

SCHOOL AND COLLEGE LEGAL SERVICES *of California*

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THE LEGAL UPDATE

June 30, 2004

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To: Superintendents, Member School Districts (K-12)

From: Elizabeth B. Mori, Assistant General Counsel

Subject: Annual Notice to Parents
Memo No. 10-2004

Consistent with Education Code Section 48980 and other state and federal laws which require districts to annually notify students, parents, and guardians of their legal rights and responsibilities, attached is the most recent version of the Annual Notice to Parents for the 2004-2005 school year.

As you will note, this document has been substantially edited and revised from prior versions. Important changes for this year are as follows:

- 2004-2005 Annual Parent Notice provides only summary notification to parents for annually required notices.
- 2004-2005 Annual Parent Notice **DOES NOT** satisfy any specific circumstance notifications that may be required under state and/or federal law.

Part of each district's obligation to parents, guardians and students includes transmittal of additional district-specific documents along with this notification including:

- ✓ Your district's policy on sexual harassment
- ✓ Your district's policy on Internet/online use
- ✓ A listing of all pesticides that will be used at each school site in your district (including the Internet address developed by the Department of Pesticide Regulation)

Superintendents, Member School Districts (K-12)

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pursuant to Food and Agricultural Code §13184 for access to information on pesticides and pesticide use reduction, and the parent option to register to receive notification of individual pesticide applications at the school facility)

- ✓ The schedule of all minimum and pupil-free staff development days for your district (school calendar)
- ✓ Your district's policy on parent classroom visits

Accordingly, please be sure to include such information in your mailing to parents and guardians.

In addition, state and federal law requires that many documents and other information also be made available to parents/guardians upon request, including, but not limited to, district Uniform Complaint Procedures, each school's Prospectus of School Curriculum and district non-discrimination policies. In satisfaction of these requirements, the 2004-2005 Annual Parent Notice provides that such information may be obtained either from the child's school or the district office (as appropriate). Accordingly, please review the notice carefully to ensure that your district's policies and procedures are consistent.

For districts that may be receiving Title I and/or any other federal funds, please note that the annual notice to parents is not intended to satisfy other notification obligations you may have under federal law, including the No Child Left Behind Act. Although the annual notice to parents does contain parent notifications in satisfaction of the NCLB, its scope is limited to providing only those notices universally required of all districts. Districts should consult with their Title I coordinators and legal counsel with respect to any additional notifications that they may be required to provide.

Please feel free to call or email if you have any further questions.

EBM

Enclosure

ANNUAL NOTICE TO PARENTS 2004-2005

DEAR PARENT/GUARDIAN:

Section 48980 of the Education Code of California requires that notice be given at the beginning of the first semester or quarter of the regular school term to the parent or guardian of the minor pupils in the school district regarding the rights of the parent or guardian under sections 32255, 32390, 35291, 46014, 48205, 48207, 48208, 49403, 49423, 49451, 49472, Article 3 (commencing with section 56030) of Chapter 1 of Part 30, and notice of the availability of the program prescribed by Article 9 (commencing with section 49510) of Chapter 9 and of the availability of individualized instruction under section 48206.3. Section 48982 requires that this Notice be signed and returned by the parent or guardian to the school. Signature and return of the attached form is acknowledgment by the parent or guardian that he or she has been informed of his or her rights but does not indicate that consent to participate in any particular program has either been given or withheld.

Some legislation requires additional notification to the parents or guardians during the school term or at least 15 days prior to a specific activity. (A separate letter will be sent to parents or guardians prior to any of these specified activities or classes, and the student will be excused whenever the parents or guardians file with the principal of the school a statement in writing requesting that their child not participate.) Other legislation grants certain rights that are spelled out in this form.

Accordingly, you are hereby notified as follows (when used in this notification "parent" includes a parent or legal guardian):

STUDENT DISCIPLINE

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

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

DUTY CONCERNING CONDUCT OF PUPILS (EC §44807):

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

DUTIES OF PUPILS (5 CCR §300):

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

HAZING PROHIBITION (EC §32051):

Pupils and other persons in attendance are prohibited from conspiring to engage in hazing.

