

## Students

E 5145.6(a)

### PARENTAL NOTIFICATIONS

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
<b>I. <u>Annually</u></b>			
<u>Beginning of each school year</u>	<u>Education Code 234.7</u>	<u>BP 0410</u>	<u>Right to a free public education regardless of immigration status or religious beliefs</u>
<u>Beginning of each school year</u>	<u>Education Code 310</u>	<u>BP 6142.2</u> <u>AR 6174</u>	<u>Information on the district's language acquisition programs</u>
Beginning of each school year	Education Code <u>17611.5</u> , 17612, 48980.3	AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information <u>and, if district has no web site and uses certain pesticides, integrated pest management plan</u>
<del>Beginning of each school year</del>	<del>32255 32255.6, 48980</del>	<del>BP 5145.8</del> <del>AR 5145.8</del>	<del>Right to refrain from harmful or destructive use of animals</del>
<del>Annually</del> <u>By February 1</u>	<u>Education Code 35256, 35258</u>	BP 0510	School Accountability Report Card provided
Beginning of each school year	<u>Education Code 35291, 48980</u>	AR 5144 AR 5144.1	District and site discipline rules
<u>Beginning of each school year</u>	<u>Education Code 44050</u>	<u>BP 4119.21</u> <u>4219.21</u> <u>4319.21</u>	<u>Code of conduct addressing employee interactions with students</u>
<u>Beginning of each school year</u>	<u>Education Code 46010.1</u>	<u>AR 5113</u>	<u>Absence for confidential medical services</u>
<u>Beginning of each school year, if district has adopted policy on involuntary transfer of students convicted of certain crimes when victim is enrolled at same school</u>	<u>Education Code 48929, 48980</u>	<u>BP 5116.2</u>	<u>District policy authorizing transfer</u>
<u>Beginning of each school year</u>	<u>Education Code 48980</u>	<u>BP 6111</u>	<u>Schedule of minimum days and student-free staff development days</u>

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
<b>I. Annually (continued)</b>			
Beginning of each school year	Education Code 48980, 231.5; 5 CCR 4917	AR 5145.7	Copy of sexual harassment policy as related to students
Beginning of each school year	Education Code 48980, 32255- 32255.6	AR 5145.8	Right to refrain from harmful or destructive use of animals
Beginning of each school year	Education Code 48980, 35160.5, 46600-46611, 48204, 48301, 48350-48361	BP 5111.1 AR 5116.1 AR 5117	All statutory attendance options, available local attendance options, options for meeting residency, form for changing attendance, appeals process
Beginning of each school year if high school open campus	44808.5, 48980	BP 5112.5	Open campus
Beginning of each school year if Board has adopted resolution allowing <u>allows</u> such absence	<u>Education Code</u> 48980, 46014	<del>BP 5113</del> AR 5113	Absence for religious <u>exercises</u> or purposes
Beginning of each school year	<u>Education Code</u> 48980, 48205	<del>BP 5113</del> AR 5113 <u>BP 6154</u>	<del>Absence for justifiable personal reasons</del> <u>Excused absences; grade/credit cannot be reduced due to excused absence if work or test has been completed; full text of Education Code 48205</u>
Beginning of each school year	48205, 48980	AR 6154	Grade/credit cannot be reduced due to excused absence if work or test has been completed
Beginning of each school year	<u>Education Code</u> 48980, 48206.3, 48207, 48208	AR 6183	Availability of home/hospital instruction for students with temporary disabilities
Beginning of each school year	<u>Education Code</u> <del>48216</del> , 48980, <u>49403</u>	BP 5141.31 <del>AR 5141.31</del>	<u>School Immunizations program</u>

