



DEBORAH WALLACE, PRINCIPAL
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Annual Notification To Parents/Guardians 2025-2026

Parents/Guardians: Welcome to the new school year! Tree of Life International Charter is proud of the accomplishments and quality of our school. We appreciate partnering with you to help each and every student reach their fullest academic potential and prepare for a successful future.

California Education Code section 48980 requires that, at the beginning of the first semester or quarter of the regular school term, the governing board of each school district must notify parents/guardians of a minor of their rights or responsibilities under certain provisions of the Education Code. Other provisions of California and United States law also require notification of parents/guardians. Education Code section 48982 requires that acknowledgment of this notice be signed by the parent/ guardian and returned to your student's school. After reviewing the annual notification, your signature on the Confirmation page is an acknowledgment that you have received the notice and have been informed of your rights, but the signature does not indicate that consent to participate in any particular program has been either given or withheld.

California and United States law require certain other notices in the event that specific circumstances should arise, affecting your student's education and attendance at school. If any such circumstances should arise, the school will provide notice as required by law. TLC encourages daily attendance and positive behavior, so we ask that you review the school's requirements with your student in these areas. You may access additional information by visiting our website at www.treeoflife.school. We value communication and engagement with our entire community and are committed to sharing the great things happening at TLC. Stay informed by activating your ParentSquare account to receive communications and emergency updates from the school and your teachers. We also encourage you to follow us on social media including Facebook and Instagram. Thank you for supporting our school and our TLC community. We wish your student great success this coming year!

Sincerely, Deborah Wallace, Director/Principal.

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STUDENT DISCIPLINE

RULES AND PROCEDURES ON SCHOOL DISCIPLINE (EC §35291):

Rules pertaining to student discipline, including those that govern suspension or expulsion, are set forth in Education Code Sections 48900 and following, and are available upon request from the school. In addition, the following disciplinary information is provided to parents:

DUTY CONCERNING CONDUCT OF PUPILS (EC §44807):

Every teacher shall hold pupils accountable for their conduct on the way to and from school, and on the playground.

DUTIES OF PUPILS (5 CCR §300):

Pupils must conform to school regulations, obey all directions, be diligent in study, be respectful of teachers/others in authority, and refrain from profane/vulgar language.

HAZING PROHIBITION (EC §48900(q)):

Pupils and other persons in attendance are prohibited from engaging or attempting to engage in hazing.

DRESS CODE/GANG APPAREL (EC §35183):

The district is authorized to adopt a reasonable dress code. Dress codes are available in student handbooks.

ATTENDANCE OF SUSPENDED PUPIL'S PARENT (EC §48900.1; LC §230.7):

If a teacher suspends a student, the teacher may require the child's parent to attend a portion of the school day in his or her child's class. Employers may not discriminate against parents who are required to comply with this requirement.

SEXUAL HARASSMENT POLICY (EC §231.5; 5 CCR §4917):

The Governing Board is committed to maintaining a safe environment that is free from harassment and discrimination. Tree of Life programs, activities, and practices shall be free from discrimination based on actual or perceived race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression, immigration status; or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

The Board prohibits, at any district school or activity, unlawful discrimination, harassment (including sexual harassment), intimidation, and bullying of any student based on the actual or perceived characteristics specified above. The Board also prohibits any form of retaliation against any student who files a complaint or report of discrimination, harassment, intimidation or bullying. Students or employees who engage in discrimination, harassment, intimidation, bullying or retaliation will be subject to disciplinary action. Students should report any harassment, intimidation or bullying to the school principal or other staff member and may file a complaint under the district's Uniform Complaint Procedures. Additionally an online reporting form for bullying/harassment is available at <https://treeoflife.school/Policies-and-Reports/index.html>. District's Non-Discrimination policy at <https://treeoflife.school/Policies-and-Reports/index.html>

SCHOOL ACCOUNTABILITY REPORT CARD (EC §35256, 35258):

Pursuant to Ed Code the District annually issues a School Accountability Report Card for each school in the district. The School Accountability Report Cards are available for viewing on the district website at <https://treeoflife.school/Policies-and-Reports/index.html>. Hard copies will be provided upon request at the school director's office. SARCs are available by February 1st for the previous school year.

SAFE PLACE TO LEARN ACT (EC §234.1):

The district is committed to maintaining a learning and working environment that is free from bullying as defined in EC§48900(r). Any student who engages in bullying of anyone in or from the district may be subject to disciplinary action up to and including expulsion. This policy applies to all acts related to school activity or school attendance occurring within a school under the jurisdiction of the district, and all acts of the school board, the school director of the school district, and the county school director of schools in

enacting policies and procedures that govern the district. The district's policies and process for filing a complaint should be publicized to pupils, parents, employees and agents of the governing board. The notice shall be in English and in the primary language of the recipient. A copy of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies are available on the TLC website.

ACKNOWLEDGEMENT OF SURVEILLANCE CAMERAS (BP 3515)

The district is committed to: providing a safe environment for students, employees, and visitors; preventing crime and violence on school premises; and protecting school facilities and equipment from vandalism and theft. To this end, the District has developed school safety plans that include the use of surveillance cameras. The primary purpose of the surveillance cameras is to deter vandalism and other crimes. Recordings may be used in disciplinary proceedings and referred to local law enforcement when required or appropriate. To the extent that recordings (or still images from the recordings) become part of a student record or personnel record, the District is required to ensure that the recordings and images are accessed, preserved, disclosed, and protected in accordance with law, Board policy, administrative regulation, and applicable collective bargaining agreements. Cameras are located around the perimeter of each school building. No audio is captured on the cameras.