DRESS CODE/GANG APPAREL (EC §35183):

The district is authorized to adopt a reasonable dress code.

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

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

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

Each district is required to have adopted a written policy on sexual harassment and to display such policies in a prominent location and include it in orientation for employees and students. (*See attached.*)

SCHOOL ACCOUNTABILITY REPORT CARD (EC §35256):

Districts are to make a concerted effort to notify parents of the purpose of school accountability report cards, and ensure that all parents receive a copy.

SCHOOL RECORDS AND ACHIEVEMENT

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

Federal and state laws concerning student records grant certain rights of privacy and right of access to students and to their parents. Full access to all personally identifiable written records maintained by the school district must be granted to: (1) Parents of students 17 and younger; (2) Parents of students age 18 and older if the student is a dependent for tax purposes; (3) Students age 18 and older, or students who are enrolled in an institution of postsecondary instruction (called "eligible students").

Parents, or an eligible student, may review individual records by making a request to the principal. The principal will see that explanation and interpretations are provided if requested. Information that is alleged to be inaccurate or inappropriate may be removed upon request. In addition, parents or eligible students may receive a copy of any information in the records at reasonable cost per page. District policies and procedures relating to: location of, and types of, records; kinds of information retained; persons responsible for records; directory information; access by other persons; review; and challenge of records are available through the principal at each school. When a student moves to a new district, records will be forwarded upon the request of the new school district. At the time of transfer, the parent or eligible student may review, receive a copy (at a reasonable fee), and/or challenge the records.

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

Parents have the right to inspect materials used in evaluation, analysis, and surveys of their children 20 USCA 1232 (h). Parents may view any materials and limit their children's answers with respect to personal information about political opinions, religion, etc.

Parents have the right to request a waiver for their children for any or all parts of state achievement testing EC 60615.

RELEASE OF PUPIL DIRECTORY INFORMATION (EC §49073):

The district also makes student *directory information* available in accordance with state and federal laws. This means that each student's name, birth date, birthplace, address, telephone number, major course of study, participation in school activities, dates of attendance, awards, and previous school attendance may be released in accordance with board policy. In addition, height and weight of athletes may be made available. Appropriate directory information may be provided to any agency or person except private, profit-making organizations (other than employers, potential employers or the news media). Names and addresses of seniors or terminating students may be given to public or private schools and colleges. Parents and eligible students will be notified prior to the destruction of any special education records.

Upon written request from the parent of a student age 17 or younger, the district will withhold directory information about the student. If the student is 18 or older or enrolled in an institution of postsecondary instruction and makes a written request, the student's request to deny access to directory information will be honored. Requests must be submitted within 30 calendar days of the receipt of this notification.

RELEASE OF INFORMATION TO MILITARY SERVICES REPRESENTATIVES / RELEASE OF TELEPHONE NUMBERS (EC §49073.5; 20 USC §9528(A)(2):

Parents of secondary students may request in writing that the student's name, address, and telephone listing not be released to armed forces recruiters without prior written parental consent.

HIGH SCHOOL EXIT EXAM (EC §§48980(e) and 60850):

Commencing with the 2005-2006 school year (extended by the State pursuant to EC §60859), pupils completing the 12th grade will be required to successfully complete the high school exit exam. The exam may not be administered to students not receiving adequate notice.

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

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

HEALTH SERVICES

CHILD HEALTH AND DISABILITIES PREVENTION PROGRAM (H&SC §124085):

Physical examinations are required as a prerequisite for enrollment in the first grade. Free health screening may be available through the local health department. Failure to comply with this requirement or sign an appropriate waiver may result in exclusion of your child from school for up to five days.

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

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

VISION APPRAISAL (EC §49455):

The district is required to appraise each student's vision upon initial enrollment and every third year thereafter until the student completes the 8th grade. The appraisal shall include tests for visual acuity and color vision; however, color vision shall be appraised once and only on male students. The evaluation may be waived

upon presentation of a certificate from a physician or optometrist setting out the results of a determination of the student's vision, including visual acuity and color vision.

