

**NOTIFICATION**

THE CHINO VALLEY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION STRIVES TO FOSTER TRUST BETWEEN THE DISTRICT AND PARENT(S)/GUARDIAN(S) OF ITS STUDENTS. TO THAT END, THE BOARD SUPPORTS THE FUNDAMENTAL RIGHTS OF PARENT(S)/GUARDIAN(S) TO DIRECT THE CARE AND UPBRINGING OF THEIR CHILDREN, INCLUDING THE RIGHT TO BE INFORMED OF AND INVOLVED IN ALL ASPECTS OF THEIR CHILD'S EDUCATION TO PROMOTE THE BEST OUTCOMES.

THE DISTRICT ACKNOWLEDGES THAT A "CUSTODIAL PARENT HAS A CONSTITUTIONAL RIGHT TO DETERMINE, WITHOUT UNDUE INTERFERENCE BY THE STATE, HOW BEST TO RAISE, NURTURE, AND EDUCATE THE CHILD." *TROXEL V. GRANVILLE*, 350 U.S. 57, 67-68 (2000). THE DISTRICT ALSO ACKNOWLEDGES THAT "THE CHILD IS NOT THE MERE CREATURE OF THE STATE; THOSE WHO NURTURE HIM AND DIRECT HIS DESTINY HAVE THE RIGHT, COUPLED WITH THE HIGH DUTY, TO RECOGNIZE AND PREPARE HIM FOR ADDITIONAL OBLIGATIONS." *PIERCE V. SOCIETY OF SISTERS*, 268 U.S. 510, 535 (1925).

IT IS THE INTENT OF CHINO VALLEY UNIFIED SCHOOL DISTRICT IN ENACTING THIS NOTIFICATION POLICY TO DO ALL OF THE FOLLOWING:

(i) PROVIDE PROCEDURES DESIGNED TO MAINTAIN AND, IN SOME CASES, RESTORE, TRUST BETWEEN SCHOOL DISTRICTS AND PARENT(S)/GUARDIAN(S) OF PUPILS.

(ii) BRING PARENT(S)/GUARDIAN(S) INTO THE DECISION-MAKING PROCESS FOR MENTAL HEALTH AND SOCIAL-EMOTIONAL ISSUES OF THEIR CHILDREN AT THE EARLIEST POSSIBLE TIME IN ORDER TO PREVENT OR REDUCE POTENTIAL INSTANCES OF SELF-HARM.

(iii) PROMOTE COMMUNICATION AND POSITIVE RELATIONSHIPS WITH PARENT(S)/GUARDIAN(S) OF PUPILS THAT PROMOTE THE BEST OUTCOMES FOR PUPILS' ACADEMIC AND SOCIAL-EMOTIONAL SUCCESS.

IT IS THE POLICY OF THE CHINO VALLEY UNIFIED SCHOOL DISTRICT THAT DISTRICT EMPLOYEES, ADMINISTRATORS AND CERTIFICATED STAFF COLLABORATE WITH PARENT(S)/GUARDIAN(S) IN EVALUATING THE NEEDS OF STUDENTS HAVING ACADEMIC, ATTENDANCE, SOCIAL, EMOTIONAL, OR BEHAVIORAL DIFFICULTIES AND IN IDENTIFYING STRATEGIES AND PROGRAMS THAT MAY ASSIST SUCH STUDENTS IN MAXIMIZING THEIR POTENTIAL.

**NOTIFICATION (cont.)**

THE DISTRICT NOTIFICATION POLICY REQUIRES THE FOLLOWING:

