

## PARENTAL NOTIFICATIONS

The Governing Board recognizes that notifications are essential to effective communication between the school and the home. The Superintendent or designee shall send students and parents/guardians all notifications required by law, including notifications about their legal rights, 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)

The Superintendent or designee shall ensure that notifications, which must be sent at the beginning of each academic year, include a request that the parent/guardian sign the notice and return it to the school. (Education Code 48981, 48982)

Notifications to parents/guardians shall be written both in English and in the family's primary language when so required by law. Whenever an employee learns that a student's parent/guardian is for any reason unable to understand the district's printed notifications, the principal or designee shall work with the parent/guardian to establish other appropriate means of communication.

(cf. 6174 - Education for English Language Learners)

### Legal Reference:

EDUCATION CODE  
 221.5 Prohibited sex discrimination  
 231.5 Sexual harassment policy  
 262.3 Appeals; information re: availability of civil remedies  
 310 Structured English Immersion Program  
 17288 Students: school buildings  
 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  
 35178.4 Notice of accreditation status  
 35183 School dress codes; uniforms  
 35186 Complaints concerning deficiencies in instructional materials and facilities  
 35256 School accountability report card  
 35291 Rules  
 37616 Consultation  
 39831.5 School bus rider rules and information  
 44808.5 Permission to leave school grounds  
 46010.1 Notice re: excuse to obtain confidential medical services  
 46014 Regulations regarding absences for religious purposes  
 46600-46611 Interdistrict attendance agreements especially:  
 46601 Failure to approve interdistrict attendance  
 48000 Minimum age of admission  
 48070.5 Promotion or retention of students  
 48205 Absence for personal reasons  
 48206.3 Students with temporary disabilities; individual instruction; definitions

**PARENTAL NOTIFICATIONS (continued)**

## Legal References: (continued)

- 48207 Students with temporary disabilities in hospitals outside of school district
- 48208 Students with temporary disabilities in qualifying hospitals
- 48216 Immunization
- 48260.5 Notice to parent re truancy
- 48263 Referral to SARB or probation department
- 48432.5 Involuntary transfers of students
- 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
- 48912 Closed sessions; consideration of suspension
- 48915.1 Expelled individuals: enrollment in another district
- 48916 Readmission procedures
- 48918 Rules governing expulsion procedures
- 48980 Required notification at beginning of term
- 48980.3 Notification of pesticide use
- 48981 Time and means of notification
- 48982 Signature; return to school; effect of signature
- 48983 Contents of notice
- 48984 Activities prohibited unless notice given
- 48985 Notices to parents in language other than English
- 48987 Child abuse information
- 49063 Notification of parents of their rights
- 49067 Regulations regarding student's achievement
- 49068 Transfer of permanent enrollment and scholarship record
- 49069 Absolute right to access
- 49070 Challenging content of records
- 49073 Release of directory information
- 49076 Access to student records
- 49077 Access to information concerning a student in compliance with court order
- 49091.14 Prospectus
- 49332 Notifications of retention of object by school personnel; release
- 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 Report to parent
- 49480 Continuing medication regimen for nonepisodic conditions
- 49510-49520 Duffy-Moscone Family Nutrition Education and Services Act of 1970
- 51229 Course of study for grades 7-12
- 51513 Personal beliefs
- 51938 Right of parent/guardian re: notice HIV/AIDS and sexual health instruction
- 52164.1 Census-taking methods; determination of primary language; assessment of language skills
- 52164.3 Notice of reassessment of language skills
- 52173 Consultation with parents or guardians; notice to parents or guardians; withdrawal of student
- 52244 Advanced Placement Program
- 54444.2 Migrant education programs; parent involvement
- 56301 Child-find system; policies re: written notification rights
- 56321 Special education: proposed assessment plan

