

## Students

### Parental Notifications

The Governing Board desires to promote effective communication between the school and the home and to keep parents/guardians informed regarding educational programs, school operations, and the legal rights of students and their parents/guardians. The Superintendent or designee shall send students and parents/guardians all notifications required by law and any other notifications he/she believes will promote parental understanding and involvement.

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5022 - Student and Family Privacy Rights)

(cf. 6020 - Parent Involvement)

Notice of the rights and responsibilities of the parents/guardians as specified in Education Code 48980 shall be sent at the beginning of each academic year and may be provided either by regular mail, in electronic form when so requested by the parent/guardian, or by any other method normally used by the District for written communication with parents/guardians. (Education Code 48981)

No activity specified in Education Code 48980 shall be undertaken with respect to any particular student unless his/her parent/guardian has been informed of such action through the annual notification or other separate special notification. Such notice shall state the activity that will be undertaken and the approximate date on which the activity will occur.

(Education Code 48983-48984)

Education Code 51938 requires districts to use a “passive consent” or “opt out” process when administering to students in grades 7-12 an anonymous, voluntary, and confidential research and evaluation tool to measure students’ health behaviors and risks, including a test or survey regarding sexual attitudes or practices.

Prior to administering any anonymous and voluntary survey regarding health risks and behaviors to students in grades 7-12, the District shall provide parents/guardians with written notice that the survey is to be administered. (Education Code 51938)

The annual notification shall include a request that the parent/guardian sign the notice and return it to the school or, if the notice is provided in electronic format, that the parent/guardian submit a signed acknowledgment of receipt of the notice to the school. The parent/guardian's signature is an acknowledgment of receipt of the information but does not indicate that consent to participate in any particular program has been given or withheld. (Education Code 48982)

Notifications to parents/guardians shall be written both in English and in the family's primary language when so required by law. (Education Code 48981, 48985; 20 USC 6311, 6312)

Whenever a student enrolls in a district school during the school year, his/her parents/guardians shall be given all required parental notifications at that time.

Notifications shall be presented in an understandable and uniform format and, to the extent practicable, in a language that parents/guardians can understand.

Students (Cont.)Parental Notifications

Whenever 15 percent or more of the students enrolled in a district school speak a single primary language other than English, as determined from the California Department of Education census data collected pursuant to Education Code 52164, all notices sent to the parent/guardian of any such student shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language. (Education Code 48981, 48985)

Whenever an employee learns that a student's parent/guardian is, for any reason, unable to understand the district's printed notifications, he/she shall inform the principal or designee, who shall work with the parent/guardian to establish other appropriate means of communication.

## Legal Reference:

## EDUCATION CODE

221.5 Prohibited sex discrimination  
 231.5 Sexual harassment policy  
 234.7 Student protections relating to immigration and citizenship status  
 262.3 Appeals for discrimination complaints; information regarding availability of civil remedies  
 310 Language acquisitions programs  
 313- Reclassification of English learners, parental consultation  
 313.2 Long-term English learner, notification  
 440 English language proficiency assessment; instruction in English language development  
 8483 Before/after school program; enrollment priorities  
 17288 Building standards for university campuses  
 17611.5-17612 Notification of pesticide use  
 32221.5 Insurance for athletic team members  
 32255-32255.6 Right to refuse harmful or destructive use of animals  
 32390 Fingerprint program; contracts; funding; consent of parent/guardian  
 33479.3 The Eric Paredes Sudden Cardiac Arrest Prevention Act  
 35160.5 Extracurricular and cocurricular activities  
 35178.4 Notice of accreditation status  
 35182.5 Advertising in the classroom  
 35183 School dress codes; uniforms  
 35186 Complaints concerning deficiencies in instructional materials and facilities  
 35211 Driver training; district insurance, parent/guardian liability  
35256 School Accountability Report Card  
 35258 School Accountability Report Card  
 35291 Rules for student discipline  
 37616 Consultation regarding year-round schedule  
 39831.5 School bus rider rules and information  
 44050 Employee codes of conduct, employee interactions with students  
 44808.5 Permission to leave school grounds  
 46010.1 Notice regarding excuse to obtain confidential medical services  
 46014 Regulations regarding absences for religious purposes  
 46600-46611 Interdistrict attendance agreements

Students (Cont.)Parental Notifications

- 48000 Minimum age of admission
- 48070.5 Promotion or retention of students
- 48204 Residency requirements
- 48205 Absence for personal reasons
- 48206.3 Students with temporary disabilities; individual instruction; definitions
- 48207-48208 Students with temporary disabilities in hospitals
- 48213 Prior notice of exclusion from attendance
- 48216 Immunization
- 48260.5 Notice regarding truancy
- 48262 Need for parent conference regarding truancy
- 48263 Referral to school attendance review board or probation department
- 48301 Interdistrict transfers
- 48350-48361 Open Enrollment Act
- 48354 Option to transfer from school identified under Open Enrollment Act
- 48357 Status of application for transfer from school identified under Open Enrollment Act
- 48412 Certificate of proficiency
- 48432.3 Voluntary enrollment in continuation education
- 48432.5 Involuntary transfers of students
- 48850-48859 Education of foster youth and homeless students
- 48900.1 Parental attendance required after suspension
- 48904 Liability of parent/guardian for willful student misconduct
- 48904.3 Withholding grades, diplomas, or transcripts
- 48906 Notification of release of student to peace officer
- 48911 Notification in case of suspension
- 48911.1 Assignment to supervised suspension classroom
- 48912 Closed sessions; consideration of suspension
- 48915.1 Expelled students; enrollment in another district
- 48916 Readmission procedures
- 48918 Rules governing expulsion procedures
- 48929 Transfer of student convicted of violent felony or misdemeanor
- 48980 Required notification at beginning of term
- 48980.3 Notification of pesticide use
- 48981 Time and means of notification
- 48982 Parent signature acknowledging receipt of notice
- 48983 Contents of notice
- 48984 Activities prohibited unless notice given
- 48985 Notices to parents in language other than English
- 48987 Child abuse information
- 49013 Use of uniform complaint procedures for complaints regarding student fees
- 49063 Notification of parental rights
- 49067 Student evaluation; student in danger of failing course
- 49068 Transfer of permanent enrollment and scholarship record
- 49069 Absolute right to access
- 49070 Challenging content of student record
- 49073 Release of directory information