SCHOOL RECORDS AND ACHIEVEMENT

PUPIL RECORDS/NOTICE OF PRIVACY RIGHTS OF PARENTS AND STUDENTS (EC §49063 et seq., §49069, §49073, 34 CFR 99.30, 34 CFR 99.34, and the federal Family Educational Rights and Privacy Act):

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible parties certain rights with respect to the student's education records. Full access to all personally identifiable written records maintained by the school district must be granted to: (1) Parents of students 17 and younger; (2) Parents of students age 18 and older if the student is a dependent for tax purposes and the records are needed for a legitimate educational purpose; (3) Students age 18 and older, or students who are enrolled in an institution of postsecondary instruction (called "eligible students"); (4) Pupils age 14 and over who are identified as both homeless and an unaccompanied youth; (5) Individuals who have completed and signed a Caregiver's Authorization Affidavit. These parties may review individual records by making a request to the principal. Districts must respond to a pupil record request by providing access no later than five business days after the day the school receives the request. The principal will see that explanations and interpretations are provided if requested. Information that is alleged to be inaccurate or inappropriate may be removed upon request. In addition, parents or eligible students may receive a copy of any information in the records at reasonable cost per page. District policies and procedures relating to: location of, and types of records; kinds of information retained; availability of certificated personnel to interpret records if requested; persons responsible for records; directory information; access by other persons; review and challenge of records are available through the principal at each school. When a student moves to a new district, records will be forwarded upon the request of the new school district within ten school days. At the time of transfer, the parent or eligible student may review, receive a copy (at a reasonable fee), and/or challenge the records.

You also have the right to inspect all instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any applicable program.

If you believe the district is not in compliance with federal regulations regarding privacy, you may file a complaint with the United States Department of Education (20 USC §1232g). 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

RELEASE OF PUPIL DIRECTORY INFORMATION (EC §49073, 34 CFR 99.37):

The district also makes student directory information available in accordance with state and federal laws. This means that each student's name, birth date, address, telephone number, email address, major course of study, participation in officially recognized school activities, dates of attendance, degrees and awards received, and most recent previous public or private school attendance may be released in accordance with board policy. In addition, height and weight of athletes may be made available.

Appropriate directory information may be provided to any agency or person except private, profit-making organizations (other than employers, potential employers or the news media). Directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin (except where the district receives consent as required under state law). Parents and eligible students will be notified prior to the destruction of any special education records. You have the right to inspect a survey or other instrument to be administered or distributed to your child that either collects personal information for marketing or sale or requests information about beliefs and practices and any instructional material to be used as part of your child's educational curriculum. Please contact your child's school if you wish to inspect such a survey or other instrument.

Upon written request from the parent of a student age 17 or younger, the district will withhold directory information about the student. If the student is 18 or older or enrolled in an institution of postsecondary instruction and makes a written request, the student's request to deny access to directory information will be honored. Additionally, directory information related to homeless or unaccompanied youths will not be released without the express written consent for its release by the eligible pupil or guardian. If you do not wish to have your child's directory information released without prior consent, please exercise your right to refusal by writing a letter to the principal of your student's school within 30 days of first attendance each year or by completing the form in this notice or on the web (<https://goo.gl/Gj68Ny>) and returning to your school.

CALIFORNIA COLLEGE GUIDANCE INITIATIVE DATA SHARING (EC §60900.5(d).) NEW 2025-26

The California College Guidance Initiative (CCGI) works with California school districts to make applying for college and student financial aid a more streamlined experience for students. The CCGI currently receives enrollment data for all public school students in grades 6-12 from the California Department of Education (CDE). For more information about the CCGI, visit their website at <https://www.californiacolleges.edu/#/>.

RELEASE OF INFO TO MILITARY SERVICES REPS / RELEASE OF TELEPHONE NUMBERS (EC §49073.5; 20 USC §8025(a)(2)(A): Federal laws require schools to provide military recruiters, upon request, with the following information on 9th-12th grade students – names, addresses and home telephone listings – unless parents have advised the district that they do not want their student's information disclosed without their prior written consent. If you do not wish to have your child's directory information released to the Military, please exercise your right to refusal in the Annual Registration Opt-Out questions in Infinite Campus.

PARTICIPATION IN STATE ASSESSMENTS AND OPTION TO REQUEST EXEMPTION (EC § 60615, 5 CCR § 852): Pupils in applicable grade levels will participate in the California Assessment of Student Performance and Progress (CAASPP) except as exempted by law. Parents may annually submit to the school a written request to excuse their child from any or all parts of the CAASPP. If the parent submits the exemption request after testing begins, any test(s) completed before the request is submitted will be scored; the results will be included in the pupil's records and reported to the parent. School district employees will not solicit or encourage any exemption request on behalf of a pupil or group of pupils.

COLLEGE ADMISSION REQUIREMENTS; CAREER TECHNICAL EDUCATION (EC §§51229, 48980): UPDATED 2025-26

College Admission Requirements: The University of California (UC) and the California State University (CSU) have established common TLC course requirements for undergraduate admission. Pupils who take these courses and meet other specified criteria are eligible to apply and be considered for admission. The following list is commonly referred to as the "A-G" requirements: (1) two years of history/social science; (2) four years of college preparatory English or language instruction; (3) three years of college preparatory mathematics; (4) two years of laboratory science; (5) two years of the same language other than English; (6) one year of visual and performing arts; and (7) one year of college preparatory electives. Courses certified by UC/CSU for PHS can be found here: <https://hs-articulation.ucop.edu/agcourselist/institution/436> and for Millennium <https://hs-articulation.ucop.edu/agcourselist/institution/437>

Websites: The following UC and CSU web sites help pupils and their families learn about college admission requirements, and also list TLC courses that have been certified for undergraduate admission:

UC: www.universityofcalifornia.edu/admissions/undergrad_adm/paths_to_adm/

CSU: www.csumentor.edu/planning/high_school/subjects.asp

NEW California College Guidance Initiative (CCGI) administers the [CaliforniaColleges.edu](https://www.californiacolleges.edu) platform

Career Technical Education: The California Department of Education defines "career technical education" as a program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide pupils with a pathway to postsecondary education and careers. Tree of Life offers the following CTE courses, which may also satisfy UC/CSU a-g requirements:

CTE Course	A-G approved?
AP Computer Science Principles	Yes, D Laboratory Science
Web Development: Coding and Design	Yes, GC Mathematics Elective

Physical Computing and Robotics	Yes, GC Mathematics Elective
AP Computer Science A	Yes, GC Mathematics Elective
Journalism	Yes, GB, English Elective
Biotechnology	Yes, D Laboratory Science
Acting I	Yes, F: Visual and Performing Arts
Acting III	Yes, F Visual and Performing Arts
Stage Directing & Production	Yes, F Visual and Performing Arts

Pupils can learn more about career technical education at the following California Department of Education website: www.cde.ca.gov/ci/ct/

Counseling: Your child has the right to meet with a school counselor for help in choosing courses that will meet college admission requirements, or enrolling in career technical education courses, or both. If you wish to schedule a meeting with a school counselor, please contact your student's school.

