

PARENTAL NOTIFICATIONS

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. <u>Annually</u>			
Beginning of each school year	17612,48980.3	AR 3514.2	Use of pesticide, product, active ingredients. Internet address to access information.
Beginning of each school year	32255-32255.6, 48980	BP 5145.8 AR 5145.8	Right to refrain from harmful or destructive use of animals
Annually	35256	BP 0510 AR 0510	School Accountability Report Card provided
Beginning of each school year	35291, 35291.5, 48980	BP 5131 AR 5144 BP 5144.1 AR 5144.1	District and site discipline rules
Beginning of each school year	35291, 48900.1, 48980	BP 5144.1 AR 5144.1	Required parental attendance
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 such absence	46014, 48980	BP 5113 AR 5113	Absence for religious purposes
Beginning of each school year	48205, 48980	BP 5113 AR 5113	Absence for justifiable personal reasons
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	48206.3, 48207, 48208, 48980	AR 6183	Availability of home/hospital instruction for students with temporary disabilities
Beginning of each school year	48216, 48980	BP 5141.31 AR 5141.31	Immunizations

PARENTAL NOTIFICATIONS (continued)

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When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. <u>Annually</u> (continued)			
Beginning of each school year	48980	AR 5116.1	All statutory attendance options and 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	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 to, types of records, where kept, persons responsible, location of log, criteria and type of access for persons with access, cost of copies, how to request amendments, criteria for determining who is a school official and what is a 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	BP 5125.1 AR 5125.1	Release of directory information
Beginning of each school year	49063, 49091.14	AR 5125 AR 5020	Availability of course prospectus
Beginning of each school year	49423, 49480, 48980	AR 5141.21 AR 5141.31	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
Beginning of each school year	49510-49520, 48980	BP 3553	Free and reduced price meals

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. <u>Annually</u> (continued)			
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 AR 6178	Nondiscrimination on basis of sex, disability, ethnicity or lack of English skills
Annually	5 CCR 4622	AR 1312.3	Uniform complaint procedures and available appeals and civil law remedies; identity of coordinators
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
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, 20 USC 6311 Beginning of each school Year		AR 4112.24 AR 4222	Right to request information re: professional qualifications of their child's teacher and paraprofessional

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. <u>At Specific Times During the Student's Academic Career</u>			
At least once before counseling in grades 7-12	221.5, 48980	BP 6164.2	Course selection and career counseling
At beginning of each school year if student has been placed in structured English immersion program	310; 5 CCR 11303	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
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	32390, 48980	BP 5142.1	Fingerprinting program
Upon registration, if K-6 students have not previously been transported	39831.5	AR 3543	School bus safety rules and information, list of stops, rules of conduct, red in a school bus light danger zones, walking to and from stops
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
Before early entry to kindergarten, if offered	48000	AR 5111	Effects, advantages and disadvantages of early entry

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. <u>At Specific Times During the Student's Academic Career</u> (continued)			
Before assigning student to opportunity school/class/program	48637.1	BP 6182 AR 6182	Assignment to an opportunity school/class/program
Beginning of each school year in grades 9-12 and when high school student transfers into the district	48980, 60850	AR 6146.1	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
Beginning of each school year for students in grades 7-12	51938 48980	AR 6142.1	Explanation of the sex and HIV/AIDS instruction, right to view A/V materials, who teaching, request specific Education Code sections, right to excuse
Within 20 working days of receiving results of standardized achievement tests	60641; 5 CCR 863	AR 6162.5	Results of tests; test purpose, individual score and intended use
When child is enrolled in kindergarten	Health and Safety Code 124085, 124100	BP 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
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

PARENTAL NOTIFICATIONS (continued)**II. At Specific Times During the Student's Academic Career** (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
For districts receiving Title 1 funds, not later than 30 days after beginning of school year, to parents of English learners	20 USC 6312	AR 6171	Reason 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

