

**ANNUAL PARENT NOTICE  
2011-2012**

Dear Parent/Guardian:

State law requires a school district and a county office of education (“county office”) to provide annual notice to a parent or guardian (hereinafter referred to as “parent”) of certain rights and responsibilities. The parent is required to acknowledge receipt of this notice by signing and returning this receipt and acknowledgment (Part I of Form A) to your school or county office program.

**CURRICULUM AND INSTRUCTION**

**Instructional Materials:** All primary and supplemental instructional materials and assessments, including textbooks, teacher manuals, films, audio and video recordings, and software, will be compiled and stored by the classroom instructor and made available promptly for inspection by a parent in a reasonable time frame or in accordance with school district or county office policies or procedures. Education Code §§ 49091.10(a); 51101.

**Observation:** Upon written request, a parent has the right to observe instruction and other school activities that involve his or her child or for the purpose of selecting a school in accordance with board policies on interdistrict and intradistrict transfers. Any observation will be done in accordance with policies established to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. Education Code §§ 49091.10(b); 51101.

**Beliefs:** A pupil may not be compelled to affirm or disavow any particular personally or privately held world view, religious doctrine, or political opinion. No pupil shall be relieved of any obligation to complete regular classroom assignments. Education Code § 49091.12(a).

**Curriculum:** The curriculum, including titles, descriptions, and instructional aims of every course offered by a public school, shall be compiled at least once annually in a prospectus. The prospectus is available for review upon request and for copying at a reasonable charge. Education Code §§ 49091.14; 49063(k).

**Animal Dissection:** A pupil, who has a moral objection to dissecting or otherwise harming or destroying animals as part of an instructional program, has a right to request an alternative educational project. Education Code § 32255-32255.6.

**Sexual Health and HIV/AIDS Prevention Instruction:** The Sexual Health and HIV/AIDS Prevention Education Act (“Act”) authorizes a school district or county office to provide comprehensive sexual health education to all pupils in kindergarten to grade 12 and requires the school district or county office to ensure that all pupils in grades 7 to 12 receive HIV/AIDS prevention education. Education Code § 51933 et seq.

- Written and audio visual educational materials used in comprehensive sexual health education and HIV/AIDS prevention education will be made available for your inspection. Education Code § 51938.
- You will be notified whether the comprehensive sexual health education or HIV/AIDS prevention education will be taught by school district/county office personnel or by outside consultants. Education Code § 51938.
- You may request a copy of the Act from the school district or county office. Education Code § 51938.
- You may request in writing that your child not receive comprehensive sexual health education and/or HIV/AIDS prevention education. (Fill out Part II of Form A to make a request.) Education Code § 51938.

**Tests, Questionnaires, Surveys, Examinations on Personal Beliefs or Practices:** No pupil will be given any test, questionnaire, survey, or examination containing questions about a pupil’s, or his/her parents’ beliefs or practices relating to sex, family life, morality, or religion, unless his/her parent provides prior written permission. Parents of all pupils in grades 7 to 12, will be given the opportunity to review any test, questionnaire, or survey about a pupil’s attitude concerning or practices relating to sex before it is administered and will be given the opportunity to request in writing that his/her pupil not participate. Education Code §§ 51513; 51938; 51939.

**Minimum Days and Staff Development:** Attached to this notice is the calendar for the school year which includes the current schedule of any minimum days or pupil-free staff development days. Parents will be notified during the school year of any additional minimum days and pupil-free staff development days within one month before the scheduled minimum or pupil-free day. Education Code § 48980(c).

## **PUPIL BEHAVIOR AND DISCIPLINE**

**Sexual Harassment:** A copy of the school district or county office's written policy on sexual harassment, as it pertains to pupils, is attached to this notice. Education Code §§ 48980(g), 212.5.

**Evaluations:** A pupil may not be tested for behavioral, mental, or emotional evaluation without the informed written consent of his or her parent. Education Code § 49091.12(c).

**Unexcused Absence:** Parents will be notified in a timely manner if their child is absent from school without permission. Education Code § 51101(a)(4).

**Truancy:** Upon a pupil's initial classification as a truant, you will be notified of the following:

- (a) That the pupil is truant.
  - (b) That the parent or guardian is obligated to compel the attendance of the pupil at school.
  - (c) That you may be guilty of a criminal infraction if you fail to meet this obligation.
  - (d) That alternative educational programs are available in the district.
  - (e) That you have the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.
  - (f) That the pupil may be subject to arrest and prosecution.
  - (g) That the pupil may be subject to suspension, restriction, or delay of the pupil's driving privilege.
  - (h) That it may be recommended that you accompany the pupil to school and attend classes with the pupil for one day.
- Education Code § 48260.5.