ADVANCED PLACEMENT EXAMINATION FEES (EC §48980(j), EC §52242)

State funds are available to cover the costs of advanced placement examination fees for economically disadvantaged pupils.

RELEASE OF STUDENT RECORDS/COMPLIANCE WITH SUBPOENA OR COURT ORDER (EC §§49076 and 49077):

Districts are required to make a reasonable effort to notify parents in advance of disclosing student information pursuant to a subpoena or court order.

CAL GRANT PROGRAM (EC §69432.9)

The Districts notifies parent/guardians and students that all 11th grade students will be deemed Cal Grant applicants unless the student opts out. If 11th grade students do not opt out, their grade point average will be submitted electronically to the State of California Cal Grant system. If you do not wish to submit your gpa for Cal Grant consideration, contact your school's principal before September 15th of your junior year.

RELEASE OF STUDENT RECORDS TO SCHOOL OFFICIALS AND EMPLOYEES OF THE DISTRICT (EC §§49076(a)(1) and 49064(d)): Districts may release educational records, without obtaining prior written parental consent, to any school official or employee, which would include accountants, consultants, contractors, or other service providers, who have a legitimate educational interest in the educational record.

HEALTH SERVICES

PHYSICAL EXAMINATION; PARENT REFUSAL TO CONSENT (EC §49451):

A child may be exempt from physical examination whenever the parents file, annually, a written statement with the school principal stating that they will not consent to routine physical exam of their child.

Whenever there is good reason to believe the child is suffering from a recognized contagious disease, the child will be excluded from school attendance.

VISION APPRAISAL (EC §49455)

The district is required to appraise each student's vision during kindergarten, upon initial enrollment, and in grades 2, 5, and 8. Appraisal in the year immediately following a student's first enrollment in grades 4 or 7 shall not be required. The appraisal shall include tests for near vision, far vision and color vision; however, color vision shall be appraised once and only on male students. The evaluation may be waived upon presentation of a certificate from a physician, surgeon, physician's assistant, or optometrist setting out the results of a determination of the student's vision, including visual acuity and color vision. This appraisal is not required if a parent files a written objection based on a religious belief with the principal.

SCOLIOSIS SCREENING NOTICE (EC §§49451 and 49452.5):

In addition to the physical examinations required pursuant to Sections 100275, 124035 and 124090 of the Health and Safety Code, the district may provide for the screening of every female student in grade 7 and every male student in grade 8 for the condition known as scoliosis.

DENTAL FLUORIDE TREATMENT (H&SC §104830 et seq.):

Pupils will be provided the opportunity to receive the topical application of fluoride or other decay-inhibiting agent to each pupil's teeth if the parent, guardian, or eligible pupil submits a letter stating that the treatment is desired.

PUPIL NUTRITION/NOTICE OF FREE AND REDUCED PRICE MEALS (EC §§48980(b), 49510, 49520 and 49558): Needy children may be eligible for free or reduced price meals. Details, eligibility criteria, and applications to participate in a free or reduced price meal program if it is available are available at your child's school. Individual records pertaining to student participation in any free or reduced-price meal program may, under appropriate circumstances, be used by school district employees to identify students eligible for public school choice and services pursuant to the federal Every Student Succeeds Act. When a household is selected for verification of eligibility for free and reduced meals, the District must notify the parent that their child(ren)'s eligibility is being verified.

COMMUNICABLE DISEASES (EC §48216 and 49403):

The district is authorized to administer immunizing agents to pupils whose parents have consented in writing to the administration of such immunizing agent. The district is required to exclude pupils who have not been properly immunized pursuant to Health and Safety Code 120325 and 120335. The district must notify parents that they have two weeks to supply evidence either that the pupil has been properly immunized or is exempted from the requirement. All students entering kindergarten, advancing from sixth to seventh grade in the district, or prior to his or her first admission to the district, will be required to comply with the immunization requirements of Health and Safety Code section 120335, unless the student provides the district with a valid exemption from a licensed physician. No new personal belief exemptions will be accepted. Students with personal-belief exemptions on file with the district as of January 1, 2016, shall be allowed to continue enrollment until entering the next grade span in the district. Grade spans are defined as birth through preschool, K-5, including transitional kindergarten, and 6-8, and 9-12. Students qualified for an individualized education program may access special education and related services as required by his or her individualized educational program.

HEALTH AND SAFETY 120325 and 120355 IMMUNIZATIONS

The law requires all students entering kindergarten, including transitional kindergarten, or advancing from sixth to seventh grade in the district, or prior to his or her first admission to the district, to comply with the immunization requirements of Health and Safety Code section 120335, unless the student provides the district with a valid exemption from a licensed physician, which after January 1, 2016, must comply with the requirements set forth in Health and Safety Code section 120372. New personal-belief exemptions filed with the district will no longer be accepted. Documented immunizations appropriate for each student's age include (1) Diphtheria, (2) Haemophilus influenzae type b, (3) Measles, (4) Mumps, (5) Pertussis (whooping cough), (6) Poliomyelitis, (7) Rubella, (8) Tetanus, (9) Hepatitis B, (10) Varicella (chickenpox), and any other diseases deemed appropriate by the department. Students qualified for an individualized education program may access special education and related services. Full immunization against Hepatitis B shall not be a condition of admittance to 7th grade. All students entering 7th through 12th grades must be immunized with a pertussis (whooping cough) vaccine booster called Tdap. This affects all students – current, new, and transfers – in public and private schools.

MEDICATION (EC §49423, §49423.1):

Any student who must take prescribed medication at school and who desires assistance of school personnel must submit a written statement of instructions from the physician and a parental request for assistance in administering the medication. Students may also carry and self-administer prescription auto-injectable epinephrine and prescription inhaled asthma medication upon the school's receipt of specified written confirmation with instructions for self-administration and authorization from the student's parent and physician or surgeon. The parent must release the school district and personnel from liability for any harm resulting from the self-administered medication, and provide a release for authorized school personnel to consult with the physician or surgeon.

MEDICAL AND HOSPITAL SERVICES FOR PUPILS (EC §§49471 and 49472):

The district is required to notify parents in writing if it does not provide or make available medical and hospital services for students injured while participating in athletic activities. The district is also authorized to provide medical or hospital services through non-profit membership corporations or insurance policies for student injuries arising out of school-related activities. Optional accidental injury insurance is offered during the sport registration process.