**PARENTAL NOTIFICATIONS (continued)**

## Legal References: (continued)

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 IEP meetings  
 56346 Parental notice and consent to special education program  
 58501 Alternative schools: notice required prior to establishment  
 60641 Standardized Testing and Reporting Program  
 60850 High school exit examination  
 60852.4 High school exit examination waiver for disabled student  
 66204 Certification of high school courses as meeting university admission criteria  
**HEALTH AND SAFETY CODE**  
 1596.857 Right to enter child care facility  
 120365 Immunizations  
 120370 Immunizations  
 120375 Immunizations  
 120440 Sharing immunization information  
 124100 School districts and private schools; information to parents  
**PENAL CODE**  
 627.5 Hearing request following denial or revocation of registration  
**WELFARE AND INSTITUTIONS CODE**  
 18976.5 Parental notice; right of refusal to participate  
**CODE OF REGULATIONS, TITLE 5**  
 863 Standardized Testing and Reporting Program  
 3052 Behavioral intervention  
 3831 General standards (Gifted and Talented Program)  
 4622 Notice requirements and recipients  
 4631 Responsibilities of the local agency  
 11303 Reclassification of English language learners  
 11309 Parental exception waivers  
 11523 Notice of proficiency examinations  
 18066 Policies and procedures absences for child care  
**UNITED STATES CODE, TITLE 20**  
 1232g Family Educational Rights and Privacy Act  
 1415 Procedural safeguards  
 1681-1688 Title IX, discrimination based on sex or blindness  
 6311 State plans  
 6312 Local education agency plans  
 6316 Academic assessment and local education agency school improvement  
 6318 Parental involvement  
 7908 Armed forces recruiter access to students  
**UNITED STATES CODE, TITLE 42**  
 2000d -2000d-7, Title VI, Civil Rights Act of 1964  
**CODE OF FEDERAL REGULATIONS, TITLE 34**  
 99.7 Student records, annual notification  
 99.34 Student records, disclosure to other educational agencies  
 104.36 Procedural safeguards  
 106.9 Dissemination of policy, nondiscrimination on basis of sex  
 300.322 Parent participation  
 300.502 Independent educational evaluation  
 300.503 Prior written notice

**PARENTAL NOTIFICATIONS (continued)**

Legal References: (continued)

300.504 Procedural safeguards notice

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

**Parental Notifications**  
(Revised Annually)

WHEN TO NOTIFY	LEGAL CODE	BOARD POLICY/ ADMIN. REGULATION	SUBJECT
<b>I. Annually</b>			
Beginning of each school year	Education Code 17612, 48980.3	See AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information
Beginning of each school year	Education Code 32255-32255.6, 48980	See BP 5145.8, See AR 5145.8	Right to refrain from harmful or destructive use of animals
Annually by February 1	Education Code 35256	See BP 0510	School Accountability Report Card provided
Beginning of each school year	Education Code 35291, 48980	See BP 5144, See AR 5144.1	District and site discipline rules
Beginning of each school year if high school open campus	Education Code 44808.5, 48980	See BP 5112.5	Open campus
Beginning of each school year if Board has adopted resolution allowing such absence	Education Code 46014, 48980	See BP 5113, See AR 5113	Absence for religious purposes
Beginning of each school year	Education Code 48205, 48980	See BP 5113, See AR 5113	Absence for justifiable personal reasons
Beginning of each school year	Education Code 48205, 48980	See AR 6154	Grade / credit cannot be reduced due to excused absence if work or test has been completed
Beginning of each school year	Education Code 48206.3, 48207, 48208, 48980	See AR 6183	Availability of home / hospital instruction for students with temporary disabilities
Beginning of each school year	Education Code 48216, 48980	See BP 5141.31, See AR 5141.31	Immunizations

WHEN TO NOTIFY	LEGAL CODE	BOARD POLICY/ ADMIN. REGULATION	SUBJECT
Beginning of each school year	Education Code 48980	See AR 5111.1, See AR 5116.1 See AR 5117	All statutory attendance options, available local attendance options, options for meeting residency
Beginning of each school year	Education Code 48980, 231.5	See AR 5145.7	Sexual harassment policy as related to students
Beginning of each school year	Education Code 48980, 52244	See AR 6141.5	Availability of state funds to cover costs of advanced placement exam fees
Beginning of each school year	Education Code 48980	See BP 6111	Schedule of minimum days
Beginning of each school year	Education Code 49063, 49068, 49069, 20 USC 1232g, 34 CFR 99.7	See BP 5125, See 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	Education Code 49063, 49070	See AR 5125, See AR 5125.3	Challenge, review and expunging of records
Beginning of each school year	Education Code 49063, 49073	See AR 5125.1	Release of directory information
Beginning of each school year	Education Code 49063, 49091.14	See AR 5020, See AR 5125	Availability of course prospectus
Beginning of each school year	Education Code 49423, 49480, 48980	See AR 5141.21	Administration of prescribed medication
Beginning of each school year	Education Code 49451, 48980	See BP 5141.3	Refusal to consent to physical examination
Beginning of each school year	Education Code 49472, 48980	See BP 5143	Availability of insurance
Beginning of each school year	Education Code 49510-49520, 48980	See BP 3553	Free and reduced price meals