Students (Cont.)Parental Notifications

- 49073.6 Student records, social media
- 49076 Access to student records
- 49077 Access to information concerning a student in compliance with court order
- 49403 Cooperation in control of communicable disease and immunization
- 49423 Administration of prescribed medication for student
- 49451 Physical examinations; parent's refusal to consent
- 49452.5 Screening for scoliosis
- 49452.7 Information on type 2 diabetes
- 49452.8 Oral health assessment
- 49456 Results of vision or hearing test
- 49471-49472 Insurance
- 49475 Student athletes; concussions and head injuries
- 49480 Continuing medication regimen for nonepisodic conditions
- 49510-49520 Duffy-Moscone Family Nutrition Education and Services Act of 1970
- 49557.5 Child Hunger Prevention and Fair Treatment Act of 2017; notice of negative balance in meal account
- 51225.1 Exemption from district graduation requirements
- 51225.2 Course credits; foster youth, homeless youth, former juvenile court school students and military-connected students
- 51225.3 Graduation requirements; courses that satisfy college entrance criteria
- 51229 Course of study for grades 7-12
- 51513 Personal beliefs; privacy
- 51938 HIV/AIDS and sexual health instruction
- 52164 Language census
- 52164.1 Census-taking methods; determination of primary language; assessment of language skills
- 52164.3 Reassessment of English learners; notification of results
- 54444.2 Migrant education programs; parent involvement
- 56301 Child-find system; policies regarding written notification rights
- 56321 Special education: proposed assessment plan
- 56321.5-56321.6 Notice of parent rights pertaining to special education
- 56329 Written notice of right to findings; independent assessment
- 56341.1 Development of individualized education program; right to audio record meeting
- 56341.5 Individualized education program team meetings
- 56343.5 Individualized education program meetings
- 56521.1 Behavioral intervention
- 58501 Alternative schools; notice required prior to establishment
- 60615 Exemption from state assessment
- 60641 California Assessment of Student Performance and Progress
- 69432.9 Submission of grade point average to Cal Grant program

***CIVIL CODE***

- 1798.29 District records, breach of security

**HEALTH AND SAFETY CODE**

- 1596.857 Right to enter child care facility
- 104420 Tobacco use prevention
- 104855 Availability of topical fluoride treatment

Students (Cont.)Parental Notifications

116277 Lead testing of school drinking water

120365-120375 Immunizations

120440 Sharing immunization information

124100-124105 Health screening and immunizations

**PENAL CODE**

626.81 Notice of permission granted to sex offender to volunteer on campus

627.5 Hearing request following denial or revocation of registration

**CODE OF REGULATIONS, TITLE 5**

852 Exemptions from state assessments

863 Reports of state assessment results

3052 Behavioral intervention

4622 Notification of uniform complaint procedures

4631 Uniform complaint procedures; notification of decision and right to appeal

4702 Student transfer from school identified under Open Enrollment Act

4917 Notification of sexual harassment policy

11303 Reclassification of English learners

11511.5 English language proficiency assessment; test results

11523 Notice of proficiency examinations

18066 Child care policies regarding excused and unexcused absences

18094-18095 Notice of Action; child care services

18114 Notice of delinquent fees; child care services

18118-18119 Notice of Action; child care services

**CODE OF REGULATIONS, TITLE 17**

2951 Hearing tests

6040 Time period to obtain needed immunizations

**UNITED STATES CODE, TITLE 20**

1232g Family Educational and Privacy Rights Act

1232h Privacy rights

1415 Procedural safeguards

6311 State plans

6312 Local education agency plans

6318 Parental involvement

7908 Armed forces recruiter access to students

**UNITED STATES CODE, TITLE 42**

1758 Child nutrition programs

11431-11435 McKinney-Vento Homeless Assistance Act

**CODE OF FEDERAL REGULATIONS, TITLE 7**

245.5 Eligibility criteria for free and reduced-price meals

245.6a Verification of eligibility for free and reduced-price meals

**CODE OF FEDERAL REGULATIONS, TITLE 34**

99.7 Student records, annual notification

99.30 Disclosure of personally identifiable information

99.34 Student records, disclosure to other educational agencies

Students (Cont.)Parental Notifications

- 99.37 Disclosure of directory information
- 104.32 District responsibility to provide free appropriate public education
- 104.36 Procedural safeguards
- 104.8 Nondiscrimination
- 106.9 Dissemination of policy, nondiscrimination on basis of sex
- 200.48 Teacher qualifications
- 300.300 Parent consent for special education evaluation
- 300.322 Parent participation in IEP team meetings
- 300.502 Independent educational evaluation of student with disability
- 300.503 Prior written notice regarding identification, evaluation, or placement of student with disability
- 300.504 Procedural safeguards notice for students with disabilities
- 300.508 Due process complaint
- 300.530 Discipline procedures

**CODE OF FEDERAL REGULATIONS, TITLE 40**

- 763.84 Asbestos inspections, response actions and post-response actions
- 763.93 Asbestos management plans

