



Woodside Elementary School District
3195 Woodside Road, Woodside, CA 94062
650-851-1571 ~ fax: 650-851-5577
www.woodside.k12.ca.us

August 1, 2011

RE: Notification of Parents' Rights

Dear Woodside Parents and Guardians,

The State Education Code requires that school districts notify parents of options available regarding your right to exclude your children from certain designated activities that the school may offer during the coming year. The Mandatory Annual Notification Summary of Parents or Guardians Rights and Responsibilities is available on the District website, or is available as paper copy upon request from the Woodside School Office.

The law requires that you sign below and return to the school. Your signature below is only an acknowledgment that you have received this notification. It does not signify that consent has been given or withheld for any of the activities.

Note that the list of options available is compiled at State level and our school may not offer all of the activities set forth on the attached sheet. For those activities that will be undertaken at our school, additional information will be sent to you at the appropriate time.

Sincerely,

Dr. Beth Polito
 Superintendent/Principal

Children	Last Name	Grade	Age
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Print Name of Parent or Guardian _____

Signature of Parent or Guardian _____

Date _____

NOTIFICATION OF PARENT OR GUARDIAN

Note: The following are relevant provisions of the Education Code relating to Annual Notification. There are no changes for 2011-12.

EC 48980

- (a) At the beginning of the first semester or quarter of the regular school term, the governing board of each school district shall notify the parent or guardian of a minor pupil regarding the right or responsibility of the parent or guardian under Sections 35291, 46014, 48205, 48207, 48208, 49403, 49423, 49451, 49472, and 51938 and Chapter 2.3 (commencing with Section 32255) of Part 19.
- (b) The notification also shall advise the parent or guardian of the availability of individualized instruction as prescribed by Section 48206.3, and of the program prescribed by Article 9 (commencing with Section 49510) of Chapter 9.
- (c) The notification . . . also shall advise the parents and guardians of all pupils attending a school within the school district of the schedule of minimum days and pupil-free staff development days, and if any minimum or pupil-free staff development days are scheduled thereafter, the governing board of the district shall notify parents and guardians of the affected pupils as early as possible, but not later than one month before the scheduled minimum or pupil-free day.
- (d) The notification also may advise the parent or guardian of the importance of investing for future college or university education for their children and of considering appropriate investment options including, but not limited to, United States Savings Bonds.
- (e) . . . The notification shall advise the parent or guardian of the pupil that . . . each . . . pupil completing . . . grade . . . 12 is required to successfully pass the high school exit examination administered pursuant to Chapter 9 (commencing with Section 60850) of Part 33. The notification shall include, at a minimum, the date of the examination, the requirements for passing the examination, and shall inform the parents and guardians regarding the consequences of not passing the examination and shall inform parents and guardians that passing the examination is a condition of graduation.
- (f) Each school district that elects to provide a fingerprinting program pursuant to Article 10 (commencing with Section 32390) of Chapter 3 of Part 19 shall inform parents or guardians of the program as specified in Section 32390.
- (g) The notification shall also include a copy of the . . . written policy of the school district on sexual harassment established pursuant to Section 231.5, as it relates to pupils.
- (h) The notification shall advise the parent or guardian of all existing statutory attendance options and local attendance options available in the school district. This notification component shall include all options for meeting residency requirements for school attendance, programmatic options offered within the local attendance areas, and any special programmatic options available on both an interdistrict and intradistrict basis. This notification . . . component also shall include a description of all options, a description of the procedure for application for alternative attendance areas or programs, an application form from the district for requesting a change of attendance, and a description of the appeals process available, if any, for a parent or guardian denied a change of attendance. The notification . . . component also shall include an explanation of the existing statutory

attendance options including, but not limited to, those available under Section 35160.5, Chapter 5 (commencing with Section 46600) of Part 26, and subdivision (b) of Section 48204 The department shall produce this portion of the notification and shall distribute it to all school districts.

- (i) It is the intent of the Legislature that the governing board of each school district annually review the enrollment options available to the pupils within their districts and that the . . . districts strive to make available enrollment options that meet the diverse needs, potential, and interests of the pupils of California.
- (j) The notification shall advise the parent or guardian that a pupil . . . shall not have his or her grade reduced or lose academic credit for any absence or absences excused pursuant to Section 48205 if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time, and shall include the full text of Section 48205.
- (k) The notification shall advise the parent or guardian of the availability of state funds to cover the costs of advanced placement examination fees pursuant to Section 52244.
- (l) The notification to the parent or guardian of a minor enrolled in any of grades 9 to 12, inclusive, also shall include the information required pursuant to Section 51229.

EC 48981

The notice shall be sent at the time of registration for the first semester or quarter of the regular school term. The notice may be sent by regular mail or by any other method normally used to communicate with the parents or guardians in writing.

EC 48982

The notice shall be signed by the parent or guardian and returned to the school. Signature of the notice is an acknowledgment by the parent or guardian that he has been informed of his rights but does not indicate that consent to participate in any particular program has either been given or withheld.

EC 48983

If any activity covered by the sections set forth in Section 48980 will be undertaken by the school during the forthcoming school term, the notice shall state that fact and shall also state the approximate date upon which any of such activities will occur.

EC 48984

No school district shall undertake any activity covered by the sections set forth in Section 48980 with respect to any particular pupil unless the parent or guardian has been informed of such action pursuant to this article or has received separate special notification.

EC 48985

- (a) If 15 percent or more of the pupils enrolled in a public school that provides instruction in kindergarten or any of grades 1 to 12, inclusive, speak a single primary language other than English, as determined from the census data submitted to the department pursuant to Section 52164 in the preceding year, all notices, reports, statements, or records sent to the parent or guardian of any such pupil by the school or school district shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language.
- (b) Pursuant to subdivision (b) of Section 64001, the department shall monitor adherence to the requirements of subdivision (a) as part of its regular monitoring and review of public schools and school districts, commonly known as the Categorical Program Monitoring process, and shall determine the types of documents and languages a school district translates to a primary language other than English, the availability of these documents to parents or guardians who speak a primary language other than English, and the gaps in translations of these documents.
- (c) Based on census data submitted to the department pursuant to Section 52164 in the preceding fiscal year, the department shall notify a school district, by August 1 of each year, of the schools within the school district, and the primary language other than English, for which the translation of documents is required pursuant to subdivision (a). The department shall make that notification using electronic methods.
- (d) The department shall use existing resources to comply with subdivisions (b) and (c).

Note: The California Department of Education has established a Clearinghouse for Multilingual Documents to help schools meet state and federal requirements for document translation and parental notification, including the requirements in EC 48985, the No Child Left Behind Act, and other legislation. The Clearinghouse may be accessed at the following web address: <http://www.cde.ca.gov/ls/pf/cm>.

