



AL MIJARES, Ph.D.  
County Superintendent of Schools

## SCHOOLS LEGAL SERVICE

200 Kalmus Drive - P.O. Box 9050  
Costa Mesa, CA 92628-9050

(714) 966-4220  
(714) 434-4945 FAX

RONALD D. WENKART  
General Counsel


CLAIRE Y. MOREY  
LYSA M. SALTZMAN  
KELLY R. BARNES  
Counsel

NORMA GARCIA  
Paralegal

April 23, 2015

15-112

To: Christine Olmstead, Ed.D.  
Assistant Superintendent, Instructional Services

From: Norma R. Garcia   
Paralegal

Re: 2015-2016 Annual Notification of  
Parent-Student Rights and Responsibilities

Consistent with Education Code section 48980 and other state and federal laws that require districts to annually notify students, parents, and guardians of their legal rights and responsibilities, attached for dissemination is the model Annual Notification of Parent-Student Rights and Responsibilities (“Annual Notice”) appropriate for use for the requisite mandatory notices for the 2015-2016 school year. The model Annual Notice is in Word format in order to allow districts to make revisions specific to their individual school district directly onto the document if they wish to do so. For ease of review, also attached is a redline copy denoting the revisions made to the model Annual Notice. As a reminder, although parents may designate to receive the Annual Notice in electronic format, a “hard” copy of the signed acknowledgment must be collected.

As noted in the attached 2015-2016 “Summary of Changes to Statutorily *Mandated* Notifications and *Statutes* Directly Affecting Pupils,” although there were four substantive amendments to the mandated notifications and one recommended mandated notification, there were only four substantive revisions made to the mandated notifications in the model Annual Notice, including the recommended mandated notification. The model Annual Notice includes language that requires schools to post on their website their integrated pest management plan or, in the alternative, provide a copy with the Annual Notice.

Additionally, information for those districts considering adopting a program to gather social media information on pupils as well as information on a new requirement for athletes who sustain a concussion or head injury is also included in the model Annual Notice. Finally, although not statutorily mandated, language regarding the CAASPP exams and parents’ right to annually opt their children out of all or part of these exams is also included in the model Annual Notice. The only revision made to the Attachments to the model Annual Notice was to the FERPA notice.



As always each district is required to provide, in addition to the Annual Notice, documents that are specific to each individual district. The following documents are required to be included with the Annual Notice:

- **[Optional]** Model FERPA Notice (sample attached);
- Type 2 diabetes information (copy attached);
- A list of pesticides that will be used at each school site in your district (including the Internet address developed by the Department of Pesticide Regulations), as well as the parent option to register to receive notification of individual pesticide applications at the school facility, and if not posted, a copy of the school's integrated pest management plan;
- Statutory attendance options (copy attached);
- Education Code section 48205 (copy attached);
- The schedule of all minimum and pupil-free staff development days for the individual district (school calendar);
- The district's policy on sexual harassment;
- Updated CAHSEE information;
- Notice of Alternative Schools (copy attached);
- The district's Uniform Complaint Procedure, which should include an explanation of the process, opportunity to appeal to the CDE, district staff member responsible for processing complaints, and a statement that additional civil law remedies may be available under state and federal discrimination laws; and
- The district's policy on parent classroom visits.

State and federal law require that many documents and other information also be made available to parents/guardians upon request, including, but not limited to each school's Prospectus of School Curriculum and non-discrimination policies. In satisfaction of these requirements the 2015-2016 model Annual Notice provides that such information may be obtained either from the student's school or the district office (as appropriate to each district). Accordingly, please review the model Annual Notice carefully to ensure that your district's policies and procedures are consistent with these requirements.

For districts that may receive Title I and/or any other federal funds, please note that the model Annual Notice is not intended to satisfy other specific notification obligations you may have under federal law, including the No Child Left Behind Act ("NCLB"). Although the notice does contain some parent notifications in satisfaction of NCLB, the scope of such notice is limited to providing only those notices universally required of all districts. Districts should consult with their Title I and other special program coordinators with respect to any additional notifications that may be required. Districts with schools with 15% or more of pupils speaking a single primary language other than English are also required to provide the Annual Notice in such primary language.



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Please note that this model Annual Notice does not include new required notice to parents which are triggered under specific circumstances. These code sections have not been added to the model Annual Notice as they may not be applicable to all students and specific policies may vary from district to district, but are included for informational purposes in the attached 2015-2016 Summary of Changes to *Mandated* Notifications and *Statutes* directly affecting pupils.

Please feel free to call me at 714/966-4351 if you have any questions.

NRG

Enc.: Summary of Changes to *Mandated* Notifications and *Statutes* directly affecting pupils  
Model Annual Notice  
Redline copy of Model Annual Notice  
Sample Attachments to Annual Notice  
Redline copy of Sample Attachments to Annual Notice

