Status: DRAFT

## **Policy 5145.6: Parent/Guardian Notifications**

Original Adopted Date: 01/13/2009 | Last Revised Date: 09/12/2023 | Last Reviewed Date: 09/12/2023

The Governing Board desires to promote effective communication betweenfrom the district and/or school and the home and to families to keep parents/guardiansfamilies informed regarding educational programs, school operations, and the legal rights of students and their parents/guardians. The Superintendent or designee shall send parents/guardians all notifications required by law and any other notifications the Superintendent or designee believes will promote parentalfamilial understanding and involvement.

Notice of the rights and responsibilities of parents/guardians as specified in Education Code 48980 shall be sent at the beginning of each academic year and may be provided by regular mail, in electronic form when so requested by the parent/guardian, or by any other method normally used by the district for written communication with parents/guardians. (Education Code 48981)

No activity specified in Education Code 48980 shall be undertaken with respect to any particular student unless the student's parent/guardian has been informed of such action through the annual notification or other separate special notification. Such notice shall state the activity that will be undertaken and the approximate date on which the activity will occur. (Education Code 48983-48984)

The annual notification shall include a request that the parent/guardian sign the notice and return it to the school or, if the notice is provided in electronic format, that the parent/guardian submit a signed acknowledgment of receipt of the notice to the school. The parent/guardian's <u>signature is not required</u>. <u>Any</u> signature is an acknowledgment of receipt of the information but does not indicate that consent to participate in any particular program has been given or withheld. (Education Code 48982)

Whenever a student enrolls in a district school during the school year, the student's parents/guardians shall be given all required parental notifications at that time.

Notifications shall be presented in an understandable and uniform format and, to the extent practicable, in a language that parents/guardians can understand.

When necessary, the district shall provide notifications to qualified individuals with disabilities in alternative formats, such as braille, large font, or audio recordings, to enable such individuals to effectively participate in any program, service, or activity, as required by law.

Whenever 15 percent or more of the students enrolled in a district school speak a single primary language other than English, as determined from the California Department of Education census data collected pursuant to Education Code 52164, all notices sent to the parent/guardian of any such student 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. (Education Code 48981, 48985)

Whenever an employee learns that a student's parent/guardian is unable to understand the district's printed notifications for any reason, the employee shall inform the principal or designee, who shall work with the parent/guardian to establish other appropriate means of communication.

**Policy Reference Disclaimer:**These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References	Description
17 CCR 2950-2951	Hearing tests
17 CCR 6000-6075	School attendance immunization requirements
22 CCR 101218.1	Child care licensing; parent/guardian rights
5 CCR 11303	Reclassification of English learners
5 CCR 11511.5	English language proficiency assessment; test results
5 CCR 11523	Notice of proficiency examinations

**State References** Description 5 CCR 17782 Notice of Action; application for services 5 CCR 17783 Notice of Action; recipient of services 5 CCR 18066 Child care policies regarding excused and unexcused absences 5 CCR 18094-18095 Notice of Action; child care services 5 CCR 18114 Notice of delinquent fees; child care services 5 CCR 18118-18119 Notice of Action; child care services 5 CCR 3052 Behavioral intervention 5 CCR 4622 Uniform complaint procedures 5 CCR 4631 Uniform complaint procedures; notification of decision and right to appeal 5 CCR 4917 Notification of sexual harassment policy 5 CCR 852 Exemptions from state assessments 5 CCR 863 Reports of state assessment results Civ. Code 1798.29 District records; breach of security Ed. Code 17288 Building standards for university campuses Ed. Code 17612 Notification of pesticide use Ed. Code 221.5 **Equal opportunity** Ed. Code 231.5 Sexual harassment policy Student protections relating to discrimination, harassment, intimidation, and Ed. Code 234.1 **bullying** Ed. Code 234.7 Student protections relating to immigration and citizenship status Appeals for discrimination complaints; information regarding availability of Fd. Code 262.3 civil remedies Ed. Code 310 Language acquisition programs Ed. Code 313 Reclassification of English learners; parental consultation Ed. Code 313.2 Long-term English learner; notification Ed. Code 32221.5 Insurance for athletic team members Ed. Code 32255-32255.6 Student's right to refrain from harmful or destructive use of animals Ed. Code 32390 Voluntary program for fingerprinting students Ed. Code 33479-33479.9 The Eric Parades Sudden Cardiac Arrest Prevention Act Ed. Code 35160.5 Extracurricular and cocurricular activities Ed. Code 35178.4 Notice of accreditation status Advertising in the classroom Ed. Code 35182.5 Ed. Code 35183 School dress code; uniforms Ed. Code 35186 Complaints concerning deficiencies in instructional materials and facilities Ed. Code 35211 Driver training; district insurance, parent/guardian liability Ed. Code 35256 School Accountability Report Card Ed. Code 35258 School Accountability Report Card Ed. Code 35291 Rules for student discipline Ed. Code 35292.6 School maintenance Ed. Code 37616 Consultation regarding year-round schedule