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

In addition to the physical examinations required pursuant to Sections 208, 321 and 323.7 of the Health and Safety Code, the district is required to provide for the screening of every female student in grade 7 and every male student in grade 8 for the condition known as scoliosis.

PUPIL NUTRITION / NOTICE OF FREE AND REDUCED PRICE MEALS (EC §§48980(b), 49510 and 49520):

Needy children may be eligible for free or reduced price meals. Details are available at your child's school.

COMMUNICABLE DISEASES (EC §49403):

The district is authorized to administer immunizing agents to pupils, whose parents have consented in writing, to the administration of such immunizing agent.

MEDICATION (EC §49423):

Any student who must take prescribed medication at school and who desires assistance of school personnel must submit a written statement of instructions from the physician and a parental request for assistance in administering the medication.

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

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

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

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

CONTINUING MEDICATION REGIMEN (EC §49480):

Parents of any student on a continuing medication regimen for a non-episodic condition shall inform the school nurse or other designated certificated school employee of the medication(s) being taken, the current dosage, and the name of the supervising physician. (See attached form.) With the consent of the parent, the school nurse may communicate with the physician and may counsel with school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

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

School sites must allow for outdoor use of sun-protective clothing and must provide for the use of sunscreen by students during the school day by an established policy.

ASBESTOS (40 CFR 763.93):

The district has a plan for eliminating health risks that are created by the presence of asbestos in school buildings. It may be reviewed at the district office.

USE OF PESTICIDES (EC §§17612 AND 48980.3):

School districts are required to inform parents about the use of pesticides on school grounds (*see attached*).

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

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

NOTICE OF COMPLIANCE (EC §35294.95):

The District is required to notify the State Department of Education by October 15th of schools that are not in compliance with school safety plan laws.

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

Children who will have his or her fifth birthday on or before December 2 of the school year shall be admitted to a kindergarten at the beginning of that school year. Students turning five after December 2 but during the school year may be admitted to kindergarten with the informed consent of the parent subject to board approval.

PROSPECTUS OF SCHOOL CURRICULUM (EC §49091.14):

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

ENGLISH LANGUAGE EDUCATION (EC §310):

State law requires that all students be taught English by being taught in English. However, this requirement may be waived by parents with prior written informed consent, which shall be provided annually, under specified circumstances. See your school principal for further information.

STATE FUNDED ADVANCED PLACEMENT EXAMINATIONS (EC §48980(i)):

State funds may be available to cover the costs of advanced placement examination fees pursuant to EC §52244.

SPECIAL EDUCATION (IDEA):

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

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

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

SPECIAL EDUCATION COMPLAINTS (5 CCR §3080):

State regulations require the district to establish procedures to deal with complaints regarding special education. If you believe that

the district is in violation of federal or state law governing the identification or placement of a special education student, or similar issues, you may file a written complaint with the district. State

regulations require the district to forward your complaint to the State Superintendent of Public Instruction. Procedures are available from your school principal.

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

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

STATEMENT OF NONDISCRIMINATION (Title VI Civil Rights Act of 1964):

The district is required to have a policy of nondiscrimination on the basis of race, color, national origin, sex, or handicap. This policy requires notification in native language if the district's service area contains a community of minority persons with limited English language skills. Notification must state that the district will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs. This policy applies to all students insofar as participation in programs and activities is concerned, with few exceptions such as contact sports. In accordance with federal law, complaints alleging noncompliance with this policy should be directed to the school principal. Appeals may be made to the district superintendent. A copy of the district's nondiscrimination policy is available upon request.

FINGERPRINTING PROGRAM (EC §32390):

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

CHILDREN IN HOMELESS SITUATIONS:

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.

SEX / HIV / AIDS EDUCATION**INSTRUCTION IN COMPREHENSIVE SEXUAL HEALTH EDUCATION / HIV AND AIDS PREVENTION (EC §51938):**

Districts shall annually notify parents about instruction in comprehensive sexual health education and HIV/AIDS prevention education and research on student health behaviors and risks planned for the school year. Written and audiovisual educational materials used in such education are available for inspection. You will be notified prior to the commencement of any such instruction as to whether the instruction will be taught by district personnel or by outside consultants. A copy of the law pertaining to such instruction is available upon request from the district. You may request in writing that your child not receive comprehensive sexual health education and/or HIV/AIDS prevention education. The law also authorizes the district to use anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age appropriate questions about the student's attitudes concerning or practices relating to sex. The district must notify you in writing before any such test, questionnaire, or survey is administered and provide you with an opportunity to review the test and request in writing that your child not participate.

SCHOOL ATTENDANCE / ATTENDANCE ALTERNATIVES

California law (EC §48980(i)) requires all school boards to inform each student's parent at the beginning of the school year of the various ways in which they may choose schools for their children to attend other than the ones assigned by school districts. Students who attend schools other than those assigned by the districts are

referred to as “transfer students” throughout this notification. There is one process for choosing a school within the district which the parent lives (intradistrict transfer), and three separate processes for selecting schools in other districts (interdistrict transfer). The general requirements and limitations of each process are described as follows:

Choosing a School Within District in Which Parent Lives:

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

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

Choosing a School Outside District in Which Parent Lives:

Parents have three different options for choosing a school outside the district in which they live. The three options are:

Districts of Choice (EC § 48300 through 48315):

The law allows, but does not require, each school district to become a “district of choice” – that is, a district that accepts transfer students from outside the district under the terms of the referenced Education Code sections. The school board of a district that decides to become a “district of choice” must determine the number of students it is willing to accept in this category each year and make sure that the students are selected through a “random and unbiased” process, which generally means a lottery process. If the district chooses not to become a “district of choice”, a parent may not request a transfer under these provisions. Other provisions of the “district of choice” option include:

- Either the district a student would transfer to or the district a student would transfer from may deny a transfer if it will negatively affect the racial and ethnic balance of the district, or a court-ordered or voluntary desegregation plan. The district a student would be leaving may also limit the total number of students transferring out of the district each year to a specified percentage of its total enrollment, depending on the size of the district.
- No student who currently attends a school or lives within the attendance area of a school can be forced out of that school to make room for a student transferring under these provisions.
- Siblings of students already attending school in the “district of choice” must be given transfer priority.

- A parent may request transportation assistance within the boundaries of the “district of choice”. The district is required to provide transportation only to the extent it already does so.

Other Interdistrict Transfers (EC §§46601.5 through 46611):

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

- Both the school district a parent is requesting a transfer to and the one a parent is transferring from are encouraged to take into consideration the childcare needs of the student. If the transfer is approved based on childcare needs, the student may be allowed to stay in the new district or the high school district to which it feeds through the 12th grade, subject to certain conditions.
- If either district denies a transfer request, a parent may appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision.

Parental Employment in Lieu of Residency Transfers (EC §48204(f)):

The law provides that if one or both parents of an elementary school student are employed in the boundaries of a school district other than the one in which they live, the student may be considered a resident of the school district in which his/her parents work. This code section does not require that a school district accept a student requesting a transfer on this basis, but a student may not be rejected on the basis of race/ethnicity, sex, parental income, academic achievement, or any other “arbitrary” consideration. Other provisions of EC §48204(f) include:

- Either the district in which the parent lives or the district in which the parent works may prohibit the student’s transfer if it is determined that there would be a negative impact on it.
- The district in which the parent works may reject a transfer if it determines that the cost of educating the student would be more than the amount of government funds the district would receive for educating the student.
- There are set limits (based on total enrollment) on the net numbers of students that may transfer out of a district under this law, unless the district approves a greater number of transfers.
- There is no required appeal process for a transfer that is denied. However, the district that declines to admit a student must provide in writing to the parent the specific reasons for denying the transfer.