SUMMARY OF NOTIFICATION CHANGES FOR 2011-12

We recommend that you review your annual notification bulletin and revise, as appropriate, any notifications in the following six areas:

Intradistrict Open Enrollment — Attachment 3, Part A, Page 2

Add the word “*Intradistrict*” in the title of the model language, to differentiate between this type of transfer with that of the Open Enrollment Act. This may already be a part of your notification packet, as the change was recommended in previous years.

Excused Absences — Attachment 3, Part A, Page 4

Recommended language is provided to define a chronic truant as any pupil subject to compulsory full-time/continuing education who is absent from school without a valid excuse for 10% or more of the schooldays in one school year, from the date of enrollment to the current date.

Medication Regimen — Attachment 3, Part A, Page 7

We recommend the addition of language to clarify recent guidance from the California Department of Education.

Interdistrict Attendance — Attachment 3, Part B, Page 13

Add the recommended language to reflect amendments made by Assembly Bill (AB) 2444 regarding interdistrict transfer permits. AB 2444 precludes school districts from requiring that a pupil who is enrolled in a school to reapply for an interdistrict transfer, and requires the governing board of the school district of enrollment to allow the pupil to continue to attend the school in which he or she is enrolled, except if the district of residence and district of enrollment have an agreement that provides otherwise. This bill also provides that pupils entering grade 11 or 12 in the subsequent school year shall not have their permits rescinded.

Immunizations — Attachment 3, Part B, Page 14

The recommended language reflects amendments made by AB 354, which deleted immunizations against hepatitis B as a 7th grade admission or advancement requirement and, instead, prohibits the governing authority from unconditionally admitting, or advancing, a pupil into the 7th and, for one year, the 8th through 12th grades unless the pupil has been fully immunized, as prescribed, including, but not limited to, having received all pertussis boosters appropriate for that age.

Open Enrollment Act — Attachment 3, Part B, Page 15

The parents of students at one of 1,000 Open Enrollment schools identified by the State Superintendent of Public Instruction have the option to request transfer to another school with a higher API score within the district or outside of the district. The recommended language does not serve as a notification to parents whose students attend a school on the Open Enrollment list, but rather informs parents of the intent of the Act and the process by which they may seek a transfer under this Act.

PART A: MANDATORY ANNUAL NOTIFICATION SUMMARY

<u>Education Code</u>	<u>Provision</u>
221.5	<p><u>Prohibited sex discrimination:</u> Parents are to be advised that:</p> <p>(a) It is the policy of the state that elementary and secondary school classes and courses, including nonacademic and elective classes and courses, be conducted, without regard to the sex of the pupil enrolled in these classes and courses.</p> <p>(b) A school district may not prohibit any pupil from enrolling in any class or course on the basis of the sex of the pupil, except a class subject to Chapter 5.6 (commencing with section 51930).</p> <p>(c) A school district may not require a pupil of one sex to enroll in a particular class or course, unless the same class or course is also required of a pupil of the opposite sex.</p> <p>(d) A school counselor, teacher, instructor, administrator, or aide may not, on the basis of the sex of a pupil, offer vocational or school program guidance to a pupil of one sex that is different from that offered to a pupil of the opposite sex or, in counseling a pupil, differentiate career, vocational, or higher education opportunities on the basis of the sex of the pupil counseled. Any school personnel acting in a career counseling or course selection capacity to a pupil shall affirmatively explore with the pupil the possibility of careers, or courses leading to careers, that are nontraditional for that pupil's sex. The parents or legal guardian of the pupil shall be notified in a general manner at least once in the manner prescribed by Section 48980, in advance of career counseling and course selection commencing with course selection for grade 7 so that they may participate in the counseling sessions and decisions.</p> <p>(e) Participation in a particular physical education activity or sport, if required of pupils of one sex, shall be available to pupils of each sex.</p>
17612	See EC 48980.3 below.
32221.5	<p><u>Insurance for Athletic Terms:</u> Requires school districts that operate "interscholastic athletic teams" to include a statement regarding no or low cost health insurance programs in offers of health insurance sent to team members. Specifically, the following statement shall be made:</p> <p style="padding-left: 40px;">"Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. The insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low cost local, state or federally sponsored health, insurance programs. Information about these programs may be obtained by calling [insert toll free number]."</p>

The toll free number shall include either the number for (1) The Healthy Families Program, (2) Medi-Cal or (3) such other no-cost or low-cost local, state or federally sponsored health insurance program.

- 32255 et seq. **Use of Animals:** Requires that the parents or guardians of all pupils registered be notified of the right of a pupil to refrain from the harmful or destructive use of animals in a course. Teachers utilizing animals or animal parts as part of their course work are required to inform pupils enrolled in that course of that right. A teacher may work with such a student to develop and agree upon an alternative education project.
- 32282.5 **Disaster Preparedness Educational Materials:** Requires the CDE to electronically distribute disaster preparedness educational materials to school districts.
- 32286 **Deadline for Comprehensive School Safety Plan:** Each school is required to report each July on the status of its school safety plan, including a description of its key elements in the annual school accountability report card prepared pursuant to Sections 33126 and 35256. A mandatory component of the school safety plan is a discrimination and harassment policy.
- 32288 **School Safety Plans: Notice to specified persons and entities:** Before adopting its comprehensive school safety plan, each schoolsite council or school safety 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. Added to this requirement is the provision that each schoolsite council or school safety planning committee shall notify, in writing specified persons and entities including: the local mayor; a representative of the local school employee organization; representatives of parent organizations including the parent teacher organization at the schoolsite; a representative of the student body government; and all other persons that have indicated they wanted to be notified.
- 32289 **Uniform Complaint Procedures.** Authorizes filing of Uniform Complaint for noncompliance with school safety planning requirements of Title IV of the NCLB (20 USC § 7114(d)(7)). (Added by AB 2885, Ch. 272, Statutes of 2004). *Note: Similar language found in former EC § 35294.95.*
- 32390 **Fingerprint Programs:** In a school district which elects to offer a 48980(f) fingerprinting program, this Section requires that notice must be sent to parents or guardians advising them that the school district will fingerprint all children as they enroll in kindergarten or newly enroll in the district, upon receipt of a written authorization indicating that the parent or guardian wants the child to be fingerprinted. The parent or guardian must be informed in the notification that he or she may withdraw the consent to fingerprinting at any time before the fingerprinting is done. Children may not be fingerprinted without parental consent, and the parent or guardian will be given the only copy of the fingerprints.
- 35160.5(b) **Intradistrict Open Enrollment:** Requires school districts to adopt rules and regulations and establish a policy of open enrollment for residents of the district. It allows parents to select the school they would like their child to attend within

the district, subject to capacity. Requests for admission are based on a random, unbiased selection process.