**PARENTAL NOTIFICATIONS** (continued)

<b>When to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>I. <u>Annually</u></b> (continued)			
<u>Beginning of each school year</u>	<u>Education Code</u> <u>48980, 49423,</u> <u>49480</u>	<u>AR 5141.21</u>	<u>Administration of</u> <u>prescribed medication</u>
<u>Beginning of each school year</u>	<u>Education Code</u> <u>48980, 49451;</u> <u>20 USC 1232h</u>	<u>AR 5141.3</u>	<u>Right to refuse consent to</u> <u>physical examination</u>
<u>Beginning of each school year</u>	<u>Education Code</u> <u>48980, 49471,</u> <u>49472</u>	<u>BP 5143</u>	<u>Availability of</u> <u>insurance</u>
<u>Beginning of each school year</u>	<u>Education Code</u> <u>49013; 5 CCR</u> <u>4622</u>	<u>AR 1312.3</u>	<u>Uniform complaint procedures,</u> <u>available appeals, civil law</u> <u>remedies</u>
<u>Beginning of each school year</u>	<u>Education Code</u> <u>49063</u>	<u>AR 5125</u> <u>AR 5125.3</u>	<u>Challenge, review, and</u> <u>expunging of records</u>
<u>Beginning of each school year</u>	<u>Education Code</u> <u>49063, 49069;</u> <u>20 USC 1232g;</u> <u>34 CFR 99.7</u>	<u>AR 5125</u>	<u>Student records: inspect and</u> <u>review, access, types, location,</u> <u>persons responsible, location</u> <u>of log, access criteria, cost of</u> <u>copies, amendment requests,</u> <u>criteria to determine legitimate</u> <u>educational interest, course</u> <u>prospectus availability</u>
<u>Beginning of each school year</u>	<u>Education Code</u> <u>49063, 49073;</u> <u>20 USC 1232g;</u> <u>34 CFR 99.37</u>	<u>AR 5125.1</u>	<u>Release of directory</u> <u>information</u>
<u>Beginning of each school year</u>	<u>Education Code</u> <u>49520, 48980;</u> <u>42 USC 1758;</u> <u>7 CFR 245.5</u>	<u>AR 3553</u>	<u>Eligibility and application</u> <u>process for free and reduced-</u> <u>price meals</u>
<u>Beginning of each school year</u>	<u>Education Code</u> <u>51513; 20 USC</u>	<u>AR 5022</u> <u>BP 6162.8</u>	<u>Notice of privacy policy and</u> <u>dates of activities re: survey,</u>

	1232h		health examination, or collection of personal information for marketing; process to opt out of such activities; inspection rights and procedures
Beginning of each school year	Education Code 56301	BP 6164.4	Parental rights re: special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment
Beginning of each school year	Education Code 58501, 48980	AR 6181	Alternative schools
Beginning of each school year	Health and Safety Code 104855	AR 5141.6	Availability of dental fluoride treatment; opportunity to accept or deny treatment
Annually	5 CCR 852; Education Code 60615	AR 6162.51	Student's participation in state assessments; option to request exemption from testing
Beginning of each school year, if district receives Title I funds	20 USC 6312; 34 CFR 200.48	BP 4112.2 AR 4222	Right to request information re: professional qualifications of child's teacher and paraprofessional
Beginning of each school year	34 CFR 104.8, 106.9	BP 0410 BP 6178	Nondiscrimination
Beginning of each school year to parent, teacher, and employee organizations or, in their absence, individuals	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress
Beginning of each school year	USDA SP-23-2017	AR 3551	District policy on meal payments
Beginning of each school year	48980	AR 5111.1 AR 5116.1 AR 5117	All statutory attendance options, available local attendance options, options for meeting residency
Beginning of each school year	48980, 231.5	AR 5145.7	Sexual harassment policy as related to students
Beginning of each school year	48980, 52244	AR 6141.5	Availability of state funds to to cover costs of advanced placement exam fees

Beginning of each school year	48980	BP 6111	Schedule of minimum days
Beginning of each school year	49063, 49068, 49069; 20 USC 1232g; 34 CFR 99.7	BP 5125 AR 5125	Student records: inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria to determine school official legitimate educational interest
Beginning of each school year	49063, 49070	AR 5125 AR 5125.3	Challenge, review and expunging of records
Beginning of each school year	49063, 49073	AR 5125.1	Release of directory information
Beginning of each school year	49063, 49091.14	AR 5020 AR 5125	Availability of course prospectus
Beginning of each school year	49423, 49480, 48980	AR 5141.21	Administration of prescribed medication
Beginning of each school year	49451, 48980	BP 5141.3	Refusal to consent to physical examination
Beginning of each school year	49472, 48980	AR 5143	Availability of insurance

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## PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
<b>I. <u>Annually</u> (continued)</b>			
Beginning of each school year	49510 49520, 48980	BP 3553	Free and reduced price meals
Annually	56301	BP 6164.4	Rights of all parents related to special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment

Beginning of each school year	58501	BP 6181	Alternative schools
Beginning of each school year	20 USC 1681 1688; 42 USC 2000d 2000d 7; 34 CFR 106.9	BP 0410	Nondiscrimination on basis of sex, disability, ethnicity or lack of English skills
Annually	5 CCR 4622	AR 1312.3	Uniform complaint procedures, available appeals, civil law remedies; and identity of coordinator
Beginning of each school year	20 USC 1232h	AR 5022	Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing
For districts receiving Title I funds, beginning of each school year	20 USC 6311	AR 4112.24 AR 4222	Right to request information re: professional qualifications of their child's teacher and paraprofessional
Annually to parent, teacher and employee organizations; in absence of organizations, to individuals	40 CFR 763.93	AR 3514	Availability of complete, updated management plan for asbestos containing material in school buildings