WHEN TO NOTIFY	LEGAL CODE	BOARD POLICY/ ADMIN. REGULATION	SUBJECT
Annually	Education Code 56301	See 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	Education Code 58501	See BP 6181	Alternative schools
Beginning of each school year	20 USC 1681-1688, 42 USC 2000d-2000d-7, 34 CFR 106.9	See BP 0410, See BP 6178	Nondiscrimination on basis of sex, disability, ethnicity or lack of English skills
Annually	Legal Code: 5 CCR 4622	See AR 1312.3	Uniform complaint procedures, available appeals, civil law remedies, and identity of coordinator
Beginning of each school year	20 USC 1232h	See 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	See AR 4112.24 See AR 4222	Right to request information re: professional qualifications of their child's teacher and paraprofessional
Annually to parent, teacher and employee organizations or, in their absence, individuals	40 CFR 763.84, 40 CFR 763.93	See AR 3514	Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

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

When to Notify: At least once before counseling in grades 7 through 12	Education Code 221.5, 48980	See BP 6164.2	Course selection and career counseling
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WHEN TO NOTIFY	LEGAL CODE	BOARD POLICY/ ADMIN. REGULATION	SUBJECT
At beginning of each school year if student has been placed in structured English immersion program	Education Code 310, 5 CCR 11309	See 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	Education Code 17288	None	University campus buildings may not meet Education Code requirements for structural safety
To members of athletic teams	Education Code 32221.5	See AR 5143	Offer of insurance, no-cost and low-cost program options
Before presenting a course using live or dead animals or animal parts	Education Code 32255-32255.6	See 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	Education Code 32390, 48980	See BP 5142.1	Fingerprinting program
When to Notify: Beginning of each term for students who have not passed the exit exam by the end of grade 12	Education Code 37254	See AR 6179	Subject: Availability of intensive instruction and services for two consecutive academic years and right to file complaint
Upon registration, if K-6 students have not previously been transported	Education Code 39831.5	See 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
Beginning of each school year in grades 7-12	Education Code 46010.1	See BP 5113	Absence for confidential medical services
Upon admission to school	Education Code 48216, 49403, Health and Safety Code 120365, 120370, 120375	See AR 5141.31	Immunizations



WHEN TO NOTIFY	LEGAL CODE	BOARD POLICY/ ADMIN. REGULATION	SUBJECT
Before early entry to kindergarten, if offered	Education Code 48000	See AR 5111	Effects, advantages and disadvantages of early entry
Beginning each school year in grades 9-12 and when high school student transfers into the district	Education Code 48980, 60850	See 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 to Notify: When students entering grade 7	Education Code 49452.7	None	Subject: Specified information on type 2 diabetes
When in kindergarten or 1st grade if not previously enrolled in public school	Education Code 49452.8	See AR 5141.32	Requirement for oral health assessment, explanation of law, importance of teeth health, agency contact, privacy rights
When to Notify: Beginning of each school year for students in grades 9-12	Education Code 51229, 48980	See BP 6143	Explanation of college admission requirements, list of UC and CSU web sites that list certified courses, description of career technical education and CDE Internet address, how students may meet with counselors
Beginning of each school year for students in grades 7-12	Education Code 51938, 48980	See 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	Education Code 52164.1, 52164.3, 52173, 5 CCR 11303	See AR 6174	Program of education for English language learners
Within 20 working days of receiving results of standardized achievement tests	Education Code 60641, 5 CCR 863	See AR 6162.51	Results of tests; test purpose, individual score and intended use