- 35186 **Supplemental Uniform Complaint Procedure (Williams)**. Requires district to establish policies and procedures regarding deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, and teacher vacancy or misassignment. District to adopt policies and post notices by January 1, 2005. The content of the classroom notice must now include a statement that there shall be no teacher vacancies or misassignments, as defined. Further requires district to use Uniform Complaint Procedures (5 CCR § 4600 *et seq.*) to identify and resolve complaints regarding those issues. Sets forth different timelines for investigation and resolution of complaints than timelines specified under Uniform Complaint Procedures. (EC § 35186 added by SB 550, Ch. 900, Statutes of 2004, and amended by AB 2727, Ch. 903, Statutes of 2004).
- 35256 **School Accountability Report Card**:. Requires district to develop for each school a school accountability report card. The content of the report card must now include revised estimated expenditures per pupil and types of services funded, the schools identified as having insufficient textbooks or instructional materials, and career technical education data measures. Content of report card further defined under EC §33126.
- 35291,
35291.5
35291.7 **Discipline Rules**: Requires that the parents or guardians of all pupils registered be notified of the availability of the district's rules for discipline.
- 44808.5 **Notice of Open Campus**: If a governing board of a school district permits high school pupils to leave the school grounds during the lunch period, notice must be sent to the parents or guardians to that effect in the annual letter. The notice must be in the following language:
- "The governing board of the _____ School District, pursuant to Education Code §44808.5, has decided to permit the pupils enrolled at _____ High School to leave the school grounds during the lunch period.
- Education Code §44808.5 further 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 ground pursuant to this Section."
- 46010.1 **Confidential Medical Services**: The governing board of each school district is required to notify the parents or guardians of all pupils, and the pupils themselves in grades 7 through 12, that school authorities may excuse pupils in those grades from school for the purpose of obtaining confidential medical services without the consent of the pupil's parents or guardians.

Please note: The law does not require a district to release pupils during the school day for this purpose. The language use is permissive, not mandatory. If the district policy states that students will be released during the school day only with parental permission, the law does not mandate that the district change that policy.

- 46014 **Release for Religious Instruction:** A school district may adopt a policy permitting pupils to be absent for religious exercises or instructions, with written consent.
- 48204 (b) **Residency Based on Parent Employment:** § 48980 (i) requires this notification. School districts are allowed to establish residency based on parent or guardian employment within boundary of district. Pupil transfers may occur in grades Kindergarten through 12.
- 48205 **Excused Absences:** Requires notice that when parents or guardians request it in writing, pupils shall be excused from school for justifiable personal reasons including, but not limited to, court appearances, religious holiday observances, employment conferences, etc., when approved in advance according to governing board policy. Include as an excused absence attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization. Pupils absent under this Section are also allowed to make up assignments and tests missed during the absence. No pupil may have his or her grade reduced or lose academic credit for any absence excused under this Section when missed assignments and tests are satisfactorily completed within a reasonable period of time. **A student is considered truant after three absences or three tardies of more than 30 minutes each time and the absences or tardies are unexcused. After a student has been reported as a truant three or more times in a school year, the student is considered a habitual truant. A student who is absent from school without a valid excuse for 10% or more of the schooldays in one school year, from the date of enrollment to the current date, is considered a chronic truant. Unexcused absences are all absences that do not fall within EC 48205.** [The full text of Cal. Educ. Code § 48205 should be reprinted in the Annual Notification.]
- 48206.3 **Temporary Disabilities:** Requires that parents or guardians are to be notified that a pupil will receive individual instruction when a temporary disability exists which makes attendance impossible or inadvisable in the regular day classes or alternative education program in which the pupil is enrolled. (*Temporary disability* means a physical, mental, or emotional disability incurred while a pupil is enrolled, after which the pupil can reasonably be expected to return to his or her regular class assignment. This Section does not cover students with exceptional needs pursuant to §56026).
- 48207 Requires notice that a pupil with a temporary disability who is in a hospital or other 48208 residential health facility, except a state hospital, located outside of the school district in which the pupil's parents or guardians reside, shall be deemed to have complied with the residency requirements for school attendance in the district in which the hospital is located; that it is the responsibility of the parents or guardians to notify the school district of the pupil's presence in a qualifying hospital.

- 48900(p) **Prescription drug SOMA**: Makes the unlawful offering, arranging to sell, negotiating to sell or selling the prescription drug SOMA a ground for suspension or expulsion.
- 48900(q) **Student Discipline, Hazing**: Amends the disciplinary provision of the Education Code to define "hazing" by reference to Penal Code section 245.6.
- 48900(r) **Student Discipline, Bullying**: Amends the disciplinary provision of the Education Code to include "bullying," including bullying by electronic means.
- 48900.4 **Additional Grounds for Suspension and Expulsion**: This section which formerly provided for suspension or expulsion for acts of harassment, threats or intimidation against pupils, is amended to include school personnel.
- 48980(a) **Annual Notification Requirements**: This section enumerates sections of the Education Code that require annual parent/guardian notification. Must notify parents under Sexual Health and HIV/AIDS Prevention Education Act per Education Code Section 51938 that a pupil has a right to be excused from sexual education and HIV/AIDS prevention education.
- 48980(b) **Availability of Individualized Instruction**: The notification shall advise the parent of the availability of individualized instruction as prescribed by Section 48206.3 et seq. (Pupils with temporary disabilities).
- 48980(c) **Notification of Minimum Days and Pupil-Free Staff Development Days**: Requires that parents are notified no later than one month before scheduled minimum or pupil-free staff development days.
- 48980(e) **High School Exit Examination**: Beginning with the 2003-2004 school year, students must pass a state-mandated examination prior to graduation from high school. Parents must be notified of this requirement beginning with the 2000-2001 school year. Students who do not demonstrate sufficient progress toward passing the examination must be offered remedial summer school instruction.
- 48980(f) **Fingerprinting**: Districts that elect to provide a fingerprinting program pursuant to Section 32390 shall inform parents of the program as specified.
- 48980(g) **Required Written Policy on Sexual Harassment**: The notification shall include a copy of the district's written policy on sexual harassment established by Section 231.5
- 48980(h) **Attendance Options**: Requires districts to notify parents of all current statutory attendance options and local attendance options. (this section was re-lettered from 48980(i). Moreover, previous section 48980(h) requiring districts to provide a copy parents with a copy of the District's internet was deleted).
- 48980(j) **Grade Reduction/Loss of Academic Credit**: Notification shall advise parent that no pupil may have his or her grade reduced or lose academic credit for any absence or absences excused pursuant to Section 48205 when missed assignments

and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time, and shall include the full text of Section 48205.