**Chronic Truancy:** The parent or guardian of any pupil in grades 1 through 8 who is found to be a "chronic truant" may be found guilty of a misdemeanor. Education Code § 48263.6; Penal Code § 270.1.

**Pupil Discipline Rules:** A copy of the school's pupil discipline rules may be obtained by contacting the principal or his/her designee. The parent of a pupil who has been suspended by a teacher may be required to attend a portion of a school day in his or her child's class. Education Code §§ 35291; 48900.1.

## **PUPIL HEALTH, SAFETY AND MEDICAL TREATMENT**

**Fingerprint Policy:** Information concerning the school district or the county office's pupil fingerprint policy, if any, is provided at the time of enrollment. Education Code §§ 32390, 48980(f).

**Confidential Medical Services:** Pupils enrolled in grades 7 through 12 may be excused from school by school authorities for the purpose of obtaining confidential medical services without the consent of the pupil's parent.

Education Code § 46010.1.

**Pupil Immunization:** A school district may permit a licensed physician and surgeon, or other licensed health care practitioners to administer immunizing agents to prevent or control communicable disease to pupils whose parent or guardian has consented in writing to such immunization. A pupil may not be unconditionally admitted to school unless he/she has been fully immunized in the manner and with immunizing agents approved by the State Department of Public Health ("Department"), against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps, rubella, haemophilus influenza type b, hepatitis B, varicella (chickenpox), and any other disease deemed appropriate by the Department. Proof of immunization is required upon admission. .

Pertussis (whooping cough): Commencing July 1, 2011, a pupil may not be unconditionally admitted or advanced to the 7<sup>th</sup> through 12<sup>th</sup> grades unless the pupil has been fully immunized against pertussis (whooping cough), including all pertussis boosters appropriate for the pupil's age. Commencing July 1, 2012, full immunization against pertussis shall be a condition for admission or advancement to 7<sup>th</sup> grade.

This requirement does not apply to any person 18 years of age or older, or if a waiver form is signed stating that the immunization is contrary to the beliefs of the parent, or a letter or affidavit from a licensed physician is given stating that the physical condition of the pupil is such that immunization is not considered safe. If an outbreak of a communicable disease occurs at a school, the non-immunized student will be excluded for his/her own safety until such time as directed by health officials, the school district or county office. Health and Safety Code § 120335; Education Code §§ 48216, 49403.

**Physical Examinations:** A child may be excluded from physical examination whenever the parents file a written statement with the school that they will not consent to a physical examination of their child. Whenever there is good reason to believe the child is suffering from a recognized contagious or infectious disease, the child will be excluded from school attendance. (School children are examined for vision, hearing, and curvature of the spine at selected grade levels.) Education Code §§ 49450 – 49455.

State law requires that for each child enrolled in the first grade, the parent must present within 90 days after entrance, a certificate, signed by a physician, verifying that the child has received appropriate health screening and evaluation including a physical examination within the last 18 months. A parent may file with the school district a written objection or waiver stating the reasons why he or she was unable to obtain such services. Free health screening is available for low income children for up to 18 months prior to entry into 1<sup>st</sup> grade. Parents are encouraged to obtain required health screenings simultaneously with required immunizations. Health and Safety Code §§ 124085, 124105.

**Psychological Testing:** A parent has the right to receive information about psychological testing the school does involving their child and to deny permission to give the test. Education Code § 51101(a)(13).

**Pupil Medication:** Any pupil who must take prescribed medication at school and who desires assistance of school personnel must submit a written statement of instruction from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and a written statement from the pupil's parent, foster parent, or guardian indicating their desire to have the school assist in administering the physician and surgeon, or physician assistant's instructions. Any student who wishes to carry and self-administer prescription auto-injectable epinephrine and/or self-administered inhaled asthma medication must submit both a written statement of instruction from their physician and surgeon or physician assistant that includes a confirmation that the student is able to self-administer such medication, and a written statement from the pupil's parent, foster parent, or guardian consenting to the self-administration, as well as applicable releases. Any pupil who uses auto-injectable epinephrine or inhaled asthma medication in a manner other than as prescribed is subject to discipline. Education Code §§ 49423, 49423.1.

