

Students

Parental Notifications

I. Annually

When to Notify: Beginning of Each School Year
Education or Other Legal Code: Education Code 222.5
Board Policy/Administrative Regulation #: BP 5146
Subject: Rights and Options for Pregnant and Parenting Students

When to Notify: Beginning of Each School Year
Education or Other Legal Code: Education Code 234.7
Board Policy/Administrative Regulation #: BP 0410
Subject: Right to a Free Public 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 #: BP 6142.2; 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 #: 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 #: 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 #: AR 5144; 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 #: BP 4119.21; BP 4219.21; BP 4319.21
Subject: Code of Conduct Addressing Employee Interactions with Students

Students

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When to Notify: Beginning of Each School Year
Education or Other Legal Code: Education Code 46010.1
Board Policy/Administrative Regulation #: 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 #: 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 #: 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; 34 CFR 106.8
Board Policy/Administrative Regulation #: AR 5145.7
Subject: Copy of Sexual Harassment Policy as Related to Students; Contact Information for Title IX Coordinator

When to Notify: Beginning of Each School Year
Education or Other Legal Code: Education Code 48980, 32255-32255.6
Board Policy/Administrative Regulation #: 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
Board Policy/Administrative Regulation #: BP 5111.1; AR 5116.1; 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

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Board Policy/Administrative Regulation #: 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 #: AR 5113; 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 #: 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 #: 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 #: 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 #: 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 #: BP 5143
Subject: Availability of Insurance

When to Notify: Annually
Education or Other Legal Code: 49013; 5 CCR 4622
Board Policy/Administrative Regulation #: BP 0460; AR 1312.3; BP 3260

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Parental Notifications

Subject: Uniform Complaint Procedures, Available Appeals, Civil Law Remedies, Coordinator, Complaints About Student Fees and LCAP

When to Notify: Beginning of Each School Year
Education or Other Legal Code: Education Code 49063
Board Policy/Administrative Regulation #: AR 5125; 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 #: AR 5125
Subject: Student Records: Inspect and Review, Access, Types, Location, Persons Responsible, Location of Log, Access Criteria, Cost of Copies, Amendment Requests, Criteria for Defining School Officials and to Determine Legitimate Educational Interest, Categories Defined as Directory Information, Disclosures, Right to File Complain with US Department of Education, 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 #: AR 5125.1
Subject: Release of Directory Information

When to Notify: Beginning of Each School Year and At Least One More Time During School Year Using Specified Methods
Education or Other Legal Code: Education Code 49428
Board Policy/Administrative Regulation #: None
Subject: How to Access Mental Health Services at School and/or in Community

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 #: 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

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Parental Notifications

Board Policy/Administrative Regulation #: AR 5022; 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 #: 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 #: 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 #: AR 5141.6

Subject: Availability of Dental Fluoride Treatment; Opportunity to Accept or Deny Treatment

When to Notify: Annually

Education or Other Legal Code: 5 CCR 852; Education Code 60615

Board Policy/Administrative Regulation #: 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 #: BP 4112.2; 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 #: BP 0410; BP 6178

Subject: Nondiscrimination

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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 #: 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 #: 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 #: 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 #: BP 6142.2; 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 #: AR 5142.1
Subject: Fingerprinting Program

When 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

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Parental Notifications

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 #: 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 #: BP 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 #: AR 6146.1

Subject: How Each School Graduation Requirement Does or Does Not Satisfy College Entrance A-G Course Criteria; District 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 #: AR 5125; 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 #: 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 #: AR 5141.32

Subject: Requirement for Oral Health Assessment, Explanation of Law, Importance of Oral Health, Agency Contact, Privacy Rights

When to Notify: Before Grade 12

Students

Parental Notifications

Education or Other Legal Code: Education Code 51225.8
Board Policy/Administrative Regulation #: AR 6143
Subject: Completion and Submission of FAFSA and CADAA

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 #: AR 6143
Subject: UC and CSU 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 #: 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 #: AR 6162.51
Subject: Results of Tests; Test Purpose, Individual Score and Intended Use

When to Notify: By October 15 for Students in Grade 12
Education or Other Legal Code: Education Code 69432.9
Board Policy/Administrative Regulation #: AR 5121; 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 or Reenrolled in a Licensed Child Care Center or Preschool
Education or Other Legal Code: Health and Safety Code 1596.7996
Board Policy/Administrative Regulation #: AR 5148
Subject: Information on Risks and Effects of Lead Exposure, Blood Lead Testing