- 48980(k) **Availability of State Funds to Cover Costs of Advanced Placement Examination Fees:** Parents shall be notified of the availability of state funds to cover the costs of advanced placement examination fees for economically disadvantaged pupils per Section 52244.
- 48980.3 **Pesticides:** School Districts shall provide information to parents regarding pesticides per EC 17612. Specifically, districts shall annually notify staff and parents of all pesticide products expected to be applied at a school during the year. The notice shall include all active ingredients in each product, an internet address on pesticide use, and a posting of warning signs prior to and after pesticide application. In 2005, the law was amended to restrict the application of certain kinds of pesticides on schoolsites.
- 48981 **Times and Means of Notification:** The notice shall be sent at the time of registration for the first semester or quarter of the regular school term. The notice may be sent by regular mail or by any other method normally used to communicate with the parents or guardians in writing.
- 48985 **Notices to Parents or Guardians in Language Other than English:** Currently, if 15 percent or more of students enrolled in a K-12 program speak a primary language other than English, all notices, reports, statements or records sent to the parents shall, in addition to English, be written in the primary language. In 2007, the legislature amended this section to include a monitoring component by CDE.
- 49063 **Access to Student Records:** Notice to parents or guardians of their right of access to their student's records is required to be sent home together with the Education Code Section 48980 annual notice. The notice should contain a summary of the types of records and information maintained by the district, the position of the official responsible for the maintenance of the records, the location of the log or record of access maintained by the district, the district's criteria for defining legitimate education interest, the policies of the district for reviewing and expunging those records, the procedure for challenging the records, and the cost for copies.
- The notice must also advise the parents or guardians of the right to file a complaint with the United States Department of Health, Education, and Welfare concerning an alleged failure by the district to comply with the law regarding student records.
- 49069 **Access to Student Records:** Requires that when parents request student records, that the records be provided in five business days rather than five calendar days.
- 49073 **Release of Directory Information:** Requires governing boards to adopt policies identifying directory information. Requires informing parents of contents of policy and shall allow parents to preclude release.

- 49403 **Immunization Programs:** If the district is cooperating at any time with local health officials in a program to control a communicable disease by instituting a school immunization program, parents or guardians must be advised of the program and must consent, in writing, before the student may be immunized.
- 49423 **Administration of Medication:** Requires the school district to inform the parents or legal guardians of all pupils in the district of the following: The parent or legal guardian of any pupil taking medication on a regular basis must inform the school nurse or other contact person of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the medication on the pupil. Any pupil who is required to take, during the regular schoolday, medication prescribed by a physician or surgeon, may be assisted by the school nurse or other designated school personnel or may carry and self-administer auto-injectible epinephrine or inhaled asthma medication if the school district receives a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken.
- 49423.1 **Inhaled Asthma Medication.** Describes process by which school personnel may assist pupils or by which pupils may self-administer inhaled asthma medication at school. (Added by AB 2132, Ch. 832, Statutes of 2004).
- 49451,
49452
49452.5 **Annual Physical:** If a district requires an annual physical examination of students, §49451 provides that if the parents or guardians object to the school giving the student a physical examination, or a scoliosis test, or sight or hearing test, the parents or guardians must file an annual letter to that effect with the principal of the school.
- 49452.8 **Pupil Health, Oral Health Assessment:** Requires students, while enrolled in kindergarten (or 1st grade, if the child was not previously enrolled in kindergarten in a public school), to no later than May 31st of the school year, present proof of having received an oral health assessment by a licensed dentist within the last 12 months prior to initial enrollment.
- 49472 **Medical and Hospital Services Insurance:** Where applicable, advise parents of availability of insurance for medical and hospital services needed for student injuries while involved in student-related activities.
- 49480 **Continuing Medication Regimen:** Parents or guardians must be notified that they are required to inform the school nurse or designated certificated school employee if their child is on a continuing medication regimen for a non-episodic condition. They must identify the medication which is being taken, the dosage, and the name of the supervising physician so that district personnel may familiarize themselves with possible effects of the drug on the child's physical, intellectual, and social behavior as well as watch for symptoms of adverse side effects.

- 49510-49520 **Low-Cost Meals:** Parents or guardians are to be notified of the availability of low-cost nutritious meals for needy children.
- 48900.4 **Additional Grounds for Suspension and Expulsion:** Students may be suspended or expelled for acts of harassment, threats or intimidation against pupils and/or school personnel.
- 51229 **Annual Notification, Counseling:** Adds a new section requiring districts to provide annual notification to parents or guardians of students in grades 9 through 12, inclusive, that explains college admission requirements, describes career technical education, and provides information about how students may meet with school counselors. Notification, to the extent possible, shall not exceed one page in length. *Sample notification is enclosed as Attachment 6.*
- 51240 **Family Life Education:** Parents or guardians are to be notified that, upon written request, their pupil will be excused from any part of Health, Family Life Education, and Sex Education where it conflicts with the religious training, beliefs, and personal moral convictions of the parents or guardians. Caveat: Some AIDS education courses may fall within this category.
- 51930, et seq. **Sexual Health and HIV/AIDS Prevention Education:** Requires parent/guardian notification before instruction in sexual health education, HIV/AIDS prevention, and assessments related to that education.
- See 51934 **Instruction on AIDS and AIDS prevention, Grades 7-12 Inclusive:** At the beginning of the school year or upon new student enrollment, each parent shall be notified of the purpose of AIDS prevention instruction and of their right to request copies of §§51201.5 and 51552 related to AIDS prevention instruction. The notice shall further specify that any parent may request that his/her child not receive AIDS prevention instruction. The complete text of 51201.5(d) and 51553, including specific notification requirements for use of an outside agency/guest speaker for AIDS prevention instruction shall be made available to parents upon request.
- 56301 **Child Find Systems:** Every district, SELPA, or county office is required to establish written policies and procedures for a continuous child-find system which addresses the relationship among identification, screening, referral, assessment, planning, implementation, review, and the triennial assessment. The law was amended to require that the child find system is extended to children with disabilities who are homeless or wards of the state.
- 58500, **Alternative Schools:** If a school district elects to provide for alternative schools, a specifically worded notice must be sent to the parents or guardians along with the annual notification required by Education Code Section 48980. The exact content of the notice is contained in attachment hereto.

Note: A statement of Non-discrimination of Students, as required by Title 9 of the Educational Amendments Act of 1971, should accompany the annual notice.