**Continuing Medication:** A parent of a pupil on a continuing medication regimen for a non episodic condition shall inform the school of the medication being taken, the current dosage, and the name of the supervising physician. With a parent's consent, the school nurse or other designated employee may communicate with the physician with regard to 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 over dosage. Education Code § 49480.

**Pupil Insurance:** The school district or county office may provide or make available medical or hospital services, or both, for injuries to pupils arising from school programs or activities. No pupil will be compelled to accept such services. You may obtain further information regarding availability of pupil accident insurance by contacting the school principal. Education Code § 49472.

**Emergency Medical Care:** All pupils must have an emergency information card filled out and signed by the parent at the beginning of the school year. If your child is ill or injured during regular school hour and, requires reasonable medical treatment, and if you cannot be reached, the school district, county office or the principal cannot be held liable for reasonable treatment of your ill or injured child without your prior consent, unless you have previously filed a written objection to any medical treatment other than first aid. Education Code §§ 49407; 49408.

**Pupil Safety:** A parent has the right to have a safe and supportive learning environment for his/her child. Education Code § 51101(a)(7).

**Unsafe School Choice Option:** Students who attend a persistently dangerous school and students who are victims of a violent criminal offense, while in or on the grounds of a public school must be allowed to attend a safe public school. 5 C.C.R. §§ 11992, 11993; 20 U.S.C. § 7912.

**Tobacco-Free Campus:** Check with the school office for the policy, if any, regarding the prohibition against the use of tobacco products at any time on or in district or county office property, buildings, or vehicles. Health and Safety Code § 104420.

**Sun Protective Clothing:** Any pupil may use articles of sun protective clothing, including hats, for outdoor use during the school day, subject to school district or county office dress code policies. Any pupil may use sunscreen during the school day without a physician's note or prescription but school personnel are not required to assist pupils in applying sunscreen. Education Code § 35183.5.

**Oral Health Assessment:**

Any pupil, while enrolled in kindergarten in a public school or while enrolled in first grade if the pupil was not previously enrolled in kindergarten, unless excused, must present proof no later than May 31 of the school year of having received an oral assessment by a licensed dentist or other licensed or registered dental health professional. The assessment must be performed no earlier than 12 months prior to initial enrollment of the pupil. Parents or legal guardians of such pupils will be notified of this assessment requirement. Education Code § 49452.8.

**PUPIL PERFORMANCE AND EVALUATION**

**Accountability Report Card:** A copy of the school district and county office's accountability report card may be obtained from the school upon request. Education Code § 35256.

**Parent Meeting with Teacher and Principal:** Upon reasonable notice, a parent has the right to meet with his/her child's teacher(s) and principal. Education Code § 51101(a)(2).

**Parent Notification:** A parent has the right to be notified concerning their child's classroom and standardized test performances, when their child has been identified as a risk of retention, and to be informed about school rules, including disciplinary rules and procedures, attendance policies, retention and promotion policies, dress codes, school visiting procedures and the person to contact should problems arise with their child. Education Code §§ 48070.5, 51101(a)(5), (9), (12), (16).

**Academic Expectations:** A parent has the right to be informed of the academic expectations of his/her child. Education Code § 51101(a)(11).

**High School Exit Exam:** Each pupil completing grade 12 is required to successfully complete the California High School Exit Exam ("CAHSEE") as a condition of graduation. If applicable, attached to this annual notice will be the dates of the exam, the requirements for passing the exam, and the consequences of not passing the exam. Districts receiving intensive instruction funds must notify pupils who have not passed one or both parts of the CAHSEE by the end of grade 12, of their entitlement to receive after completion of grade 12, intensive instructional services for up to two consecutive academic years. Such pupils shall also be notified of their right to file a complaint under the Williams Uniform Complaint Procedures if they were not provided the opportunity to receive intensive instruction. Education Code §§ 48980(e), 35186(a)(4); 37254.

**College Admission Requirements and Career Technical Information:** School districts offering any of grades 9-12 shall provide the following brief explanation of college admission requirements, a brief description of career technical education, and information about how pupils may meet with school counselors to help them select courses to meet college admission requirements and/or enroll in career technical education courses.