School bus rider rules and information

Ed. Code 39831.5

**State References** Description Ed. Code 41329 School closures and consolidation English language proficiency assessment; instruction in English language Ed. Code 440 development Ed. Code 44050 Employee code of conduct; interaction with students Ed. Code 44808.5 Permission to leave school grounds Ed. Code 46010.1 Notice regarding excuse to obtain confidential medical services Ed. Code 46014 Regulations regarding absences for religious purposes Ed. Code 46015 Accommodations for pregnant and parenting pupils Alternative schedule for junior high and high school; public hearing with Ed. Code 46162 notice Ed. Code 46600-46611 Interdistrict attendance agreements Ed. Code 48000 Minimum age of admission Ed. Code 48070.5 Promotion and retention of students Ed. Code 48204 Residency requirements Ed. Code 48205 Absence for personal reasons Ed. Code 48206.3 Students with temporary disabilities; individual instruction; definitions Ed. Code 48207-48208 Students with temporary disabilities in hospitals Ed. Code 48213 Prior notice of exclusion from attendance Ed. Code 48216 Immunization and exclusion from attendance Ed. Code 48260.5 Notice regarding truancy Ed. Code 48262 Need for parent conference regarding truancy Ed. Code 48263 Referral to school attendance review board or probation department Ed. Code 48301 **Interdistrict transfers** Ed. Code 48412 Certificate of proficiency Ed. Code 48432.3 Voluntary enrollment in continuation education Ed. Code 48432.5 Involuntary transfers of students Ed. Code 48850-48859 Education of foster youth and homeless students Ed. Code 48900.1 Parental attendance required after suspension Ed. Code 48904 Liability of parent/guardian for willful student misconduct Ed. Code 48904-48904.3 Withholding grades, diplomas, or transcripts Ed. Code 48906 Notification of release of student to peace officer Ed. Code 48911 Notification in case of suspension Ed. Code 48911.1 Assignment to supervised suspension classroom Ed. Code 48912 Closed sessions; consideration of suspension Ed. Code 48915.1 Expelled students; enrollment in another district Ed. Code 48916 Readmission procedures Ed. Code 48918 Rules governing expulsion procedures Ed. Code 48929 Transfer of student convicted of violent felony or misdemeanor Ed. Code 48980 Parent/Guardian notifications Ed. Code 48980.3 Notification of pesticide use