AVAILABILITY OF INDIVIDUALIZED INSTRUCTION/PRESENCE OF PUPIL WITH TEMPORARY DISABILITY IN HOSPITAL (EC §§48206.3, 48207-48208):

Individualized instruction is available to students with temporary disabilities whose disability makes attendance in the regular day classes or alternative education program in which the student is enrolled impossible or inadvisable. Parents of students hospitalized or with a temporary disability shall notify the school district where the student receives care if an individualized instruction program is desired.

CONTINUING MEDICATION REGIMEN (EC §49480):

Parents of any student on a continuing medication regimen for a non-episodic condition shall inform the school nurse or other designated certificated school employee of the medication(s) being taken, the current dosage, and the name of the supervising physician. With the consent of the parent, 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.

SUN PROTECTIVE CLOTHING/USE OF SUNSCREEN (EC §35183.5):

School sites must allow for outdoor use of sun-protective clothing and must allow students to use sunscreen, without a prescription or physician's note, during the school day.

ASBESTOS (40 CFR 763.84, 40 CFR 763.93):

The district has a plan for eliminating health risks that are created by the presence of asbestos in school buildings. It may be reviewed at the district office. At least once each year, the district will notify parents of inspections, response actions, and post-response action activities that are planned or in progress.

USE OF PESTICIDES (EC §§17611.5, 17612 and 48980.3):

School districts are required to inform parents about the use of pesticides on school grounds and provide access to the integrated pest management plan when certain pesticides are used. The Healthy Schools Act requires all California school districts to notify parents and guardians of pesticides they expect to apply during the year.

COMPREHENSIVE SCHOOL SAFETY PLAN (EC §§32280 et seq.):

Each school is required to report on the status of its school safety plan, including a description of its key elements, in the annual school accountability report card (SARC). The planning committee is required to hold a public meeting to allow members of the public the opportunity to express an opinion about the school plan. The planning committee shall notify specified persons and entities in writing.

NOTICE OF COMPLIANCE (EC §32289):

A complaint of noncompliance with the school safety planning requirements may be filed with the State Department of Education under the Uniform Complaint Procedures (5 CCR 4600 et seq.).

TOBACCO FREE SCHOOLS (HS §104420):

Use of tobacco products at any time by students, staff, parents, or visitors, is strictly prohibited in district-owned or leased buildings, on district property, and in district vehicles. This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Prohibited products include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, nicotine delivery devices such as electronic cigarettes and non-nicotine vaporized solutions. Exceptions may be made for the use or possession of prescription nicotine products. Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

SEXUALLY TRANSMITTED INFECTIONS AND PREGNANCY PREVENTION (BP 5141.25)

The Board of Education strongly encourages students to make responsible choices about their health. The Board also believes the responsibility for promoting healthy and safe choices in life begins at an early age and belongs primarily to the family.

DANGERS OF UNPRESCRIBED SYNTHETIC DRUGS - FENTANYL (EC §48985.5)

Districts are required to notify parents and guardians about the dangers associated with using unprescribed synthetic drugs, such as fentanyl. According to the US Drug Enforcement Agency (DEA) website, deadly doses of fentanyl have been found in fake/counterfeit versions of Adderall, Xanax, Oxycodone, among other medications.

CANCER PREVENTION ACT / HUMAN PAPILLOMAVIRUS (HPV) IMMUNIZATION (AB659 EC §48980.4)

HPV, or Human papillomavirus, is a common virus that can cause cancers later in life. California law requires students be advised to adhere to the current immunization guidelines, as recommended by the Advisory Committee on Immunization Practices (ACIP) of the federal Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics, and the American Academy of Family Physicians, regarding full HPV immunization before admission or advancement to the eighth (8)th grade level of school.

STUDENT SERVICES**MINIMUM AGE OF ADMISSION TO KINDERGARTEN (EC §48000):**

A child shall be eligible for enrollment in kindergarten at the beginning of the school year or at a later time in the same year, if the child has their fifth birthday, respectively, on or before September 1. For the 2025-26 school year, and in each school year thereafter, any child who will have their fourth birthday by September 1 shall be admitted to a transitional kindergarten program in accordance with law and district policy. On a case-by-case basis, a child who has reached age five after September 1, but before the end of the applicable school year, may be admitted to transitional kindergarten with the approval of the child's parent and subject to board approval in accordance with EC §48000. A school district may place a child who will have their fourth birthday on or before December 1 and is enrolled in a California state preschool program into a transitional kindergarten program classroom in accordance with EC §48000.

PREGNANT AND PARENTING PUPILS (EC §§ 221.51, 222, 222.5, 46015):

Districts may not exclude nor deny any pupil from any educational program or activity on the basis of the pupil's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom, and shall treat these conditions in the same manner and under the same policies as any other temporary disabling condition. A pregnant or parenting pupil is entitled to 8 weeks of parental leave, or additional leave if deemed medically necessary by the pupil's physician. During parental leave, absences shall be excused and the pupil shall not be required to complete academic work or other school requirements. After returning from parental leave, a pupil may resume the course of study in which he/she was previously enrolled, is entitled to make up work missed, and to take a fifth year of TLC instruction if necessary to complete graduation requirements. A pupil may elect to attend an alternative education option instead of returning to the school in which he or she was enrolled prior to parental leave. Schools shall provide reasonable accommodations to a lactating pupil on a school campus to express breast milk, breast-feed an infant child, or address other needs related to breast-feeding. A pupil shall not incur an academic penalty as a result of his or her use of these accommodations.

PROSPECTUS OF SCHOOL CURRICULUM (EC §49091.14):

The curriculum of every course offered by the schools of the district is compiled annually by each school in a prospectus. Each school prospectus is available for review upon request at each school site. Copies are available upon request for a fee not to exceed the actual copying cost.

SPECIAL EDUCATION (IDEA):

State and federal law requires that a free appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. More information concerning student eligibility, parental rights and procedural safeguards are available upon request.

SPECIAL EDUCATION; CHILD FIND SYSTEM (EC §56301):

Any parent suspecting that a child has exceptional needs may request an assessment for eligibility for special education services through the school principal. Policy and procedures shall include written notification to all parents of their rights pursuant to EC §56300.

SPECIAL EDUCATION COMPLAINTS (5 CCR §3080):

State regulations require the district to establish procedures to deal with complaints regarding special education. If you believe that the district is in violation of federal or state law governing the identification or placement of a special education student, or similar issues, you may file a written complaint with the district. State regulations require the district to forward your complaint to the State school director of Public Instruction. Procedures are available from your school principal.

SECTION 504/DISABLED PUPILS (Section 504 of the Rehabilitation Act of 1973):

Federal law requires districts to annually notify disabled pupils and their parents of the district's non-discriminatory policy and duty under Section 504 of the Rehabilitation Act.

STATEMENT OF NONDISCRIMINATION (Title VI of the Civil Rights Act of 1964; Title IX of the U.S. Education Amendments of 1972; Americans with Disabilities Act; Section 504 of the Vocational Rehabilitation Act of 1973; EC §200 *et seq.*): The district does not discriminate on the basis of gender, gender identity, gender expression, sex, race, color, religion, national origin, ethnic group identification, age, genetic information, mental or physical disability, sexual orientation, immigration status, or the perception of one or more of such characteristics. The district's policy of nondiscrimination requires notification in native language if the district's service area contains a community of minority persons with limited English language skills. Notification must state that the district will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs. This policy applies to all students insofar as participation in programs and activities is concerned, with few exceptions such as contact sports. In accordance with federal law, complaints alleging noncompliance with this policy should be directed to the school principal. Appeals may be made to the school director. A copy of the charter school nondiscrimination policy is available upon request and at <https://treeoflife.school/Policies-and-Reports/Reports/index.html>.

EDUCATIONAL EQUITY REGARDLESS OF IMMIGRATION STATUS, CITIZENSHIP, OR RELIGION (EC §234.7): Children have a right to a free public education, regardless of immigration status, citizenship status, or religious beliefs. When enrolling a child, schools must accept a variety of documents from the student's parent to demonstrate proof of the child's age or residency. No information about citizenship/immigration status or Social Security number is required to enroll in school. Parents have the option to provide a school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for a minor student in the event the parent is detained or deported. Parents 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 a minor student. Students have the right to report a hate crime or file a complaint to the school district if they are discriminated against, harassed, intimidated, or bullied on the basis of actual or perceived nationality, ethnicity, or immigration status. The district will not release information to third parties for immigration-enforcement purposes, except as required by law or court order. The California Attorney General's website provides "know your rights" resources for immigrant students and family members online at <https://oag.ca.gov/immigrant/rights>.

FINGERPRINTING PROGRAM (EC §32390):

Districts are authorized to offer fingerprinting programs for children enrolled in kindergarten or newly enrolled in the district. If the district has adopted such a program, you will be notified of procedures, applicable fee and your right to decline your child's participation upon your child's initial enrollment.

CHILDREN IN HOMELESS SITUATIONS (42 USC §11431-11435):

Each local district shall appoint a liaison for homeless children who shall ensure the dissemination of public notice of the educational rights of students in homeless situations. Please see the school director's office.

INSTRUCTION IN COMPREHENSIVE SEXUAL HEALTH EDUCATION AND HIV PREVENTION (EC §51938): Districts shall annually notify parents about instruction in comprehensive sexual health education and HIV prevention education and research on student health behaviors and risks planned for the school year. Written and audiovisual educational materials used in such education are available for inspection. If arrangement for the instruction is made after the beginning of the school year, parents will be notified no fewer than 14 days prior to the commencement of any such instruction if the district elects to provide the instruction by outside consultants in class or during an assembly. The notice must include the date of instruction, the name of the organization or affiliation of each guest speaker and information stating that the parent has the right to request a copy of the law pertaining to such instruction. Parents have the right to excuse his or her child from all or part of the comprehensive sexual health and HIV prevention education by submitting a written request to the district. Those students whose parents do not submit a written request to excuse them will receive such instruction. The law also authorizes the district, without prior parental consent, to use anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age appropriate questions in grades 7 to 12 about the student's attitudes concerning or practices relating to sex. The district must notify parents in writing before any such test, questionnaire, or survey is administered and provide them with an opportunity to review the materials. Parents have the right to excuse his or her child from such participation by submitting a written request to the school district.

HEALTH INSTRUCTION/CONFLICTS WITH RELIGIOUS TRAINING AND BELIEFS (EC §51240):

Upon written request of a parent, students shall be excused from the part of any school instruction in

health if it conflicts with the religious training and beliefs of a parent.

SCHOOL ATTENDANCE

EXCUSED ABSENCES (EC §48205)

(A) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is: (1) Due to his or her 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/city health officer. (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered. (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than five days if the service is conducted outside California. (5) For the purpose of jury duty in the manner provided for by law. (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent. (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board. (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code. (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. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the school director of the school district. (10) For the purposes of attending the pupil's naturalization ceremony to become a US citizen. (11) For the purposes of participating in a cultural ceremony or event. (12)(A) For the purpose of a middle school or TLC 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 TLC pupil who is absent pursuant to subparagraph (A) is required to be excused for only one school day-long absence per school year. (B)(ii) A middle school or TLC 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) (A) For any of the purposes described in clauses (i) to (iii), inclusive, if an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, has died, so long as the absence is not more than three days per incident. (i) To access services from a victim services organization or agency. (ii) To access grief support services. (iii) To participate in safety planning or to take other actions to increase the safety of the pupil or an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, including, but not limited to, temporary or permanent relocation. (B) Any absences beyond three days for the reasons described in subparagraph (A) shall be subject to the discretion of the school administrator, or their designee, pursuant to Section 48260. (14) Due to the pupil's participation in military entrance processing. (15) 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 therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. (c) For purposes of this section, attendance at religious retreats shall not exceed one school day 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 the purposes of this section, the following definitions apply: (1) "Cultural" means relating to the habits, practices, beliefs, and traditions of a certain group of people; (2) "Immediate family," as used in this section, means the parent or guardian, brother or sister,

grandparent, or any other relative living in the household of the pupil.