When to Notify: When Child is Enrolled in Kindergarten

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Parental Notifications

Education or Other Legal Code: Health and Safety Code 124100, 124105
Board Policy/Administrative Regulation #: 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 #: 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 #: AR 5125.1
Subject: Request that District Not Release Student's Name, Address, and Phone Number 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 to Affected Persons

Education or Other Legal Code: Civil Code 1798.29
Board Policy/Administrative Regulation #: 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 #: 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 #: AR 6174
Subject: Description of Reclassification Process, Opportunity for Parent/Guardian to Participate

Students

Parental Notifications

When to Notify: When Student is Identified as English Learner and District Receives Title I or Title III Funds for English Learner Programs, Not Later than 30 Days After Beginning of School Year or Within Two Weeks of Placement if Identified During School Year
Education or Other Legal Code: Education Code 313.2, 440; 20 USC 6312

Board Policy/Administrative Regulation #: 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: Prior to Implementing Alternative Schedule

Education or Other Legal Code: Education Code 46162

Board Policy/Administrative Regulation #: BP 6112

Subject: Public Hearing on Alternative Schedule in Secondary Grades

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 #: 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 #: 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 #: AR 5143

Subject: Offer of Insurance; No-Cost and Low-Cost Program Options

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Parental Notifications

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 #: 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 #: BP 6190

Subject: Loss of Status, Potential Consequences

When 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 #: 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 #: 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 #: AR 5117

Subject: Appeal Process

When to Notify: Before Early Entry to Transitional Kindergarten or Kindergarten, if Early Entry Offered

Education or Other Legal Code: Education Code 48000

Board Policy/Administrative Regulation #: AR 5111; AR 6170.1

Subject: Effects, Advantages and Disadvantages of Early Entry

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Parental Notifications

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 #: 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 #: AR 5112.2
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 #: 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 #: 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 #: AR 5113.1
Subject: Name and Address of SARB or Probation Department and Reason for Referral

When to Notify: When Student Requests to Voluntarily Transfer to Continuation School
Education or Other Legal Code: Education Code 48432.3
Board Policy/Administrative Regulation #: 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 #: AR 6184
Subject: Right to Require Meeting Prior to Involuntary Transfer to Continuation School

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Parental Notifications

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 #: 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 #: 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 #: 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 #: 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 #: 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 #: BP 5144.1; 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 #: AR 5144.1

Subject: Extension of Suspension

Students

Parental Notifications

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 #: 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 #: 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 #: 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 #: 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 #: 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 #: 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 #: 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

Students

Parental Notifications

Education or Other Legal Code: Education Code 48929, 48980
Board Policy/Administrative Regulation #: 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 #: 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 #: 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 #: 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 #: AR 5125
Subject: Right to Receive Copy of Student's Record and a Hearing to Challenge its Content

When 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 #: AR 5125.3
Subject: If Board Sustains Allegations, the Correction of Destruction of Record; if Denied, Right to Submit Written Objection

When 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 #: BP 5125
Subject: Opportunity for Input on Proposed Program

Students

Parental Notifications

When 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 #: 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 #: 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 #: 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 #: 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 #: 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 #: AR 6145.2

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Subject: Information on Concussions and Head Injuries

When to Notify: Annually to Parents/Guardians of Student Athletes

Education or Other Legal Code: Education Code 49476

Board Policy/Administrative Regulation #: AR 6145.2

Subject: Opioid Fact Sheet

When to Notify: Within 30 Days of Foster Youth, Homeless Youth, Former Juvenile Court School Student, Child of Military Family, or Migrant Student Being Transferred After Second Year of High School, or Immigrant Student Enrolled in Newcomer Program in Grades 11-12

Education or Other Legal Code: Educational Code 51225.1

Board Policy/Administrative Regulation #: BP 6146.1; AR 6173; AR 6173.1; AR 6173.3; AR 6175

Subject: Exemption from Local Graduation Requirements, Effect on College Admission, Option for Fifth Year of High School; Transfer Opportunities Through California Community Colleges

When to Notify: Before Any Test/Survey Questioning Personal Beliefs

Education or Other Legal Code: Education Code 51513

Board Policy/Administrative Regulation #: 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 #: 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 Grades 7-12

Education or Other Legal Code: Education Code 51938

Board Policy/Administrative Regulation #: 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

Students

Parental Notifications

Board Policy/Administrative Regulation #: 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 #: BP 6175; 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; CCR 101218.1
Board Policy/Administrative Regulation #: AR 5148
Subject: Parent/Guardian Right to Enter Facility and Inspect Facility and Other Rights as Specified