Notice regarding full human papillomavirus (HPV) immunization

Ed. Code 48980.4

State References	Description	
Ed. Code 48981	Time and means of notification	
Ed. Code 48982	Parent signature acknowledging receipt of notice	
Ed. Code 48983	Contents of notice	
Ed. Code 48984	Activities prohibited unless notice given	
Ed. Code 48985	Notices to parents in language other than English	
Ed. Code 48985.5	Synthetic drug use	
Ed. Code 48986	Safe storage of firearms	
Ed. Code 48987	Child abuse information	
Ed. Code 49013	Use of uniform complaint procedures for complaints regarding student fees	
Ed. Code 49063	Notification of parental rights	
Ed. Code 49067	Student evaluation; student in danger of failing course	
Ed. Code 49068	Transfer of permanent enrollment and scholarship record	
Ed. Code 49069.7	Absolute right to access	
Ed. Code 49070	Challenging content of student record	
Ed. Code 49073	Release of directory information	
Ed. Code 49073.6	Student records; social media	
Ed. Code 49076	Access to student records	
Ed. Code 49077	Access to information concerning a student in compliance with court order	
Ed. Code 49392	Threats of homicide at school	
Ed. Code 49403	Cooperation in control of communicable disease and immunizations	
Ed. Code 49423	Administration of prescribed medication for student	
Ed. Code 49451	Physical examinations: parent's refusal to consent	
Ed. Code 49452.5	Screening for scoliosis	
Ed. Code 49452.6	Type 1 diabetes informational materials	
Ed. Code 49452.7	Information on type 2 diabetes	
Ed. Code 49452.8	Oral health assessment	
Ed. Code 49455.5	Eye examination for purpose of eyeglasses	
Ed. Code 49456	Results of vision or hearing test	
Ed. Code 49471-49472	Insurance	
Ed. Code 49475	Student athletes; concussions and head injuries	
Ed. Code 49476	Student athletes; opioid fact sheet	
Ed. Code 49480	Continuing medication regimen for nonepisodic conditions	
Ed. Code 49510-49520	Duffy-Moscone Family Nutrition Education and Services Act of 1970	
Ed. Code 51225.1	Exemption from district graduation requirements	
Ed. Code 51225.2	Course credits	
Ed. Code 51225.3	High school graduation requirements	
Ed. Code 51225.31	Graduation from high school; exemption for eligible students with special needs	
Ed. Code 51225.8	Completion and submission of FAFSA and CADAA	
Ed. Code 51229	Course of study for grades 7-12	

**State References Description** Ed. Code 51513 Personal beliefs; privacy Ed. Code 51749.5 Independent study Ed. Code 51938 HIV/AIDS and sexual health instruction Ed. Code 52062 Local control and accountability plans and the statewide system of support Ed. Code 52164 Language census Census-taking methods; determination of primary language; assessment of Fd. Code 52164.1 language skills Ed. Code 52164.3 Reassessment of English learners; notification of results Ed. Code 52242 Advanced placement examination fees Ed. Code 54444.2 Migrant education programs; parent involvement Ed. Code 56301 Child-find system; policies regarding written notification rights Ed. Code 56321 Special education: proposed assessment plan Ed. Code 56321.5-56321.6 Notice of parent rights pertaining to special education Fd. Code 56329 Written notice of right to findings; independent assessment Development of individualized education program; right to audio record Ed. Code 56341.1 Ed. Code 56341.5 Individualized education program team meetings Ed. Code 56343.5 Individualized education program meetings Ed. Code 56366.45 Change in status of a nonpublic, nonsectarian school or agency Ed. Code 56521.1 Behavioral intervention Ed. Code 58501 Alternative schools; notice required prior to establishment Ed. Code 60615 **Exemption from state assessment** Ed. Code 60641 California Assessment of Student Performance and Progress Ed. Code 60900.5 Use of CalPADS data Ed. Code 69432.9 Submission of grade point average to Cal Grant program Ed. Code 8212 Complaints related to preschool health and safety issues Ed. Code 8483 Before/after school program; enrollment priorities Expulsion and suspension procedures in childcare and development services Ed. Code 8489 programs Expulsion and suspension procedures in childcare and development services Ed. Code 8489.1 programs H&S Code 104420 Tobacco use prevention H&S Code 104855 Availability of topical fluoride treatment H&S Code 116277 Lead testing of potable water at schools and requirements to remedy H&S Code 120365-120375 **Immunizations** H&S Code 120440 **Sharing immunization information** H&S Code 124100-124105 Health screening and immunizations H&S Code 1596.8555 Administration of child day care licensing; posting license H&S Code 1596.857 Right to enter child care facility H&S Code 1597.16 Licensed child care centers; lead testing Pen. Code 626.81 Notice of permission granted to sex offender to volunteer on campus Pen. Code 627.5 Hearing request following denial or revocation of registration