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## PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
<b>II. <u>At Specific Times During the Student's Academic Career</u></b>			
At least once before counseling in grades 7-12 <u>Beginning in grade 7</u> <u>At least once prior to course selection and career counseling</u>	<u>Education Code</u> 221.5, 48980	AR 6164.2	Course selection and career counseling
Upon a student's enrollment	<u>Education Code</u> 310	<u>BP 6142.2</u> <u>AR 6174</u>	<u>Information on the district's language acquisition programs</u>

At beginning of each school year if student has been placed in structured English immersion program	310; 5 CCR 11309	AR 6174	Placement of child in program and opportunity to apply for parental exception waiver
Before high school student attends specialized secondary program on a university campus	17288	None	University campus buildings may not meet Education Code requirements for structural safety
To members of athletic teams	32221.5	AR 5143	Offer of insurance, no cost and low cost program options
Before presenting a course using live or dead animals or animal parts	32255 32255.6	BP 5145.8	Right to refrain from harmful or destructive use of animals
When child first enrolls in a public school, if the school offers a fingerprinting program	<u>Education Code</u> 32390, 48980	BP 5142.1	Fingerprinting program
<u>When participating in driver training courses under the jurisdiction of the district</u>	<u>Education Code</u> 35211	<u>None</u>	<u>Civil liability, insurance coverage</u>
Upon registration, in K-6 if students have not previously been transported	<u>Education Code</u> 39831.5	AR 3543	School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops
<u>Beginning of each school year for high school students, if high school is open campus</u>	<u>Education Code</u> 44808.5, 48980	<u>AR 5112.5</u>	<u>Open campus</u>
<u>Beginning of each school year in grades 9-12, if district allows career technical education (CTE) course to satisfy graduation requirement</u>	<u>Education Code</u> 48980, 51225.3	<u>AR 6146.1</u>	<u>How each graduation requirement does or does not satisfy college entrance a-g course criteria; district CTE courses that satisfy a-g criteria</u>
<u>Upon a student's enrollment</u>	<u>Education Code</u> 49063	<u>AR 5125</u> <u>AR 5125.3</u>	<u>Specified rights related to student records</u>
<u>When students enter grade 7</u>	<u>Education Code</u> 49452.7	<u>AR 5141.3</u>	<u>Specified information on type 2 diabetes</u>
<u>When in kindergarten, or first grade if not previously enrolled in public school</u>	<u>Education Code</u> 49452.8	<u>AR 5141.32</u>	<u>Requirement for oral health assessment, explanation of law, importance of oral health, agency contact, privacy rights</u>
<u>Beginning of each school year</u>	<u>Education Code</u>	<u>AR 6143</u>	<u>College admission</u>

for students in grades 9-12	51229, 48980		requirements, UC and CSU web sites that list certified courses, description of CTE, CDE Internet address, how students may meet with counselors
Beginning of each school year for students in grades 7-12, or at time of enrollment if after beginning of year	Education Code 51938, 48980	AR 6142.1	Sexual health and HIV prevention education, right to view A/V materials, whether taught by district staff or outside consultants, right to request specific Education Code sections, right to excuse
Within 20 working days of receiving results of standardized achievement tests or, if results not available in school year, within 20 working days of start of next school year	Education Code 60641; 5 CCR 863	AR 6162.51	Results of tests; test purpose, individual score and intended use
By October 15 for students in grade 12	Education Code 69432.9	AR 5121 AR 5125	Forwarding of student's grade point average to Cal Grant program; timeline to opt out
When child is enrolled in kindergarten	Health and Safety Code 124100, 124105	AR 5141.32	Health screening examination
To students in grades 11-12, early enough to enable registration for fall test	5 CCR 11523	AR 6146.2	Notice of proficiency examination provided under Education Code 48412
To secondary students, if district receives Title I funds	20 USC 7908	AR 5125.1	Request that district not release name, address, phone number of child to military recruiters without prior written consent
Beginning of each school year in grades 7-12	46010.1	BP 5113	Absence for confidential medical services
Upon admission to school	48216, 49403; Health and Safety Code 120365, 120370 and 120375	AR 5141.31	Immunizations

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**PARENTAL NOTIFICATIONS (continued)**