Upon receipt of a complaint alleging discrimination	262.3	AR 1312.3	Civil law remedies available to complainants
At least 72 hours before use of pesticide product not included in annual list	17612	AR 3514.2	Intended use of pesticide product
If school has lost Its WASC accreditation status	35178,4	BP 6190	Loss of status, potential consequences
At least six months before implementing a schoolwide uniform policy	35183	AR 5132	Dress code policy requiring schoolwide uniform
Before implementing a continuous school program	37616	BP 6117	Continuous school program
When interdistrict transfer is requested and not approved within 30 days	46601	BP 5117	Appeal process
When student identified as being at risk of retention	48070.5	AR 5123	Student at risk of retention
When a student is classified a truant	48260.5	AR 5113	Parental obligation
When a truant is referred to a SARB or probation department	48263	AR 5113	Name and address of SARB or probation department and reason for referral

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. <u>When Special Circumstances Occur</u> (continued)			
Prior to involuntary transfer to continuation school	48432.5	AR 6184	Right to require meeting prior to involuntary transfer to continuation school
Prior to withholding grades, diplomas, or transcripts	48904	AR 5125.2	Damaged school property
When withholding grades, diplomas or transcripts from transferring student	48904.3	AR 5125.2	Next school will continue withholding grades, diplomas or transcripts
When student is released to peace officer	48906	BP 5145.11	Release of student to peace officer
At time of suspension	48911	BP 5144.1 AR 5144.1	Notice of suspension
When original period of suspension is extended	48911	AR 5144.1	Extension of suspension
Before holding a closed session re: suspension	48912	AR 5144.1	Intent to hold a closed session re: suspension
When student expelled from another district for certain acts seeks admission	48915.1, 48918	AR 5119	Hearing re: possible danger presented by expelled student
When readmission is denied	48916	AR 5144.1	Reasons for denial; determination of assigned program
When expulsion occurs	48916	AR 5144.1	Description of readmission procedures
10 calendar days before expulsion hearing	48918	AR 5144.1	Notice of expulsion hearing

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. <u>When Special Circumstances Occur</u> (continued)			
When expulsion or suspension of expulsion occurs	48918	AR 5144.1	Decision to expel; right to appeal to county board; obligation to inform new district of status
One month before the scheduled minimum day	48980	BP 6111	When minimum days are scheduled after the beginning of the school year
When parents request guidelines for filing complaint of child abuse at a school site	48987	BP 1312.1	Guidelines for filing complaint of child abuse at a school site with local child protective agencies
When student in danger of failing a course	49067	AR 5121	Student in danger of failing a course
When student transfers from another district or private school	49068	AR 5125	Right to receive copy of student's record and to challenge its content
Within 24 hours of release of information to a judge or probation officer	49076	AR 5125	Release of student record information to a judge or probation officer for conducting a truancy mediation program or for presenting evidence at a truancy mediation program or for presenting evidence at a truancy petition
Before release of information pursuant to court order or subpoena	49077	AR 5125	Release of information pursuant to court order or subpoena
Before student serves on safety patrol	49302	AR 5142.2	Parental consent
When injurious object is taken from student	49332	AR 5131.7	Weapons and dangerous objects

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. <u>When Special Circumstances Occur</u> (continued)			
When screening results in suspicion that student has scoliosis	49452.5	BP 5141.3	Scoliosis screening
When test results in discovery of visual or hearing defects	49456	BP 5141.3	Vision or hearing test
When a district with junior/ high schools does not provide medical/hospital services for injured athletic students	49471	AR 5143 services	Unavailability of
Within 14 days of instruction if arrangement made for guest speaker after beginning of school year	51938	BP 6142.1	Instruction in HIV/ AIDS or sexual health education by guest speaker or outside consultant
Before any test questioning personal beliefs	51513	BP 5145.1	Permission for test questioning personal beliefs
When migrant education program is established	54444.2	BP 6175 AR 6175	Parent advisory council membership composition
When sharing student immunization information with an immunization system	Health & Safety Code 120440	AR 5124	Types of information to be shared, name and address of agency; acceptable use of the information; right to examine; right to refuse to share
When hearing is requested by person asked to leave school premises	Penal Code 627.5	AR 3515.2	Notice of hearing
When providing written decision in response to a complaint re: discrimination, special education, or noncompliance with laws regulating educational programs	5 CCR 4631	AR 1312.3	Appeal rights and procedures