This summary provides an overview of the laws applicable to each alternative. Additional information is available upon request from the district.

NOTICE OF ALTERNATIVE SCHOOLS (EC §58501):

State law authorizes all school districts to provide for alternative schools. Education Code section 58500 defines an alternative school as a school or separate class group within a school that is operated in a manner designed to:

- (1) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- (2) Recognize that the best learning takes place when the student learns because of his/her desire to learn.

- (3) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may result in whole or in part from a presentation by his/her teachers of choices of learning projects.
- (4) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- (5) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

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

EXCUSED ABSENCES (EC §48205):

State law permits students to be absent for justifiable reasons and allows for completion of missed assignments.

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

No student shall have his/her grade reduced or lose academic credit for any excused absence pursuant to EC §48205 for missed assignments/tests that can reasonably be provided/completed. *See text of EC §48205 attached.*

ABSENCES FOR CONFIDENTIAL MEDICAL SERVICES (EC §46010.1):

Students in grades 7-12 and their parents are notified that the law permits schools to excuse students for the purpose of obtaining confidential medical services without parental consent; however, district implementation of this law is permissive. District policy regarding excusing such absences is available upon request.

ABSENCE FOR RELIGIOUS INSTRUCTION (EC §46014):

Districts are authorized to adopt a 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 DAYS (EC §48980(c)):

The district is required to annually notify parents of its schedule(s) of minimum days and student-free staff development days at the beginning of the year or as early as possible, but no later than one month prior to the start of school (*see attached*).

MISCELLANEOUS

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

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

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

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

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

Possession, use or sale of narcotics, alcohol, or other controlled

substances is prohibited and strictly enforced at all school activities. Records will be forwarded to local law enforcement, and district sanctions will result from violations.

ACCESS TO INTERNET AND ONLINE SITES (EC §48980(i)):

Districts are required to notify parents of policies pertaining to Internet and online access (*see attached*).

RIGHT TO REFRAIN FROM HARMFUL USE OF ANIMALS (EC §32255-32255.6):

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

NO CHILD LEFT BEHIND ACT OF 2001 (20 USC §6301 and following): Under the NCLB, parents have the following rights:

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

The information provided above is available upon request from your child's school or the district office. Additional notices that may be required under the No Child Left Behind Act shall be sent separately

UNIFORM COMPLAINT PROCEDURES (5 CCR §4622):

The district is required to annually notify parents, pupils, employees, district advisory committees, school advisory committees and other interested parties in writing of its required Uniform Complaint Procedures. A copy of the district's policy is available upon request.

SCHOOL BUSES / PASSENGER SAFETY (EC §39831.5):

Districts are required to provide safety regulations to all new students.

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

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

EDUCATION CODE SECTION 48205

(a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

- (1) Due to his or her illness.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of 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.
- (5) For the purpose of jury duty in the manner provided for by law.
- (6) Due to the illness or medical appointment during school hours

of a child of whom the pupil is the custodial parent.

(7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, 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.

(8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

(b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of 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.

(c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(e) "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."

ACKNOWLEDGMENT OF PARENT OR GUARDIAN OF ANNUAL RIGHTS NOTIFICATION

Detach, sign, and return this page to your child's school indicating that you have been notified of the specified activities and whether you have a child on continuing medication.

Student's Name: _____

School: _____ Grade: _____

Student is on a continuing mediation program: (Please check one) YES _____ NO _____

If YES, you have my permission to contact student's physician:

Physician's Name: _____ Telephone: _____

Medication: _____ Dosage: _____

Medication: _____ Dosage: _____

If you do not wish directory information released (page 1), please sign where indicated below and return to the school office within the next 30 days. Note that this will prohibit the district from providing the student's name and other information to the news media, interested schools, parent-teacher associations, interested employers, and similar parties.

Do NOT release directory information regarding _____
(Pupil's Name)

Check if an exception may be made to include student information and photos in the yearbook.

I hereby acknowledge receipt of information regarding my rights, responsibilities, and protections.

Signature of Parent or Guardian: _____

Date: _____