	Education or	Board Policy/	
When to	Other Legal	Administrative	
Notify	Code	Regulation #	Subject

## **H. At Specific Times During the Student's Academic Career** (continued)

Before early entry to kindergarten, if offered	48000	AR 5111	Effects, advantages and disadvantages of early entry
Beginning of each school year in grades 9-12 and when high school student transfers into the district	48980, 60850	AR 6146.1 AR 6162.52	Requirement to pass the high school exit exam including: date of exam, requirements for passing, consequences of not passing, and that passing is a condition of graduation
When in kindergarten or 1st grade if not previously enrolled in public school	49452.8	AR 5141.32	Requirement for oral health assessment, explanation of law, importance of teeth, health agency contact, privacy rights
Beginning of each school year for students in grades 7-12	51938, 48980	AR 6142.1	Explanation of sex and HIV/AIDS instruction; right to view A/V materials, who's teaching, request specific Education Code sections, right to excuse
Upon assessment and reassessment of English proficiency and enrollment in program of education for English language learners	52164.1, 52164.3, 52173; 5 CCR 11303	AR 6174	Program of education for English language learners
Within 20 working days of receiving results of standardized achievement tests	60641; 5 CCR 863	AR 6162.51	Results of tests; test purpose, individual score and intended use
When child is enrolled in kindergarten	Health and Safety Code 124100	AR 5141.32	Health screening examination
Prior to student participation in gifted and talented program	5 CCR 3831	AR 6172	Gifted and talented student program
Within 30 calendar days of receipt of results	5 CCR 11511.5	AR 6174	CELDT test results

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## **PARENTAL NOTIFICATIONS** (continued)

<b>When to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
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## **II. At Specific Times During the Student's Academic Career** (continued)

To students in grades 11 and 12, early enough to enable registration for current fall test	5 CCR 11523	AR 6146.2	Notice of proficiency examination provided under Education Code 48412
For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents of English learners	20 USC 6312	AR 6174	Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose another program

## **III. When Special Circumstances Occur**

In the event of a breach of security of district records, to affected persons	Civil Code 1798.29	BP 3580	Types of records affected, date of breach, description of incident, contact information for credit reporting agencies
Upon receipt of a complaint alleging discrimination	Education Code 262.3	AR 1312.3	Civil law remedies available to complainants
When determining whether an English learner should be reclassified as fluent English proficient	Education Code 313; 5 CCR 11303	AR 6174	Description of reclassification process, opportunity for parent/guardian to participate
When student is identified as English learner and district receives Title I or Title III funds for English learner programs, not later than 30 days after beginning of school year or within two weeks of placement if identified during school year	Education Code 313.2, 440; 20 USC 6312	AR 6174	Reason for classification, level of English proficiency, identification as long-term English learner, description of program(s), option to decline program or choose alternate, option to remove student from program at any time, exit requirements of program
When homeless or foster youth applies for enrollment in before/after school program	Education Code 8483	AR 5148.2	Right to priority enrollment; how to request priority enrollment
Before high school student attends specialized secondary program on a university campus	Education Code 17288	None	University campus buildings may not meet Education Code requirements for structural safety

At least 72 hours before use of pesticide product not included in annual list	<u>Education Code</u> 17612	AR 3514.2	Intended use of pesticide product
<u>To members of athletic teams</u>	<u>Education Code</u> 32221.5	AR 5143	<u>Offer of insurance; no-cost and low-cost program options</u>
<u>Annually to parents/guardians of student athletes before they participate in competition</u>	<u>Education Code</u> 33479.3	AR 6145.2	<u>Information on sudden cardiac arrest</u>
If school has lost its WASC accreditation status	<u>Education Code</u> 35178.4	BP 6190	Loss of status, potential consequences
<u>When district has contracted for electronic products or services that disseminate advertising</u>	<u>Education Code</u> 35182.5	BP 3312	<u>Advertising will be used in the classroom or learning center</u>
At least six months before implementing a schoolwide uniform policy	<u>Education Code</u> 35183	AR 5132	Dress code policy requiring schoolwide uniform
<u>Before implementing a year-round schedule</u>	<u>Education Code</u> 37616	BP 6117	<u>Public hearing on year-round schedule</u>
<del>Before implementing a continuous school program</del>	<del>37616</del>	<del>BP 6117</del>	<del>Continuous school program</del>
When interdistrict transfer is requested and not approved or denied within 30 days	<u>Education Code</u> 46601	AR 5117	Appeal process
<u>Before early entry to kindergarten, if offered</u>	<u>Education Code</u> 48000	AR 5111	<u>Effects, advantages and disadvantages of early entry</u>
When student identified as being at risk of retention	<u>Education Code</u> 48070.5	AR 5123	Student at risk of retention
<u>When student excluded due to quarantine, contagious or infectious disease, danger to safety or health</u>	<u>Education Code</u> 48213	AR 5112.2 BP 5141.33	<u>Student has been excluded from school</u>
<u>Before already admitted student is excluded for lack of immunization</u>	<u>Education Code</u> 48216; 17 CCR 6040	AR 5141.31	<u>Need to submit evidence of immunization or exemption within 10 school days; referral to medical care</u>

