



2025-26 Annual Notice

General Information

The following information is provided at the beginning of each school year to assist parents/guardians with information concerning parent/student rights, which the law requires the school district to provide per [Education Code 48980](#).

STUDENT RECORDS AND NOTIFICATION OF RIGHTS

A cumulative record, whether recorded by handwriting, print, tapes, film, microfilm or other means, must be maintained on the history of a pupil's development and educational progress. The District will protect the privacy of such records. Parents/guardians have the right to:

1. Inspect and review the student's educational records maintained by the school,
2. Request that a school correct records which they believe to be inaccurate or misleading, and
3. Have some control over the disclosure of information from educational records.

School officials with legitimate educational interests may access student records without parental consent as long as the official needs to review the records in order to fulfill his/her professional responsibility. Upon request from officials of another school district in which a student seeks or intends to enroll, the District shall disclose educational records without parental consent.

Parents' request to access their student's educational records must be submitted in a written form to the site Principal and the school will have five (5) business days from the day of receipt of the request to provide access to the records.

Any challenge to school records must be submitted in writing to the Site Director. A parent challenging school records must show that the records are:

1. Inaccurate,
2. An unsubstantiated personal conclusion or inference,
3. A conclusion or inference outside the observer's area of competence,
4. Not based on the personal observation of a named person with the time and place of the observation noted,
5. Misleading, or
6. In violation of the privacy or other rights of the student.



Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, D.C. 20202-4605.

EMERGENCY FORMS AND EMERGENCIES

Parents must fill out an emergency form that is filed in the school office. It is absolutely essential that the information on the form be kept current. In case of an emergency or a disaster (earthquakes, etc.), students will be released only to those listed on the card. In case of an emergency, we will always call your home or place of employment. If parent or emergency contact cannot be reached, the site will use their best judgment in getting medical attention for an injured or ill child.

Students may not use the school phone except in an emergency. An emergency is something that affects the student's health or safety. Students should NOT use their personal cell phones in the event of a natural disaster because it will impede the school district's ability to support students and staff. Students are trained to respond and evacuate appropriately to emergencies through fire drills conducted on a regular basis. Teachers are trained in emergency procedures and emergency supplies are located in each classroom.

SCHOOL ACCOUNTABILITY REPORT CARD

A copy of the School Accountability Report Card will be provided by your child's school, upon request. ([EC 35256](#)) Such report cards shall be designed to inform parents or guardians and the community about the conditions, needs and progress at each school to provide data by which parents or guardians can make meaningful comparisons between schools. The Board believes that the process of developing the report cards gives school staff opportunities to review achievements, identify areas for improvement, enlist local support and establish a vision for the future. School Accountability Report Cards may also be downloaded from the District's web site at gtaschools.org/PoliciesandDocuments.

PARENT ENGAGEMENT POLICY

The GTA 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 Superintendent or designee shall work with staff and parents/guardians representing all student groups including foster and homeless youth to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home.

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent involvement efforts including, but not limited to, input from parents/guardians and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/guardian participation.

NOTIFICATION OF MINIMUM DAYS/PUPIL FREE STAFF DEVELOPMENT DAYS

The District requires that parents be advised no later than one month prior to any scheduled change in the student's day. [[EC 48980\(c\)](#)]

UNIFORM COMPLAINTS PROCEDURES

GTA annually notifies our students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of our Uniform Complaint Procedures (UCP) process. The UCP Annual Notice is available on our website at gtaschools.org/PoliciesandDocuments.

TITLE I SCHOOLS

Each year the Superintendent or designee shall identify specific objectives of the district's parent involvement program for schools that receive Title I funding. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program at the school site. ([EC 11503](#))

The Superintendent or designee shall ensure that the district's parent involvement strategies are jointly developed with and agreed upon by parents/guardians of students participating in Title I programs. Those strategies shall establish expectations for parent involvement and describe how the district will carry out each activity listed in [20 USC](#).

The Superintendent or designee shall consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating students in decisions regarding how the district's Title I funds will be allotted for parent involvement activities.



The Superintendent or designee shall ensure that each school receiving Title I funds develop a school-level parent involvement policy in accordance with [20 USC 6318](#).

PARENTS' RIGHT TO REQUEST TEACHER QUALIFICATIONS (TITLE I SCHOOLS)

If you child is attending a school receiving Title 1 federal funds, Federal Law requires that parents be notified of their right to know the professional qualifications of their child's teacher(s) in core academic subject areas, including the following:

1. The type of state credential or license that the teacher holds. Some teachers will have a credential in a particular subject area, such as English or Mathematics, and others will have a multiple subject credential, which allows them to teach a variety of subjects
2. The education level and subject area of the teacher's college degree(s).
3. All teachers have a bachelor's degree, and many teachers have graduate degrees.