1. College Admission Requirements (A-G Requirements) for California State University (CSU) and University of California (UC)

Additional information about admission requirements for the CSU system can be found at [www.csumentor.edu/planning/high\\_school](http://www.csumentor.edu/planning/high_school). Additional information about admission requirements for the UC system can be found at [www.universityofcalifornia.edu/admissions](http://www.universityofcalifornia.edu/admissions). Additional information about course offerings can be found in the high school student handbook.

- a. **History or Social Science – 2 years**
- b. **English – 4 years**

- c. **Math – 3 years (UC recommends 4 years)**
- d. **Laboratory Science – 2 years (UC recommends 3 years)**
- e. **Language Other Than English – 2 years (UC recommends 3 years)**
- f. **Visual and Performing Arts – 1 year**
- g. **College Preparatory Elective – 1 year**

2. Career Technical Education (CTE)

Career technical education is a program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. Additional information regarding career technical education can be found at [www.cde.ca.gov/ci/ct](http://www.cde.ca.gov/ci/ct).

3. Counseling Services

High school counselors are available to meet with parents and students to assist in selecting courses that meet college admission requirements, enroll in CTE, or both. If you would like to schedule an appointment with a counselor, contact the counseling department. Education Code §§ 48980(1); 51229.

**Advanced Placement Examination:**

Pupils enrolled in at least one Advanced Placement class and who qualify as economically disadvantaged, may apply for assistance to cover the cost of advanced placement examination fees. Pupils should contact a counselor or other administrator at his/her school for specific information. Education Code §§ 48980(k); 52244.

**PUPIL RECORDS**

**Review of Pupil Records:** Parents have the right to question, and receive an answer regarding items on their child’s record that appear inaccurate, misleading, or that invades the child’s privacy. Education Code § 51101.

**Notification of Privacy Rights of Pupils:** Federal and state laws grant certain privacy rights and rights of access to pupil records to students and to their parents. Full access to all personally identifiable written records, maintained by the school district or county office must be granted to: (1) Parents/guardians of a student age 17 or younger; and (2) Students age 18 or older, or a students who are attending an institution of postsecondary instruction (“adult student”) In addition, parents/guardians of a student age 18 or older who is dependent for tax purposes and students age 16 or older or who have completed the 10<sup>th</sup> grade (“eligible student”), must be permitted access to those particular records relevant to the legitimate educational interest of the requester.

Parents/guardians, or an adult or eligible student, may review individual records by making a request to the principal. The principal will see that explanations and interpretations are provided if requested.

A parent/guardian has the right to question and receive any information regarding items on his/her child’s record that appears inaccurate, misleading or that invades his/her child’s privacy. Information which is alleged to be inaccurate, inappropriate, or misleading may or may not be removed by the Superintendent or his/her designee.

In addition, a parent, adult or eligible student may receive a copy of any information in the pupil’s records at a reasonable cost per page. School district and county office policies and procedures relating to types of records, kinds of information retained, persons responsible for maintaining pupil records, directory information, access by other persons, review, and to the challenge to content of records is available through the principal or his/her designee. Parents may contact the school to review the log listing those who have requested or received information from a pupil’s file. Access to a pupil’s records will only be granted to those with a legitimate educational interest.

When a student moves to a new school district, records will be forwarded upon request of the new district. At the time of transfer, the parent or an eligible student may challenge, review or receive a copy at reasonable fee of the requested records. Parents may contact the school district or county office for any policy regarding the review and expungement of pupil records.

If you believe the school district or county office is not in compliance with federal regulations regarding privacy, you may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education at 400 Maryland Avenue, SW, Washington, DC 20202-4605.

The school district also makes certain 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 the most previous public or private school attendance, may be released to certain specified agencies. In addition, height and weight of athletes may be made available. Appropriate directory information may not be provided to any private, profit making entity other than employers, prospective employers or to representatives of the news media. Names and addresses of seniors or terminating students may be given to public or private schools and colleges.

Upon written request from the parent/guardian of a student age 17 or younger, the school district will withhold directory information about the student. (Fill out Part III of Form A to make a request.) If the student is 18 or older or enrolled in an institution of post-secondary instruction and makes a written request, the student's request to deny access to directory information will be honored. Requests should be submitted within 30 calendar days of receipt of this notification.

Education Code §§ 49060-49078; 51101; FERPA 20 U.S.C. § 1232g; 34 C.F.R. § 99.37.

**Disclosure of Student Information Pursuant to Court Order or Subpoena:** Information concerning a student must be furnished in compliance with a court order or lawfully issued subpoena. Reasonable effort shall be made to notify the parent in advance of disclosing student information pursuant to a subpoena or court order. Education Code § 49077.