1. PRINCIPAL/DESIGNEE, CERTIFICATED STAFF, AND/OR SCHOOL COUNSELORS, SHALL NOTIFY THE PARENT(S)/GUARDIAN(S), IN WRITING, WITHIN THREE DAYS FROM THE DATE ANY DISTRICT EMPLOYEE, ADMINISTRATOR, OR CERTIFICATED STAFF, BECOMES AWARE THAT A STUDENT IS REQUESTING TO CHANGE ANY INFORMATION CONTAINED IN THE STUDENT'S OFFICIAL OR UNOFFICIAL RECORDS.
2. THE PRINCIPAL/DESIGNEE OR STAFF SHALL NOTIFY THE PARENT(S)/GUARDIAN(S) OF THE STUDENT WHO PARTICIPATES IN SCHOOL-SPONSORED EXTRACURRICULAR AND COCURRICULAR ACTIVITIES OR TEAM(S) IN WRITING IMMEDIATELY OR AS SOON AS REASONABLY POSSIBLE.
3. THE PRINCIPAL/DESIGNEE, OR STAFF SHALL NOTIFY THE PARENT(S)/GUARDIAN(S) OF THE STUDENT IMMEDIATELY OR AS SOON AS REASONABLY POSSIBLE, THAT THE STUDENT HAS EXPERIENCED ANY SIGNIFICANT PHYSICAL INJURY WHILE ON SCHOOL PROPERTY OR PARTICIPATING IN A SCHOOL SPONSORED ACTIVITY.
4. ALL DISTRICT EMPLOYEES SHALL TAKE EVERY STUDENT'S STATEMENT REGARDING SUICIDAL INTENT SERIOUSLY.
  - (a) WHENEVER AN EMPLOYEE, ADMINISTRATOR OR CERTIFICATED STAFF MEMBER SUSPECTS OR HAS KNOWLEDGE OF A STUDENT'S SUICIDAL INTENTIONS BASED ON THE STUDENT'S VERBALIZATIONS OR ACT OF SELF-HARM, THE EMPLOYEE, ADMINISTRATOR OR STAFF MEMBER SHALL PROMPTLY NOTIFY THE PRINCIPAL OR SCHOOL COUNSELOR, WHO SHALL IMPLEMENT DISTRICT'S INTERVENTION PROTOCOLS, AS APPROPRIATE, AND SHALL NOTIFY THE PARENT(S)/GUARDIAN(S) IMMEDIATELY, OR AS SOON AS REASONABLY POSSIBLE.
  - (b) WHEN A SUICIDE ATTEMPT OR THREAT IS KNOWN, THE PRINCIPAL OR DESIGNEE SHALL ENSURE STUDENT SAFETY BY TAKING THE FOLLOWING ACTIONS:
    - (i) IMMEDIATELY SECURE MEDICAL TREATMENT AND/OR MENTAL HEALTH SERVICES AS NECESSARY;

**NOTIFICATION (cont.)**

- (II) KEEP THE STUDENT UNDER CONTINUOUS ADULT SUPERVISION UNTIL THE PARENT/GUARDIAN AND/OR APPROPRIATE SUPPORT AGENT OR AGENCY CAN BE CONTACTED AND HAS THE OPPORTUNITY TO INTERVENE;
  - (III) NOTIFY LAW ENFORCEMENT AND/OR OTHER EMERGENCY ASSISTANCE IF A SUICIDAL ACT IS BEING ACTIVELY THREATENED AND REMOVE OTHER STUDENTS FROM THE AREA IN THE EVENT OF AN ACTIVE SUICIDAL ACT.
- (c) THE PRINCIPAL OR DESIGNEE SHALL DOCUMENT THE INCIDENT IN WRITING, INCLUDING THE STEPS THAT THE SCHOOL TOOK IN RESPONSE TO THE SUICIDE ATTEMPT OR THREAT.
- (d) SCHOOL EMPLOYEES SHALL ACT ONLY WITHIN THE AUTHORIZATION AND SCOPE OF THEIR CREDENTIAL OR LICENSE. AN EMPLOYEE IS NOT AUTHORIZED TO DIAGNOSE OR TREAT MENTAL ILLNESS UNLESS SPECIFICALLY LICENSED AND EMPLOYED TO DO SO. (Education Code 215).
5. THE PRINCIPAL/DESIGNEE OR CERTIFICATED STAFF SHALL NOTIFY THE PARENT(S)/GUARDIAN(S) OF ANY INCIDENT OR COMPLAINT OF A VERBAL OR PHYSICAL ALTERCATION INVOLVING THEIR CHILD, INCLUDING BULLYING BY OR AGAINST THEIR CHILD, WITHIN THREE DAYS OF THE OCCURRENCE. ANY STUDENT, PARENT/GUARDIAN, OR OTHER INDIVIDUAL WHO BELIEVES THAT A STUDENT HAS BEEN SUBJECTED TO BULLYING OR WHO HAS WITNESSED BULLYING MAY REPORT THE INCIDENT TO A TEACHER, THE PRINCIPAL, DISTRICT COMPLIANCE OFFICER, OR ANY OTHER AVAILABLE SCHOOL EMPLOYEE.
- ANY COMPLAINT OF BULLYING, WHETHER IT IS DISCRIMINATORY OR NONDISCRIMINATORY, SHALL BE INVESTIGATED AND RESOLVED IN ACCORDANCE WITH LAW AND THE DISTRICT'S UNIFORM COMPLAINT PROCEDURES (UCP) SPECIFIED IN ADMINISTRATIVE REGULATION (AR) 1312.3.
6. UNLESS OTHERWISE SPECIFIED, THE NOTIFICATION REQUIRED IN SECTIONS 1 THROUGH 5 ABOVE, CAN BE BY TELEPHONE, MAIL, EMAIL OR CONFERENCE. THE DISTRICT EMPLOYEES WHO MAKE SUCH NOTIFICATION SHALL EITHER KEEP A RECORD OF SUCH NOTIFICATION (IF WRITTEN) OR DOCUMENT SUCH NOTIFICATION (IF VERBAL) AND