When a student is  
classified a truant

Education Code  
48260.5, 48262

AR 5113.1

Truancy, Parental obligation,  
availability of alternative  
programs, student consequences,  
need for conference

E 5145.6(g)

## PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
<b>III. <u>When Special Circumstances Occur</u></b> (continued)			
When a truant is referred to a SARB or probation department	<u>Education Code</u> 48263	AR 5113.1	Name and address of SARB or probation de- partment and reason for referral
<u>When a school is identified on the state's Open Enrollment List</u>	<u>Education Code</u> 48354; 5 CCR 4702	AR 5118	<u>Student's option to transfer to another school</u>
<u>Within 60 days of receiving application for transfer out of open enrollment school</u>	<u>Education Code</u> 48357; 5 CCR 4702	AR 5118	<u>Whether student's transfer application is accepted or rejected; reasons for rejection</u>
<u>When student requests to voluntarily transfer to continuation school</u>	<u>Education Code</u> 48432.3	AR 6184	<u>Copy of district policy and regulation on continuation education</u>
Prior to involuntary transfer to continuation school	<u>Education Code</u> 48432.5	AR 6184	Right to require meeting prior to involuntary transfer to continuation school
<u>To person holding educational rights, prior to recommending placement of foster youth outside school of origin</u>	<u>Education Code</u> 48853.5	AR 6173.1	<u>Basis for the placement recommendation</u>
<u>When student is removed from class and teacher requires parental attendance at school</u>	<u>Education Code</u> 48900.1	AR 5144.4	<u>Parental attendance required; timeline for attendance</u>
Prior to withholding grades, diplomas, or transcripts	<u>Education Code</u> 48904	AR 5125.2	Damaged school property
When withholding grades, diplomas or transcripts from transferring student	<u>Education Code</u> 48904.3	AR 5125.2	Next school will continue withholding grades, diplomas or transcripts

When student is released to peace officer	<u>Education Code</u> 48906	BP 5145.11	Release of student to peace officer <u>for the purpose of removing minor from school, unless taken into custody as victim of suspected child abuse</u>
At time of suspension	<u>Education Code</u> 48911	BP 5144.1 AR 5144.1	Notice of suspension
When original period of suspension is extended	<u>Education Code</u> 48911	AR 5144.1	Extension of suspension
<u>At the time a student is assigned to a supervised suspension classroom</u>	<u>Education Code</u> 48911.1	<u>AR 5144.1</u>	<u>The student's assignment to a supervised suspension classroom</u>
Before holding a closed session re: suspension	<u>Education Code</u> 48912	AR 5144.1	Intent to hold a closed session re: suspension
When student expelled from another district for certain acts seeks admission	<u>Education Code</u> 48915.1, 48918	BP 5119	Hearing re: possible danger presented by expelled student
When readmission is denied	<u>Education Code</u> 48916	AR 5144.1	Reasons for denial; determination of assigned program
When expulsion occurs	<u>Education Code</u> 48916	AR 5144.1	<del>Description of</del> Readmission procedures
<u>At least</u> 10 calendar days before expulsion hearing	<u>Education Code</u> 48918	AR 5144.1	Notice of expulsion hearing

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### **PARENTAL NOTIFICATIONS (continued)**

<b>When to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
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#### **III. When Special Circumstances Occur** (continued)

When expulsion or suspension of expulsion occurs	<u>Education Code</u> 48918	AR 5144.1	Decision to expel; right to appeal to county board; obligation to inform new district of status
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Before involuntary transfer of Education Code BP 5116.2 Right to request a meeting

