



June 1, 2009

To: Schools Legal Service Clients  
From: Pete Carton  
Re: Annual Notification to Parents

Schools Legal Service  
is a joint powers entity  
providing legal and  
collective bargaining  
services to California  
public education  
agencies since 1976.

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After checking with multiple sources, we have concluded that there are no changes required for this year's edition of the generic recommended Annual Notice to Parents. We accordingly have reissued the enclosed recommended text for general use with your district's notice package.

As with every year's update, we remind you that the attached Annual Notice to Parents:

- ▶ Provides only summary notification to parents for notices required by federal or state law.
- ▶ Does not address or satisfy any specific circumstance notifications which may be required but which will vary from district to district, or school site to school site.

**A. Specific District-Based Policies and Documents.**

*Needed Documents.* As always, each school district is required to provide, in addition to the Annual Notice to Parents, documents that are specific to each individual school district. The following documents must also be included with the Annual Notice to Parents:

- ▶ Your district's policy on sexual harassment;
- ▶ 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 pursuant to Food and Agricultural Code section 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;

- ▶ Your district's Uniform Complaint Procedures, which should include an explanation of the process, opportunity to appeal to the California Department of Education (Education Code section 262.3), district staff person(s) responsible for processing complaints, and a statement that additional civil law remedies may be available under state and federal discrimination laws. Based upon recent changes to the law, the Uniform Complaint Procedures notice has been revised to include additional bases of discrimination and kinds of prohibited instruction and activities. A sample Uniform Complaint Procedures Annual Notice has been attached.

**B. School Accountability Report Card.**

Pursuant to Education Code section 35256, the governing board of each school district annually shall issue a School Accountability Report Card for each school in the district, publicize those reports, and notify parents or guardians of pupils that a hard copy will be provided upon request. Each district must make hard copies of its annually updated report card available, upon request, on or before February 1 of each year. We strongly encourage that each district include this information in its Annual Notice to Parents.

**C. Federal No Child Left Behind (NCLB) Notices.**

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 specific notification obligations you may have under federal law, including the No Child Left Behind Act ("NCLB"). Although the Annual Notice to Parents 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 as well as Schools Legal Service with respect to any additional notifications that may be required.

**D. Title VI Non-Discrimination Statement.**

Additionally, Title VI of the Civil Rights Act of 1964 requires that each district have a policy of non-discrimination on the basis of race, color, national origin, sex, age, or disability. We recommend that this policy be included with your Annual Notice to Parents. We have included a sample Notice of Non-discrimination for guidance.

**E. Miscellaneous Other Notices.**

As described above, 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, each school's Prospectus of School Curriculum and district nondiscrimination

policies. In satisfaction of these requirements, the Annual Notice to Parents provides that such information may be obtained either from the student's school or the district office (as appropriate). Accordingly, please review the Annual Notice to Parents carefully to ensure that your district's policies and procedures are consistent.

**ADDITIONAL PUBLICATION ON DISTRICT WEB SITE**

If your District also maintains the Notice to Parents on your internet website, you may want to identify the applicable URL address in the Annual Notice. A typical statement might read as follows:

"This Annual Notice and any midyear updates will also appear on the district's web site at [www.....]. You are invited to log on and check there for further information."

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We believe that our Annual Notice to Parents will satisfy a school district's obligations under Education Code section 48980 and other state and federal laws addressing annual notice requirements.

PCC:cp  
Enclosure