***Management Resources:*****U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS**

Unpaid Meal Charges: Guidance and Q&A, SP 23-2017, March 2017

Civil Rights Compliance and Enforcement - Nutrition Programs and Services, FNS

Instruction 113-1, 2005

**WEB SITES**

U.S. Department of Agriculture, Food and Nutrition Service: [http:// www.fns.usda.gov](http://www.fns.usda.gov)

Policy Adopted: 8/14

Policy Revised: 12/18 (10/17)

Parental NotificationsStudents

Cautionary Notice: Government Code 17581.5 releases districts from the obligation to perform specified mandated activities when the Budget Act does not provide reimbursement during that fiscal year. The Budget Act of 2018 (SB 840, Ch. 29, Statutes of 2018) extends the suspension of these requirements through the 2018-19 fiscal year. As a result, certain provisions of the following Exhibit related to scoliosis screening and bus safety instruction may be suspended.

## I. Annually

When to Notify: Beginning of each school year  
 Education or Other Legal Code: Education Code 234.7  
 Board Policy/Administrative Regulation #: See BP 0410  
 Subject: Right to a free public year 234.7 education regardless of immigration status or religious beliefs

When to Notify: Beginning of each school year  
 Education or Other Legal Code: Education Code 310  
 Board Policy/Administrative Regulation #: See BP 6142.2, See AR 6174  
 Subject: Information on the district's language acquisition program

When to Notify: Beginning of each school year  
 Education or Other Legal Code: Education Code 17611.5, 17612, 48980.3  
 Board Policy/Administrative Regulation #: See AR 3514.2  
 Subject: Use of pesticide product, active ingredients, Internet address to access information, and, if district uses certain pesticides, integrated pest management plan

When to Notify: Annually by February 1  
 Education or Other Legal Code: Education Code 35256, 35258  
 Board Policy/Administrative Regulation #: See BP 0510  
 Subject: School Accountability Report Card provided

When to Notify: Beginning of each school year  
 Education or Other Legal Code: Education Code 35291, 48980  
 Board Policy/Administrative Regulation #: See AR 5144, See AR 5144.1  
 Subject: District and site discipline rules

When to Notify: Beginning of each school year  
 Education or Other Legal Code: Education Code 44050  
 Board Policy/Administrative Regulation #: See BP 4119.21, See BP 4219.21, See BP 4319.21  
 Subject: Code of conduct addressing employee interactions with students

When to Notify: Beginning of each school year  
 Education or Other Legal Code: Education Code 46010.1  
 Board Policy/Administrative Regulation #: See AR 5113  
 Subject: Absence for confidential medical services

When to Notify: 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  
Education or Other Legal Code: Education Code 48929, 48980  
Board Policy/Administrative Regulation #: See BP 5116.2  
Subject: District policy authorizing transfer

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980  
Board Policy/Administrative Regulation #: See BP 6111  
Subject: Schedule of minimum days and student-free staff development days

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 231.5; 5 CCR 4917  
Board Policy/Administrative Regulation #: See AR 5145.7  
Subject: Copy of sexual harassment policy as related to students

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 32255-32255.6  
Board Policy/Administrative Regulation #: See AR 5145.8  
Subject: Right to refrain from harmful or destructive use of animals

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 35160.5, 46600-46611, 48204, 48301, 48350-48361  
Board Policy/Administrative Regulation #: See BP 5111.1, See AR 5116.1, See AR 5117  
Subject: All statutory attendance options, available local attendance options, options for meeting residency, form for changing attendance, appeals process

When to Notify: Beginning of each school year, if Board allows such absence  
Education or Other Legal Code: Education Code 48980, 46014  
Board Policy/Administrative Regulation #: See AR 5113  
Subject: Absence for religious exercise or purposes

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 48205  
Board Policy/Administrative Regulation #: See AR 5113, See BP 6154  
Subject: Excused absences; grade/credit cannot be reduced due to excused absence if work or test has been completed; full text of Education Code 48205

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 48206.3, 48207, 48208  
Board Policy/Administrative Regulation #: See AR 6183  
Subject: Availability of home/hospital instruction for students with temporary disabilities

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 49403  
Board Policy/Administrative Regulation #: See BP 5141.31  
Subject: School immunization program

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 49423, 49480  
Board Policy/Administrative Regulation #: See AR 5141.21  
Subject: Administration of prescribed medication



When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 49451; 20 USC 1232h  
Board Policy/Administrative Regulation #: See AR 5141.3  
Subject: Right to refuse consent to physical examination

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 48980, 49471, 49472  
Board Policy/Administrative Regulation #: See BP 5143  
Subject: Availability of insurance

When to Notify: Annually  
Education or Other Legal Code: 49013; 5 CCR 4622  
Board Policy/Administrative Regulation #: See AR 1312.3  
Subject: Uniform complaint procedures, available appeals, civil law remedies

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 49063  
Board Policy/Administrative Regulation #: See AR 5125, See AR 5125.3  
Subject: Challenge, review and expunging of records

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 49063, 49069; 20 USC 1232g; 34 CFR 99.7  
Board Policy/Administrative Regulation #: See AR 5125  
Subject: Student records: inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria to determine legitimate educational interest, course prospectus availability

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37  
Board Policy/Administrative Regulation #: See AR 5125.1  
Subject: Release of directory information

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 49520, 48980; 42 USC 1758; 7 CFR 245.5  
Board Policy/Administrative Regulation #: See AR 3553  
Subject: Eligibility and application process for free and reduced price meals

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 51513, 20 USC 1232h  
Board Policy/Administrative Regulation #: See AR 5022, See BP 6162.8  
Subject: Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing; process to opt out of such activities; inspection rights and procedures

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 56301  
Board Policy/Administrative Regulation #: See BP 6164.4  
Subject: Parental rights re: special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment

When to Notify: Beginning of each school year  
Education or Other Legal Code: Education Code 58501, 48980  
Board Policy/Administrative Regulation #: See AR 6181  
Subject: Alternative schools

When to Notify: Beginning of each school year  
Education or Other Legal Code: Health and Safety Code 104855  
Board Policy/Administrative Regulation #: See AR 5141.6  
Subject: Availability of dental fluoride treatment; opportunity to accept or deny treatment

When/Whom to Notify: Annually  
Education or Other Legal Code: 5 CCR 852; Education Code 60615  
Board Policy/Administrative Regulation #: See AR 6162.51  
Subject: Student's participation in state assessments; option to request exemption from testing

When to Notify: Beginning of each school year, if district receives Title I funds  
Education or Other Legal Code: 20 USC 6312; 34 CFR 200.48  
Board Policy/Administrative Regulation #: See BP 4112.2, See AR 4222  
Subject: Right to request information re: professional qualifications  
of child's teacher and paraprofessional

When to Notify: Beginning of each school year  
Education or Other Legal Code: 34 CFR 104.8, 106.9  
Board Policy/Administrative Regulation #: See BP 0410, See BP 6178  
Subject: Nondiscrimination

When to Notify: Beginning of each school year to parent, teacher, and employee organizations or, in their  
absence, individuals  
Education or Other Legal Code: 40 CFR 763.84, 40 CFR 763.93  
Board Policy/Administrative Regulation #: See AR 3514  
Subject: Availability of asbestos management plan; any inspections, response actions or post-response  
actions planned or in progress

When to Notify: Beginning of each school year  
Education or Other Legal Code: USDA SP-23-2017  
Board Policy/Administrative Regulation #: See AR 3551  
Subject: District policy on meal payments

## II. At Specific Times During the Student's Academic Career

When to Notify: Beginning in grade 7, at least once prior to course selection and career counseling  
Education or Other Legal Code: Education Code 221.5; 48980  
Board Policy/Administrative Regulation #: See BP 6164.2  
Subject: Course selection and career counseling

When to Notify: Upon a student's enrollment  
Education or Other Legal Code: Education Code 310  
Board Policy/Administrative Regulation #: See BP 6142.2, See AR 6174  
Subject: Information on the district's language acquisition programs

When to Notify: When child first enrolls in a public school, if the school offers a fingerprinting program  
Education or Other Legal Code: Education Code 32390, 48980  
Board Policy/Administrative Regulation #: See AR 5142.1  
Subject: Fingerprinting program

When/Whom to Notify: When participating in driver training courses under the jurisdiction of the district  
Education or Other Legal Code: Education Code 35211  
Board Policy/Administrative Regulation #: None  
Subject: Civil liability, insurance coverage

When to Notify: Upon registration in K-6, if students have not previously been transported  
Education or Other Legal Code: Education Code 39831.5  
Board Policy/Administrative Regulation #: See AR 3543  
Subject: School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops

When to Notify: Beginning of each school year for high school students, if high school is open campus  
Education or Other Legal Code: Education Code 44808.5, 48980  
Board Policy/Administrative Regulation #: See AR 5112.5  
Subject: Open campus

When to Notify: Beginning of each school year in grades 9-12, if district allows career technical education (CTE) course to satisfy graduation requirement  
Education or Other Legal Code: Education Code 48980, 51225.3  
Board Policy/Administrative Regulation #: See AR 6146.1  
Subject: How each school graduation requirement does or does not satisfy college entrance a-g course criteria; districts CTE courses that satisfy a-g course criteria

When to Notify: Upon a student's enrollment  
Education or Other Legal Code: Education Code 49063  
Board Policy/Administrative Regulation #: See AR 5125, See AR 5125.3  
Subject: Specified rights related to student records

When to Notify: When students enter grade 7  
Education or Other Legal Code: Education Code 49452.7  
Board Policy/Administrative Regulation #: See AR 5141.3  
Subject: Specified information on type 2 diabetes

When to Notify: When in kindergarten, or first grade if not previously enrolled in public school  
Education or Other Legal Code: Education Code 49452.8  
Board Policy/Administrative Regulation #: See AR 5141.32  
Subject: Requirement for oral health assessment, explanation of law, importance of oral health, agency contact, privacy rights

When to Notify: Beginning of each school year for students in grades 9-12  
Education or Other Legal Code: Education Code 51229, 48980  
Board Policy/Administrative Regulation #: See AR 6143  
Subject: College admission requirements, UC and CSU web sites that list certified courses, description of CTE, CDE Internet address, how students may meet with counselors

When to Notify: Beginning of each school year for students in grades 7-12, or at time of enrollment if after beginning of year

Education or Other Legal Code: Education Code 51938, 48980

Board Policy/Administrative Regulation #: See AR 6142.1

Subject: 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

When to Notify: 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 or Other Legal Code: Education Code 60641; 5 CCR 863

Board Policy/Administrative Regulation #: See AR 6162.51

Subject: Results of tests; test purpose, individual score and intended use

When/Whom to Notify: By October 15 for students in grade 12

Education or Other Legal Code: Education Code 69432.9

Board Policy/Administrative Regulation #: See AR 5121, See AR 5125

Subject: Forwarding of student's grade point average to Cal Grant program; timeline to opt out

When to Notify: When child is enrolled in kindergarten

Education or Other Legal Code: Health and Safety Code 124100, 124105

Board Policy/Administrative Regulation #: See AR 5141.32

Subject: Health screening examination

When to Notify: To students in grades 11-12, early enough to enable registration for fall test