SCHOOL ATTENDANCE/ATTENDANCE ALTERNATIVES California law (EC §48980(h)) requires all school boards to inform each student's parent at the beginning of the school year of the various ways in which they may choose schools for their children to attend other than the ones assigned by school districts. Students who attend schools other than those assigned by the districts are referred to as "transfer students" throughout this notification. There is one process for choosing a school within the district in which the parent lives (intradistrict transfer), and potentially other separate processes for selecting schools in other districts (interdistrict transfer). The general requirements and limitations of each process are described as follows:

Choosing a School Within District in Which Parent Lives:

The law (EC §35160.5(b)) requires the school board of each district to establish a policy that allows parents to choose the schools their children will attend, regardless of where the parent lives in the district. The law limits choice within a school district as follows:

- Students who live in the attendance area of a school must be given priority to attend that school over students who do not live in the school's attendance area.
- In cases in which there are more requests to attend a school than there are openings, the selection process must be "random and unbiased," which generally means students must be selected through a lottery process rather than on a first-come, first-served basis. A district cannot use a student's academic or athletic performance as a reason to accept or reject a transfer.
- Each district must decide the number of openings at each school which can be filled by transfer students. Each district also has the authority to keep appropriate racial and ethnic balances among its schools, meaning that a district can deny a transfer request if it would upset this balance or would leave the district out of compliance with a court-ordered or voluntary desegregation program.
- A district is not required to provide transportation assistance to a student that transfers to another school in the district under these provisions.

- If a transfer is denied, a parent does not have an automatic right to appeal the decision. A district may, however, voluntarily decide to put in place a process for parents to appeal a decision.

Choosing a School Outside District in Which Parent Lives:

Parents have two different options for choosing a school outside the district in which they live. These options are: *Option 1: Districts of Choice* (EC §§48300 through 48315): The law allows, but does not require, each school district to become a "district of choice" – that is, a district that accepts transfer students from outside the district under the terms of the referenced Education Code sections. If the school board of a district decides to become a "district of choice" it must determine the number of students it is willing to accept in this category each year and make sure that the students are selected through a "random and unbiased" process, which generally means a lottery process. If the district chooses not to become a "district of choice," a parent may not request a transfer under these provisions. Other provisions of the "district of choice" option include:

- Either the district a student would transfer to or the district a student would transfer from may deny a transfer if it will negatively affect the racial and ethnic balance of the district, or a court-ordered or voluntary desegregation plan. A district of choice cannot deny a transfer request on the basis that the costs to provide services exceeds the revenue received, but it may reject a request if doing so would require the creation of a new program. However, the district of choice may not deny the transfer of any special needs student, including an individual with exceptional needs, an English Learner student, a foster youth, or a homeless child or youth even if the cost to educate the student exceeds the revenue received or the creation of a new program is required. The district a student would be leaving may also limit the total number of students transferring out of the district each year to a specified percentage of its total enrollment, depending on the size of the district.
- Communications to parents or guardians by a school district of choice shall be factually accurate and shall not target students based upon academic ability, athletic performance, or other personal characteristics.
- No student who currently attends a school or lives within the attendance area of a school can be forced out of that school to make room for a student transferring under these provisions.
- Siblings of students already attending school in the "district of choice" and children of military personnel must be given transfer priority.
- A parent may request transportation assistance within the boundaries of the "district of choice". The district is required to provide transportation only to the extent it already does

so.

- A school district in which an active military duty parent of a student resides shall not deny the transfer of that student to a school in any district, if the school district to which the parent of the student applies approves the application for transfer.

Option 2: Other Interdistrict Transfers (EC §§46600 et seq.): The law allows two or more districts to enter into an agreement for the transfer of one or more students for a period of up to five years. New agreements may be entered into for additional periods of up to five years each. The agreement must specify the terms and conditions under which transfers are permitted. There are no statutory limitations on the kinds of terms and conditions districts are allowed to place on transfers. The law on interdistrict transfers also provides for the following:

- If either district denies a transfer request, a parent may appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision.
- A district of residence may not deny a transfer of a student whose parent is active duty military when the district of proposed enrollment approves the application.

OPEN ENROLLMENT ACT (EC § 48350 et seq.)

Whenever a student is attending a district school on the Open Enrollment List, as identified by the school director of Public Instruction, he/she may apply to transfer to another school within or outside of the District, if the school to which he/she is transferring has a higher Academic Performance Index. Districts with a school on the List must notify the parents/guardians at that school on or before the first day of the school year of their option to transfer to another public school. Information regarding the application process and applicable deadlines can be obtained from the district office.

This summary provides an overview of the laws applicable to school attendance for each alternative. Additional information is available upon request.

NOTICE OF ALTERNATIVE SCHOOLS (EC §58501):

State law authorizes all school districts to provide for alternative schools. Education Code section 58500 defines an alternative school as a school or separate class group within a school that is operated in a manner designed to: (1) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy. (2) Recognize that the best learning takes place when the student learns because of his/her desire to learn. (3) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may result in whole or in part from a presentation by his/her teachers of choices of learning projects. (4) 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. (5) 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, student, or teacher is interested in further information concerning alternative schools, the County school director of Schools, the administrative office of this district, and the principal's office in each attendance area shall have copies of the law available for your information. This law particularly authorizes interested persons to request that the governing board of the district establish alternative school programs in each district.

GRADE REDUCTION/LOSS OF ACADEMIC CREDIT (EC §48980(j)):

No student shall have his/her grade reduced or lose academic credit for any excused absence pursuant to EC §48205 if missed assignments/tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

ABSENCE FOR RELIGIOUS INSTRUCTION (EC §46014):

Districts may allow pupils with parent consent to be excused to participate in religious exercises/instruction.

NOTICE OF MINIMUM DAYS AND PUPIL-FREE STAFF DEVELOPMENT DAYS (EC §48980(c)):

The district is required to annually notify parents of its schedule(s) of minimum days and student-free staff development days at the beginning of the year or as early as possible, but no later than one month prior to the scheduled minimum or student-free day. <https://treeoflife.school/Calendar/> (also available on the school website <https://treeoflife.school/index.html>)

MISCELLANEOUS

NON-MANDATORY PROGRAMS FOR PARENTAL/PUPIL PARTICIPATION (EC §49091.18):

Schools may not require a student or student's family to submit to or participate in any assessment, analysis, evaluation, or monitoring of the quality or character of student home life, parental screening or testing, nonacademic home-based counseling program, parent training, or prescribed family educational service plan.

SEX EQUITY IN CAREER PLANNING (EC §221.5(d)):

Parents shall be notified in advance of career counseling and course selection commencing with course selection in Grade 7, to promote sex equity and allow parents to participate in counseling sessions and decisions.