#### **ABSENTEES, TEMPORARY INSTRUCTION AND ENROLLMENT OPTIONS**

**Specific School Request:** Parents have the right to request a specific school and to receive a response. Such a request does not obligate the school to grant the request. Education Code § 51101(a)(6).

**Absence for Religious Exercises:** Permissive absence may be granted for governing board approved religious exercises or instruction if a pupil has attended at least the minimum school day. Education Code §§ 46014; 48205.

**Excused Absences:** No pupil will have his/her grade reduced or suffer a loss of academic credit on account of an excused absence when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. An excused absence is defined in Education Code section 48205 as an absence:

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 service rendered.
4. For the purpose of attending the funeral services of a member of his or her immediate family as defined in the Education Code, so long as the absence is not more than one day if the service is conducted in California and not more than three days of the services 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 which shall not exceed four (4) hours per semester, 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 § 12302 of the Elections Code.

A pupil with an excused absence shall be allowed to complete all assignments and tests missed during the absence than 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. Education Code §§ 45194, 48980; 48205; Elections Code § 12302.

**Home Instruction:** Except for pupils receiving individual instruction provided pursuant to a school district or county office-sponsored program, a pupil with a temporary disability which makes attendance in the regular day classes or alternative education program in which the pupil is enrolled impossible or inadvisable shall receive individual instruction provided by the school district in which the pupil is deemed to reside. Education Code § 48206.3.

**Residence When Hospitalized:** Notwithstanding compulsory education requirements, a pupil with a temporary disability who is in a hospital or other residential health facility, excluding a state hospital, which is located outside of the school district in which the pupil's parent resides shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. It shall be the primary responsibility of the parent of a pupil with temporary disability to notify the school district in which the pupil is deemed to reside of the pupil's presence in a qualifying hospital. Education Code §§ 48207; 48208.

**Residence Based on Parents Employment:** Under certain conditions, a pupil may attend schools of the district within which one or more of the parents are employed. Contact the school district in which the parents are employed for further information. Education Code § 48204(b).

**Intradistrict Enrollment:** Residents of a school district may apply to enroll their child in other schools within the district to attend on a space available basis. Intradistrict enrollment is not applicable to districts with only one school or with schools that do not serve any of the same grade levels. Education Code § 35160.5(b).

**Interdistrict Attendance:** A pupil may attend a school in a district other than the pupil's district of residence pursuant to an interdistrict agreement. Each school district has adopted a policy(s) for interdistrict attendance. A copy of the application(s), the notice and appeals procedure is attached to this notice. Contact your school for further information. Education Code §§ 46600 et seq.

## **MISCELLANEOUS**

**Parent Involvement:** A parent has the right to participate as a member of a school site council, a parental advisory council, or a site-based management leadership team in accordance with the rules governing parent membership of those organizations. A copy of the school district's policy regarding Parent Involvement is attached to this notice. Education Code § 51101(a)(14).

**Volunteering Time and Resources:** Parents may volunteer their time and resources for the improvement of school facilities and programs under the supervision of district employees. A school plan is available to parents which describes opportunities to participate in professional development. Education Code § 51101(a)(3).

**Open Campus:** A school district that has decided to permit pupils enrolled in a high school to leave the school grounds during the lunch period is not liable for the conduct or safety of any pupil during such times as the pupil has left the school grounds during the lunch period. Education Code § 44808.5.

**Pupils with Exceptional Needs:** Placer County school districts are included in the Placer County SELPA. Nevada County school districts are included in the Nevada County Special Education Local Plan Area. Pupils with exceptional needs, as defined by Education Code § 56026, have a right to a free and appropriate public education. If you believe your child is in need of special education services, contact your school principal or the Placer County Office of Education at (530) 889-8020 or the Nevada County Superintendent of Schools Office at (530) 478-6400.

Some pupils with special needs who do not qualify for special education may qualify for assistance under Section 504 of the Rehabilitation Act if he/she has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. The school district and county office have policies and procedures to identify and evaluate any student who may need assistance in his/her educational program or to provide access into district programs. Pupils or parents or others who have questions or concerns regarding the Section 504 policy may contact the school district or the county office.