**State References Description** W&I Code 10228 Child care providers; posting of rates, discounts, and scholarships **Federal References Description** 20 USC 1232g Family Educational Rights and Privacy Act (FERPA) of 1974 20 USC 1232h Privacy rights 20 USC 1415 Procedural safeguards 20 USC 6311 State plan 20 USC 6312 Local educational agency plan 20 USC 6318 Parent and family engagement Impact Aid; policies and procedures related to children residing on Indian 20 USC 7704 20 USC 7908 Armed forces recruiter access to students 34 CFR 104.32 District responsibility to provide free appropriate public education 34 CFR 104.36 Procedural safeguards 34 CFR 104.8 Nondiscrimination 34 CFR 106.9 Severability 34 CFR 200.48 Teacher qualifications 34 CFR 222.94 Impact Aid; district responsibilities 34 CFR 300.300 Parent consent for special education evaluation 34 CFR 300.322 Parent participation in IEP team meetings 34 CFR 300.502 Independent educational evaluation of student with disability

34 CFR 300.502 Independent educational evaluation of student with disability

34 CFR 300.503 Prior written notice regarding identification, evaluation, or placement of student with disability

34 CFR 300.504 Procedural safeguards notice for students with disabilities

34 CFR 300.508 Due process complaint

34 CFR 300.530 Discipline procedures

34 CFR 99.30 Disclosure of personally identifiable information

34 CFR 99.34 Student records; disclosure to other educational agencies

34 CFR 99.37 Disclosure of directory information
34 CFR 99.7 Student records; annual notification

40 CFR 763.84 Asbestos inspections, response actions and post-response actions

40 CFR 763.93 Asbestos management plans

42 USC 11431-11435 McKinney-Vento Homeless Assistance Act

42 USC 1758 Child nutrition programs

7 CFR 245.5 Eligibility criteria for free and reduced-price meals

7 CFR 245.6a Verification of eligibility for free and reduced-price meals

## Management Resources References Description

U.S. Department of Agriculture Publication

Civil Rights Compliance and Enforcement -- Nutrition Programs and Services, FNS Instruction 113-1, 2005

Website CSBA District and County Office of Education Legal Services

## Management Resources References

## **Description**

Website U.S. Department of Agriculture, Food and Nutrition Service

Cross References Description

0410 Nondiscrimination In District Programs And Activities

0450 <u>Comprehensive Safety Plan</u> 0450 <u>Comprehensive Safety Plan</u>

0460 Local Control And Accountability Plan
0460 Local Control And Accountability Plan
0510 School Accountability Report Card

1240 <u>Volunteer Assistance</u>1240 <u>Volunteer Assistance</u>

1312.3 Uniform Complaint Procedures
 1312.3 Uniform Complaint Procedures
 1312.3-E PDF(1) Uniform Complaint Procedures
 1312.3-E PDF(2) Uniform Complaint Procedures

3231 Impact Aid

3260 Fees And Charges
3260 Fees And Charges

3312 <u>Contracts</u>

3513.3 Tobacco-Free Schools
3513.3 Tobacco-Free Schools
3514 Environmental Safety
3514 Environmental Safety

3514.2 Integrated Pest Management
3515.5 Sex Offender Notification
3515.5 Sex Offender Notification
3517 Facilities Inspection

3517-E(1) Facilities Inspection

3543 Transportation Safety And Emergencies
3550 Food Service/Child Nutrition Program
3550 Food Service/Child Nutrition Program
3551 Food Service Operations/Cafeteria Fund
3551 Food Service Operations/Cafeteria Fund

3553 Free And Reduced Price Meals
3553 Free And Reduced Price Meals
3555 Nutrition Program Compliance
3555-E(1) Nutrition Program Compliance