WHEN TO NOTIFY	LEGAL CODE	BOARD POLICY/ ADMIN. REGULATION	SUBJECT
When to Notify: Annually to each high school student	Education Code 66204	See BP 6143	Subject: Copy of list of courses offered Student that are certified by UC as meeting admission criteria
When child is enrolled in kindergarten	Health and Safety Code 124100	See BP 5141.32	Health screening examination
Prior student participation in gifted and talented program	5 CCR 3831	See AR 6172	Gifted and talented student program
Within 30 calendar days of receipt of CELDT results	5 CCR 11511.5	See AR 6174	CELDT test results
To students in grades 11 and 12, early enough to enable registration for current fall test	5 CCR 11523	See 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	See 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
<b>III. When Special Circumstances Occur</b>			
Upon receipt of a complaint alleging discrimination	Education Code 262.3	See AR 1312.3	Civil law remedies available to complaints
At least 72 hours before use of pesticide product not included in annual list	Education Code 17612	See AR 3514.2	Intended use of pesticide product
If school has lost its WASC accreditation status	Education Code 35178.4	See BP 6190	Loss of status, potential consequences
At least six months before implementing a school wide uniform policy	Education Code 35183	See AR 5132	Dress code policy requiring school wide uniform

**Parental Notifications Required by Law**  
(Revised Annually)

WHEN TO NOTIFY	LEGAL CODE	BOARD POLICY/ ADMIN. REGULATION	SUBJECT
Before implementing a year-round schedule	Education Code 37616	See BP 6117	Year-round schedule
When interdistrict transfer is requested and not approved or denied within 30 days	Education Code 46601	See AR 5117	Appeal process
When student identified as being at risk of retention	Education Code 48070.5	See AR 5123	Student at risk of retention
When a student is classified a truant	Education Code 48260.5	See AR 5113.1	Truancy, parental obligation, availability of alternative pgms, student consequences
When a truant is referred to a SARB or probation department	Education Code 48263	See AR 5113.1	Name and address of SARB or probation department and reason for referral
Prior to involuntary transfer to continuation school	Education Code 48432.5	See AR 6184	Right to require meeting prior to involuntary transfer to continuation school
Prior to withholding grades, diplomas, or transcripts	Education Code 48904	See AR 5125.2	Damaged school property
When withholding grades, diplomas or transcripts from transferring student	Education Code 48904.3	See AR 5125.2	Next school will continue withholding grades, diplomas or transcripts
When student is released to peace officer	Education Code 48906	See BP 5145.11	Release of student to peace officer
At time of suspension	Education Code 48911	See BP 5144.1, See AR 5144.1	Notice of suspension
When original period of suspension is extended	Education Code 48911	See AR 5144.1	Extension of suspension
Before holding a closes session re: suspension	Education Code 48912	See AR 5144.1	Intent to hold a closed session re: suspension

WHEN TO NOTIFY	LEGAL CODE	BOARD POLICY/ ADMIN. REGULATION	SUBJECT
When student expelled from another district for certain acts seeks admission	Education Code 48915.1, 48918	See AR 5119	Hearing re: possible danger presented by expelled student
When readmission is denied	Education Code 48916	See AR 5144.1	Reasons for denial; determination of assigned program
When expulsion occurs	Education Code 48916	See AR 5144.1	Description of readmission procedures
10 calendar days before expulsion hearing	Education Code 48918	See AR 5144.1	Notice of expulsion hearing
When expulsion or suspension of expulsion occurs	Education Code 48918	See 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	Education Code 48980	See 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	Education Code 48987	See AR 5141.4	Guidelines for filing complaint of child abuse at a school site with local child protective agencies
When student in danger of failing a course	Education Code 49067	See AR 5121	Student in danger of failing a course
When student transfers from another district or private school	Education Code 49068	See 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	Education Code 49076	See 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 petition
Before release of information pursuant to court order or subpoena	Education Code 49077	See AR 5125	Release of information pursuant to court order or subpoena