**Minimum Age for Admission to Kindergarten:** Districts shall admit a pupil into kindergarten at the beginning of the school year or at a later time in the same school year, if the pupil will be 5 years of age on or before the following dates:

- December 2 for the 2011-12 school year;
- November 1 for the 2012-13 school year;
- October 1 for the 2013-14 school year; and
- September 1 for the 2014-15 school year and each school year thereafter.

Education Code § 48000(a).

**Transitional Kindergarten:** Commencing with the 2012-13 school year, all elementary and unified school districts must offer transitional kindergarten to eligible pupils. To be eligible for transitional kindergarten a pupil must have his or her 5th birthday between:

- November 2nd and December 2nd for the 2012–13 school year; or
- October 2nd and December 2nd for the 2013–14 school year; or
- September 2nd and December 2nd for the 2014–15 school year and each school year thereafter.

Education Code section 48900(c).

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

- Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility and joy.
- Recognize that the best learning takes place when the student learns because of his desire to learn.
- Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may result wholly or in part from a presentation by his teachers of choices of learning projects.
- 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.
- 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. Contact the school for more information. Education Code §§ 58500; 58501.

**Free or Reduced Price Meals:** Needy pupils are entitled to free or reduced price meals. Contact the school for eligibility information. Education Code § 49510, et seq.

**Personal Property:** School districts and the county office are not responsible for personal property. Pupils are discouraged from bringing non-instructional items to school. Education Code § 35213.

**Parent Responsibility:** Parents are liable for all damages caused by the willful misconduct of their minor children which results in the death or injury to other students, school personnel, school volunteer or school property. Education Code § 48904; Civil Code § 1714.1.

**Asbestos Management Plan:** The school district has a current management plan for asbestos containing materials for all district portables. The plan is available for inspection at the office of the superintendent during normal business hours. 40 C.F.R. § 763.93(g)(4); Education Code § 49410 et seq.

**Grants for Advanced Placement Tests:** Needy pupils may be eligible for state grants to cover the costs of advanced placement examinations. Contact the school for eligibility information. Education Code §§ 48980(k), 52244.

**Use of Pesticide Products:** For pesticide products expected to be applied at a school facility this year, please find a list attached to this notice. Recipients of this notice may register with the school if they wish to receive notification of individual pesticide applications at a school facility. Education Code §§ 17612; 48980.3.

**Uniform Complaint Procedure:** The school district and county office have adopted policies regarding the Uniform Complaint Procedure. Pursuant to a complaint filed pursuant to these policies, the school district or county office will investigate and seek to resolve complaints alleging: unlawful discrimination on the basis of actual or perceived ancestry, age, color, ethnic group identification, national origin, race, religion, sex, gender (including sexual harassment) sexual orientation or physical and/or mental disability in any program or activity that receives or benefits from state financial assistance; or failure to comply with state or federal law when addressing complaints regarding adult basic education, consolidated categorical aide programs, migrant education, vocational education, child care and development programs, child nutrition programs, and special education programs.

Any individual, public agency, or organization alleging a violation of state or federal statutes, may file a written complaint with the Superintendent of the school district or county office. Discrimination complaints must be filed no later than six (6) months from the occurrence or when the complainant first had knowledge of the facts of the alleged discrimination. Prior to the initiation of a formal investigation, mediation may be discussed with the complainant as a possible means of resolution. Civil remedies may be available. Appeal and review procedures may be pursued through local, state, or federal agencies, offices, and/or courts.

For more information regarding Uniform Complaint Procedures and/or to obtain a complaint form, a copy of the procedures, or assistance with the process, please contact the school district or the county office.

**Williams Uniform Complaint Procedure:** The school district and county office have adopted policies and procedures regarding complaints for deficiencies related to textbooks and instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, teacher vacancy and misassignment, and where applicable, for deficiencies in providing intensive instructional services to assist pupils after grade 12 with passing the California High School Exit Exam. For more information regarding Williams Uniform Complaint Procedures and/or to obtain a complaint form or assistance with the process, please contact the school district or the county office.

## **FEDERAL REGULATIONS & ACTS**

**Individuals with Disabilities:** In accordance with federal and state laws, the school district and county office will not discriminate against an individual with disabilities as far as involvement in programs and activities and in the use of facilities. If your child needs special accommodations, please contact the school district or the county office. 34 C.F.R. § 104.8.

