

## 2015-2016 ANNUAL NOTIFICATION OF PARENT OR GUARDIAN FOR SCHOOL DISTRICTS

### REQUIRED NOTIFICATIONS

State and federal laws require school districts to notify parents and guardians of minor pupils of parental rights. Education Code (EC) section 48982 requires the parents or guardians to sign a notification form and return it to school. The signature is an acknowledgement by the parents or guardians that they have received and have been informed of their rights, however it does not indicate that consent to participate in any particular program has either been given or withheld. EC section 48984 states that no school district shall undertake any activity covered by EC section 48980 with respect to any particular pupil unless the parent or guardian has been informed of such action pursuant to annual notification requirements or has received separate special notification.

#### **Rules and Procedures on School Discipline - EC Section 35291**

EC section 48980(a): At the beginning of the first semester or quarter of the regular school term, the school district shall notify the parent or guardian of a minor pupil regarding the right or responsibility of the parent or guardian under Section 35291.

Rules pertaining to student discipline, including those that govern suspension or expulsion outlined in EC section 48900, *et seq.*, should be made available by the school principal to parents. They should also be communicated to every student every year. In addition the following disciplinary information should be provided to parents:

- **Attendance of Suspended Child's Parent or Guardian for Portion of School Day (EC § 48900.1):** If the school district adopts a policy that teachers may require the parent or guardian of a pupil who has been suspended by a teacher to attend a portion of a school day in the classroom of his child or ward, the school district must notify parents of the policy prior to its implementation.
- **Sexual Harassment Policy (EC § 231.5; 5 CCR 4917):** Each school district shall have a written policy on sexual harassment, and shall provide a copy of such policy, as it pertains to students, with the annual notification. Districts are also required to display the policy in a prominent location and include it in an orientation for employees and students.
- **Suspension/Expulsion: Alternative and Other Means of Correction (EC §§ 48900, 48900.5):** In response to a violation of school rules, a school district may impose other means of correction short of suspension and expulsion and place the documentation of those in the pupil's record. Other means of correction may include: a conference between school personnel, the pupil's parent or guardian and the pupil; referrals to the school counselor or psychologist; study teams, guidance teams or other intervention-related teams that assess behavior and develop and implement behavior plans; referral for psycho-educational assessment; and after-school programs that address specific behavioral issues.

## **Sexual Health Education and HIV/AIDS Prevention - EC Section 51938**

Districts must, at the beginning of the school year or at a new enrollment, notify parents about instruction in comprehensive sexual health education, which may include information pertaining to sexual abuse and sexual assault awareness and prevention, HIV/AIDS prevention education, and assessments planned for the school year. The written and audiovisual materials, educational materials used in comprehensive sexual health education, and HIV/AIDS prevention education must be made available for inspection by parents if requested. If a school district elects to provide comprehensive sexual health education or HIV/AIDS prevention education through outside consultants and/or an assembly, notice must be provided to parents either within the annual notification or no fewer than 14 days prior to the date of instruction if arrangement for the instruction is made after the beginning of the school year. 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/guardian has the right to request a copy of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act, Education Code Sections 51930-51939. A parent has the right to excuse their child from all or part of comprehensive sexual health education, including sexual abuse and sexual assault awareness and prevention, HIV/AIDS prevention education, and any assessment related to such education. Parents must request *in writing* that their child not participate. (A sample opt out form is provided.)

## **Pupil Nutrition - EC Sections 49510-49520**

Requires notice to parent or guardian of the free and reduced-priced meals available to pupils in receipt of public assistance. The meal program is defined by EC § 49510, *et seq.* The notice should include the details of the meal program available at the pupil's school site.

## **Right to Refrain from Harmful Use of Animals - EC Sections 32255-32255.6**

The school district must notify the parent or guardian at the beginning of the first semester or quarter of the regular school term that pupils may choose to refrain from participating in an educational project involving the harmful or destructive use of animals, based on moral objections, and complete an alternative educational project acceptable to the teacher. Objections to participating in an educational project involving the harmful or destructive use of animals must be substantiated by a note from the student's parent or guardian. A sample form is provided.

## **Immunization and Communicable Diseases - EC Sections 48216, 49403**

School districts are required to exclude pupils who have not been properly immunized pursuant to Health and Safety Code section 120325 and section 120335. 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. A district is authorized to administer immunizing agent to pupils, whose parents have consented in writing, to the administration of such immunizing agent.

*Note:* AB 2109-Effective January 1, 2014: In order to be exempt from immunization requirements, parents or guardians must submit an affidavit from the State Department of Public Health specifying which immunizations the pupil has received and which have not been given on the basis that they are contrary to the parent or guardian's beliefs. The

affidavit must be accompanied by a signed attestation from a health care practitioner stating the practitioner informed the parent or guardian regarding benefits and risks of the immunization and specified communicable diseases. The affidavit must also be accompanied by a form with a statement from the parent or guardian that he or she received the information from the health care practitioner.

### **Medication - EC Section 49423**

School districts must notify the parents or guardians of all pupils in the school district that 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 or physician assistant and a parental request for assistance in administering the medications. Any student may carry and self-administer prescription auto-injectable epinephrine only if the student submits a written statement of instructions from the physician or physician assistant and written parental consent authorizing the self-administration of medication, providing a release for the school nurse or other personnel to consult with the child's health care provider as questions arise, and releasing the district and personnel from civil liability if the child suffers any adverse reaction as a result of the self-administration of medication.

### **Continuing Medication Regimen - EC Section 49480**

School districts must provide notice that the parent or legal guardian of any public school pupil on a continuing medication regimen for a non-episodic condition shall inform the school nurse or other designated certificated school employee of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian of the pupil, the school nurse may communicate with the physician and may counsel with the 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.

### **Medical and Hospital Services for Pupils - EC Sections 49471, 49472**

Authorizes school districts to provide medical or hospital services through non-profit membership corporations or insurance policies for pupil injuries arising out of school-related activities. If a school district maintaining junior high schools or high schools does not provide or make available medical and hospital services for pupils of the district injured while participating in athletic activities, in accordance with Section 49470, the parent or guardian of each pupil participating in athletic activities shall be notified that the services are not provided.

### **Pupils with Temporary Disabilities; Individual Instruction - EC Sections 48206.3, 48207, 48208**

Requires school districts to notify parents of the availability of individualized instruction for students with temporary disabilities. The parent or guardian of a pupil hospitalized or with a temporary disability shall notify the school district where the pupil is receiving care and that an individual instruction program is desired.

## **Disabled Pupils - Section 504 of the Rehabilitation Act of 1973**

School districts must annually notify pupils eligible under Section 504 and their parents of the school district's non-discriminatory policy and duty under Section 504 of the Rehabilitation Act. The notification should include:

- Name and contact information of the person designated by the school district for implementing Section 504;
- Screening and evaluation procedures used by the school district when there is reason to believe a student has a disability under Section 504;
- The right to a written plan if the student qualifies under Section 504;
- The right to be educated with non-disabled students to the maximum extent appropriate based on the student's needs; and
- Notice of the parent's legal procedural safeguards.

