Parent/Guardian Notifications

Adopted: 06/02/1998 **| Last Revised**: 02/03/2026 **| Last Reviewed**: 02/03/2026

The Board of Education desires to promote effective communication from the district and/or school to keep families 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 familial 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.

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.

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 signature is not required. Any 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.

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.

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.

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.

Legal References:

STATE

CALIFORNIA CODE OF REGULATIONS
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
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
CIVIL CODE
1798.29 District records; breach of security
EDUCATION CODES
17288 Building standards for university campuses
17612 Notification of pesticide use
221.5 Equal opportunity
231.5 Sexual harassment policy
234.1 Student protections relating to discrimination, harassment, intimidation, and bullying
234.7 Student protections relating to immigration and citizenship status
262.3 Appeals for discrimination complaints; information regarding availability of civil remedies
310 Language acquisition programs
313 Reclassification of English learners; parental consultation
313.2 Long-term English learner; notification
32221.5 Insurance for athletic team members
32255-32255.6 Student's right to refrain from harmful or destructive use of animals
32390 Voluntary program for fingerprinting students
33479-33479.9 The Eric Parades Sudden Cardiac Arrest Prevention Act
33479.3 The Eric Paredes Sudden Cardiac Arrest Prevention Act
35160.5 Extracurricular and cocurricular activities
35178.4 Notice of accreditation status
35182.5 Advertising in the classroom
35183 School dress code; uniforms
35186 Complaints concerning deficiencies in instructional materials and facilities
35211 Driver training; district insurance, parent/guardian liability
35256 School Accountability Report Card
35258 School Accountability Report Card

35291 Rules for student discipline
35292.6 School maintenance
37616 Consultation regarding year-round schedule
39831.5 School bus rider rules and information
440 English language proficiency assessment; instruction in English language development
44050 Employee code of conduct; interaction with students
44808.5 Permission to leave school grounds
46010.1 Notice regarding excuse to obtain confidential medical services
46014 Regulations regarding absences for religious purposes
46162 Alternative schedule for junior high and high school; public hearing with notice
46600-46611 Interdistrict attendance agreements
48000 Minimum age of admission
48070.5 Promotion and retention of students
48204 Residency requirements
48205 Absence for personal reasons
48206.3 Students with temporary disabilities; individual instruction; definitions
48207-48208 Students with temporary disabilities in hospitals
48213 Prior notice of exclusion from attendance
48216 Immunization and exclusion from attendance
48260.5 Notice regarding truancy
48262 Need for parent conference regarding truancy
48263 Referral to school attendance review board or probation department
48301 Interdistrict transfers
48412 Certificate of proficiency
48432.3 Voluntary enrollment in continuation education
48432.5 Involuntary transfers of students
48850-48859 Education of foster youth and homeless students
48900.1 Parental attendance required after suspension
48904 Liability of parent/guardian for willful student misconduct
48904-48904.3 Withholding grades, diplomas, or transcripts
48906 Notification of release of student to peace officer
48911 Notification in case of suspension
48911.1 Assignment to supervised suspension classroom
48912 Closed sessions; consideration of suspension
48915.1 Expelled students; enrollment in another district
48916 Readmission procedures
48918 Rules governing expulsion procedures
48929 Transfer of student convicted of violent felony or misdemeanor
48980 Parent/Guardian notifications
48980.3 Notification of pesticide use
48981 Time and means of notification
48982 Parent signature acknowledging receipt of notice
48983 Contents of notice
48984 Activities prohibited unless notice given
48985 Notices to parents in language other than English
48986 Safe storage of firearms
48987 Child abuse information
49013 Use of uniform complaint procedures for complaints regarding student fees
49063 Notification of parental rights
49067 Student evaluation; student in danger of failing course
49068 Transfer of permanent enrollment and scholarship record
49069.7 Absolute right to access
49070 Challenging content of student record
49073 Release of directory information