WHEN TO NOTIFY	LEGAL CODE	BOARD POLICY/ ADMIN. REGULATION	SUBJECT
When screening results in suspicion that student has scoliosis	Education Code 49452.5	See BP 5141.3	Scoliosis screening
When test results in discovery of visual or hearing defects	Education Code 49456	See BP 5141.3	Vision or hearing test
Before any test questioning personal beliefs	Education Code 51513	See AR 5022	Permission for test, survey questioning personal beliefs
Within 14 days of instruction if arrangement made for guest speaker after beginning of school year	Education Code 51938	See BP 6142.1	Instruction in HIV / AIDS or sexual health education by guest speaker or outside consultant
When migrant education program is established	Education Code 54444.2	See BP 6175, See AR 6175	Parent advisory council membership composition
When child participates in licensed child care and development program	Health and Safety Code 1596.857	See AR 5148	Parent right to enter facility
When sharing student immunization information with an immunization system	Health and Safety Code 120440	See 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
When hearing is requested by person asked to leave school premises	Penal Code 627.5	See 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	See AR 1312.3	Appeal rights and procedures

WHEN TO NOTIFY	LEGAL CODE	BOARD POLICY/ ADMIN. REGULATION	SUBJECT
When child participates in licensed child care and development program	5 CCR 18066	See AR 5148	Policies re: unexcused absences
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	See 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	See AR 0520.2	Notice of failure to parents of English language learners
When school identified for program improvement or corrective action	20 USC 6316	See AR 0520.2, See AR 5116.1	Subject 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	See 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	See AR 0520.3	Explanation of status, reasons for identification, how parents can participate in upgrading district
For schools receiving Title I funds, upon development of parent involvement policy	20 USC 6318	See AR 6020	Notice of policy
For districts with secondary students receiving Title I funds	20 USC 7908	See 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 TO NOTIFY	LEGAL CODE	BOARD POLICY/ ADMIN. 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
<b>IV. Special Education Notices</b>			
Prior to conducting initial evaluation	Education Code 56301, 56321, 56321.5, 56321.6, 56329, 34 CFR 300.502	See AR 6164.4	Proposed evaluation plan, related parental rights, prior written notice
24 hours before IEP when district intending to record	Education Code 56341.1	See AR 6159	Intention to audio-record IEP meeting
Early enough to ensure opportunity for parent to attend IEP meeting	Education Code 56341.5 34 CFR 300.322	See AR 6159	Time, purpose, location, who in attendance, participation of others with special knowledge, transition statements if appropriate
When parent orally requests review of IEP	Education Code 56343.5	See AR 6159	Need for written request
For student receiving exit exam waiver, prior to receipt of diploma	Education Code 60852.4	See AR 6162.52	Right to FAPE
Before functional behavioral assessment begins	5 CCR 3052	See AR 6159.4	Notification and consent
Before modification of behavioral intervention plan	5 CCR 3052	See AR 6159.4	Need for modification, right to question modification
Within one school day of emergency intervention or serious property damage	5 CCR 3052	See AR 6159.4	Emergency intervention
Whenever there is a proposal or refusal to initiate or change the identification, evaluation or placement, or FAPE	20 USC 1415(c), 34 CFR 300.503	See AR 6159.1	Prior written notice

WHEN TO NOTIFY	LEGAL CODE	BOARD POLICY/ ADMIN. REGULATION	SUBJECT
Initial referral for evaluation	20 USC 1415(d), 34 CFR 300.503	See AR 6159.1	Prior written notice and procedural safeguards notice
Registration of complaint	20 USC 1415(d), 34 CFR 300.504	See AR 6159.1	Procedural safeguards notice
Disciplinary action taken for dangerous behavior	20 USC 1415(k), 34 CFR 300.530	See 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	See AR 5144.2	Decision and procedural safeguards notice
Upon requesting a due process hearing	20 USC 1415(k), 34 CFR 300.508	See AR 6159.1	Child's name, address, school, description of problem, proposed resolution
<b>V. Classroom Notices</b>			
In each classroom in each school	Education Code 35186	See AR 1312.4, See E 1312.4	Complaint rights re: sufficiency instructional materials, teacher vacancy and misassignment, maintenance of facilities, and, for classrooms with grades 10-12, right of students who did not pass the exit exam to receive intensive instruction after completion of grade 12