Education or Other Legal Code: 5 CCR 11523

Board Policy/Administrative Regulation #: See AR 6146.2

Subject: Notice of proficiency examination provided under Education Code 48412

When to Notify: To secondary students, if district receives Title I funds

Education or Other Legal Code: 20 USC 7908

Board Policy/Administrative Regulation #: See AR 5125.1

Subject: Request that district not release name, address, phone number of child to military recruiters without prior written consent

### III. When Special Circumstances Occur

When to Notify: In the event of a breach of security of district records, security of district records,

Education or Other Legal Code: Civil Code 1798.29

Board Policy/Administrative Regulation #: See BP 3580

Subject: Types of records affected, date of breach, description of incident, contact information for credit reporting agencies

When to Notify: Upon receipt of a complaint alleging discrimination

Education or Other Legal Code: Education Code 262.3

Board Policy/Administrative Regulation #: See AR 1312.3

Subject: Civil law remedies available to complainants

When to Notify: When determining whether an English learner should be reclassified as fluent English proficient

Education or Other Legal Code: Education Code 313; 5 CCR 11303

Board Policy/Administrative Regulation #: See AR 6174

Subject: Description of reclassification process, opportunity for parent/guardian to participate

When to Notify: When Student is identified as English learner and district receives Titles 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 or Other Legal Code: Education Code 313.2, 440; 20 USC 6312

Board Policy/Administrative Regulation #: See AR 6174

Subject: 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 to Notify: When homeless or foster youth applies for enrollment in before/ after school program

Education or Other Legal Code: Education Code 8483

Board Policy/Administrative Regulation #: See AR 5178.2

Subject: Right to priority enrollment how to request priority enrollment

When to Notify: Before high school student attends specialized secondary program on a university campus

Education or Other Legal Code: Education Code 17288

Board Policy/Administrative Regulation #: None

Subject: University campus buildings may not meet Education Code requirements for structural safety

When to Notify: At least 72 hours before use of pesticide product not included in annual list

Education or Other Legal Code: Education Code 17612

Board Policy/Administrative Regulation #: See AR 3514.2

Subject: Intended use of pesticide product

When to Notify: To members of athletic teams

Education or Other Legal Code: Education Code 32221.5

Board Policy/Administrative Regulation #: See AR 5143

Subject: Offer of insurance; no-cost and low-cost program options

When to Notify: Annually to parents/guardians of student athletes before participation in competition

Education or Other Legal Code: Education Code 33479.3

Board Policy/Administrative Regulation #: See AR 6145.2

Subject: Information on sudden cardiac arrest

When to Notify: If school has lost its WASC accreditation status Education or Other Legal Code: Education Code 35178.4

Board Policy/Administrative Regulation #: See BP 6190

Subject: Loss of status, potential consequences

When/Whom to Notify: When district has contracted for electronic products or services that disseminate advertising

Education or Other Legal Code: Education Code 35182.5

Board Policy/Administrative Regulation #: BP 3312

Subject: Advertising will be used in the classroom or learning center

When to Notify: At least six months before implementing a schoolwide uniform policy

Education or Other Legal Code: Education Code 35183

Board Policy/Administrative Regulation #: See AR 5132

Subject: Dress code policy requiring schoolwide uniform

When to Notify: Before implementing a year-round schedule Education or Other  
Legal Code: Education Code 37616  
Board Policy/Administrative Regulation #: See BP 6117  
Subject: Public hearing on year-round schedule

When to Notify: When interdistrict transfer is requested and not approved or denied within 30 days  
Education or Other Legal Code: Education Code 46601  
Board Policy/Administrative Regulation #: See AR 5117  
Subject: Appeal process

When to Notify: Before early entry to kindergarten, if offered  
Education or Other Legal Code: Education Code 48000  
Board Policy/Administrative Regulation #: See AR 5111  
Subject: Effects, advantages and disadvantages of early entry

When to Notify: When student identified as being at risk of retention  
Education or Other Legal Code: Education Code 48070.5  
Board Policy/Administrative Regulation #: See AR 5123  
Subject: Student at risk of retention

When to Notify: When student excluded due to quarantine, contagious or infectious disease, danger to  
safety or health  
Education or Other Legal Code: Education Code 48213  
Board Policy/Administrative Regulation #: See AR 5112.2, See BP 5141.33  
Subject: Student has been excluded from school

When to Notify: Before already admitted student is excluded for lack of immunization  
Education or Other Legal Code: Education Code 48216; 17 CCR 6040  
Board Policy/Administrative Regulation #: See AR 5141.31  
Subject: Need to submit evidence of immunization or exemption within  
10 school days; referral to medical care

When to Notify: When a student is classified as truant  
Education or Other Legal Code: Education Code 48260.5, 48262  
Board Policy/Administrative Regulation #: See AR 5113.1  
Subject: Truancy, parental obligation, availability of alternative programs, student consequences, need for  
conference

When to Notify: When a truant is referred to a SARB or probation department  
Education or Other Legal Code: Education Code 48263  
Board Policy/Administrative Regulation #: See AR 5113.1  
Subject: Name and address of SARB or probation department and reason for referral

When to Notify: When a school is identified on the state's Open Enrollment List  
Education or Other Legal Code: Education Code 48354; 5 CCR 4702  
Board Policy/Administrative Regulation #: See AR 5118  
Subject: Student's option to transfer to another school

When to Notify: Within 60 days of receiving application for transfer out of open enrollment school  
Education or Other Legal Code: Education Code 48357; 5 CCR 4702  
Board Policy/Administrative Regulation #: See AR 5118  
Subject: Whether student's transfer application is accepted or rejected; reasons for rejection