<u>student convicted of certain crime when victim is enrolled at same school</u>	<u>48929, 48980</u>		<u>with principal or designee</u>
One month before the scheduled minimum day	<u>Education Code</u> 48980	BP 6111	When minimum days scheduled after beginning of the school year
When parents request guidelines for filing complaint of child abuse at a school site	<u>Education Code</u> 48987	<del>BP 1312.4</del> <u>AR 5141.4</u>	Guidelines for filing complaint of child abuse at a school site with local child protective agencies
When student in danger of failing a course	<u>Education Code</u> 49067	AR 5121	Student in danger of failing a course
When student transfers from another district or private school	<u>Education Code</u> 49068	AR 5125	Right to receive copy of student's record and to challenge its content
<u>When parent/guardian's challenge of student record is denied and parent/guardian appeals</u>	<u>Education Code</u> 49070	<u>AR 5125.3</u>	<u>If board sustains allegations, the correction or destruction of record; if denied, right to submit written objection</u>
<u>When district is considering program to gather safety-related information from students' social media activity</u>	<u>Education Code</u> 49073.6	BP 5125	<u>Opportunity for input on proposed program</u>
<u>When district adopts program to gather information from students' social media activity, and annually thereafter</u>	<u>Education Code</u> 49073.6	AR 5125	<u>Information is being gathered, access to records, process for removal or corrections, destruction of records</u>
Within 24 hours of release of information to a judge or probation officer	<u>Education Code</u> 49076	AR 5125	Release of student record <del>information</del> to a judge or probation officer for conducting a truancy mediation program or for presenting evidence at a truancy petition
Before release of information pursuant to court order or subpoena	<u>Education Code</u> 49077	AR 5125	Release of information pursuant to court order or subpoena
<del>When injurious object is taken from student</del>	<del>49332</del>	<del>AR 5131.7</del>	<del>Weapons and dangerous objects</del>
When screening results in suspicion that student has scoliosis	<u>Education Code</u> 49452.5	BP 5141.3	Scoliosis screening

**PARENTAL NOTIFICATIONS** (continued)

<b>When to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>III. <u>When Special Circumstances Occur</u></b> (continued)			
When test results in discovery of visual or hearing defects	<u>Education Code 49456; 17 CCR 2951</u>	BP 5141.3	Vision or hearing test <u>results</u>
<u>Within 10 days of negative balance in meal account</u>	<u>Education Code 49557.5</u>	<u>AR 3551</u>	<u>Negative balance in meal account; encouragement to apply for free or reduced-price meals</u>
<u>Annually to parents/guardians of student athletes before their first practice or competition</u>	<u>Education Code 49475</u>	<u>AR 6145.2</u>	<u>Information on concussions and head injuries</u>
<u>Within 30 days of foster youth, homeless youth, former juvenile court school student, or child of military family being transferred between high schools</u>	<u>Education Code 51225.1</u>	<u>BP 6146.1</u> <u>AR 6173</u> <u>AR 6173.1</u> <u>AR 6173.3</u>	<u>Exemption from local graduation requirements, effect on college admission, option for fifth year of high school</u>
Before any test questioning personal beliefs	<u>Education Code 51513</u>	AR 5022	Permission for test, survey questioning personal beliefs
<del>Within 14 days of instruction if arrangement made for guest speaker after beginning of school year</del>	<del>51938</del>	<del>BP 6142.1</del>	<del>Instruction in HIV/AIDS or sexual health education by guest speaker or outside consultant</del>
<u>At least 14 days before HIV prevention or sexual health instruction, if arrangement made for guest speaker after beginning of school year</u>	<u>Education Code 51938</u>	<u>AR 6142.1</u>	<u>Instruction in HIV prevention or sexual health by guest speaker or outside consultant</u>
<u>Prior to administering survey regarding health risks and behaviors to students in 7-12</u>	<u>Education Code 51938</u>	<u>AR 5022</u>	<u>Notice that the survey will be administered</u>
<del>When migrant education program is established</del>	<del>54444.2</del>	<del>BP 6175</del> <del>AR 6175</del>	<del>Parent advisory council membership composition</del>
<u>Within 30 calendar days</u>	<u>Education Code</u>	<u>AR 6174</u>	<u>Results of state test of</u>