- 40 CFR
763.93 **Asbestos Removal Plans:** The Federal Law (AHERA) requires that all parents, teachers, and employee organizations are to be notified of the availability of the district's management plan regarding asbestos. The management plan is a routine document required by AHERA for all sites and its preparation does not necessarily mean that a problem exists at any site.
- Title 5,
3080
4622 **Uniform Complaint Policy Special Education:** Notice is required that anyone who has a concern that the district may not have acted in compliance with any of the state or federal laws governing special education may file a complaint against the district. Procedures for filing a complaint are available at each school in the district.
- 5 CCR
§ 4622;
EC **Uniform Complaint Procedures:** EC § 35294.21 now authorizes complaint of noncompliance with school safety plan requirements under Uniform Complaint Procedures set forth in 5 CCR §§ 4600 et seq.
- § 35294.21
Title 5,
4622
4630 **Uniform Complaint Procedures:** Section 4622 provides that every local educational agency must notify parents, students, district advisory committees, school advisory committees, and other interested parties of the district's complaint procedures, including the opportunity to appeal to the Department of Education under certain circumstances. We suggest the annual notice be sent in duplicate by regular mail or by the usual method used by the district to communicate with parents or guardians in writing. One copy of the notice must be signed by the parent or guardian and returned to the school. The notice itself must indicate to the parent or guardian that the signature implies neither consent nor withholding of consent to participation in any particular program; a separate letter is required to accomplish that.
- Health &
Safety Code
§124100 **Child Health and Disabilities Prevention Program:** Requires notice to parents of kindergarten and first grade children of the requirement for physical examination for first grade enrollment and availability of free health screening through their local health department. Requires up to five days exclusion from school for failure to comply or sign a waiver.
- IDEA Act
(20 USC
§1400
et seq.) **Special Education:** Requires districts to inform parents of federal law which requires that a free and appropriate education in the least restrictive environment be offered to qualified handicapped pupils.
- Rehabilitation
Act of 1973
§504 **Handicapped Pupils:** Requires notice of nondiscrimination on basis of sex, handicap, race, color, national origin, or lack of English skills. Notice must include availability of reasonable accommodation for handicapped pupils.
- Title VI
Civil
Rights
Act of **Discrimination:** Requires implementation of specific and continuing steps to notify students and parents that the school district does not discriminate on the basis of race, color, national origin, sex or handicap. Requires notification in native language if service area contains a community of minority persons with

1964 & limited English language skills. Notification must state that district will take steps to Title IX assure that the lack of English will not be a barrier to admission and participation Educational- in district programs. Amendment Act of 1972.

HSC § 104495 **Tobacco Free Campus.** Provides that smoking or use of any tobacco-related products and disposal of any tobacco-related waste within 25 feet of a school playground, except on a public sidewalk located within 25 feet of the playground is prohibited. (Amended by AB 1867, Ch. 527, Statutes of 2003).

PC §12550 **Imitation Firearms.** Adds § 12550 to include BB device within definition of 12556 imitation firearm. Adds § 12556 to make it a criminal offense to openly display or expose any imitation firearm in a public place, **including a public school.** Changes effective September 20, 2004. (Added by SB 1858, Ch. 607, Statutes of 2004).

20 USC 7912 **Persistently Dangerous School.** NCLB requires district that has school as persistently dangerous to notify parents of each pupil attending school of the identification and offer of pupils to transfer to a safe school within the district. Notification regarding status of school and offer to transfer must be made simultaneously. Persistently dangerous is defined in California regulations (5 CCR 11992) based on the number of firearm violations by non-pupils on school grounds or during school sponsored activities plus the number of expulsions for certain violations over the course of three years.

PART B: SPECIFIC CIRCUMSTANCE NOTIFICATION SUMMARY

(Notification is required only when specific circumstances occur or are planned)

- 310, 311
5CCR
§11303 **English Language Education; Parental Waiver:**
Requires district to inform parents of placement of child in structured English immersion program and of opportunity to apply for waiver. Requires district to establish procedures for granting waiver, as specified.
- 17213.1 **School Site Selection:** A district must provide notice to residents in the immediate area before commencing work on a preliminary endangerment assessment regarding a possible school site.
- 33126
33126.1
35256
35258 **School Accountability Report Card:** Schools should “make a concerted effort” to notify parents of the purpose of the school accountability report cards and ensure that parents receive a copy of the report card. Amends school conditions to be included in school accountability report card. Beginning in the 2008-09 school year, requires district to make school accountability report card available to parents or guardians, either by posting on the internet or by hard copy, on or before February 1 each year. A standard template for the report card is available from the CDE at <http://www.cde.ca.gov/ta/ac/sa>.
- 35178.4 **Loss of Accreditation:** If a school loses its accreditation status from the Western Association of Schools and Colleges, or any other chartered accrediting agency, the parents of the students must be notified in writing of the change and of any related potential consequences. The school board must also provide notice of the change at a regularly scheduled board meeting.
- 35211 **Driver Training:** Districts maintaining courses in Driver’s Training shall advise parents of potential civil liability and mandated insurance coverage.
- 35816 **CAHSEE Intensive Instruction and Services, Posting in Classroom:** Requires school districts that receive intensive instruction funds to post notices in classrooms of all 10th through 12th graders, inclusive, regarding the right of pupils who have not passed the CAHSEE by the end of grade 12 to receive intensive instruction and services for up to two consecutive academic years after completion of grade 12 or until the pupil has based both parts of the CAHSEE, whichever comes first.
- 37611
37616 **Continuous School Program:** Requires notification to parents of public hearing for districts that operate year-round.
- 39831.5 **School Buses: Passenger Safety:** Requires that, upon registration, parents or

guardians of pupils not previously transported in a school bus, shall receive written information on school bus safety as specified. Applies to pre-kindergarten through grade 6.

44808.5 **Notice of Open Campus:** If a governing board of a school district permits high school pupils to leave the school grounds during the lunch period, notice must be sent to the parents or guardians to that effect in the annual letter. The notice must be in the following language:

"The governing board of the _____
School District, pursuant to Education Code §44808.5, has decided to permit the pupils enrolled at _____ High School to leave the school grounds during the lunch period.

Education Code §44808.5 further 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 ground pursuant to this section."

46600 **Interdistrict Attendance Agreement:** Allows two or more districts to enter
46601 into an agreement for the interdistrict transfer of one or more students for a period of up to five years. **Allows a pupil to continue to attend the school in which he or she is enrolled without annual reapplication, unless the district of residence and district of enrollment have entered an agreement to the contrary.**

48000 **Kindergarten Admission When Five Years Old:** Requires applicant parent to be informed of effects, advantages, and disadvantages of early kindergarten entry.

48005.10 **Kindergarten Readiness Pilot Program:** A district that elects to participate in the voluntary kindergarten readiness pilot program will have to make reasonable effort to identify parents of children between the ages of 3-5 who reside within district boundaries and provide those parents with information regarding services, program, or methods that will help assess the level of readiness of a child to enter school.

48070.5(e) **Promotion/Retention of Pupils; Creation of Policy; Parent Notification:** Provides for the development of a board policy regarding the promotion and retention of pupils as specified. Further provides for parent notification when a pupil is identified as being at risk of retention. Notice shall be provided as early in the school year as practicable.