## **Special Education: Child Find System-IDEA - EC Section 56301**

School districts must inform parents of the federal law requirement that a free and appropriate public education (FAPE) in the least restrictive environment be offered to eligible pupils with disabilities ages 3 through 21 years, including pupils that are migrant or homeless or wards of the state and children with disabilities attending private schools. Any parent suspecting a child has exceptional needs due to a disability may request the school district assess the student for eligibility for special education services.

## **Physical Examination; Parent Refusal to Consent - EC Section 49451**

School districts must notify parents or guardians of the specific or approximate dates during the school year when any non-emergency, physical examination or screening is scheduled that 1) is required as a condition of attendance; 2) administered by the school; and 3) is not necessary to protect the immediate health and safety of the pupil or other pupils. The notification must include an opportunity for parents to opt pupils out of participation in the examination or screening. (20 U.S.C. § 1232(h).)

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 a routine physical examination 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. The notifications should include approximate dates during the school year when any non-emergency, physical examination or screening is scheduled that is 1) required as a condition of attendance; 2) administered by the school; and 3) is not necessary to protect the immediate health and safety of the pupil or other pupils. (*A sample opt-out form is included.*)

*NOTE: EC Section 49455 was recently amended to require a pupil's vision to be appraised by the school nurse or other authorized person during kindergarten or upon first enrollment or entry in a California school district of a pupil at an elementary school, and in grades 2, 5, and 8, unless a pupil's first entry or enrollment occurs in grade 4 or 7.*

## **Child Health and Disabilities Prevention Program - HSC Sections 124085, 124105**

Requires school districts to notify the parents or guardians of pupils in kindergarten and first grade of the requirement of a physical examination for first grade enrollment. Allows for the pupil to be excluded from school for up to five days based on the failure to comply or sign a waiver. Notification should also inform parents or guardians of the availability of free health screenings through the local health department.

## **Asbestos - 40 C.F.R. 763.93**

School districts must notify parents, teachers and employee organizations in writing of its plan for eliminating health risks that are created by the presence of asbestos in school buildings. The plan must identify the asbestos-containing material located in the school building. The plan should be made available for review at the district office.

## **Use of Pesticides - EC Sections 48980.3, 17612**

School districts shall inform parents or guardians about the use of pesticides on school grounds as part of the annual parent notice. Such notice must include the name of all pesticide products expected to be applied at the school site during the upcoming year, and the active ingredient(s) in each pesticide product. Parents may register with the school site if they wish to receive notification of individual pesticide applications at the school site at least 72 hours prior to the application. Additional information on pesticides is made available by the Department of Pesticide Regulation at [www.cdpr.ca.gov](http://www.cdpr.ca.gov). A sample Pesticide Notification Request letter is provided herewith.

If the school has developed an integrated pest management plan, the school shall inform parents or guardians of the website on which the integrated pest management plan can be viewed and/or include the integrated pest management plan within the annual notifications. The integrated pest management plan should include the name of the school designee or plan manager, include the pesticides expected to be applied at the school site by school or district employees or by hired pest control applicators, and include a date when the plan will be reviewed, and if necessary, updated. The plan should also include whether the school intends to use a pesticide not listed within Education Code Section 17610.5. Finally, the notice must indicate that parents or guardians may view the integrated pest management plan at the school site office.

## **School Bus and Passenger Safety - EC Section 39831.5**

Requires school districts to provide bus safety regulations to all new students in pre-kindergarten, kindergarten and first through sixth grade inclusive who were not previously transported by school bus. The bus safety regulations shall include: a list of school bus stops near each pupil's home, general rules of conduct at school bus loading zones, red light crossing instructions, school bus danger zone, and walking to and from school bus stops.

## **Williams Complaint Policy & Procedures - EC Section 35186**

Requires school districts to use a modified uniform complaint process to help identify and resolve deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, teacher vacancy or

misassignment, and intensive instruction and services provided to pupils who have not passed one or both parts of the high school exit examination after 12<sup>th</sup> grade. Notice of the complaint process and the location at which to obtain a complaint form shall be posted in classrooms. Complaints may be filed anonymously.

### **Notice of Alternative Schools - EC Section 58501**

The following notice shall be sent to all parents and guardians as required by Section 48980:

California State law authorizes all school districts to provide for alternative schools. The Education Code defines alternative school as a school or separate class group within a school, which is operated in a manner designed to:

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

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

A copy of the notice shall also be posted in at least two places normally visible to pupils, teachers, and visiting parents in each attendance area for the entire month of March in each year.

### **Statement of Non-Discrimination**

Discrimination in education programs is prohibited by state and federal law. School districts shall notify parents and guardians of all students of the District's non-discrimination policy. Education Code section 200, *et seq.* requires school districts to

afford all pupils regardless of gender, gender identity, gender expression, sex, race, color, religion, natural origin, ethnic group identification, mental or physical disability, sexual orientation, or the perception of one or more of such characteristics, equal rights and opportunities in accessing educational programs, activities and facilities. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin. Title IX prohibits discrimination on the basis of sex.

The Americans with Disabilities Act and Section 504 of the Vocational Rehabilitation Act of 1973 prohibit discrimination on the basis of disability. This policy requires notification in the native language of persons with limited English language skills if service area contains a community of minority persons with limited English language skills. The 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 non-compliance with this policy are investigated through the Uniform Complaint Process.

### **Attendance - EC Section 48980(h)**

School districts must notify parents and guardians of all existing statutory attendance options and local attendance options available in the school district.

- **Residency Requirements (EC §§ 48200, 48204):** School districts must notify parents of the age requirements for pupils subject to compulsory education and the requirement for parent(s) to enroll pupils of compulsory age in the school district in which the residence of either the parent or legal guardian resides. A pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she meets any of the following: a pupil who is a foster child and remains in his or her school of origin, placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment of placement under the Welfare and Institutions Code; a pupil for whom interdistrict transfer has been approved; an emancipated pupil who resides within the boundaries of the school district; a pupil who lives in the home of a care giving adult that is located within the boundaries of the school district; or a pupil residing in a state hospital located within the boundaries of the school district. A school district may also deem a pupil as having complied with the residency requirements for school attendance in the school district if one or both of the parents or legal guardians of the pupil are physically employed within the boundaries of the school district for a minimum of 10 hours during the school week.
- **Intradistrict Choice Policy (EC § 35160.5(b)):** Requires school districts to adopt rules and regulations establishing a policy on intradistrict/open enrollment within the district for residents of the district.
- **Interdistrict Attendance (EC § 46600):** Authorizes two or more districts to enter into agreement up to five years, providing for interdistrict attendance of students and stipulating **terms** and conditions under which such attendance will be permitted or denied.
- **Open Enrollment Act (EC § 48350, et seq.):** Requires school districts to notify parents of students enrolled in "low-achieving schools," as identified by the Superintendent of Public Instruction each year, of their right to request a transfer to a higher-achieving school.