When/Whom to Notify: When student requests to voluntarily transfer to continuation school  
Education or Other Legal Code: Education Code 48432.3  
Board Policy/Administrative Regulation #: See AR 6184  
Subject: Copy of district policy and regulation on continuation education

When to Notify: Prior to involuntary transfer to continuation school  
Education or Other Legal Code: Education Code 48432.5  
Board Policy/Administrative Regulation #: See AR 6184  
Subject: Right to require meeting prior to involuntary transfer to continuation school

When/Whom to Notify: To person holding educational rights, prior to recommending placement of foster youth outside school of origin  
Education or Other Legal Code: Education Code 48853.5  
Board Policy/Administrative Regulation #: See AR 6173.1  
Subject: Basis for the placement recommendation

When to Notify: When student is removed from class and teacher requires parental attendance at school  
Education or Other Legal Code: Education Code 48900.1  
Board Policy/Administrative Regulation #: See AR 5144.1  
Subject: Parental attendance required; timeline for attendance

When to Notify: Prior to withholding grades, diplomas, or transcripts  
Education or Other Legal Code: Education Code 48904  
Board Policy/Administrative Regulation #: See AR 5125.2  
Subject: Damaged school property

When to Notify: When withholding grades, diplomas or transcripts from transferring student  
Education or Other Legal Code: Education Code 48904.3  
Board Policy/Administrative Regulation #: See AR 5125.2  
Subject: Next school will continue withholding grades, diplomas or transcripts

When to Notify: When student is released to peace officer  
Education or Other Legal Code: Education Code 48906  
Board Policy/Administrative Regulation #: See BP 5145.11  
Subject: Release of student to peace officer for the purpose of removing minor from school, unless taken into custody as victim of suspected child abuse

When to Notify: At time of suspension  
Education or Other Legal Code: Education Code 48911  
Board Policy/Administrative Regulation #: See BP 5144.1, See AR 5144.1  
Subject: Notice of suspension

When to Notify: When original period of suspension is extended  
Education or Other Legal Code: Education Code 48911  
Board Policy/Administrative Regulation #: See AR 5144.1  
Subject: Extension of suspension

When to Notify: At the time a student is assigned to a supervised suspension classroom  
Education or Other Legal Code: Education Code 48911.1  
Board Policy/Administrative Regulation #: See AR 5144.1  
Subject: The student's assignment to a supervised suspension classroom

When to Notify: Before holding a closed session re: suspension  
Education or Other Legal Code: Education Code 48912  
Board Policy/Administrative Regulation #: See AR 5144.1  
Subject: Intent to hold a closed session re: suspension

When to Notify: When student expelled from another district for certain acts seeks admission  
Education or Other Legal Code: Education Code 48915.1, 48918  
Board Policy/Administrative Regulation #: See BP 5119  
Subject: Hearing re: possible danger presented by expelled student

When to Notify: When readmission is denied  
Education or Other Legal Code: Education Code 48916  
Board Policy/Administrative Regulation #: See AR 5144.1  
Subject: Reasons for denial; determination of assigned program

When to Notify: When expulsion occurs  
Education or Other Legal Code: Education Code 48916  
Board Policy/Administrative Regulation #: See AR 5144.1  
Subject: Readmission procedures

When to Notify: At least 10 calendar days before expulsion hearing  
Education or Other Legal Code: Education Code 48918  
Board Policy/Administrative Regulation #: See AR 5144.1  
Subject: Notice of expulsion hearing

When to Notify: When expulsion or suspension of expulsion occurs  
Education or Other Legal Code: Education Code 48918  
Board Policy/Administrative Regulation #: See AR 5144.1  
Subject: Decision to expel; right to appeal to county board; obligation to inform new district of status

When to Notify: Before involuntary transfer of student convicted of certain crime when victim is enrolled at same school  
Education or Other Legal Code: Education Code 48929, 48980  
Board Policy/Administrative Regulation #: See BP 5116.2  
Subject: Right to request a meeting with principal or designee

When to Notify: One month before the scheduled minimum day  
Education or Other Legal Code: Education Code 48980  
Board Policy/Administrative Regulation #: See BP 6111  
Subject: When minimum days are scheduled after the beginning of the school year

When to Notify: When parents/guardians request guidelines for filing complaint of child abuse at a school site  
Education or Other Legal Code: Education Code 48987  
Board Policy/Administrative Regulation #: See AR 5141.4  
Subject: Guidelines for filing complaint of child abuse at a school site with local child protective agencies

When to Notify: When student in danger of failing a course  
Education or Other Legal Code: Education Code 49067  
Board Policy/Administrative Regulation #: See AR 5121  
Subject: Student in danger of failing a course



When to Notify: When student transfers from another district or private school  
Education or Other Legal Code: Education Code 49068  
Board Policy/Administrative Regulation #: See AR 5125  
Subject: Right to receive copy of student's record and to challenge its content

When/Whom to Notify: When parent/guardian's challenge of student record is denied and parent/guardian appeals  
Education or Other Legal Code: Education Code 49070  
Board Policy/Administrative Regulation #: See AR 5125.3  
Subject: If board sustains allegations, the correction of destruction of record; if denied, right to submit written objection

When/Whom to Notify: When district is considering program to gather safety- related information from students' social media activity  
Education or Other Legal Code: Education Code 49073.6  
Board Policy/Administrative Regulation #: See BP 5125  
Subject: Opportunity for input on proposed program

When/Whom to Notify: When district adopts program to gather information from students' social media activity, and annually thereafter  
Education or Other Legal Code: Education Code 49073.6  
Board Policy/Administrative Regulation #: AR 5125  
Subject: Information is being gathered, access to records, process for removal or corrections, destruction of records