<u>of receipt of results of assessment or reassessment of English proficiency</u>	<u>52164.1, 52164.3; 5 CCR 11511.5</u>		<u>English proficiency</u>
<u>When migrant education program is established</u>	<u>Education Code 54444.2</u>	<u>BP 6175 AR 6175</u>	<u>Parent advisory council membership composition</u>
When child participates in licensed child care and development program	Health & Safety 1596.857	AR 5148	Parent/ <u>guardian</u> right to enter facility
<u>When district receives Tobacco-Use Prevention Education Funds</u>	<u>Health and Safety Code 104420</u>	<u>AR 3513.3</u>	<u>The district's tobacco-free schools policy and enforcement procedures</u>
<u>When testing by community water system finds presence of lead exceeding specified level</u>	<u>Health and Safety Code 116277</u>	<u>AR 3514</u>	<u>Elevated lead level at school</u>
When sharing student immunization information with an immunization system	Health & Safety Code 120440	AR 5125	Types of information to be shared, name and address of agency; acceptable use of the information; right to examine; right to refuse to share
<u>At least 14 days prior to sex offender coming on campus as volunteer</u>	<u>Penal Code 626.81</u>	<u>AR 1240 BP 1250</u>	<u>Dates and times permission granted; obtaining information from law enforcement</u>
When hearing is requested by person asked to leave school premises	Penal Code 627.5	AR 3515.2	Notice of hearing
<del>When providing written decision in response to a complaint re: discrimination, special education, or noncompliance with laws regulating educational programs</del>	<del>5 CCR 4631</del>	<del>AR 1312.3</del>	<del>Appeal rights and procedures</del>
<u>When responding to complaint re: discrimination, special education, or noncompliance with law</u>	<u>5 CCR 4631</u>	<u>AR 1312.3</u>	<u>Findings, disposition of complaint, any corrective actions, appeal rights and procedures</u>
When child participates in licensed child care and development program	5 CCR 18066	AR 5148	Policies re: <u>excused and unexcused absences</u>



**PARENTAL NOTIFICATIONS** (continued)

<b>When to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>III. <u>When Special Circumstances Occur</u></b> (continued)			
<u>Within 30 days of application for subsidized child care or preschool services</u>	<u>5 CCR 18094, 18118</u>	<u>AR 5148 AR 5148.3</u>	<u>Approval or denial of services</u>
<u>Upon recertification or update of application for child care or preschool services</u>	<u>5 CCR 18095, 18119</u>	<u>AR 5148 AR 5148.3</u>	<u>Any change in service, such as in fees, amount of service, termination of service</u>
<u>Upon child's enrollment in child care program</u>	<u>5 CCR 18114</u>	<u>AR 5148</u>	<u>Policy on fee collection</u>
<u>When payment of child care fees is seven days late</u>	<u>5 CCR 18114</u>	<u>AR 5148</u>	<u>Notice of delinquent fees</u>
<u>When district substantively changes policy on student privacy rights</u>	<u>20 USC 1232h</u>	<u>AR 5022</u>	<u>Notice of any substantive change in policy or regulation</u>
For districts receiving Title I funds, when child has been <u>assigned or</u> taught for four or more consecutive weeks by a teacher who <u>does not meet state certification requirements for the grade level/subject taught</u> is not "highly qualified"	20 USC 6311	AR 4112.24	Timely notice to parent <u>/guardian</u> of child's assignment
<u>For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents/guardians of English learners</u>	<u>20 USC 6312</u>	<u>AR 6174</u>	<u>Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose other program</u>
<u>When school identified for program improvement or corrective action, within 30 days of failure to make annual yearly progress</u>	<u>20 USC 6312</u>	<u>AR 0520.2</u>	<u>Notice of failure to parents of English language learners</u>
<u>When school identified for program improvement or corrective action</u>	<u>20 USC 6316</u>	<u>AR 0520.2 AR 5116.1</u>	<u>Explanation of identification, reasons, how problem will be addressed, how parents can</u>

			become involved, transfer option, availability of supplemental services
For districts with schools that have been identified for program improvement or corrective action, annually	20 USC 6316	AR 0520.2	Availability of supplemental educational services, identity of providers, description of services, qualifications, effectiveness of providers
When district identified for program improvement	20 USC 6316	AR 0520.3	Explanation of status, reasons for identification, how parents can participate in upgrading district
<u>For schools receiving Title I Funds, upon development of parent involvement policy</u>	<u>20 USC 6318</u>	<u>AR 6020</u>	<u>Notice of policy</u>
<u>When household is selected for verification of eligibility for free or reduced-price meals</u>	<u>42 USC 1758; 7 CFR 245.6a</u>	<u>AR 3553</u>	<u>Need to submit verification information; any subsequent change in benefits; appeals</u>
<u>When student is homeless or unaccompanied minor</u>	<u>42 USC 11432; Education Code 48852.5</u>	<u>AR 6173</u>	<u>Educational and related opportunities; transportation services; placement decision and right to appeal</u>
For schools receiving Title I funds, upon development of parent involvement policy	20 USC 6318	AR 6020	Notice of policy
For districts with secondary students receiving Title I funds	20 USC 7908	AR 5125.1	Notice that parents may request district to not release name, address, phone number of child to military recruiters without prior written consent
When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30	34 CFR 99.34	AR 5125	Right to review records
<u>When district receives federal funding assistance for nutrition program</u>	<u>USDA FNS Instruction 113-1</u>	<u>BP 3555</u>	<u>Rights and responsibilities, nondiscrimination policy, complaint procedures</u>