- **District of Choice (EC § 48300, et seq.):** Some school districts may choose to become a district of choice: a district that accepts transfer students from outside the district under the terms of a resolution adopted by that district's school board. A school board that decides to become a district of choice must determine the number of transfers it is willing to accept and make sure that students are selected through a random and unbiased process.
- **Absence for Confidential Medical Services (EC § 46010.1):** Requires school districts to notify pupils in **grades** 7 to 12, and their parents, that law permits a school to excuse pupils for purpose of obtaining confidential medical services without the consent of parent or guardian.
- **Absence for Religious Instruction (EC § 46014):** Authorizes school districts to adopt resolution and **regulations** to allow pupils with parent consent to be excused to participate in religious exercises/instruction.
- **Notification of Minimum Days and Pupil Free Staff Development Day (EC § 48980(c)):** Requires annual notification advising parents of the schedule of minimum days and pupil-free staff development days at the beginning of the school year or as early as possible/no later than one month prior to the start of school. The school calendar may be included within the annual notifications to meet this requirement.
- **Grade Reduction/Loss of Academic Credit (EC § 48980(j)):** No pupil shall have his/her grade **reduced** or lose academic credit for any excused absence pursuant to EC section 48205 for missed assignments/tests that can reasonably be provided /completed.
- **Excused Absence; Justifiable Personal Reasons; Credit (EC 48205); Truancy (EC § 48260, et seq.)** State law permits students to be absent for justifiable reasons and allows for **completion** of missed assignments. Students who are absent without valid excuse from their parents/guardians, may be subject to truancy and/or criminal proceedings under Education Code section 48260, *et seq.*
- **Excused Absences:**
  - (1) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
    - (a) Due to his or her illness.
    - (b) Due to quarantine under the direction of a county or city health officer.
    - (c) For the purpose of having medical, dental, optometric, or chiropractic services rendered.
    - (d) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
    - (e) For the purpose of jury duty in the manner provided for by law.
    - (f) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
    - (g) 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, or attendance at an employment conference, when the pupil's



absence has been 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.

- (h) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
  - (i) 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 EC section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position.
  - (j) Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district
  - (k) A valid excuse may include other reasons that are within the discretion of school administrators, and, based on the pupil's circumstances.
- (2) 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 any class from which a pupil is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
  - (3) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
  - (4) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
  - (5) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

- **Truancy:**

- (1) The first time a truancy report is issued, the pupil and, as appropriate, the parent or legal guardian, may be requested to attend a meeting with a school counselor or other school's designees to discuss attendance issues and develop a plan to improve attendance.
- (2) The second time a truancy report is issued within the same school year, the pupil may be given a warning by a peace officer pursuant to Penal Code section 830.1. The pupil may also be assigned to an afterschool or weekend study program located within the same county as the pupil's school.
- (3) The third time a truancy report is issued within the same school year, the pupil shall be classified as a habitual truant and may be required to attend an attendance review board or a truancy mediation program pursuant to EC section 48263.
- (4) The fourth time truancy is issued within the same school year, the pupil may be brought within jurisdiction of the Juvenile Court that may adjudge the

pupil to be a ward of the court pursuant to Welfare and Institutions Code section 601.

### **Fingerprinting Program-EC Section 32390**

School districts choosing to offer a voluntary fingerprinting program shall inform parents upon enrollment of child, and annually, of the availability of the program. Fingerprinting requires written parental consent as well as payment by the parent or guardian of any applicable fees.

### **Sex Equity in Career Counseling and Course Selection-EC Section 221.5(d)**

Requires school districts to notify parents in advance of career counseling and course selection commencing with course selection for Grade 7, to promote sex equity and allow parents to participate in counseling sessions and decisions. Course selection and career counseling should be based on interest and ability of the pupil and not the pupil's gender.

### **College Requirements and Technical Education-EC Section 51229**

For grades 9 to 12, school districts are required to provide parents and guardians with written notification regarding college admission requirements, information about University of California and California State University websites, information about career technical education and the availability of school counselors to help students in choosing appropriate high school courses. If a school district elects to allow a career technical education course to satisfy the visual/performing arts or foreign language graduation requirement, the school district shall provide information about the high school graduation requirements of the school district and how each requirement satisfies or does not satisfy the subject matter requirements for admission to the California State University and the University of California, as well as a complete list of career technical education courses offered by the school district that satisfy the subject matter requirements for admission to the California State University and the University of California, and which of the specific college admission requirements these courses satisfy.

### **State Funded Advanced Placement Examinations-EC Sections 48980(k), 52244**

Requires school districts to provide annual notification advising parents of the availability of state funds to cover costs of advanced placement examination fees for eligible economically disadvantaged high school pupils.

### **High School Exit Exam-EC Sections 48980(e), 60850**

Pupils completing 12<sup>th</sup> grade are required to successfully complete the high school exit exam as a condition of graduation. School districts shall annually provide details to parents and students regarding the date of the exam, the requirements for passing the exam, the consequences of not passing the exam and that passing the exam is a condition of graduation. The exam will be administered to students in the tenth grade and students may take each subsequent administration of the exam until he/she passes the exam.

### **Teacher Qualifications**

The parents or guardian of all pupils shall be notified that they may request specified professional qualifications of the student's classroom teacher(s) and assigned paraprofessional(s).

## **Uniform Complaint Procedures - 5 C.C.R. 4622**

School districts must provide annual written notification to pupils, employees, parents, district advisory committee, school advisory committees, and other interested parties of the district's Uniform Complaint Procedures. This information shall include the person responsible for processing complaints. The notice shall also advise recipients of the appeal or review procedures as well as civil law remedies available. The Uniform Complaint Procedures apply to complaints involving categorical programs and those alleging unlawful discrimination, harassment, intimidation or bullying, non-compliance with school safety planning requirements and pupil fees. Copies of the Uniform Complaint Procedures must be made available free of charge.

## **Parent Attendance with Suspended Students During School Day – EC Section 48900.1**

School districts must provide parents or guardians with notice prior to a school district implementing a policy authorizing teachers to require the parent or guardian of a suspended pupil to attend a portion of a school day in the class of the suspended pupil.

## **Pupil Insurance for Athletic Teams – EC Section 32221.5**

Requires school districts that elect to operate an interscholastic athletic team or teams to include a specified statement regarding no-cost or low-cost local, state, or federally sponsored health programs in offers of insurance coverage sent to athletic team members.

## **School Accreditation – EC Section 35178.4**

Requires school districts 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 Web, or by any combination of these methods.

## **Pupil Health: Oral Health Assessment – EC Section 49452.8**

School districts must notify parents or guardians of the requirement that pupils enrolled in kindergarten, or in the first grade if not previously enrolled in kindergarten, present proof of having received an oral health assessment as specified or completion of a form provided by district on which the parent can indicate why an oral health assessment by a licensed dentist or other registered dental health professional assessment cannot be completed.

## **Pupil Records; Notification of Rights - 20 U.S.C. 1232(g); EC Sections 49063, 49068, 49069, 49073**

Federal and State laws grant certain rights of privacy and right of access to pupil records to students and to their parents. School districts must inform parents, pupils 18 and over, and pupils 14 and over that are identified as both homeless and an unaccompanied youth, and individuals who have completed and signed a Caregiver's Authorization Affidavit of their rights concerning pupil records under Section 49063 at least annually and upon initial enrollment.

