

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**Our Motto:**

Student Achievement • Safe Schools • Positive School Climate  
Humility • Civility • Service

**DATE:** July 20, 2023  
**TO:** Members, Board of Education  
**FROM:** Sonja Shaw, President, Board of Education  
**SUBJECT: NEW BOARD POLICY 5020.1—PARENTAL NOTIFICATION**

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**BACKGROUND**

Board policies, administrative regulations, and Bylaws of the Board are routinely developed and revised as a result of changes in law, mandates, federal regulations, and current practice in addition to the need for clarification. Education Code Section 51101, affords certain rights to California public school parents/guardians to be *mutually supportive and respectful partners in the education of their children within the public schools, to be informed by the school, and to participate in the education of their children.* New Board Policy 5020.1—Parental Notification reflects this principle. This item was presented to the Board on June 15, 2023, as information.

New language is provided in UPPER CASE/**Bold**.

President Shaw submitted this agenda item in accordance with Board 9322-Agenda/Meeting Materials.

**RECOMMENDATION**

It is recommended the Board of Education approve new Board Policy 5020.1—Parental Notification.

**FISCAL IMPACT**

None.

SS:pk

**PARENTAL NOTIFICATION** (cont.)

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.

IT IS THE INTENT OF CHINO VALLEY UNIFIED SCHOOL DISTRICT IN ENACTING THIS PARENTAL 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.

THIS PARENTAL NOTIFICATION POLICY REQUIRES THE FOLLOWING:

1. PRINCIPAL/DESIGNEE, CERTIFICATED STAFF, AND 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:

**PARENTAL NOTIFICATION (cont.)**

- (a) REQUESTING TO BE IDENTIFIED OR TREATED, AS A GENDER (AS DEFINED IN EDUCATION CODE SECTION 210.7) OTHER THAN THE STUDENT'S BIOLOGICAL SEX OR GENDER LISTED ON THE STUDENT'S BIRTH CERTIFICATE OR ANY OTHER OFFICIAL RECORDS. THIS INCLUDES ANY REQUEST BY THE STUDENT TO USE A NAME THAT DIFFERS FROM THEIR LEGAL NAME (OTHER THAN A COMMONLY RECOGNIZED DIMINUTIVE OF THE CHILD'S LEGAL NAME) OR TO USE PRONOUNS THAT DO NOT ALIGN WITH THE STUDENT'S BIOLOGICAL SEX OR GENDER LISTED ON THE STUDENT'S BIRTH CERTIFICATE OR OTHER OFFICIAL RECORDS.
  - (b) ACCESSING SEX-SEGREGATED SCHOOL PROGRAMS AND ACTIVITIES, INCLUDING ATHLETIC TEAMS AND COMPETITIONS, OR USING BATHROOM OR CHANGING FACILITIES THAT DO NOT ALIGN WITH THE STUDENT'S BIOLOGICAL SEX OR GENDER LISTED ON THE BIRTH CERTIFICATE OR OTHER OFFICIAL RECORDS.
  - (c) 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 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.
3. 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:

**PARENTAL NOTIFICATION (cont.)**

- (I) IMMEDIATELY SECURE MEDICAL TREATMENT AND/OR MENTAL HEALTH SERVICES AS NECESSARY;
  - (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).
4. 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.

**PARENTAL NOTIFICATION**

5. UNLESS OTHERWISE SPECIFIED, THE NOTIFICATION REQUIRED IN SECTIONS 1 THROUGH 4 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 PLACE THE RECORD OR DOCUMENTATION IN THE STUDENT'S OFFICIAL STUDENT INFORMATION SYSTEM.
  
6. 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: