Code: 20 USC 6312  
Board Policy/Administrative Regulation #: See AR 6174

**Education for Homeless Children**

When a student is homeless or an unaccompanied minor, information regarding educational and related opportunities, transportation services, placement decision, and right to appeal will be provided.

Education or Other Legal Code: 42 USC 11432; Education Code 48852.5  
Board Policy/Administrative Regulation #: See AR 6173

**Environmental Safety**

When testing by the community water system finds the presence of lead exceeding a specified level at school sites, parents/guardians will be notified.

Education or Other Legal Code: Health and Safety Code 116277  
Board Policy/Administrative Regulation #: See AR 3514

**Food Service Operations/Cafeteria Fund**

Within ten days of a negative balance in a meal account, parents/guardians will receive a notice and encouragement to apply for free or reduced-price meals.

Education or Other Legal Code: Education Code 49557.5  
Board Policy/Administrative Regulation #: See AR 3551

**Free and Reduced Price Meals**

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When a household is selected for verification of eligibility for free or reduced-price meals, information will be provided regarding the need to submit verification information, any subsequent change in benefits, and appeals.

Education or Other Legal Code: 42 USC 1758; 7 CFR 245.6a

Board Policy/Administrative Regulation #: See AR 3553

**Health Examinations**

Parents/guardians will be notified when the test results in the discovery of visual or hearing defects.

Education or Other Legal Code: Education Code 49456; 17 CCR 2951

Board Policy/Administrative Regulation #: See AR 5141.3

**Insurance (Athletic Teams)**

Information is provided at the school sites to parents/guardians regarding insurance, no-cost, and low-cost program options to members of athletic teams.

Education or Other Legal Code: Education Code 32221.5

Board Policy/Administrative Regulation #: See AR 5143

**High School Graduation Requirements**

Within 30 days of foster youth, homeless youth, former juvenile court school student, or child of a military family, or migrant student being transferred after the second year of high school, or an immigrant student enrolled in newcomer program in grades 11-12, parents/guardians will be provided information on exemption from local graduation requirements, effect on college admission, and an option for the fifth year of high school.

Education or Other Legal Code: Educational Code 51225.1

Board Policy/Administrative Regulation #: See BP 6146.1, See AR 6173, See AR 6173.1, AR 6173.3, See AR 6175

**Involuntary Student Transfers**

Parents/guardians have a right to request a meeting with the principal or designee before an involuntary transfer of a student convicted of a certain crime when a victim is enrolled at the same school.

Education or Other Legal Code: Education Code 48929, 48980

Board Policy/Administrative Regulation #: See BP 5116.2

**Kindergarten Admission**

Before early entry to kindergarten, the effects, advantages, and disadvantages of early entry are available at the school sites.

Education or Other Legal Code: Education Code 48000

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Board Policy/Administrative Regulation #: See AR 5111

**Nutrition Program Compliance**

When a district receives federal funding assistance for a nutrition program, rights and responsibilities, nondiscrimination policy, and complaint procedures will be provided.

Education or Other Legal Code: USDA FNS Instruction 113-1

Board Policy/Administrative Regulation #: See BP 3555

**Parent Involvement**

For schools receiving Title I funds, upon the development of a parent involvement policy, parents/guardians will be notified.

Education or Other Legal Code: 20 USC 6318

Board Policy/Administrative Regulation #: See AR 6020

**Questioning and Apprehension by Law Enforcement**

A school will be notified when a student is released to a peace officer for the purpose of removing a minor from school unless taken into custody as a victim of suspected child abuse.

Education or Other Legal Code: Education Code 48906

Board Policy/Administrative Regulation #: See BP 5145.11

**Student and Family Privacy Rights**

The Governing Board respects the rights of district students and their parents/guardians with regard to the privacy of their personal beliefs and the confidentiality of their personal information. Notice of any substantive change in policy or regulation will be provided when the district substantively changes the policy on student privacy rights.

Education or Other Legal Code: 20 USC 1232h

Board Policy/Administrative Regulation #: See AR 5022

**Students Expelled from Other Districts**

A notice of a hearing regarding the possible danger presented by an expelled student is provided when a student is expelled from another district for certain acts and seeks admission.

Education or other Legal Code: Education Code 48915.1, 48918

Board Policy/Administrative Regulation #: See BP 5119

**Student Records**

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- Release of student records to a judge or probation officer for conducting a truancy mediation program or for presenting evidence at a truancy petition will be provided within 24 hours of the release of the information to a judge or probation officer.  
Education or Other Legal Code: Education Code 49076  
Board Policy/Administrative Regulation #: See AR 5125
- When sharing student immunization information with an immunization system, types of information to be shared, name and address of the agency, acceptable use of the information, right to examine and the right to refuse to share will be provided.  
Education or Other Legal Code: Health and Safety Code 120440  
Board Policy/Administrative Regulation #: See AR 5125
- When a student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30, information will be provided regarding the right to review records.  
Education or Other Legal Code: 34 CFR 99.34  
Board Policy/Administrative Regulation #: See AR 5125

**Suspension and Expulsion/Due Process**

- A notice will be provided at the time of suspension, when the original period of suspension is extended, at the time a student is assigned to a supervised suspension classroom, and before holding a closed session regarding the suspension.  
Education or Other Legal Code: Education Code 48911, 48911.1, 48912  
Board Policy/Administrative Regulation #: See BP 5144.1, See AR 5144.1
- A notice is provided with reasons for the denial and the determination of an assigned program when readmission is denied.  
Education or other Legal Code: Education Code 48916  
Board Policy/Administrative Regulation #: See AR 5144.1
- A notice is provided when an expulsion occurs regarding readmission procedures.  
Education or Other Legal Code: Education Code 48916  
Board Policy/Administrative Regulation #: See AR 5144.1
- A notice of an expulsion hearing is provided at least ten calendar days before an expulsion hearing.  
Education or Other Legal Code: Education Code 48918  
Board Policy/Administrative Regulation #: See AR 5144.1
- A notice is provided when an expulsion or suspension of expulsion occurs with information regarding the decision to expel, right to appeal to the county board, and obligation to inform the new district of the status.  
Education or Other Legal Code: Education Code 48918  
Board Policy/Administrative Regulation #: See AR 5144.1



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**Section IV. Special Education Notices**

These notices are not part of the APN but are part of the Individual Education Plan (IEP) process. See the Student Services Department for more information.