49073.6 Student records; social media
49076 Access to student records
49077 Access to information concerning a student in compliance with court order
49392 Threats of homicide at school
49403 Cooperation in control of communicable disease and immunizations
49423 Administration of prescribed medication for student
49451 Physical examinations: parent's refusal to consent
49452.5 Screening for scoliosis
49452.6 Type 1 diabetes informational materials
49452.7 Information on type 2 diabetes
49452.8 Oral health assessment
49455.5 Eye examination for purpose of eyeglasses
49456 Results of vision or hearing test
49471-49472 Insurance
49475 Student athletes; concussions and head injuries
49476 Student athletes; opioid fact sheet
49480 Continuing medication regimen for nonepisodic conditions
49510-49520 Duffy-Moscone Family Nutrition Education and Services Act of 1970
49557.5 Child Hunger Prevention and Fair Treatment Act of 2017; notice of negative balance in meal account
51225.1 Exemption from district graduation requirements
51225.2 Course credits
51225.3 High school graduation requirements
51225.31 Graduation from high school; exemption for eligible students with special needs
51225.8 Completion and submission of FAFSA and CADAA
51229 Course of study for grades 7-12
51513 Personal beliefs; privacy
51749.5 Independent study
51938 HIV/AIDS and sexual health instruction
52062 Local control and accountability plans and the statewide system of support
52164 Language census
52164.1 Census-taking methods; determination of primary language; assessment of language skills
52164.3 Reassessment of English learners; notification of results
54444.2 Migrant education programs; parent involvement
56301 Child-find system; policies regarding written notification rights
56321 Special education: proposed assessment plan
56321.5-56321.6 Notice of parent rights pertaining to special education
56329 Written notice of right to findings; independent assessment
56341.1 Development of individualized education program; right to audio record meeting
56341.5 Individualized education program team meetings
56343.5 Individualized education program meetings
56521.1 Behavioral intervention
58501 Alternative schools; notice required prior to establishment
60615 Exemption from state assessment
60641 California Assessment of Student Performance and Progress
69432.9 Submission of grade point average to Cal Grant program
8212 Complaints related to preschool health and safety issues
8483 Before/after school program; enrollment priorities
8489 Expulsion and suspension procedures in childcare and development services programs
8489.1 Expulsion and suspension procedures in childcare and development services programs
HEALTH & SAFETY CODE
104420 Tobacco use prevention
104855 Availability of topical fluoride treatment
116277 Lead testing of potable water at schools and requirements to remedy
120365-120375 Immunizations

120440 Sharing immunization information
124100-124105 Health screening and immunizations
1596.8555 Administration of child day care licensing; posting license
1596.857 Right to enter child care facility
1597.16 Licensed child care centers; lead testing
626.81 Notice of permission granted to sex offender to volunteer on campus
627.5 Hearing request following denial or revocation of registration
WELFARE & INSTITUTIONS CODE
10228 Child care providers; posting of rates, discounts, and scholarships

FEDERAL

UNITED STATES CODE
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
20 USC 7704 Impact Aid; policies and procedures related to children residing on Indian lands
20 USC 7908 Armed forces recruiter access to students
CODE OF FEDERAL REGULATIONS
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 300.503 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

U.S. DEPARTMENT OF AGRICULTURE
Civil Rights Compliance and Enforcement -- Nutrition
PUBLICATION
Programs and Services, FNS Instruction 113-1, 2005
WEBSITE
CSBA District and County Office of Education Legal Services https://legalservices.csba.org/#
U.S. Department of Agriculture, Food and Nutrition Service http://www.fns.usda.gov/#

Policy Adopted:	06/02/1998
Revised:	11/19/2002 (technical revisions)
Revised:	11/04/2003 (technical revisions)
Revised:	09/21/2004 (technical revisions)
Revised:	09/05/2006 (technical revisions)
Revised:	01/15/2008 (technical revisions)
Revised:	09/02/2008 (technical revisions)
Revised:	04/02/2024
Revised:	02/03/2026