The annual notice shall inform parents, or an eligible student, of:

- 1) The types of records and the information contained therein which are directly related to the student and maintained by the institution;
- 2) Their right to review individual records by making a written request for the same;
- 3) The school district must respond to a pupil record request by providing access no later than five business days following the date of request;
- 4) Availability of qualified personnel to interpret records, if requested;
- 5) Procedures for challenging content of pupil records;
- 6) In addition, parents or eligible students may receive a copy of any information in the records at reasonable cost per page;
- 7) District policies and procedures relating to: location of records, if not centrally located; position of official responsible for maintenance of records; access by other persons; policy for review and expunging of records;
- 8) Categories of information designated as directory information pursuant to Section 49073;
- 9) 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; and
- 10) Their right to file a complaint with the Family Policy Compliance Office in the U.S. Department of Education if they believe the school district is not in compliance with federal regulations regarding privacy.

### **Concussion and Head Injuries – EC Section 49475**

Each school district that offers an athletic program (apart from athletic activity during the regular school day or as part of a physical education course) must provide each student athlete's parent or guardian with a "concussion and head injury" information sheet. The sheet shall be signed and returned by the athlete's parent or guardian before the athlete may participate in practice or competition. A sample sheet is provided herewith.

### **Safe Place to Learn Act – EC Sections 234, 234.1**

School districts shall adopt policies that address the following:

- 1) Prohibits discrimination, harassment, intimidation and bullying based on actual or perceived characteristics set forth in EC section 220 and Penal Code section 422.55;
- 2) Adopts a process for receiving and investigating complaints of discrimination, harassment, intimidation and bullying;
- 3) Maintenance of documentation of complaints and their resolution;
- 4) Process to ensure complainants are protected from retaliation and the identity of a complainant is kept confidential if appropriate; and
- 5) Identification of a responsible LEA officer to ensure compliance.

The school 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 if 15 percent or more of the pupils enrolled in a public school that provides instruction in kindergarten or any of grades 1 through 12 inclusive, speak a single primary language other than English as determined by census data. The antidiscrimination and anti-harassment policies shall also be posted in schools and administrative offices.

#### **Availability of Prospectus – EC Section 49091.14**

Each school site shall create a prospectus which includes the curriculum, including titles, descriptions, and instructional aims of every course offered. The prospectus shall be compiled at least once annually and shall be made available upon request by parent or guardian.

#### **Directory Information – EC Section 49073**

Directory information of any pupil or former pupil may be released pursuant to local school district policy. Notice shall be given annually to all parents and guardians of the categories of information the school intends to release and the recipients of the information. The directory information of a particular pupil shall not be released if a parent or guardian notifies the school district that the information may not be released. The release of directory information of a pupil identified as a homeless child or youth is prohibited unless a parent or eligible student has provided written consent for the release of the information. (EC § 49061(c) identifies directory information that may be released.)  
Sample language:

The district also makes student *directory information* available in accordance with state and federal laws. *Directory information* includes the student's name, address, telephone number, date of birth, e-mail address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil. Appropriate directory information may be provided to any agency or person except private, profit-making organizations (other than employers, potential employers, or news media). Names and addresses of seniors or terminating students may be given to public or private schools and colleges.

*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 pupil's request to deny access to directory information will be honored. Requests must be submitted within 30 calendar days of the receipt of this notification. 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, please sign below and return to the school office within the next 30 days. Note that this will prohibit the district from providing the pupil's name and other information to the news media, interested schools, parent-teacher associations, interested employers, and similar parties.

### **Surveys – EC Section 51513; 20 U.S.C. 1232(h)**

School districts are required to notify parents or guardians of the need for their written permission before any test, questionnaire, survey or examination containing any questions about their child's personal beliefs or practices (or the pupil's family's beliefs or practices) in sex, family life, morality and religion, may be administered to any pupil in kindergarten, or grades 1-12, inclusive. No pupil will be required to submit to the survey, analysis or evaluation without parent's prior written consent. Notification must include specific or approximate dates of when any survey containing sensitive, personal information is to be administered and must provide an opportunity for parents to opt pupils out of participating in the survey. Parents must be given the opportunity to inspect any third party survey upon request.

### **Access by Military Recruiters - 20 U.S.C. 7908**

Requires all school districts receiving assistance under NCLB to provide military recruiters the same access to secondary school students' names, addresses and telephone listings upon request by the military recruiters. A pupil or parent may request that this information not be released to military recruiters without prior written parental consent. School districts must notify all parents or guardians of the option to make such a request.

### **California High School Proficiency Exam - 5 C.C.R. 11523**

Requires the principal of a school with either or both grades 11 and 12 to distribute to those pupils an announcement explaining the California High School Proficiency Exam under EC § 48412. The notification shall be made with adequate time to allow interested pupils to meet all registration requirements for the fall test of that year.

### **Cal Grant Program – EC Section 69432.9**

Requires the school district to notify all pupils enrolled in grade 12 that they will be deemed Cal Grant applicants, unless the pupil specifically opts out of such notification. A grade point average for each pupil shall be submitted electronically for all 12<sup>th</sup> grade pupils who have not opted out. The written notice shall be provided to all 12<sup>th</sup> grade pupils and, for a pupil under 18 years of age, his or her parent or guardian, by October 15 of the pupil's 12<sup>th</sup> grade year. The written notice shall specify the process for opting out within a period of time specified by the notice, which shall not be less than 30 days. The notice shall also indicate when the school will send grade point averages to the commission.

### **Driver's Training – EC Section 35211**

If a school district maintains a driver's training course it must notify parents or guardians of potential civil liability of the minor which will be imposed on the parent or guardian, their insurance, and/or insurance coverage carried by the school district with respect to the use of motor vehicles in connection with such courses.

### **Off-Campus Lunch – EC Section 44808.5**

If a school district permits pupils enrolled in high school to leave school grounds during lunch period, neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during the time the pupil has left school grounds

pursuant to taking an off-campus lunch. If a school district permits off-campus lunch, the following notice must be sent to parents and guardians:

The governing board of the School District, pursuant to Section 44808.5 of the Education Code, has decided to permit the pupils enrolled at High School to leave the school grounds during the lunch period. Section 44808.5 of the Education Code states: 'Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section.'

### **Pupil Fees – EC Section 49010; AB 1575: Effective March 1, 2013**

School districts shall establish policies concerning the provision of a free education to pupils. Notice of the school district's fee policies and that complaints regarding pupil fees shall be handled through the Uniform Complaint Procedures shall be provided to pupils, parent, guardians and employees on an annual basis.