E 5145.6(k)

## PARENTAL NOTIFICATIONS (continued)

Education or

Board Policy/

When to Notify	Other Legal Code	Administrative Regulation #	Subject
<b>IV. <u>Special Education Notices</u></b>			
Prior to conducting initial evaluation	<u>Education Code</u> 56301; <u>56321</u> , <u>56321.5</u> ; <u>56321.6</u> , 56329; <u>20 USC</u> <u>1415(d)</u> ; 34 CFR 300.502, <u>300.503</u>	AR 6164.4	Proposed evaluation plan, related parental rights, prior written notice, <u>procedural safeguards</u>
<u>Before functional behavioral assessment begins</u>	<u>Education Code</u> <u>56321</u>	<u>AR 6159.4</u>	<u>Notification and consent</u>
24 hours before IEP when district intending to record	<u>Education Code</u> 56341.1	AR 6159	Intention to <del>tape</del> <u>audio</u> -record IEP meeting
Early enough to ensure opportunity for parent/ <u>guardian</u> to attend IEP meeting	<u>Education Code</u> 56341.5 34 CFR 300.322	AR 6159	Time, purpose, location, who <u>will attend</u> <del>in attendance</del> , participation of others with special knowledge, transition statements if appropriate
When parent/ <u>guardian</u> orally requests review of IEP	<u>Education Code</u> 56343.5	AR 6159	Need for written request
<del>For student receiving exit exam waiver, prior to receipt of diploma</del>	<del>60852.4</del>	<del>AR 6162.52</del>	<del>Right to FAPE</del>
<del>Before functional behavioral assessment begins</del>	<del>5 CCR 3052</del>	<del>AR 6159.4</del>	<del>Notification and consent</del>
<del>Before modification of behavioral intervention plan</del>	<del>5 CCR 3052</del>	<del>AR 6159.4</del>	<del>Need for modification, right to question modification</del>
Within one school day of emergency intervention or serious property damage	<u>Education Code</u> 5 CCR 3052	AR 6159.4	Emergency intervention
Whenever there is a proposal or refusal to initiate or change the identification, evaluation, placement, or FAPE, <u>including when parent/guardian revokes consent for services</u>	20 USC 1415(c) 34 CFR 300.503	AR 6159.1	Prior written notice
<u>Upon filing of state complaint</u>	<u>20 USC 1415(d)</u> ; <u>34 CFR 300.504</u>	<u>AR 6159.1</u>	<u>Procedural safeguards notice</u>
<u>When disciplinary measures</u>	<u>20 USC 1415(k)</u> ;	<u>AR 5144.2</u>	<u>Decision and procedural</u>

are taken or change in placement      34 CFR 300.530      safeguards notice

Initial referral for evaluation	20 USC 1415(d) 34 CFR 300.503	AR 6159.1	Prior written notice and procedural safeguards notice
Registration of complaint	20 USC 1415(d) 34 CFR 300.504	AR 6159.1	Procedural safeguards notice

E 5145.6(l)

## PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
<b>IV. <u>Special Education Notices</u> (continued)</b>			
Disciplinary action taken for dangerous behavior	20 USC 1415(k); 34 CFR 300.530	AR 5144.2	Decision and procedural safeguards notice
Suspension or change of placement for more than 10 days	20 USC 1415(k); 34 CFR 300.530	AR 5144.2	Decision and procedural safeguards notice
Upon requesting a due process hearing	20 USC 1415(k) 34 CFR 300.508	AR 6159.1	Child's <u>Student's</u> name, address, school, description of problem, proposed resolution
<u>Eligibility for services under Section 504</u>	<u>34 CFR 104.32, 104.36</u>	<u>AR 6164.6</u>	<u>District responsibilities, district actions, procedural safeguards</u>

## V. Classroom Notices

In each classroom in each school	<u>Education Code</u> 35186	AR/E 1312.4 <u>E 1312.4</u>	Complaints <del>rights</del> re: sufficiency of instructional materials, teacher vacancy <u>or</u> <del>and</del> misassignment, maintenance of facilities
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Exhibit  
version: December 8, 2008

**SAN RAFAEL CITY SCHOOL DISTRICT**  
San Rafael, California