**Nondiscrimination:** The school district and county office have a policies of nondiscrimination on the basis of a person's actual or perceived ethnicity, religion, sex, gender or gender identity, color, race, ancestry, national origin, physical or mental disability, age or sexual orientation or association with a person or a group with one or more of these actual or perceived characteristics, in any of its policies, practices or procedures programs or activities. The school district's and county office's nondiscrimination policy comply with the requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 the Rehabilitation Act of 1973, the Individuals With Disabilities Education Improvement Act of 2004 and other related state and federal laws. Pupils or parents or any other individual having questions or concerns regarding these nondiscrimination and harassment policies or who may wish to file a complaint, should contact the school district or the county office. Education Code § 220 et seq., 5 C.C.R. § 4900 et seq.

**Sexual Harassment:** The school district and county office prohibit sexual harassment of or by any pupil or by anyone employed by or otherwise working or volunteering for the school district or county office. Prohibited sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature. Any person who feels that he/she is being discriminated against or harassed should immediately contact their principal or designee so that he/she can address the situation. A written complaint may be filed in accordance with the district or county office's Uniform Complaint Procedures. Written complaint procedures are available at all school sites. 5 C.C.R. § 4917; Education Code §§ 231.5; 48980(h); 48985.

**No Child Left Behind Act (NCLB):** At the beginning of each school year, parents may request information regarding the professional qualifications of their child’s classroom teacher including, at a minimum:

- Whether the teacher has met state qualification and licensing criteria for the grade level(s) and subject area(s) in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or other provisional status through which state qualification or licensing criteria have been waived.
- The baccalaureate degree major of the classroom teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certificate or degree.
- Whether their child is provided services by paraprofessionals, and if so, their qualifications.

NCLB also requires that military recruiters have access to all secondary pupils’ names, addresses and phone listings unless a parent requests that such information not be released without the prior written consent of the parent. 10 U.S.C. § 503, 20 U.S.C. §§ 6311 (h)(6), 7908, 34 C.F.R. § 200.61.

**Program Improvement Status Schools:** Parents/guardians shall be notified when their child’s school is identified as a “program improvement” school under the NCLB and the opportunities for school choice and supplemental instruction. 20 U.S.C. § 6316; 34 CFR § 200.37

*Any additional notices that may be required by the NCLB shall be provided to the parents/guardians separately.*

**Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA):** PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

A. Consent before pupils are required to submit to a survey that concerns one or more of the following “protected areas” of information if the survey is funded in whole or in part by the U.S. Department of Education

1. Political affiliations or beliefs of the pupil or pupil's parent;
2. Mental or psychological problems of the pupil or pupil's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the pupil or parents; or
8. Income, other than as required by law to determine program eligibility.

B. Receive notice and an opportunity to opt a pupil out of

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a pupil, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from pupils for marketing or to sell or otherwise distribute the information to others.

C. Inspect, upon request and before administration or use

1. Protected information surveys of pupils;

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a pupil who is 18 years old or an emancipated minor under State law. Board policies regarding these rights may be obtained from the school district or county office.

Parents who believe their rights have been violated under this section may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5901

20 U.S.C. § 1232h.

**FORM A**  
**2011-2012 PARENT RECEIPT AND ACKNOWLEDGEMENT**

***PLEASE COMPLETE AND RETURN THIS FORM TO  
YOUR SCHOOL OR COUNTY OFFICE PROGRAM IMMEDIATELY***

**Pupil Name:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Part I - Acknowledgement of Receipt of Annual Parent Notice – COMPLETION MANDATORY**

*I hereby acknowledge receipt of the Annual Parent Notice as required by Education Code § 48980.*

\_\_\_\_\_  
**Signature of parent/guardian or of pupil if age 18 or older** **Date:** \_\_\_\_\_

**Part II - Request for Non-Participation in Comprehensive Sexual Health Education or HIV/AIDS Prevention Education – COMPLETION OPTIONAL**

If you do not wish for this pupil to participate in comprehensive sexual health education or HIV/AIDS prevention education, please sign below.

\_\_\_\_\_  
**Signature of parent/guardian or of pupil if age 18 or older** **Date:** \_\_\_\_\_

**Part III - Request to Deny Access to Directory Information - COMPLETION OPTIONAL**

If you do not wish directory information to be released regarding this pupil, please sign below. Note that this will prohibit the district from providing the pupil's name and other "directory" information to the news media, interested schools, parent-teacher association, interested employers, and similar parties.

\_\_\_\_\_  
**Signature of parent/guardian or of pupil if age 18 or older  
(or enrolled in an institution of post-secondary instruction)** **Date:** \_\_\_\_\_