### **Rights of Parents or Guardians to Information – EC Section 51101**

The school district should provide notice to parents or guardians of their right to be informed by the school, and to participate in the education of their children, as to the following:

- 1) To observe the classroom(s) in which their child is enrolled for the purpose of selecting the school their child will enroll in pursuant to the intradistrict and interdistrict attendance policies;
- 2) To meet with their child's teacher(s) and principal of the school in which their child is enrolled;
- 3) To volunteer their time and resources for the improvement of school facilities and school programs;
- 4) To be timely notified if their child is absent from school without permission;
- 5) To receive the results of their child's performance on standardized and statewide tests;
- 6) To request a particular school for their child and receive a response from the school district;
- 7) To have a school environment for their child that is safe and supportive of learning;
- 8) To examine the curriculum or materials of the classes in which their child is enrolled;
- 9) To be informed of their child's progress in school and who to contact if a problem arises;
- 10) To have access to the school records of their child;
- 11) To receive information regarding the academic performance standards and skills their child is expected to accomplish;
- 12) To be informed in advance about school rules, discipline, attendance, dress code and procedures for visiting the school;



- 13) To receive information about any psychological testing the school performs on their child and to deny permission to giving the test;
- 14) To participate as a member of a parent advisory committee, school site council or site-based management leadership team;
- 15) To question anything in their child's record that the parent feels is inaccurate or misleading and to receive a response from the school; and
- 16) To be notified as early in the year as practicable if their child is identified as being at risk of retention.

**California Assessment of Student Performance and Progress – EC Sections 52052, 60640**

The California Assessment of Student Performance and Progress (“CAASPP”) System was established on June 1, 2014. Commencing with the 2014-2015 school year, the CAASPP System includes Smarter Balanced Summative assessments in English Language, Arts, and Math, in grades three through eight and eleven, and alternate assessments in English, Language Arts, and Math, in grades three through eight and eleven for students with significant cognitive disabilities. The CST for science is required for all students in grades five, eight, and ten, unless the student's IEP indicates administration of the CMA or CAPA. An optional standards-based test in Spanish for reading/language arts in grades two through eleven, for Spanish-speaking English learners who either receive instruction in their primary language or have been enrolled in a school in the United States for less than twelve months, may be administered at District discretion.

**SPECIAL CIRCUMSTANCE NOTIFICATIONS**  
**(Should be Included in Annual Notification Only**  
**if Applicable to School District Issuing Notice.)**

**Dress Code/Gang Apparel – EC Section 35183**

Authorizes districts to adopt a reasonable dress code that requires pupils to wear a school-wide uniform or prohibits pupils from wearing gang-related apparel. School must provide six months notice to parents or guardians before implementing a school wide uniform policy.

**Bilingual Education – EC Section 52173**

Requires school districts to notify the parents or guardians that their pupil will be enrolled in a bilingual education program. The notice shall contain a simple description of the program, inform the parent or guardian they have the right and are encouraged to visit the class in which their pupil will be enrolled, and to have a school conference to explain the purpose of such an education, inform the parent of the opportunity to participate in the school advisory committee, and that they have the right not to have their pupil enrolled in the program. Notice shall be in English and the primary language of the pupil.

**Marketing: Disclosure of Student Information - 20 U.S.C. 1232(h)**

School districts must notify parents or guardians of its policies concerning the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information and the ability to opt-out. The notification is to be provided annually, at the beginning of the school year or within a reasonable period of time after any substantive changes in the policy.

**English Immersion Program – EC Section 310**

School districts must notify parents or guardians when their pupil is placed in an English Immersion Program and they must be informed of an opportunity to waive the requirements of EC section 305 with prior written informed consent.

**GATE Program - 5 C.C.R. 3831**

Each school district must develop a written plan for the GATE Program. This plan must be available for public inspection and include procedures to inform parents or guardians of their pupil's participation or non-participation in the GATE program.

**Migrant Education – EC Section 54444.2**

Requires school districts receiving migrant education funds or services to actively solicit parental involvement in planning, operation and evaluation of its programs through the establishment of a parent advisory council. School districts must notify parents that they have the sole authority to determine the composition of the council. The notice must be in a language the parents understand.

## **Title 1 - 20 U.S.C. 6311**

At the beginning of each school year, the school district must notify parents or guardians of each student attending any school receiving Title I funds that they may request and receive information regarding the professional qualifications of the student's classroom teachers and the student's level of achievement on State academic assessments. Parents may also request and receive information regarding whether the teacher has met the State's licensing and qualification requirements for the grade and subject areas in which they teach, whether the teacher is teaching under an emergency or provisional status, any degrees and certificates held by the teacher and whether the student is receiving services by paraprofessionals and their qualifications.

Parents or guardians must also be notified when the student has been assigned, or has been taught for four or more consecutive weeks in a core academic class, by a teacher who does not meet the NCLB qualifications. The notification must be provided in a language the parents or guardians can understand.

## **Tobacco-Free Campus – HSC Sections 104420, 104495**

Requires all school districts and county offices of education that receive Tobacco Use Prevention (TUPE) funding to adopt and enforce a tobacco-free campus policy. Information about the policy and enforcement procedures must be communicated clearly to school personnel, parents, pupils and the larger community. Signs stating "Tobacco use is prohibited" must be prominently displayed at all entrances to school property. Information about smoking cessation support programs must be made available and encouraged for pupils and staff. Health & Safety Code section 104495 further prohibits smoking and use of any tobacco-related products and disposal of any tobacco-related waste within 25 feet of a school playground. The prohibition does not apply to private property or a public sidewalk located within 25 feet of a playground.

## **Program Improvements - 20 U.S.C. 6316**

School districts shall notify the parent or guardian when their children's school is identified as a "program improvement" under the No Child Left Behind Act and the opportunities for school choice and/or supplemental instruction. The notification shall include:

- 1) An explanation for what the identification means, and how the school compares in terms of academic achievement to other elementary or secondary schools in the district and state;
- 2) The reasons for the identification;
- 3) An explanation of what the school is doing to address the problem of low achievement;
- 4) An explanation of what the district or state is doing to help the school address the achievement problem;
- 5) An explanation of how parents or guardians can become involved in addressing the academic issues that caused the school to be identified for program improvement; and
- 6) An explanation of the option to transfer to another district school or to obtain supplemental educational services.

If a school is required to provide supplemental services it must also notify parents and guardians of the availability of supplemental educational services, approved providers within the district as well as approved providers accessible through technology, services, qualifications of each provider and procedures and applicable timelines for selecting a provider.

### **Unsafe School Choice - 5 C.C.R. 11993(k); 20 U.S.C. 7912**

School districts shall notify parents or guardians of pupils in elementary and/or secondary schools considered to be "persistently dangerous" pursuant to California Department of Education guidelines and also provide notice of available options for attendance at a safe school. "Any firearms violations" is an event which must be considered in determining whether a school site is at risk of being classified as persistently dangerous. Students must be allowed to attend a safe school.

### **Pupil Records: Social Media – EC Section 49073.6**

School districts that consider a program to gather or maintain in its records any information obtained from social media of any enrolled pupil shall notify pupils and their parents or guardians about the proposed program and provide an opportunity for public comment at a regularly scheduled public meeting of the governing board. For each school district that adopts such a program, the school district shall notify each parent or guardian of a pupil subject to the program that the pupil's information is being gathered from social media and the process for destroying such information within one year after the pupil turns 18 or within one year after the pupil is no longer enrolled in the school district, whichever occurs first.