**NOTIFICATION (cont.)**

PLACE THE RECORD OR DOCUMENTATION IN THE STUDENT'S OFFICIAL STUDENT INFORMATION SYSTEM.

7. FOR PURPOSES OF THIS BOARD POLICY, FAMILY CODE SECTION 6924, HEALTH AND SAFETY CODE SECTION 124260, AND EDUCATION CODE SECTION 49602(C), INCLUSION OF PARENT(S)/GUARDIAN(S) IS APPROPRIATE UNLESS SPECIFICALLY PROHIBITED BY LAW. NOTHING IN THIS POLICY AFFECTS THE OBLIGATIONS OF THE DISTRICT'S EMPLOYEES, ADMINISTRATORS, AND CERTIFICATED STAFF AS MANDATED REPORTERS UNDER ARTICLE 2.5 OF THE CHILD ABUSE AND NEGLECT REPORTING ACT SECTIONS 11164-11174.3 OF THE PENAL CODE, AND THE DISTRICT POLICY 5141 AND ADMINISTRATIVE REGULATIONS 5141.4(A)).

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
POLICY ADOPTED:

**NOTIFICATION**

THE BOARD RECOGNIZES THAT PARENTS/GUARDIANS ARE THEIR CHILDREN'S FIRST AND MOST INFLUENTIAL TEACHERS AND THAT SUSTAINED PARENT INVOLVEMENT IN THE EDUCATION OF THEIR CHILDREN CONTRIBUTES GREATLY TO STUDENT ACHIEVEMENT AND A POSITIVE SCHOOL ENVIRONMENT.

THE BOARD BELIEVES THAT THE EDUCATION OF THE DISTRICT'S STUDENTS IS A SHARED RESPONSIBILITY. THE SCHOOL'S PRIMARY RESPONSIBILITY SHALL BE TO PROVIDE A HIGH-QUALITY CURRICULUM AND INSTRUCTIONAL PROGRAM IN A SUPPORTIVE AND EFFECTIVE LEARNING ENVIRONMENT THAT ENABLES ALL STUDENTS TO MEET THE ACADEMIC EXPECTATIONS OF THE SCHOOL. PARENTS/GUARDIANS SHALL HAVE THE OPPORTUNITY TO WORK WITH SCHOOLS IN A MUTUALLY SUPPORTIVE AND RESPECTFUL PARTNERSHIP AND TO HELP THEIR CHILDREN SUCCEED IN SCHOOL. (Education Code 51110)

THE RIGHTS OF PARENTS/GUARDIANS OF DISTRICT STUDENTS INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

1. OBSERVE INSTRUCTIONAL AND OTHER SCHOOL ACTIVITIES THAT INVOLVE THEIR CHILD IN ACCORDANCE WITH BOARD POLICY AND ADMINISTRATIVE REGULATIONS

(cf. 1240 - Volunteer Assistance)

(cf. 1250 - Visitors/Outsiders)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

(cf. 6116 - Classroom Interruptions)

2. TO MEET, WITHIN A REASONABLE TIME OF THEIR REQUEST, WITH THEIR CHILD'S TEACHER(S) AND THE PRINCIPAL (Education Code 51101)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 5123 - Promotion/Acceleration/Retention)

(cf. 6020 - Parent Involvement)