3580 District Records
3580 District Records
4112.2 Certification

**Cross References** Description 4112.2 Certification 4219.21 **Professional Standards** 4219.21-E PDF(1) Professional Standards - Code Of Ethics Classified Employees 4222 **Teacher Aides/Paraprofessionals** Teacher Aides/Paraprofessionals 4222 4319.21 **Professional Standards** 4319.21-E PDF(1) **Professional Standards** 5000 **Concepts And Roles** 5020 Parent Rights And Responsibilities Parent Rights And Responsibilities 5020 5022 **Student And Family Privacy Rights** 5022 **Student And Family Privacy Rights** 5030 **Student Wellness** 5111 Admission 5111 Admission 5111.1 **District Residency** 5111.1 **District Residency** 5112.2 **Exclusions From Attendance** 5112.5 Open/Closed Campus 5113 **Absences And Excuses** 5113 **Absences And Excuses** 5113.1 **Chronic Absence And Truancy** 5113.1 **Chronic Absence And Truancy** 5116.1 Intradistrict Open Enrollment 5116.1 Intradistrict Open Enrollment 5116.2 **Involuntary Student Transfers** 5117 **Interdistrict Attendance** 5117 Interdistrict Attendance 5119 **Students Expelled From Other Districts** 5123 Promotion/Acceleration/Retention Promotion/Acceleration/Retention 5123 5125 **Student Records** 5125 **Student Records** 5125.1 **Release Of Directory Information** 5125.1 **Release Of Directory Information Release Of Directory Information** 5125.1-E PDF(1) 5125.2 Withholding Grades, Diploma Or Transcripts 5125.3 **Challenging Student Records** 

**Dress And Grooming** 

**Dress And Grooming** 

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Cross References	Description	
5141.21	Administering Medication And Monitoring Health Conditions	
5141.21	Administering Medication And Monitoring Health Conditions	
5141.3	Health Examinations	
5141.3	Health Examinations	
5141.31	Immunizations	
5141.31	Immunizations	
5141.32	Health Screening For School Entry	
5141.6	School Health Services	
5141.6	School Health Services	
5142.1	Identification And Reporting Of Missing Children	
5143	Insurance	
5143	Insurance	
5144	Discipline	
5144	Discipline	
5144.1	Suspension And Expulsion/Due Process	
5144.1	Suspension And Expulsion/Due Process	
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities)	
5144.4	Required Parental Attendance	
5144.4	Required Parental Attendance	
5145.12	Search And Seizure	
5145.12	Search And Seizure	
5145.3	Nondiscrimination/Harassment	
5145.3	Nondiscrimination/Harassment	
5145.7	Sexual Harassment	
5145.7	Sexual Harassment	
5145.8	Refusal To Harm Or Destroy Animals	
5146	Married/Pregnant/Parenting Students	
5148	Child Care And Development	
5148	Child Care And Development	
5148.2	Before/After School Programs	
5148.2	Before/After School Programs	
5148.3	Preschool/Early Childhood Education	
5148.3	Preschool/Early Childhood Education	
6020	Parent Involvement	
6020	Parent Involvement	
6111	School Calendar	
6112	School Day	
6112	School Day	
6142.1	Sexual Health And HIV/AIDS Prevention Instruction	
6142.1	Sexual Health And HIV/AIDS Prevention Instruction	

Cross References	Description	
6142.8	Comprehensive Health Education	
6142.8	Comprehensive Health Education	
6143	Courses Of Study	
6143	Courses Of Study	
6145.2	Athletic Competition	
6145.2	Athletic Competition	
6146.1	High School Graduation Requirements	
6146.11	Alternative Credits Toward Graduation	
6146.11	Alternative Credits Toward Graduation	
6146.2	Certificate Of Proficiency/High School Equivalency	
6146.2	Certificate Of Proficiency/High School Equivalency	
6154	Homework/Makeup Work	
6158	Independent Study	
6158	Independent Study	
6159	Individualized Education Program	
6159	Individualized Education Program	
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6159.2	Nonpublic, Nonsectarian School And Agency Services For Special Education	
6159.4	Behavioral Interventions For Special Education Students	
6162.51	State Academic Achievement Tests	
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6162.8	Research	
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6164.2	Guidance/Counseling Services	
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6175	Migrant Education Program	
6175	Migrant Education Program	
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Cross References	Description
6178	Career Technical Education
6183	Home And Hospital Instruction
6184	Continuation Education
6184	Continuation Education
6190	<b>Evaluation Of The Instructional Program</b>
9310	Board Policies