**OPTIONAL NOTIFICATIONS**  
**(Other Required Notifications That May, But**  
**Need Not Be Included in Annual Notification)**

**School Accountability Report Card – EC Sections 35256, 35258**

Requires school districts to develop for each school a school accountability report card. Districts must publicize the report cards, must provide parents and guardians with a copy of the school accountability report card upon request and make a concerted effort to notify the parents of the purpose of the school accountability reports cards. Content of the report card is defined by Education Code sections 33126, 33286.

Note: The school accountability report card is a required notification but not a part of the annual notifications. We recommend including it within the annual notifications to ensure parents are appropriately notified.

**Duty of Pupils – EC Section 44807**

School districts may notify parents or guardians of every teacher's duty to hold pupils accountable for their conduct on the way to and from school, and on the playground, or during recess. A teacher, vice principal, principal or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree or physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

**Comprehensive School Safety Plan – EC Sections 32286, 32288**

The school district may notify parents and guardians of all pupils of the school safety plan. 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. 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. Planning committee to notify in writing specified persons and entities. The district is to notify the State Department of Education by October 15<sup>th</sup> of schools that are not in compliance with safety plans.

**Dangerous Objects - Penal Code Sections 417.27, 12550, 12556**

School districts may notify parent or guardian regarding prohibition of dangerous object to campus, such as laser pointers and B.B. guns, unless possession is for valid instructional or other school related purpose.

**Sun Protective Clothing/Use of Sunscreen – EC Section 35183.5**

Requires school sites to allow for outdoor use of sun-protective clothing. Further provides for the use of sunscreen by students during the school day and authorizes sites to establish policy.

### **Investing for Future Education – EC Section 48980(d)**

School districts may advise parents and guardians 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.

### **Child Abuse and Neglect Reporting - Penal Code Section 11164**

School districts may inform parents or guardians that school district staff is required by law to report cases of child abuse and neglect to the appropriate law enforcement agency when they have a reasonable suspicion that a child has been a victim of child abuse and/or neglect. Reasonable suspicion does not require certainty that the child abuse and/or neglect has occurred. The reporting staff member's name and report are confidential. The fact that a child is homeless or an unaccompanied minor is not, in and of itself, a sufficient basis for reporting child abuse or neglect.

### **Special Education: Complaints - 5 C.C.R. 3080**

State regulations require the school district to establish procedures to address complaints regarding special education. School districts may notify parents and guardians of all pupils of their right to file a written complaint if they believe the school district is in violation of federal or state law governing the identification or placement of special education students, or similar issues. The notice may also include that state regulations require the party filing the complaint to forward a copy of the complaint to the local educational agency serving the child at the same time the party files the complaint with the department, in accordance with Section 300.153(d) of Title 34 of the Code of Federal Regulations. Complaint procedures are available from the student's school principal.

### **Special Education: Due Process Hearing – EC Section 56502**

Requires the State Superintendent to develop a model form to assist parents and guardians in filing requests for due process. School districts may notify parents and guardians of all pupils of the availability of model forms at the district office for parents who wish to initiate due process hearings relating to special education rights.

### **Special Education: Inspection of School Records – EC Section 56043(n)**

School districts may notify parents and guardians of all pupils of the rights of parents with children with exceptional needs to examine and receive copies of records within five business days after a request is made, and before any IEP meeting, hearing or resolution session regarding their child.

### **Disruption in Public School or Public Meeting – EC Section 32210**

School districts may inform parents or guardians that any person who willfully disturbs any public school or public school meeting is guilty of a misdemeanor and shall be punished by a fine of not more than five hundred dollars (\$500).

## **Medical Record Sharing – HSC Section 120440**

If a school district plans to provide pupils' medical records to an immunization system it must inform the pupil or his/her parents or guardians of the following:

- 1) Medical information may be shared with local health departments and the State Department of Public Health;
- 2) Name and address of the State Department of Health or immunization registry with which the school will share the information;
- 3) Any information shared shall be treated as confidential medical information;
- 4) The student or parent or guardian has the right to examine any immunization-related information shared in this manner and to correct any errors in it; and
- 5) The student or parent or guardian may refuse to allow this information to be shared in the manner described, or to receive immunization reminder notifications at any time, or both.

## **Megan's Law - Penal Code Section 290**

School districts may provide notification to parents and guardians that information about registered sex offenders in California and how to protect their families can be found at <http://meganslaw.ca.gov/>.

## **Liability of Parent or Guardian for Willful Pupil Misconduct – EC Section 48904**

School districts may provide notice that the parent or guardian of any minor may be held financially liable for the pupil's willful misconduct which results in injury or death to any pupil or person employed or volunteering for the school district or injury to real or personal property belonging to the school district or school employee. The parent or guardian of a minor shall be liable to a school district for all property belonging to the school district loaned to the minor and not returned upon demand of an employee of the school authorized to make the demand. The school district shall notify the parent or guardian of the pupil in writing of the pupil's alleged misconduct before withholding the pupil's grades, diploma or transcript pursuant to this Section.

## **Children in Homeless Situations - 42 U.S.C. 11432**

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. The notice shall include:

- 1) Liaison contact information;
- 2) Circumstances for eligibility;
- 3) Right to immediate enrollment in school of origin or school where currently residing without proof of residency, immunization records or tuberculosis skin-test results, schools records, or legal guardianship papers;
- 4) Right to education and other services including to participate fully in all school activities and programs for which child is eligible, to qualify automatically for

- school meal programs, to receive transportation services, and to contact liaison to resolve disputes that arise during enrollment;
- 5) That no homeless youth shall be required to attend a separate school for homeless children or youth; and
  - 6) That homeless youth shall not be stigmatized by school personnel.

The notice shall be provided to the parent or guardian (or to the youth in the case of an unaccompanied youth) at the time any child or youth seeks enrollment in such school, and at least twice annually while the child is enrolled in such school and shall be signed by the parent or guardian (or the youth in the case of an unaccompanied youth).

### **Acceptable Use of Technology**

School districts may annually notify parents or guardians of school district policy on the acceptable use of technology on school campuses and access by pupils to the Internet and on-line sites.

### **Avoiding Absences, Written Excuses**

School districts may inform parents of the importance of regular attendance and any school district rules pertaining to the need for a written excuse from home when returning to school.

### **Custody Issues**

School districts may advise parents that the school is not a forum to settle custody disputes and the school has no legal jurisdiction to refuse a biological parent access to his or her child and the child's school records with the exception of when a signed restraining order or proper divorce papers specifically setting forth limitations are on file at the school office. Custody disputes must be handled by the courts.

### **Electronic Signaling Device – EC Section 48901.5**

The school districts may notify parents of school district policy regulating the rights of pupils to possess or use electronic signaling devices (e.g., cell phones and pagers) on school campuses during the school day or at school activities.