- 48201 **Removal to Another District; Transfer of Disciplinary Records:** When a pupil transfers to a new school district, the new school district shall request that the former school district provide any records, including law enforcement records, regarding acts that resulted in the pupil's suspension or expulsion from the school district. The receiving school district shall inform all of the transferring pupils' teachers of the suspension and/or expulsion and the act that resulted in the discipline.
- 48216 **Immunization Requirements and Procedures:** Requires the school district exclude any pupil not properly immunized and to notify the parent or guardian that they have two weeks to supply evidence that the pupil has been properly immunized or that the pupil is exempt from the immunization requirements as specified in HSC 120365 or 120370. Notification to also refer the parent or guardian to usual sources of medical care to obtain the immunization(s). Unless a pupil's parent or legal guardian provides the school with an acceptable signed waiver, a pupil must be immunized against certain communicable diseases. Students are prohibited from attending school until the immunization requirements are met. The school district shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. The district may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing. State law requires the following immunizations before a child may attend school: (a) All new students must provide proof of polio, diphtheria, pertussis, tetanus, measles, mumps, and rubella immunizations. (b) All kindergarten students must also provide proof of vaccination against hepatitis B and varicella (chickenpox). (c) All seventh grade students must also provide proof of a second measles, mumps, and rubella vaccination. (d) All seventh through twelve grade students must also provide proof of pertussis booster. (e) A tuberculosis skin test (Mantoux) is required for all kindergarten students and all new students who have never attended a California school. Free- or low-cost immunizations for children are available. Please call the district office for information. Information about a permanent medical exemption or personal beliefs exemption from immunizations for your student is available at the district office.
- 48260.5 **Notice to Parent or Guardian of a Truant; Alternative Educational Programs:** Mandates a letter to parent or guardian upon pupils initial classification as a truant. Includes mandated contents of letter.
- 48263 **School Attendance Review Board Referral (SARB):** If any minor is a "habitual

truant”, or is irregular in attendance at school, the pupil may be referred to a School Attendance Review Board (SARB). The supervisor of attendance or a designee shall notify the minor and parents or guardian of the referral.

48350 et seq. **Open Enrollment Act:** Whenever a student is attending a school on the Open Enrollment List as identified by the Superintendent of Public Instruction, the student may seek to transfer to another school within or outside of the district, as long as the school to which he/she is transferring has a higher Academic Performance Index. Parents of high school athletes should check on CIF sports eligibility rules before pursuing a transfer under this option. Transportation to any other school is the responsibility of the parent. School districts are allowed to adopt specific, written standards for acceptance and rejection of applications as long as students are selected through a —random and unbiased process. Unless the school board waives the deadline, requests for transfers are to be submitted by January 1 of the prior school year. To apply, parents must directly contact the school district to which they seek to transfer their student. The Open Enrollment List can be found on the California Department of Education website at <http://www.cde.ca.gov/sp/eo/op/>.

48432.5 **Involuntary Transfer: Continuation Education:** Requires boards to adopt rules and regulations for the involuntary transfer of pupils to continuation schools. Requires written notice to be given to the pupil and pupil’s parents informing them of the opportunity to request a meeting with the designee of the superintendent prior to transfer.

48900.1 **Parents Attendance at School:** Requires the governing board of each school district to adopt a policy authorizing teachers to provide that the parents or guardians of a pupil who has been suspended by a teacher attend a portion of a school day in his or her child's classroom. Parents/guardians must be notified of this policy prior to its implementation.

The requirement adds §230.7 to the Labor Code: No employer shall discharge or in any manner discriminate against an employee who is the parent or guardian of a pupil for taking time off to appear in the school of a pupil pursuant to a request made under section 48900.1 of the Education Code, if the employee, prior to taking the time off, gives reasonable notice to the employer that he or she is requested to appear in the school.

48900.8 **Records of Expulsion and Suspension:** Specifies for purposes of notification to parents and required reporting to the California Department of Education, that all offenses set forth in Education Code sections 48900 (a-o), 48900.2, 48900.3, 48900.4, 48915 (a) (1-5) or 48915 (c) (1-4) shall be properly

identified in all appropriate pupil records.

- 48904 **Withholding Grades for Property Damage**: Requires governing boards to establish procedures for withholding grades, diploma, and transcript. Requires districts to notify parents, in writing, of pupil's alleged misconduct before withholding of grades, diploma, or transcript.
- 48904.3 **Reciprocal Withholding of Grades, etc.**: Requires school district to which a pupil, subject to Education Code section 48904, has transferred, to also withhold grades, diplomas, or transcripts upon receiving notice from the former district. Requires receiving district to notify the parents in writing of the decision to withhold as specified.
- 48906 **Release of Pupil to Peace Officer**: Requires school officials to take immediate steps to notify parents when a child is taken into custody by a peace officer except when the child is taken into custody as a victim of suspected child abuse. In such cases, law enforcement would assume all notification responsibilities.
- 48910 **Suspension by Teacher; Reports, Conferences, Referrals**: Authorizes teacher to suspend pupil from class. Requires report of suspension to principal and requires teacher to request parent or guardian attend conference.
- 48911 **Suspension**: Requires reasonable effort to notify the parents in person or by telephone at time of suspension; mandates notification in writing. Requires request to parent to attend meeting to determine if suspension would be extended when expulsion is being considered.
- 48911.1 **In-School Suspension**: Requires at the time a pupil is assigned to supervised suspension a school employee shall notify, in person or by telephone, the pupil's parents or guardians. If the pupil is assigned to supervised suspension to longer than one class period, a school employee shall notify the parent or guardian in writing.
- 48912 **Suspension by Governing Board: Intent to Hold Closed Session**: Authorizes district to suspend pupil for any number of schooldays, within limits of EC §48903. Requires district to hold closed session to consider suspension and to notify pupil and parent, by registered or certified mail or personal service, of intent to conduct closed session.
- 48915.5 **IEP Notification: Expulsion Request for Special Education Pupil**: Requires 48-hour prior notification of IEP meeting; or that the meeting will be held without parent participation unless parent requests a postponement of up to three days. Stipulates parent must receive written notice of intent to conduct a pre-expulsion

assessment and requires parent to make pupil available without delay.