When to Notify: Within 24 hours of release of information to a judge or probation officer  
Education or Other Legal Code: Education Code 49076  
Board Policy/Administrative Regulation #: See AR 5125  
Subject: Release of student record to a judge or probation officer for conducting truancy mediation program or for presenting evidence at a truancy petition

When to Notify: Before release of information pursuant to court order or subpoena  
Education or Other Legal Code: Education Code 49077  
Board Policy/Administrative Regulation #: See AR 5125  
Subject: Release of information pursuant to court order or subpoena

When to Notify: When screening results in suspicion that student has scoliosis  
Education or Other Legal Code: Education Code 49452.5  
Board Policy/Administrative Regulation #: See AR 5141.3  
Subject: Scoliosis screening

When to Notify: When test results in discovery of visual or hearing defects  
Education or Other Legal Code: Education Code 49456; 17 CCR 2951  
Board Policy/Administrative Regulation #: See AR 5141.3  
Subject: Vision or hearing test results

When to Notify: Within 10 days of negative balance in meal account  
Education or Other Legal Code: Education Code 49557.5  
Board Policy/Administrative Regulation #: See AR 3551  
Subject: Negative balance in meal account; encouragement to apply for free or reduced price meals

When to Notify: Annually to parents/guardians of student athletes before their first practice or competition  
Education or Other Legal Code: Education Code 49475  
Board Policy/Administrative Regulation #: See AR 6145.2  
Subject: Information on concussions and head injuries

When/Whom to Notify: Within 30 days of foster youth, homeless youth, former juvenile court school student, or child of military family being transferred between high schools  
Education or Other Legal Code: Educational Code 51225.1  
Board Policy/Administrative Regulation #: See BP 6146.1, See AR 6173, See AR 6173.1, AR 6173.3  
Subject: Exemption from local graduation requirements, effect on college admission, option for fifth year of high school

When to Notify: Before any test/survey questioning personal beliefs  
Education or Other Legal Code: Education Code 51513  
Board Policy/Administrative Regulation #: See AR 5022  
Subject: Permission for test, survey questioning personal beliefs

When to Notify: At least 14 days before HIV prevention or sexual health instruction, if arrangement made for guest speaker after beginning of school year  
Education or Other Legal Code: Education Code 51938  
Board Policy/Administrative Regulation #: See AR 6142.1  
Subject: Instruction in HIV prevention or sexual health by guest speaker or outside consultant

When to Notify: Prior to administering survey regarding health risks and behaviors to students in 7-12  
Education or Other Legal Code: Education Code 51938  
Board Policy/Administrative Regulation #: See AR 5022  
Subject: Notice that the survey will be administered

When to Notify: Within 30 calendar days of receipt of results of assessment or reassessment of English proficiency  
Education or Other Legal Code: Education Code 52164.1, 52164.3; 5 CCR 11511.5  
Board Policy/Administrative Regulation #: See AR 6174  
Subject: Results of state test of English proficiency

When to Notify: When migrant education program is established  
Education or Other Legal Code: Education Code 54444.2  
Board Policy/Administrative Regulation #: See BP 6175, See AR 6175  
Subject: Parent advisory council membership composition

When to Notify: When child participates in licensed child care and development program  
Education or Other Legal Code: Health and Safety Code 1596.857  
Board Policy/Administrative Regulation #: See AR 5148  
Subject: Parent/guardian right to enter facility

When/Whom to Notify: When district receives Tobacco-Use Prevention Education Funds  
Education or Other Legal Code: Health and Safety Code 104420  
Board Policy/Administrative Regulation #: See AR 3513.3  
Subject: The district's tobacco-free schools policy and enforcement procedures

When to Notify: When testing by community water system finds presence of lead exceeding specified level  
Education or Other Legal Code: Health and Safety Code 116277  
Board Policy/Administrative Regulation #: See AR 3514  
Subject: Elevated lead level at school

When to Notify: When sharing student immunization information with an immunization system  
Education or Other Legal Code: Health and Safety Code 120440  
Board Policy/Administrative Regulation #: See AR 5125  
Subject: 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/Whom to Notify: At least 14 days prior to sex offender coming on campus as volunteer  
Education or Other Legal Code: Penal Code 626.81  
Board Policy/Administrative Regulation #: See AR 1240, See BP 1250  
Subject: Dates and times permission granted; obtaining information from law enforcement

When to Notify: When hearing is requested by person asked to leave school premises  
Education or Other Legal Code: Penal Code 627.5  
Board Policy/Administrative Regulation #: See AR 3515.2  
Subject: Notice of hearing

When/Whom to Notify: When responding to complaint re: discrimination, special education, or noncompliance with law  
Education or Other Legal Code: 5 CCR 4631  
Board Policy/Administrative Regulation #: See AR 1312.3  
Subject: Findings, disposition of complaint, any corrective actions, appeal rights and procedures

When to Notify: When child participates in licensed child care and development program  
Education or Other Legal Code: 5 CCR 18066  
Board Policy/Administrative Regulation #: See AR 5148  
Subject: Policies re: excused and unexcused absences

When to Notify: Within 30 days of application for subsidized child care or preschool services  
Education or Other Legal Code: 5 CCR 18094, 18118  
Board Policy/Administrative Regulation #: See AR 5148, See AR 5148.3  
Subject: Policies re: Approval or denial of services

When to Notify: Upon recertification or update of application for child care or preschool services  
Education or Other Legal Code: 5 CCR 18095, 18119  
Board Policy/Administrative Regulation #: See AR 5148, See AR 5148.3  
Subject: Policies re: Any change in service, such as in fees, amount of service, termination of service