### **Internet Safety**

School districts may inform parents or guardians about the dangers the internet may pose to minors. A sample letter is provided herewith.

### **School Visiting Procedures – EC Section 51101(a)(12)**

School districts may annually notify parents or guardians regarding school district policies and procedures for visiting the school. Penal Code section 627.6 requires schools to post at every entrance a notice of visitor registration requirements, registration hours, registration location, and penalties for the violation of the registration requirements.

### **Search of School Lockers**



School districts may notify parents or guardians of school district policy concerning the search of student lockers on school campuses.

### **Walking or Riding a Bike to School – VC Section 21212**

School districts may request that parents or guardians of children who walk or ride their bike to school plan a safe route to school with their children. The route shall not involve shortcuts through private property and all students are expected to exhibit good behavior. School districts may also advise parents or guardians if the school prohibits skateboards, scooters and similar items from school grounds.

### **Electronic Listening or Recording Device – EC Section 51512**

The school district may notify parents and guardians that the use by any person, including a student, of any electronic listening or recording device in any classroom without prior consent of the teacher and the principal of the school is prohibited. Any person, other than the student, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation is subject to the school district's disciplinary procedures.

## **SAMPLE FORMS AND NOTICES**

**SCHOOL DISTRICT  
20 - 20 ACKNOWLEDGMENT OF RECEIPT AND REVIEW**

Dear Parent/Guardian:

The School District is required to annually notify parents and guardians of rights and responsibilities in accordance with Education Code section 48980.

If you have any questions, or if you would like to review specific documents mentioned in the notice, please contact an administrator at your child's school. He or she will be able to give you more detailed information and assist you in obtaining copies of any materials you wish to review.

Please complete the "Acknowledgment of Receipt and Review" form below, and return it to your child's school.

This annual notification is also available in an electronic format and can be provided to you upon request in that manner. If the notice is provided in an electronic format, the parent or guardian must still submit to the school this signed acknowledgement of receipt of the notice. Signature of the notice is an acknowledgment by the parent or guardian that he or she has been informed of his or her rights and it does not indicate that consent to participate in any particular program has either been given or withheld.

**ACKNOWLEDGMENT OF RECEIPT AND REVIEW**

Pursuant to Education Code section 48982, the parent/guardian shall sign this notice and return it to the school. Signature on the notice is an acknowledgment by the parent or guardian that he or she has been informed of his or her rights and does not indicate that consent to participate in any particular program or activity has been given or withheld.

Student Name:

School:

Grade:

Parent/Guardian Name:

Address:

Home Telephone Number:

\_\_\_\_\_  
Signature of Parent/Guardian (if student is under 18)

\_\_\_\_\_  
Signature of Student (if student is 18 or older)

**SCHOOL DISTRICT**  
**20 – 20 RELEASE FORM FOR DIRECTORY INFORMATION**  
*(Applicable Only for the Current School Year)*

PARENTS: PLEASE READ AND COMPLETE THE INFORMATION BELOW AND  
RETURN IT TO YOUR SCHOOL PRINCIPAL

Student Name:

Date of Birth:

Address:

City:

Zip Code:

Telephone No.:

Grade:

School:

The primary purpose of directory information is to allow the School District to include this type of information from your child's education records in certain school publications. Directory information includes the pupil's name, address, telephone number, date of birth, e-mail address, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil, or height and weight of athletes, information that is generally not considered harmful or an invasion of privacy if released.

The Family Education Rights and Privacy Act (FERPA) and Education Code section 49073 permits **[Insert Name]** School District to disclose appropriately designated "directory information" without written consent, unless you have advised the District that you do not want your student's directory information disclosed without your prior written consent.

Education Code, section 49073 prohibits the School District from releasing directory information regarding a pupil identified as a homeless child or youth, as defined in paragraph (2) of Section 725 of the Federal McKinney-Vento Homeless Assistance Act (42 U.S.C. § 11434a(2)), unless a parent, or pupil accorded parental rights, as identified in the federal Family Educational Rights and Privacy Act (20 U.S.C. § 1232g), has provided written consent that directory information may be released.

**Student Directory Information**

- I do not wish to have any directory information released to any individual or organization.
- I do not wish to release the name, address and telephone number of the student names above to the agencies I check below.
  - PTA (if applicable)
  - Health Department

- Elected Officials
- United States Armed Forces\*
- Universities or Other Institutions or Higher Education\*
- I am a homeless and unaccompanied youth over the age of 14, or am a parent of a homeless and unaccompanied youth and authorize the release of my directory information in accordance with the law and [*Insert Name*] School District Policy.

Media Release

- The student may be interviewed, photographed, or filmed by members of the media.
- The student may NOT be interviewed, photographed, or filmed by members of the media.

\_\_\_\_\_  
Signature of Parent/Guardian (if student is under 18)

\_\_\_\_\_  
Signature of Student (if student is 18 or older)

\_\_\_\_\_  
Signature of Student (if over age of 14 and homeless and unaccompanied youth.)

**SCHOOL DISTRICT 20 -20 PARENTAL OPTIONS**  
*(Applicable Only for the Current School Year)*

PARENTS: PLEASE READ AND COMPLETE THE INFORMATION BELOW AND  
RETURN IT TO YOUR SCHOOL

Student Name:

Date of Birth:

Address:

City:

Zip Code:

Telephone No.:

Grade: School:

**Physical Examination**

**[Insert Name]** School District may require physical examinations of students enrolled in District programs or activities. Any physical examination required by the District shall be kept confidential. A parent or guardian having control or charge of any child enrolled in public schools may file annually with the principal of the school in which s/he is enrolled a statement in writing, signed by the parent or guardian, stating that s/he will not consent to a physical examination of the child.

- I **do not** want my child to undergo a physical exam for District programs or activities.
- I grant consent for my child to undergo a physical exam for District programs or activities.

**Sexual Health and HIV/AIDS Prevention Education**

Students enrolled in District programs or activities may receive instruction in health education, which may include sexually transmitted disease prevention, alcohol/drug abuse prevention, and sexual abuse and sexual assault awareness and prevention. Parents or guardians may submit a written request to excuse their child from participation in any class involving comprehensive sexual education or HIV/AIDS prevention education, or from participation in any anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks.

I would like my child **excused** from:

- Participation in any class involving comprehensive sexual education or HIV/AIDS prevention education.
- Participation in any anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks.

My child **may**:

- Participate in any class involving comprehensive sexual education or HIV/AIDS prevention education.

- Participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks.

**Right to Refrain from Harmful or Harmful or Destructive Use of Animals**

Pursuant to Education Code section 3225, *et seq.*, any student with a moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof, shall notify his or her teacher regarding this objection. The student must obtain a note from his or her parent or guardian requesting exemption from participation in an education project involving the harmful or destructive use of animals.

- I would like my child to be excused from participation in an education project involving the harmful or destructive use of animals
- My child may participate in an education project involving the harmful or destructive use of animals.

\_\_\_\_\_  
Signature of Parent/Guardian (if student is under 18)

\_\_\_\_\_  
Signature of Student (if student is 18 or older)

**Acknowledgement of Parent or Guardian of Specific School Activities**

(Please sign and return to your child's school.)