SEXUAL HARASSMENT POLICY (EC §231.5; 5 CCR §4917):

Each district is required to have adopted a written [policy on sexual harassment](#), and shall provide a copy of such policy, as it pertains to students, with the annual notification. (See <https://treeoflife.school/Policies-and-Reports/Policies/index.html>). Districts are also required to display such policies in a prominent location and include it in orientation for employees and students. The district's current Title IX compliance officer is also listed at <https://treeoflife.school/index.html>

DRUG FREE CAMPUS (Alcohol and Other Drug Use Prevention Education):

Possession, use or sale of narcotics, alcohol, or other controlled substances is prohibited and strictly enforced at all school activities. Records will be forwarded to local law enforcement, and district sanctions will result from violations.

RIGHT TO REFRAIN FROM HARMFUL USE OF ANIMALS (EC §§32255 et seq.):

Pupils may choose to refrain from participating in educational projects involving the harmful or destructive use of animals.

EVERY STUDENT SUCCEEDS ACT (20 USC §§6301 et seq.):

Under the ESSA, parents have the following rights which may be subject to change as regulations and state law are modified to comply with ESSA:

- **Information Regarding Professional Qualifications of Teachers, Paraprofessionals, and Aides:** Upon request, parents have a right to information regarding the professional qualifications of their student's classroom teachers, paraprofessionals, and aides. This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects s/he teaches, whether the teacher is teaching under an emergency permit or other provisional status because of special circumstances, the teacher's college major, whether s/he has any advanced degrees and the subject(s) of those degrees, and whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications. Districts shall also notify parents if their child has been assigned to or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.
- **Information Regarding Individual Student Reports on Statewide Assessments:** Upon request, parents have a right to information on the level of achievement of their student on every State academic assessment administered to the student.
- **Limited English Proficient Students:** The Act requires prior notice be given to parents of English learners regarding limited English proficiency programs, including the reasons for the identification of the student as an English learner, the need of placement in a language instruction educational program, the student's level of English proficiency, how such level was assessed, the status of the student's academic achievement, the methods of instruction used in the programs available, how the recommended program will meet the student's needs, program performance, parent options to remove a student from a program and/or to decline initial enrollment, and expected rate of transition into classrooms not tailored for English learners. In addition, the district will notify parents

The information provided above is available upon request from your child's school or the district office. Additional notices that may be required under the Every Student Succeeds Act shall be sent separately

UNIFORM COMPLAINT PROCEDURES (5 CCR §4622):

The district is required to annually notify parents, pupils, employees, district and school advisory committees and other interested parties in writing of its required Uniform Complaint Procedures. The Uniform Complaint Procedures apply to complaints involving categorical programs and those alleging unlawful discrimination, harassment, intimidation, bullying, and noncompliance regarding student fees

and the legal requirements pertaining to the Local Control Accountability Plan. For TLC Uniform Complaint Procedures, see
<https://treeoflife.school/Policies-and-Reports/Reports/index.html>

SCHOOL BUSES/PASSENGER SAFETY (EC §39831.5):

Districts are required to provide safety regulations to all new students and students who have not previously been transported by school bus.

MEGAN'S LAW NOTIFICATION (PENAL CODE §290.4):

Parents and members of the public have the right to review information regarding registered sex offenders at the main office of the local law enforcement agency for this school district.

INVESTING FOR FUTURE EDUCATION (EC §48980(d)):

Parents are advised of the importance of investing for higher education for their children and of considering appropriate investment options, including, but not limited to, United States savings bonds.

CALKIDS SCHOLARSHIPS NEW 2025-26

California public-school students may be eligible for a CalKIDS Scholarship. \$500 for low-income or English learner public school students; \$500 more for foster youth; \$500 more for homeless youth. Visit <https://calkids.org/get-started/> to get started.

COMPLAINTS CONCERNING DEFICIENCIES RELATED TO INSTRUCTIONAL MATERIALS, ETC. (EC §35186): A uniform complaint process is available to help identify and resolve deficiencies related to instructional materials, emergency or urgent facility conditions that pose a threat to the health and safety of pupils or staff, and teacher vacancy or misassignment. Notice of the complaint process and location at which to obtain a complaint form should be posted in the classrooms. For TLC Uniform Complaint Procedures, see
<https://treeoflife.school/Policies-and-Reports/Reports/index.html>

SCHOOL ACCREDITATION (EC §35178.4):

Requires a school district to notify each parent or guardian of a pupil in a school that has lost its accreditation status and the potential consequences of the school's loss of status, in writing or by posting the information on the school district's or school's Internet Website, or by any combination of these methods.

PUPIL FEES (EC §49010 et seq.):

The district is required to establish policies concerning the provision of a free education to pupils. The district is also required to establish policies for filing a complaint of noncompliance under this section using the Uniform Complaint Procedures. Notice of the district's fee policies and complaint process shall be provided to pupils, parents, guardians, and employees on an annual basis. For TLC Uniform Complaint Procedures, see <https://treeoflife.school/Policies-and-Reports/Reports/index.html>

LOCAL CONTROL AND ACCOUNTABILITY PLAN (EC §§52060-52077):

The District is required to adopt a three-year Local Control and Accountability Plan (LCAP) and to update the LCAP on or before July 1 of each subsequent year. The LCAP is required to identify annual goals, specific actions geared toward implementing those goals, and must measure progress for student subgroups across multiple performance indicators based on eight priorities set by the State. The priorities must be aligned to the District's spending plan.

Before February 28th of each year at a regularly scheduled board meeting the school director of the school district shall present a report on the annual update to the local control and accountability plan and the local control funding formula budget overview for parents. The report shall include both of the following: All available midyear outcome data related to metrics identified in the current year's local control and accountability plan; and all available mid year expenditure and implementation data on all actions identified in the current year's local control and accountability plan.

The LCAP must be approved before the annual District budget can be adopted. Once the budget and LCAP are adopted at the local level, the plan will be reviewed by the County school director to ensure alignment of projected spending toward goals and services. The following are the eight State priorities:

1. Providing all students access to fully credentialed teachers, instructional materials that align with state standards, and safe facilities;
2. Implementation of and student access to state academic content and performance standards;
3. Parent involvement and participation;

4. Improving student achievement and outcomes along multiple measures;
5. Supporting student engagement;
6. Highlighting school climate and connectedness;
7. Ensuring all students have access to classes that prepare them for college and careers; and
8. Measuring other important student outcomes related to required areas of study.
9. Coordinating instruction for expelled students; and
10. Coordinating services for foster children.

