

**SITE OPERATIONS CIRCULAR NO. 1021**  
Office of Leadership and Learning

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** October 9, 2020

**To:** Principals, Grades 6-12

**Subject:** PARENTAL NOTIFICATION OF COMPREHENSIVE SEXUAL HEALTH AND HIV PREVENTION INSTRUCTION

**Department and/or Persons Concerned:** Principals, Vice Principals, Sexual Health Education Teachers, School Nurses, School Counselors, Science Teachers

**Due Date:** October 9, 2020 or at least 14 days prior to instruction

**Reference:** Administrative Procedure 4188; CA Healthy Youth Act (CA Education Code §§ 51930-51939)

**Action Requested:** Send Parent Notification Letter electronically and call home to parents/guardians; Arrange for parent/guardian preview of materials; Complete and submit Sexual Health Education Parent Notification Verification Form

**Attachment:** Sexual Health Education Parent Notification Verification Form

**Brief Explanation:**

The California Healthy Youth Act ([CA Education Code §§ 51930-51939](#)) requires schools to notify parents of comprehensive sexual health instruction and to make materials available for parents to preview. Schools shall notify the parent/guardian of this instruction at the beginning of each school year, or, for a pupil who enrolls in a school after the beginning of the school year, at the time of that pupil's enrollment. Notice shall be made no fewer than 14 days before the instruction is delivered ([§ 51938](#)).

The Parent Notification Letter explains to the parent/guardian that:

1. Every parent/guardian will be provided the opportunity to preview the curriculum and that educational materials used in comprehensive sexual health education are available for inspection, whether online or at the school site.
2. The comprehensive sexual health education will be provided online or in person by district classroom teachers or health agency educators trained in the curriculum.
3. Parent/guardians may request in writing (electronic communication is acceptable) to their child's classroom teacher that their child be excused from the comprehensive sexual health education. Additional instructions are described [here](#). Schools cannot require active parental consent for this required instruction ([§ 51938.a](#)).
4. San Diego Unified School District offers comprehensive sexual health education in grade 6, grade 8, and high school.

5. The comprehensive sexual health curriculum is inclusive of all students and affirmatively recognizes different sexual orientations and gender identities.
6. The comprehensive sexual health curriculum encourage students to communicate with parents/guardians about human sexuality and provides students with the knowledge and skills they need to develop healthy attitudes concerning adolescent growth and development.
7. Factors for safe access to the curriculum during periods of online learning should be considered by the parent/guardian.

**Here are the steps to complete the Principal's parent notification verification process:**

1. Parent Notification Letters (letter templates in multiple languages are available [here](#)) need to be distributed to parents/guardians of all students receiving the comprehensive sexual health education via *at least one of* the following methods:
  - a. Included in the enrollment packet distributed to students.
  - b. Mailed to the homes of parents/guardians.
  - c. Emailed to parents/guardians.
  - d. Distributed to parents/guardians in another method commonly used by your site.
2. Arrange an autodialer message to parents/guardians of those students receiving the instruction to notify them of the letter being emailed or sent home.
3. At a minimum of two weeks prior to the curriculum being taught, the school will send families a [link to pre-recorded curriculum previews](#) (in English and Spanish). This communication should include a message that if parents have questions they should contact their school's principal. If the principal cannot answer the question, they may forward it to Rachel Miller, SHEP Resource Teacher, at [rmiller@sandi.net](mailto:rmiller@sandi.net) for assistance.
4. Approximately two weeks prior to the curriculum being taught, send a reminder notification to parents/guardians.
5. Fill out and submit the [Sexual Health Education Parent Notification Verification Form](#) verifying that parents have been notified by both letter (electronic or written) and autodialer, have been sent the link to the pre-recorded curriculum previews, and will be reminded again at least two weeks prior to instruction. This form is now submitted online.

The pre-recorded online curriculum previews sent to parents/guardians satisfy CA Ed Code requirements that require that instructional materials be available for inspection ([§ 51938.b.1](#)). If your site would like to conduct an additional parent preview event, please indicate these details in the Parent Notification Letter sent home to families. Additional information and materials for curriculum previews are available [here](#).

These parental notification, preview, and exemption requirements only apply to comprehensive sexual health education. These requirements *do not apply* to other instruction or materials that discuss gender, sexual orientation, or family life and do not discuss reproductive organs and their functions ([§ 51932.b](#)). For more information about these particular topics, please refer to CA Ed Code regarding Comprehensive Health Education ([§§ 51880-51921](#)) and Required Courses of Study ([§ 51204.5](#)). For additional information or guidance, please contact Ebonee Weathers in Youth Advocacy at [eweathers@sandi.net](mailto:eweathers@sandi.net).

If your site is using educational programs or materials that address sexual health or HIV prevention that is *different* from the district's Board-approved curriculum, these materials must be approved by the Sexual Health Education Advisory Committee prior to use. Please email Summer Hellewell at [shellewell@sandi.net](mailto:shellewell@sandi.net) to request a curriculum review.

If additional information is needed, please contact Scott Giusti at [sgiusti@sandi.net](mailto:sgiusti@sandi.net).

Scott Giusti  
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APE, ASB, JROTC, PE & SHEP

APPROVED:

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