3. UNDER THE SUPERVISION OF DISTRICT EMPLOYEES, TO VOLUNTEER THEIR TIME AND RESOURCES FOR THE IMPROVEMENT OF SCHOOL FACILITIES AND SCHOOL PROGRAMS, INCLUDING, BUT NOT LIMITED TO, PROVIDING ASSISTANCE IN THE CLASSROOM WITH THE APPROVAL, AND UNDER THE DIRECT SUPERVISION, OF THE TEACHER. (Education Code 51101)

**NOTIFICATION (cont.)**

- (cf. 1240 - Volunteer Assistance)
- (cf. 1250 - Visitors/Outsiders)
- (cf. 5020 - Parent Rights and Responsibilities)
- (cf. 6020 - Parent Involvement)
- (cf. 6116 - Classroom Interruptions)

4. TO BE NOTIFIED ON A TIMELY BASIS IF THEIR CHILD IS ABSENT FROM SCHOOL WITHOUT PERMISSION (Education Code 51101)

- (cf. 5113 - Absences and Excuses)
- (cf. 5113.1 - Chronic Absence and Truancy)

5. TO BE INFORMED OF THEIR CHILD'S PROGRESS IN SCHOOL AND OF THE APPROPRIATE SCHOOL PERSONNEL WHOM THEY SHOULD CONTACT IF PROBLEMS ARISE WITH THEIR CHILD (Education Code 51101)

- (cf. 5123 - Promotion/Acceleration/Retention)
- (cf. 5145.6 - Parental Notifications)

6. TO HAVE ACCESS TO THE SCHOOL RECORDS OF THEIR CHILD (Education Code 51101)

- (cf. 5125 - Student Records)
- (cf. 5125.3 - Challenging Student Records)
- (cf. 5020 - Parent Rights and Responsibilities)
- (cf. 6159 - Individualized Education Program)

7. TO RECEIVE INFORMATION CONCERNING THE ACADEMIC PERFORMANCE STANDARDS, PROFICIENCIES, OR SKILLS THEIR CHILD IS EXPECTED TO ACCOMPLISH (Education Code 51101)

- (cf. 6020 - Parent Involvement)
- (cf. 5121 - Grades/Evaluation of Student Achievement)
- (cf. 5123 - Promotion/Acceleration/Retention)

8. TO QUESTION ANYTHING IN THEIR CHILD'S RECORD THAT THE PARENT/GUARDIAN FEELS IS INACCURATE OR MISLEADING OR IS AN INVASION OF PRIVACY AND TO RECEIVE A RESPONSE FROM THE SCHOOL (Education Code 51101)

- (cf. 5121 - Grades/Evaluation of Student Achievement)
- (cf. 5125 - Student Records)
- (cf. 5125.3 - Challenging Student Records)

**NOTIFICATION (cont.)**

9. TO PROVIDE INFORMED, WRITTEN PARENTAL CONSENT BEFORE THEIR CHILD IS TESTED FOR BEHAVIORAL, MENTAL, OR EMOTIONAL EVALUATION. A GENERAL CONSENT, INCLUDING MEDICAL CONSENT USED TO APPROVE ADMISSION TO OR INVOLVEMENT IN, A SPECIAL EDUCATION OR REMEDIAL PROGRAM OR REGULAR SCHOOL ACTIVITY, SHALL NOT CONSTITUTE WRITTEN CONSENT FOR THESE PURPOSES. (Education Code 49091.12)

(cf. 6159 - Individualized Education Program)  
(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)  
(cf. 6159.4 - Behavioral Interventions for Special Education Students)  
(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)  
(cf. 6164.6 - Identification and Education Under Section 504)

10. TO HAVE A SCHOOL ENVIRONMENT FOR THEIR CHILD THAT IS SAFE AND SUPPORTIVE OF LEARNING (Education Code 51101)

(cf. 5030 - Student Wellness)  
(cf. 5137 - Positive School Climate)  
(cf. 5142 - Safety)

FOR THE PURPOSES OF APPLYING THESE PROCEDURES, FAMILY CODE SECTION 6924, HEALTH AND SAFETY CODE SECTION 124260, AND EDUCATION CODE SECTION 49602(c), INCLUSION OF PARENT(S)/GUARDIAN(S) IS APPROPRIATE UNLESS SPECIFICALLY PROHIBITED BY LAW. NOTHING IN THIS REGULATION AFFECTS THE OBLIGATIONS OF THE DISTRICT'S EMPLOYEES, ADMINISTRATORS, AND CERTIFICATED STAFF AS MANDATED REPORTERS UNDER ARTICLE 2.5 OF THE CHILD ABUSE AND NEGLECT REPORTING ACT SECTIONS 11164-11174.3 OF THE PENAL CODE, AND THE DISTRICT POLICY 5141 AND ADMINISTRATIVE REGULATIONS 5141.4(a).

(cf. 5141 - Health Care and Emergencies)  
(cf. 5141.4 - Child Abuse Prevention and Training)

**NOTIFICATION AND RECORD-KEEPING FOR CHANGE REQUESTS**

IF A STUDENT REQUESTS A CHANGE TO THEIR OFFICIAL OR UNOFFICIAL RECORDS, PARENTS/GUARDIANS SHALL BE NOTIFIED TO ENSURE THAT PARENTS/GUARDIANS ARE INFORMED AND INVOLVED IN ALL ASPECTS OF THEIR CHILD'S EDUCATION.

**NOTIFICATION** (cont.)

REQUESTS TO CHANGE ANY INFORMATION CONTAINED IN THE STUDENT'S OFFICIAL OR UNOFFICIAL RECORDS, THE DISTRICT SHALL ENACT THE FOLLOWING PROCEDURES:

1. STAFF MEMBER(S) WHO HAVE BEEN MADE AWARE OF THE STUDENT'S REQUEST TO CHANGE OFFICIAL OR UNOFFICIAL RECORDS WILL IMMEDIATELY NOTIFY THE PRINCIPAL/DESIGNEE OF THE REQUEST.
2. PRINCIPAL/DESIGNEE WILL MEET WITH THE STUDENT TO DISCUSS THE REQUEST AND INFORM THE STUDENT ABOUT THE DISTRICT'S PROCEDURES REGARDING PARENTAL/GUARDIAN NOTIFICATION, INCLUDING THE TIMELINES ASSOCIATED WITH PARENTAL/GUARDIAN NOTIFICATION. THE STUDENT SHALL BE INFORMED THAT DUE TO THE SPECIFIC ACTION REQUESTS MADE BY THE STUDENT, PARENT(S)/GUARDIAN(S) WILL BE NOTIFIED IN THREE DAYS.
3. NO FEWER THAN THREE DAYS FROM THE DATE ANY DISTRICT EMPLOYEE, ADMINISTRATOR, OR CERTIFICATED STAFF BECOMES AWARE OF THE REQUEST, THE PRINCIPAL/DESIGNEE WILL NOTIFY THE PARENT(S)/GUARDIAN(S) OF THE STUDENT'S REQUEST.
4. NOTWITHSTANDING THE ABOVE, NO NOTIFICATION TO THE PARENT(S)/GUARDIAN(S) WILL BE MADE IF SUCH NOTIFICATION WOULD VIOLATE EDUCATION CODE SECTION 49602. SPECIFICALLY, NO NOTIFICATION TO THE PARENT(S)/GUARDIAN(S) WILL BE MADE IF SUCH NOTIFICATION WOULD RESULT IN THE DISCLOSURE OF ANY INFORMATION OF A PERSONAL NATURE BY A PUPIL 12 YEARS OF AGE OR OLDER THAT WAS DISCLOSED BY THE PUPIL IN THE PROCESS OF RECEIVING COUNSELING FROM A SCHOOL COUNSELOR AS SPECIFIED IN EDUCATION CODE SECTION 49600.

IF A VERBAL NOTIFICATION TO THE PARENT(S)/GUARDIAN(S) IS FIRST MADE, A FOLLOW-UP WRITTEN NOTIFICATION WILL BE SENT TO THE PARENT(S)/GUARDIAN(S) WITHIN THREE DAYS FROM THE DATE OF THE REQUEST/OCCURRENCE. PRINCIPAL/DESIGNEE WHO MAKES SUCH NOTIFICATION SHALL KEEP A RECORD OF SUCH WRITTEN NOTIFICATION AND DESIGNATED STAFF SHALL DOCUMENT SUCH NOTIFICATION IN THE STUDENT INFORMATION SYSTEM. DISTRICT STAFF IS NOT REQUIRED TO MAKE YEARLY NOTIFICATIONS.