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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
For districts receiving Title I funds, when a child has been taught for four or more consecutive weeks by a teacher who is not "highly qualified"	20 USC 6311	AR 4112.24	Timely notice to parent of child's assignment
When school identified for program improvement or corrective action, within 30 days of failure to make annual yearly progress	20 USC 6312	AR 0520.2	Notice of failure to parents of ELL students
When school identified for program improvement or corrective action	20 USC 6316	AR 0520.2 AR 5116.1	Explanation of identification, reasons, how problem will be addressed, how parents can 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 education services, identify of providers, description of services, qualifications, effectiveness of providers
When district identified for program improvement	20 USC 6316	AR 0520.2	Explanation of status, reasons for identification, how parents can participate in upgrading district
For schools receiving Title 1 funds, upon development of parent involvement policy	20 USC 6318	AR 6171	Notice of policy

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
IV. <u>Special Education Notices</u>			
Within 15 days of referral for assessment, for special education programs	56321	AR 6164.4	Proposed assessment plan and related parental rights
Upon completion of administration of assessment	56329; 34 CFR 300.502	AR 6164.4	IEP meeting scheduled and determination at meeting
If parent disagrees with assessment	56329, 34 CFR 300.502	AR 6164.4	Right to obtain independent educational assessment
24 hours before IEP when intending to tape record	56341	AR 6159 IEP meeting	Intention to tape record IEP meeting
When parent orally requests review of IEP	56343.5	AR 6159	Need for written request
Prior to participation in special education	56346	AR 6159	Notice of IEP meetings, why participation necessary
Before functional behavioral assessment begins	5 CCR 3052	AR 6159.4	Notification and consent
Before modification of behavioral intervention plan	5 CCR 3052	AR 6159.4	Need for modification, right to question modification
Within one school day of emergency intervention or serious property damage	5 CCR 3052	AR 6159.4	Emergency intervention
Whenever there is a proposal or refusal to initiate or change the identification, evaluation or placement	20 USC 1415(c) 34 CFR 300.503	AR 6159.1	Prior written notice
Initial referral for evaluation	20 USC 1415(d)	AR 6159.1 notice	Procedural safeguards
Notification of IEP meeting	20 USC 1415(d)	AR 6159.1 notice	Procedural safeguards

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
IV. <u>Special Education Notices</u> (continued)			
Reevaluation of student	20 USC 1415(d)	AR 6159.1 notice	Procedural safeguards
Registration of complaint	20 USC 1415(d)	AR 6159.1 notice	Procedural safeguards
Suspension for more than 10 days or disciplinary action taken for dangerous behavior	20 USC 1415(k); 34 CFR 300.523	AR 5144.2	Decision
Change of placement for more than 10 days	20 USC 1415(k); 34 CFR 300.523	AR 5144.2	Decision
Early enough to ensure opportunity for parent to attend IEP meeting	34 CFR 300.345	AR 6159	Time, purpose, location, who in attendance, participation of others with special knowledge, transition statements if appropriate
Upon requesting a due process hearing	34 CFR 300.507	AR 6159.1	Child's name, address, school, description of problem, proposed resolution
V. <u>Classroom Notices</u>			
In each classroom in each school	35186	AR 1312.4 E 1312.4	Complaint rights re: sufficiency of instructional materials, teacher vacancy and missassignment, maintenance of facilities