The Board of Education is required to establish a parent advisory committee (PAC) and English learner parent advisory committee (ELPAC) to provide advice to the Board of Education and the school director regarding the LCAP. (ELPACs are required if enrollment in the school district includes at least 15% English learners and the district enrolls at least 50 pupils who are English learners. Districts are not required to establish a new ELPAC if an English learner parent committee has already been established). PACs shall include parents or legal guardians of low income students, English learner students, and foster youth.

Each district is required to consult with its teachers, principals, administrators, other school personnel, local bargaining units, parents, and pupils in developing the LCAP. As part of this consultation process, districts must present their proposed plans to the PAC and ELPAC. The advisory committees can review and comment on the proposed plan. Districts must respond in writing to the comments of the PAC and ELPAC. Districts are also required to notify members of the public that they may submit written comments regarding the specific actions and expenditures proposed in the LCAP.

Districts must hold at least two public hearings to discuss and adopt (or update) their LCAPs. The district must first hold at least one hearing to solicit recommendations and comments from the public regarding expenditures proposed in the plan, and then adopt (or officially update) the LCAP at a subsequent hearing.

Districts are required to post on the school district website the LCAP approved by the Board of Education and any updates or revisions to the LCAP, and establish policies for filing a complaint of noncompliance under EC §52075 using the Uniform Complaint Procedures. Information regarding the requirements for a Local Control and Accountability Plan and the complaint process shall be provided to pupils, parents, guardians, and employees on an annual basis. The LCAP is available at <https://treeoflife.school/Policies-and-Reports/Reports/index.html>

STUDENT INFORMATION AND SOCIAL MEDIA NOTICE (Education Code § 49073.6)

While the District does not intend to make a practice of reviewing personal student social media accounts, from time to time the District may be required to investigate online content in response to a report of cyberbullying, threats, or other misconduct, in an effort to ensure a safe learning environment. Designated District staff are granted the authority to conduct a reasonable investigation into alleged student misconduct, including an Internet search of public content, which includes social media sites, as defined in California Education Code section 49073.6, for evidence of such misconduct. The purpose of such an investigation would be to protect the safety of District students. Any District staff member who has not been designated with this authority should refrain from collecting or maintaining in student records any information collected from student social media pages without first seeking approval from a District administrator and following proper procedures, including student/parent notification, and well as a public hearing prior to conducting such a program.

PROFESSIONAL STANDARDS

On October 8, 2017, the Governor signed Assembly Bill 500, which adds Section 44050 to the Education Code effective January 1, 2018. By January 1, 2018, Education Code section 44050 requires school districts that maintain any provision within their codes of conduct for employees on employee interaction with pupils to (1) provide a written copy of the section on employee interactions with pupils to parents and guardians at the beginning of each school year; and (2) post the section on employee interactions with pupils on each school's website, if they have one, or on the agency's (district or county office's) website if it has one.

AGE DISCRIMINATION ACT (42 USC § 6101 et seq.):

The Age Discrimination Act prohibits discrimination in programs or activities receiving federal and/or state financial assistance.

BOY SCOUTS OF AMERICA EQUAL ACCESS ACT (34 CFR § 108.6):

The Boy Scouts of America Equal Access Act requires public schools to provide equal access to the use of school property to the Boy Scouts and other designated youth groups.

FIREARMS SAFETY AB 452, SB 906 (EC 49390-49395):

TLC reminds parents and legal guardians of all students of their responsibilities for keeping firearms out of the hands of children as required by California law. 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.
- 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.
- 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.
- 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

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.

GOOGLE WORKSPACE FOR EDUCATION NOTICE TO PARENTS AND GUARDIANS UPDATED 2025-26

Tree of Life uses Google Workspace for Education tools in instruction. Google Workspace for Education is a set of productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. Students use Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into Chromebooks, and learn 21st century digital citizenship skills. The notice below provides answers to common questions about what Google can and can't do with your child's personal information and the personal information we provide to Google.

Using their Google Workspace for Education accounts, students may access and use the following "Core Services" offered by Google (described at https://workspace.google.com/terms/user_features.html): Gmail, Calendar, Chrome Sync, Cloud Search, Contacts, Docs, Gemini, Sheets, Slides, Forms, Drive, Groups, Google Meet, Jamboard, Keep, Notebook LM, Sites, Vault. In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following "Additional Services": Google Art and Culture, Google Bookmarks, Google Books, Google Earth, Google Maps, Google Takeout, YouTube.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at

https://workspace.google.com/terms/education_privacy.html Below are answers to some common questions:

What personal information does Google collect?

When creating a student account, TLC may provide Google with certain personal information about the student, including, a name, email address, and password. Birthdates or other personal information are not provided.

Google may collect personal information directly from students, such as a profile photo added to the Google Workspace for Education account. When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device

identifiers, and mobile network information including phone number;

- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. **Google does not serve ads** in the Core Services or use personal information collected in the Core Services for advertising purposes.

Does Google use student personal information for users in K-12 schools to target advertising? No. For Google Workspace for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with a Google Workspace for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an Google Workspace for Education account.

Can my child share information with others using the Google Workspace for Education account? We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through Google Workspace for Education schools.
- With TLC. Google Workspace for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
 - For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the Google Workspace for Education privacy notice and any other appropriate confidentiality and security measures.
- For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
 - meet any applicable law, regulation, legal process or enforceable governmental request.
 - enforce applicable Terms of Service, including investigation of potential violations.
 - detect, prevent, or otherwise address fraud, security or technical issues.
 - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.
 - Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?

You can access or request deletion of your child's Google Workspace for Education account by contacting your school's principal or site technology coordinator. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or

services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the

choices available to you, please contact your school administrator or Stephanie Griffin, Director of Instructional Technology. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [Google Workspace for Education Privacy Center](https://www.google.com/edu/trust/) (<https://www.google.com/edu/trust/>), the [Google Workspace for Education Privacy Notice](https://workspace.google.com/terms/education_privacy.html) (https://workspace.google.com/terms/education_privacy.html), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (<https://www.google.com/intl/en/policies/privacy/>). The Core Google Workspace for Education services are provided to us under [Google Workspace for Education Agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (https://www.google.com/apps/intl/en/terms/education_terms.html).