- 48916 **Expulsion Orders; Readmission:** Requires that a description of the readmission process from expulsion be made available to the pupil and parent at the time of the expulsion. If the governing board denies readmission following a review, the board shall notify the pupil's parents, in writing, of the reasons for denial. Further, the notification shall include the educational program to which the pupil is to be assigned.
- 48918 **Expulsion Procedures:** Delineates rules governing due process procedures for expulsion. Requires written notice of the hearing (including pupil rights) to be forwarded to the pupil at least ten calendar days prior to the hearing. The opportunity for pupil or parent(s) to be represented by a "non-attorney advisor" is available. Requires notice to include pupil and parent obligation to notify any new district of enrollment of the pupil's status in the expulsion process. Also requires written results of the hearing be sent to parent or guardian by superintendent or designee. Further requires inclusion of a notice of parent's/guardian's obligation, at the time of enrollment, to inform any new district of the pupil's expulsion. Governing boards have the authority to issue subpoenas. This now requires that subpoenaed witness be informed regarding their receipt of applicable fees. Additionally, the notice of decision to expel shall include a notice of the educational alternative placement to be provided to the pupil during the time of expulsion.
- 49067 **Jeopardy of Academic Failure:** Requires boards to prescribe regulations requiring the evaluation of each pupil's achievement for each marking period. Requires written notice to, or a conference with, the parent when the student is in jeopardy of failing a course.
- 49068 **Pupils Records:** Mandates that a school requesting pupil records inform the parent of his/her right to receive a copy of pupil's record and to challenge its content.
5 CCR
§ 438
- 49077 **Court Order for Records:** Requires reasonable effort to notify the parent in advance of compliance with court order for records.
- 49302 **School Safety Patrol:** Requires written parental permission prior to assigning a pupil to safety patrol. Notification is implied.
- 49332 **Injurious Object Taken From Student:** The parent or guardian of a pupil from whom an injurious object has been taken may be notified by school of the taking.
- 49430 **Pupil Nutrition, Health and Achievement Act of 2001:** By January 1, 2004,

- et seq. every public school may post a summary of nutrition and physical activity laws and regulations, and shall post the school district's nutrition and physical policies, in public view within all school cafeterias or other central eating areas.
- 49451, **Annual Physical:** If a district requires an annual physical examination of students, §49451 provides that if the parents or guardians object to the school giving the student a physical examination, or a scoliosis test, or sight or hearing test, the parents or guardians must file an annual letter to that effect with the principal of the school.
- 49452
- 49452.5
- 49455 **Vision Appraisal:** Authorizes parent to waive vision appraisal of pupil by filing copy of private physician, surgeon, optometrist report, or to refuse appraisal due to religious beliefs by filing written statement with principal. Although not required, it is recommended that parents be informed of these exceptions.
- 49456 **Vision and Other Defects:** Requires district supervisor of health to report to parents any noted health (including visual) defects. Further requires that report ask parent to take such action as will cure or correct defect.
- 49471 **Medical and Hospital Services Not Provided:** If governing board of a district that maintains 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, the board must notify parent of such pupils that the services are not provided.
- 49557.2 **Notification of Possible Eligibility under Medical Program:** Under this statute, a school district has the option of incorporating information into the school lunch program application packet or notification of eligibility under that program that the child might also qualify for free or reduced cost health insurance coverage under the Medical program.
- 51101 **Parental Involvement: Rights of Parents and Guardians to Information:** Provides that parents/guardians have the right and should have the opportunity to be informed by the school of the following: (1) when child is absent from school; (2) of their child's progress; about school rules, including disciplinary rules and procedures along with attendance, retention, and promotion policies pursuant to §48070.5, dress codes, and procedures for visiting the school. In addition, it is the intent that parents be notified as early in the year as practicable, pursuant to §48070.5, if their child is identified as being at risk of retention and of their right to consult with school personnel regarding any decision to promote or retain and to appeal a decision to promote or retain.
- 51101.1 **Rights of Parents/Guardians who Lack English Fluency:** Provides that school

district shall take all reasonable steps to ensure that all parents/guardians of pupils who speak a language other than English are properly notified in English and in their home language of the rights and opportunities available to them pursuant to this section.

- 51513 **Materials Querying Personal Beliefs:** Prohibits using tests that question pupil's personal beliefs unless the parent/guardian is notified in writing that the test will be administered, and gives their written permission.
- 52055.600 et seq. **High Priority Schools Grant Program for Low Performing Schools:** These statutes establish the High Priority Schools Grants program for low performing schools, which is a voluntary program that supplements the immediate intervention/under performing schools program. If a school is invited to participate in either program, the district shall hold a public hearing at a regularly scheduled meeting to discuss whether or not to apply for the program, it must hold a public hearing to discuss the rationale for not accepting the invitation.
- 54444.2 **Migrant Education Program:** Requires district receiving migrant education funds or services to actively solicit parental involvement in planning, operation, and evaluation of its programs through establishment of parent advisory council. Requires notice to parents, in language they understand, that parents have sole authority to decide composition of council.
- 56321 **Special Education; Assessment Plan, Parental Rights:** Requires district provide parent with written, proposed assessment plan within fifteen (15) days of referral for assessment, as specified. Further requires copy of notice of parent rights to be attached.
- 56321.5 **Special Education; Recording IEP:** Requires copy of notice of parents rights to include right to electronically record the proceedings of IEP meetings.
- 56329 **Special Education; Assessment, Due Process:** Requires, as part of assessment plan for special education evaluation, notice to parent that upon completion of assessment an individualized education program team meeting will be held to discuss the assessment, the educational recommendations, and the reasons for the recommendations; and that parent is entitled to obtain, at public expense, independent educational assessment.
- 60602
CCR §852 **California Assessment of Academic Achievement:** States legislative intent that district provide information on academic status and progress of pupils to their parents or guardians, and to teachers, on timely basis. Permits district to inform parents of availability of exemptions under §60615, but prohibits district from soliciting exemption.

- PC 627.5 **Hearing Regarding Person Denied Permission to Register as a Visitor:**
 Authorizes person denied registration and entrance to a school or whose registration is revoked, to file written request for hearing, as specified. Requires principal or superintendent to promptly mail written notice of date, time, and place of hearing and specified timelines for holding hearing.
- WIC §
18976.5 **Primary Child Abuse Prevention Program:** Requires notice of mandated child abuse prevention programs and parental right to refuse to have his/her children participate.
- 5CCR
§1220 **High School Exit Exam; Cheating:** Requires district to notify pupils prior to each administration of exam that any pupil found to have cheated or compromised security of examination shall have test marked invalid.
- 5CCR
§3831 **Gifted and Talented Pupil (GATE):** requires district's written plan for GATE program to include procedure to inform parents of pupil's participation or non-participation in program. Also requires written plan be available for public inspection.
- 5CCR
§11523 **Notice of Proficiency Examination:** Requires distribution of announcement explaining the California School Proficiency Examination (CHSPE). Notice must be given to students in 11th and 12th grades, early enough to enable interested pupils to meet all examination registration requirements for fall test of that year.
- Title I:
Reauthori-
zation of the
Elementary,
Secondary
Education
Act, HR1,
No Child Left
Behind Act
of 2001 **Parental Notification:** Requires districts that receive Title I funds to notify parents of the following requirements under "No Child Left Behind": Program Improvement - Parent/Guardian shall be notified when their children's school is identified as "program improvement" and the opportunities for school choice and/or supplemental instruction; Teacher Qualifications - Parent/Guardian shall be notified that they may request specified professional qualifications of the student's classroom teacher(s) and assigned para-professional(s); Homeless Children - Each Local Education Agency liaison for homeless children shall ensure the dissemination of public notice of the educational rights of students in homeless situations; Military Recruiters: Release of Directory Information - Parent/Guardian shall be notified of requirement to release specified directory information on students to military recruiters. Notifications to include an "opt out" provision related to the release of a student's name, address and telephone number; and Persistently Dangerous Schools - Parents/Guardians shall be notified of elementary and/or secondary schools considered to be "persistently dangerous" pursuant to California Department of Education guidelines and of available options.