When to Notify: When a Licensed Child Care Center has a Building Constructed Before January 1, 2010 and has Drinking Water Tested for Lead
Education or Other Legal Code: Health and Safety Code 1597.16
Board Policy/Administrative Regulation #: AR 5148
Subject: The Requirement to Test the Facility, and the Results of the Test

When to Notify: When District Receives Tobacco-Use Prevention Education Funds
Education or Other Legal Code: Health and Safety Code 104420
Board Policy/Administrative Regulation #: 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 #: 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 #: 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

Students

Parental Notifications

When 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 #: AR 1240; 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 #: AR 3515.2

Subject: Notice of Hearing

When 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 #: 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 #: AR 5148

Subject: Policies Regarding 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 #: AR 5148; AR 5148.3

Subject: Policies Re: Approval or Denial of Services

When to Notify: At Least 14 Days Before Change in Service or Other Intended Action; 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 #: AR 5148; 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

Students

Parental Notifications

Board Policy/Administrative Regulation #: 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 #: 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 #: 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 #: 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 #: 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 #: AR 6020
Subject: Notice of Policy

When to Notify: When District Receives Impact Aid Funds for Students Residing on Indian Lands, to Parents/Guardians of Indian Children
Education or Other Legal Code: 20 USC 7704; 34 CFR 222.94
Board Policy/Administrative Regulation #: AR 3231

Students

Parental Notifications

Subject: Relevant Applications, Evaluations, Program Plans, Information about District's General Educational Program; Opportunity to Submit Comments

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 #: AR 3553

Subject: Need to Submit Verification Information; Any Subsequent Change in Benefits; Appeals

When 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 #: AR 6173

Subject: Educational and Related Opportunities; Transportation Services; Placement Decision and Right to Appeal; Duties of District Liaison, Public Notice

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 #: AR 5125

Subject: Right to Review Records and an Opportunity for Hearing Upon Request

When to Notify: When Student Complains of Sexual Harassment

Education or Other Legal Code: 34 CFR 106.44, 106.45

Board Policy/Administrative Regulation #: AR 5145.7

Subject: Right to File Formal Complaint, Availability of Supportive Measures, Notice of Process, Reason for Dismissal of Complaint if Applicable

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 #: 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

Students

Parental Notifications

Board Policy/Administrative Regulation #: BP 6159.1; AR 6159.1; AR 6164.4
Subject: Proposed Evaluation Plan, Related Parental Rights, Prior Written Notice,
Procedural Safeguards

When to Notify: Before Functional Behavioral Assessment Begins
Education or Other Legal Code: Education Code 56321
Board Policy/Administrative Regulation #: AR 6159.4
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 #: 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 #: 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 #: 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 #: 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 #: AR 6159; AR 6159.1
Subject: Prior Written Notice

When to Notify: Upon Filing of State Complaint

Students

Parental Notifications

Education or Other Legal Code: 20 USC 1415(d), 34 CFR 300.504
Board Policy/Administrative Regulation #: AR 6159.1
Subject: Procedural Safeguards Notice

When 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 #: 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 #: AR 6159.1
Subject: Student's Name, Address, School, 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 #: AR 6164.6
Subject: District Responsibilities, District Actions, Procedural Safeguards

V. Classroom/Facility Notices

When to Notify: In All District Schools and Offices, Including Staff Lounges and Student Government Meeting Rooms
Education or Other Legal Code: Education Code 234.1
Board Policy/Administrative Regulation #: AR 1312.3
Subject: Uniform Complaint Procedures Board Policy and Administrative Regulation

When to Notify: In Each Classroom Used for License Exempt California State Preschool Program
Education or Other Legal Code: Education Code 8212
Board Policy/Administrative Regulation #: AR/E 1312.3
Subject: Health and Safety Requirements for Preschool Programs; Where to Get Complaint Form

When to Notify: In Each Classroom in Each School
Education or Other Legal Code: Education Code 35186
Board Policy/Administrative Regulation #: AR/E 1312.4
Subject: Complaints Subject to Williams Uniform Complaint Procedures

Students

Parental Notifications

When to Notify: In a Licensed Child Care and Development Center at a Location Accessible to Parents/Guardians

Education or Other Legal Code: Health and Safety Code 1596.857

Board Policy/Administrative Regulation #: AR 5148

Subject: Parent/guardian Right to Inspect, Prohibition Against Retaliation, Right to File Complaint; Registered Sex Offender Database Available to Public; Review Licensing Reports of Facility Visits and Substantiated Complaints Against Facility

Exhibit Adopted: 11/02/2020

Exhibit Amended: 10/14/2022