Student's Name:

School Grade:

*Student is on a continuing medication program. (Please check):*

Yes

No

IF YES, you have my permission to contact my physician.

Physician's Name:

Physician's Telephone:

Medication Dosage:

*I hereby acknowledge receipt of information regarding my rights, responsibilities and protections. I also attest under penalty of perjury that I am a resident of the district, as previously verified, or attend under an approved Interdistrict Attendance Agreement.*

Signature of Parent or Guardian:

Date:

**SCHOOL DISTRICT  
20 -20 ANNUAL PESTICIDE NOTIFICATION REQUEST**

PARENTS: PLEASE READ AND COMPLETE THE INFORMATION BELOW AND  
RETURN IT TO YOUR SCHOOL PRINCIPAL

Parents/guardians can register with the school to receive notification or individual pesticide applications. Persons who register for this notification shall be notified at least seventy-two (72) hours prior to the application, except in emergencies, and will be provided the name and active ingredient(s) of the pesticide as well as the intended date of application.

Parents/guardians seeking access to information on pesticides and pesticide use reduction developed by the Department of Pesticide Regulation pursuant to California Food and Agricultural Code section 13184, can do so by accessing the Department's web-site at [www.cdpr.ca.gov](http://www.cdpr.ca.gov).

The School District's Integrated Pest Management Plan may be viewed at [SCHOOL DISTRICT WEBSITE].

Student Name:

Date of Birth:

Address:

City:

Zip Code:

Telephone No.:

Grade:

School:

- I would like to be pre-notified every time a pesticide application is to take place at the school. I understand that the notification will be provided at least 72 hours before the application.
- I do not need to be notified every time a pesticide application is to take place at the school. I understand that the notification will be posted at least 24 hours before the application.

\_\_\_\_\_  
Signature of Parent/Guardian (if student is under 18)

\_\_\_\_\_  
Signature of Student (if student is 18 or older)

## **CDE SAMPLE NOTIFICATION LETTER TO PARENTS REGARDING INTERNET SAFETY FOR STUDENTS**

District Superintendent to Parents

Subject: Internet Safety

Dear Parents/Guardians:

The School District prides itself on providing a safe learning environment for its students. An emerging national concern is the inappropriate use of the Internet by students. This problem has the potential to be harmful, and we ask your support in assisting us with this challenge.

Across the nation, schools have seen an increase in negative student behavior as a result of messages written using electronic technology, posted to popular social media websites. Many of the social media websites contain instant messaging components that allow students to chat with other students and post statements that ordinarily would not be said in a face-to-face conversation.

The popularity of these websites seems to be growing; facebook.com, for example, is said to have over 57 million members and has become one of the most popular “message exchange” sites among students nationwide.

Unfortunately, some of these websites are being used by child predators, “cyber bullies,” and con artists. To our knowledge, there are no adults officially responsible for monitoring the content on such websites, and some students use the sites to participate in online bullying or to threaten harm to other students. The so-called “cyber bullies,” mostly children between the ages of 9 and 14, use the anonymity of the web to hurt others without witnessing the consequences. Students who are bullied online sometimes do not report these occurrences for fear that they will be barred from using the internet.

Outside of our schools, there have been instances of adults posing as youths and gaining access to student chat rooms. In some cases, these contacts have led to tragedy. Some unsuspecting students post enough personal information that predators are able to locate students’ home or school addresses, thereby becoming easy targets for predators.

The School District has blocked the use of these social networking sites from our school computers. We will continue to block objectionable material as we deem appropriate. Parents should be aware of what their children are writing on the Internet and what others are posting in reply. These social networking websites are public domain, and some of the contents posted there can be seen by anyone who has internet access. Although most of what is written on facebook.com is not immoral, offensive, or illegal, some of it is. If you choose to do so, you may investigate the sites by personally logging on to the sites. The services are free, and users may register using an e-mail address. Once you have registered, you can search by name and e-mail address to see if your child is registered. You can narrow the search result by entering the name of your city. You will be able to view the kinds of personal information, messages, diaries, and photographs that students post to this website.



## **HELPFUL TIPS AND RESOURCES**

We encourage you to talk to your child about the potential danger of the internet. Ask if they have an account on any social media website. If your child is using such a site with your permission, you may want to review his or her profile to ensure that no personal and identifiable information has been posted.

We also encourage you to establish rules and guidelines to ensure the safety of your child while on the internet. Some websites offer parental or family guidance for internet safety; for example:

[www.safekids.com](http://www.safekids.com)  
[www.webwisekids.org](http://www.webwisekids.org)

The School District will continue to provide internet security within our schools. It is important that parents also monitor Internet use at home.

Thank you for your support and cooperation in keeping our students safe. If you have any questions or would like more information, please feel free to contact [ENTER DISTRICT INFORMATION HERE].

Sincerely,

\_\_\_\_\_  
[Name of Superintendent]

\_\_\_\_\_  
[Name of School District]

**SCHOOL DISTRICT**  
**20 - 20 CONCUSSION INFORMATION SHEET**  
*(Applicable only for the Current School Year)*

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complication including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without the loss of consciousness. Signs and symptoms of a concussion may show up right after the injury and can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of a concussion yourself, seek medical attention right away.

Signs and symptoms of a concussion may include one or more of the following:

- Headaches
- Amnesia
- Pressure in the head
- Slurred speech
- Nausea and vomiting
- Fatigue or low energy
- Neck pain
- Loss of consciousness
- Balance problems or dizziness
- Nervousness or anxiety
- Blurred, double, or fuzzy vision
- Irritability
- Sensitivity to light or noise
- Ringing in the ears
- Feeling sluggish or slow
- Confusion
- Feeling foggy or groggy
- Concentration or memory problems
- Drowsiness
- Change in sleep pattern
- Sadness/More emotional
- Repeating the same comment/question
- Seizures/convulsions
- Shows behavior or personality changes

**What can happen if my child keeps on playing with a concussion or returns to school?**

Athletes with the signs and symptoms of a concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well

known that adolescent or teenage athletes will often under report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student/athlete safety.

**If you think your child has suffered a concussion**

Pursuant to Education Code section 49475, any athlete even suspected of suffering a concussion shall be immediately removed from the athletic activity for the remainder of the day. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance from a licensed health care provider. If the licensed health care provider determines that the athlete sustained a concussion or a head injury, the athlete shall also complete a graduated return-to-play protocol of no less than seven days in duration under the supervision of a licensed health care provider. You should also inform your child's coach if you think that your child may have a concussion. Remember it is better to miss one game than miss the whole season. When in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

[www.cdc.gov/concussionsinyouthsports.com](http://www.cdc.gov/concussionsinyouthsports.com)

Student-Athlete Name Printed:  
Student-Athlete Signature Date:

Parent or Legal Guardian Printed:  
Parent or Legal Guardian Signature Date:

*Adapted from the CDC and the 3<sup>rd</sup> International Conference on Concussion in Sport Documents created 05/20/10.*