PART C: NON-MANDATORY BUT SUGGESTED NOTIFICATIONS SUMMARY

231.5 **Reporting Sexual Harassment:** It is the stated policy of the State of California that all persons, regardless of their sex, should enjoy freedom from discrimination of any kind in the educational institutions of the state. In furtherance of that policy, each district should have a written policy regarding sexual harassment. The policy must contain information on where to obtain the specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies, as it relates to pupils.

- 17288 **Field Act:** The parents of any high school pupil attending classes on a campus of the University of California or California State University in order to receive specialized educational services shall be notified that the buildings on the University campuses may not meet Field Act requirements although they are required to conform to the rigorous standards of the Uniform Building Code
- 35183 **Dress Code/Gang Apparel:** This section permits school districts to adopt dress code policy prohibiting the wearing of “gang-related apparel“. As a further safety measure, school districts are authorized to adopt a school wide uniform policy that requires students to wear uniforms.
- 35183.5 **Sun Protective Clothing:** Schools shall allow students to wear sun protective clothing, including hats, whenever the students are outdoors during the school day. Each schoolsite may adopt a policy regarding the type of sun protective clothing that is permissible. Each school site shall allow pupils the use of sunscreen during the schoolday without a physician’s note or prescription.
- 44807 **Duty Concerning Conduct of Pupil:** Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess.
- 48201 **Removal to Another District; Transfer of Disciplinary Records:** When a pupil transfers to a new school district, the new school district shall request that the former school district provide any records, including law enforcement records, regarding acts that resulted in the pupil’s suspension or expulsion from the school district. The receiving school district shall inform all of the transferring pupils’ teachers of the suspension and/or expulsion and the act that resulted in the discipline.
- 48216 **Immunization Requirements and Procedures:** Requires districts and the County Office of Education to exclude pupils from attendance when immunization requirements are not met. Requires districts and the County Office of Education to refer parents or guardians to the usual sources of medical care to obtain such immunizations. Requires notification of such requirements as established by the County Health Department for compliance. The governing board and the County Office of Education shall notify parents that they have two weeks to supply evidence either that the pupil has been properly immunized or that the pupil is exempt pursuant to sections 120365 or 120370 of the Health and Safety Code.
- 48900.1 **Parents Attendance at School:** Requires the governing board of each school district to adopt a policy authorizing teachers to provide that the parents or guardians of a pupil who has been suspended by a teacher attend a portion of a school day in his or her child's classroom. Parents/guardians must be notified of this policy prior to its implementation.

The requirement adds §230.7 to the Labor Code: No employer shall discharge or in any manner discriminate against an employee who is the parent or guardian of

a pupil for taking time off to appear in the school of a pupil pursuant to a request made under §48900.1 of the Education Code, if the employee, prior to taking the time off, gives reasonable notice to the employer that he or she is requested to appear in the school. products on school grounds.

- 48980(d) **Investing for Future Education:** School Districts may advise parents of the importance of investing for future college or university education for their children and of considering appropriate investment options, i.e., United States Savings Bonds.
- Title 5
§300 **Duties of Pupils:** Requires pupils to conform to school (SCCR) regulations, obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language.
- PC 290.4 **“Megan’s Law”:** Assembly Concurrent Resolution (ACR) 72, Chapter 122, Statutes of 1997, strongly encourages each school district to include in its annual notification to parents, information about the availability of a CD-ROM or other electronic medium containing information about registered sex offenders as required by “Megan’s Law,” as specified. This information is provided by the Department of Justice to local law enforcement agencies in each county. Note: “Megan’s Law” specifically obligates local law enforcement agencies to notify the community about sex offenders who may be local residents, not school districts. Legal staff of the California School Board’s Association (CSBA) recently cautioned districts about the dissemination of such information on behalf of law enforcement. When parents request information from the school about sex offenders in the community, we strongly recommend that you refer them to local law enforcement.

COLLEGE ADMISSION REQUIREMENTS AND HIGHER EDUCATION INFORMATION

Education Code 51229 requires that each school year, as part of the annual notification, a school district offering any of grades 9 to 12 provide the parent or guardian of each student enrolled in any of those grades a one-page written notice that includes all of the following:

1. A brief explanation of the college admission requirements.
2. A list of the current UC and CSU web sites that help students and their families learn about college admission requirements and that list high school courses that have been certified by UC as satisfying the requirements for admission to UC and CSU.
3. A brief description of what career technical education is, as defined by the CDE.
4. The internet address for the portion of the web site of the CDE where students can learn more about career technical education.
5. Information about how students may meet with school counselors to help them choose courses that will meet college admission requirements and/or enroll in career technical education courses.

Sample Notification:

The State of California offers community colleges, California State Universities (CSU), and Universities of California (UC) for students who wish to continue their education after high school.

In order to attend a community college you need only be a high school graduate or 18 years of age. In order to attend a CSU you have to take specific high school courses, have the appropriate grades and test scores, and have graduated from high school. Test scores are not required if your GPA is 3.0 or above. In order to attend a UC you must meet requirements for coursework, GPA, and test scores, or rank in the top four percent at a participating high school, or qualify by examination alone. You may also transfer to a CSU or UC after attending a community college. For more information on college admission requirements, please refer to the following webpages:

www.ccco.edu – This is the official website of the California Community College system. It offers links to all of the California Community Colleges.

www.assist.org – This interactive site provides course transfer information for students planning to transfer from a California Community College to a CSU or UC.

www.csumentor.edu – This extensive online site offers assistance to students and their families on the CSU system, including the ability to apply online, and links to all CSU campuses.

www.universityofcalifornia.edu – This massive website offers information regarding admissions, online application, and links to all UC campuses.

Students may also explore career options through career technical education. These are programs and classes offered by a school that are specifically focused on career preparation and/or preparation for work. The programs and classes are integrated with academic courses and support academic achievement. Students can learn more about career technical education by referring to the following webpage: www.cde.ca.gov/ds/si/rp.

You may meet with a school counselor to choose courses at your school that will meet college admission requirements or enroll in career technical education courses, or both. **[ADD CONTACT INFORMATION].**

§ 58501. Notice required prior to establishment

The following notice shall be sent along with the notification of parents and guardians required by Section 48980:

“Notice of Alternative Schools

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

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

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

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

Model Notification of Rights under FERPA for Elementary and Secondary Schools

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

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

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

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

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

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

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

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

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]