When to Notify: Upon child's enrollment in child care program  
Education or Other Legal Code: 5 CCR 18114  
Board Policy/Administrative Regulation #: See AR 5148  
Subject: Policies re: Policy on fee collection

When to Notify: When payment of child care fees is seven days late  
Education or Other Legal Code: 5 CCR 18114  
Board Policy/Administrative Regulation #: See AR 5148  
Subject: Policies re: Notice of delinquent fees

When to Notify: When district substantively changes policy on student privacy rights  
Education or Other Legal Code: 20 USC 1232h  
Board Policy/Administrative Regulation #: See AR 5022  
Subject: Notice of any substantive change in policy or regulation

When to Notify: For districts receiving Title I funds, when a child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet state certification requirements for the grade level/subject taught

Education or Other Legal Code: 20 USC 6312

Board Policy/Administrative Regulation #: See AR 4112.24

Subject: Timely notice to parent/guardian of child's assignment

When to Notify: For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents/guardians of English learners

Education or Other Legal Code: 20 USC 6312

Board Policy/Administrative Regulation #: See AR 6174

Subject: Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose another program

When to Notify: For schools receiving Title I funds, upon development of parent involvement policy

Education or Other Legal Code: 20 USC 6318

Board Policy/Administrative Regulation #: See AR 6020

Subject: Notice of policy

When to Notify: When household is selected for verification of eligibility for free or reduced-price meals

Education or Other Legal Code: 42 USC 1758; 7 CFR 245.6a

Board Policy/Administrative Regulation #: See AR 3553

Subject: Need to submit verification information; any subsequent change in benefits; appeals

When/Whom to Notify: When student is homeless or unaccompanied minor

Education or Other Legal Code: 42 USC 11432; Education Code 48852.5

Board Policy/Administrative Regulation #: See AR 6173

Subject: Educational and related opportunities; transportation services; placement decision and right to appeal

When to Notify: When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30

Education or Other Legal Code: 34 CFR 99.34

Board Policy/Administrative Regulation #: See AR 5125

Subject: Right to review records

When to Notify: When district receives federal funding assistance for nutrition program

Education or Other Legal Code: USDA FNS Instruction 113-1

Board Policy/Administrative Regulation #: See BP 3555

Subject: Rights and responsibilities, nondiscrimination policy, complaint procedures

#### IV. Special Education Notices

When to Notify: Prior to conducting initial evaluation

Education or Other Legal Code: Education Code 56301, 56321, 56321.5, 56321.6, 56329; 20 USC 1415 (d); 34 CFR 300.502, 300.503

Board Policy/Administrative Regulation #: See BP 6159.1, See AR 6159.1, See AR 6164.4

Subject: Proposed evaluation plan, related parental rights, prior written notice, procedural safeguards

When/Whom to Notify: Before functional behavioral assessment begins  
Education or Other Legal Code: Education Code 56321  
Board Policy/Administrative Regulation #: See AR 6159  
Subject: Notification and consent

When to Notify: 24 hours before IEP when district intending to record  
Education or Other Legal Code: Education Code 56341.1  
Board Policy/Administrative Regulation #: See AR 6159  
Subject: Intention to audio-record IEP meeting

When to Notify: Early enough to ensure opportunity for parent to attend IEP meeting  
Education or Other Legal Code: Education Code 56341.5; 34 CFR 300.322  
Board Policy/Administrative Regulation #: See AR 6159  
Subject: Time, purpose, location, who will attend, participation of others with special knowledge, transition statements if appropriate

When to Notify: When parent/guardian orally requests review of IEP  
Education or Other Legal Code: Education Code 56343.5  
Board Policy/Administrative Regulation #: See AR 6159  
Subject: Need for written request

When to Notify: Within one school day of emergency intervention or serious property damage  
Education or Other Legal Code: Education Code 56521.1  
Board Policy/Administrative Regulation #: See AR 6159.4  
Subject: Emergency intervention

When to Notify: Whenever there is a proposal or refusal to initiate or change the identification, evaluation, placement, or FAPE, including when parent/guardian revokes consent for services  
Education or Other Legal Code: 20 USC 1415(c); 34 CFR 300.300, 300.503  
Board Policy/Administrative Regulation #: See AR 6159, See AR 6159.1  
Subject: Prior written notice

When/Whom to Notify: Upon filing of state complaint  
Education or Other Legal Code: 20 USC 1415(d), 34 CFR 300.504  
Board Policy/Administrative Regulation #: See AR 6159.1  
Subject: Procedural safeguards notice

When/Whom to Notify: When disciplinary measures are taken or change in placement  
Education or Other Legal Code: 20 USC 1415(k); 34 CFR 300.530  
Board Policy/Administrative Regulation #: See AR 5144.2  
Subject: Decision and procedural safeguards notice

When to Notify: Upon requesting a due process hearing  
Education or Other Legal Code: 20 USC 1415(k); 34 CFR 300.508  
Board Policy/Administrative Regulation #: See AR 6159.1  
Subject: Child's name, address, school, and description of problem, proposed resolution

When to Notify: Eligibility for services under Section 504  
Education or Other Legal Code: 34 CFR 104.32, 104.36  
Board Policy/Administrative Regulation #: See AR 6164.6  
Subject: District responsibilities, district actions, procedural safeguards

## V. Classroom Notices

When to Notify: In each classroom in each school

Education or Other Legal Code: Education Code 35186

Board Policy/Administrative Regulation #: See AR/E 1312.4

Subject: Complaints re: sufficiency of instructional materials, teacher vacancy and misassignment, maintenance of facilities, right of students who did not pass the exit exam to receive intensive instruction after grade 12