

PARENTAL NOTIFICATIONS

I. Annually

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

When to Notify: Beginning of each school year
Education or Other Legal 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: [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: [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: [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: [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: [231.5](#), [48980](#), [5 CCR 4917](#)
Board Policy/Administrative Regulation #: 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: [32255-32255.6](#), [48980](#)
Board Policy/Administrative Regulation #: AR 5145.8
Subject: Right to refrain from harmful or destructive use of animals

PARENTAL NOTIFICATIONS

When to Notify: Beginning of each school year
Education or Other Legal Code: 35160.5, 48204, 46600-46611, 48980
Board Policy/Administrative Regulation #: AR 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: 46014, 48980
Board Policy/Administrative Regulation #: AR 5113
Subject: Absence for religious exercises or purposes

When to Notify: Beginning of each school year
Education or Other Legal Code: 48205, 48980
Board Policy/Administrative Regulation #: AR 5113, AR 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: 48206.3, 48207, 48208, 48980
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: 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: 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: 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: 47471, 49472, 48980
Board Policy/Administrative Regulation #: BP 5143
Subject: Availability of insurance

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

PARENTAL NOTIFICATIONS

When to Notify: Beginning of each school year
Education or Other Legal 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 [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 to determine-legitimate educational interest, course prospectus availability

When to Notify: Beginning of each school year
Education or Other Legal 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
Education or Other Legal Code [49520,48980](#); 42 USC [1758](#); 7 CFR [245.5](#)
Board Policy/Administrative Regulation #: AR 3553
Subject: Free and reduced price meals

When to Notify: Beginning of each school year
Education or Other Legal Code: Section 20 USC [1232\(h\)](#); [EC 60615](#)
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: [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: [58501, 48980](#)
Board Policy/Administrative Regulation #: AR 6181
Subject: Alternative schools

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

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When to Notify: For districts receiving Title I funds, beginning of each school year
Education or other Legal Code: [Section 20 USC 6311](#); [34 CFR 200.61](#)
Board Policy/Administrative Regulation #: AR 4112.24, AR 4222
Subject: Right to request information re: professional qualifications of their 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 5145.3 \(optional\)](#) 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 #: AR 3514
Subject: 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: Beginning in grade 7, at least once before course selection and career counseling
Education or other Legal Code [221.5](#), [48980](#)
Board Policy/Administrative Regulation #: BP 6164.2
Subject: Course selection and career counseling

When to Notify: Upon registration in K-6, if students have not previously been transported
Education or other Legal 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 in grades 9-12, if district allows career technical education (CTE) course to satisfy graduation requirement
Education or other Legal code: 48980, 51225.3
Board Policy/Administrative Regulation: AR 6146.1
Subject: How each high school graduation requirement does or does not satisfy college entrance a-g course criteria; list of district CTE courses that satisfy a-g course criteria

When to Notify: Upon a student's enrollment
Education or Other Legal Code: Education 49063
Board Policy/Administrative Regulation #: AR 5125, AR 5123
Subject: Specified rights related to student records

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

PARENTAL NOTIFICATIONS

When to Notify: When in kindergarten or 1st grade if not previously enrolled in public school
Education or other Legal 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: Beginning of each school year for students in grades 9-12

Education or other Legal Code 51229, 48980

Board Policy/Administrative Regulation #: AR 6143

Subject: College admission requirements, UC and CSU web sites that list certified courses, description of career technical education (CTE) and 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: 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 [60641](#), [5 CCR 863](#)

Board Policy/Administrative Regulation #: 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 #: 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 in kindergarten

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 and 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 district not release name, address, phone number of child to military recruiters without prior written consent

PARENTAL NOTIFICATIONS

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 #: 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: 313; 5 CCR 11303

Board Policy/Administrative Regulation: 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 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 440; 20 USC 6312

Board Policy/Administrative Regulation: AR 6174

Subject: Reason for classification, level of English proficiency, description of program(s), option to decline program or choose alternate option removes 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 #: AR 5148.2

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 [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 [17612](#)

Board Policy/Administrative Regulation #: AR 3514.2

Subject: Intended use of pesticide product

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When to Notify: To members of athletic teams
Education or other Legal Code 32221.5
Board Policy/Administrative Regulation #: AR 5143
Subject: Offer of insurance; no-cost and low-cost program options

When to Notify: If school has lost its WASC accreditation status
Education or other Legal Code [35178.4](#)
Board Policy/Administrative Regulation #: 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 school-wide uniform policy
Education or other Legal Code [35183](#)
Board Policy/Administrative Regulation #: AR 5132
Subject: Dress code policy requiring school-wide uniform

When to Notify: Before implementing a year round schedule
Education or other Legal 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 [46601](#)
Board Policy/Administrative Regulation #: AR 5117
Subject: Appeal process

When to Notify: Before early entry to kindergarten, if offered
Education or other Legal Code [48000](#)
Board Policy/Administrative Regulation #: 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 [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 [48213](#)
Board Policy/Administrative Regulation #: AR 5112.2, BP 5141.33
Subject: Student has been excluded from school

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When to Notify: Before already admitted student is excluded for lack of immunization

Education or other Legal 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 [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 [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 a school is identified on the state's Open Enrollment List

Education or other Legal Code [48354](#); [5 CCR 4702](#)

Board Policy/Administrative Regulation #: 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 [48357](#); [5 CCR 4702](#)

Board Policy/Administrative Regulation #: AR 5118

Subject: Whether student's transfer application is accepted or rejected; reasons for rejection

When to Notify: When student requests to voluntarily transfer to continuation school

Education or other Legal 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 [48432.5](#)

Board Policy/Administrative Regulation #: AR 6184

Subject: Right to require a 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 #: AR 6173.1

Subject: Basis for the placement recommendation

PARENTAL NOTIFICATIONS

When to Notify: When student is removed from class and teacher requires parental attendance at school

Education or other Legal 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 [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 [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 [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 [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 [48911](#)

Board Policy/Administrative Regulation #: 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: 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 [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 [48915.1](#), [48918](#)

Board Policy/Administrative Regulation #: BP 5119

Subject: Hearing re: possible danger presented by expelled student

PARENTAL NOTIFICATIONS

When to Notify: When readmission is denied
Education or other Legal 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 [48916](#)
Board Policy/Administrative Regulation #: AR 5144.1
Subject: Description of readmission procedures

When to Notify: 10 calendar days before expulsion hearing
Education or other Legal 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 [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
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 [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 request guidelines for filing complaint of child abuse at a school site
Education or other Legal 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 [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 [49068](#)
Board Policy/Administrative Regulation #: AR 5125

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Subject: Right to receive copy of student's record and 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 or 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 #: 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: [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: [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: [49452.5](#)

Board Policy/Administrative Regulation #: BP 5141.3

Subject: Scoliosis screening

When to Notify: When test results in discovery of visual or hearing defects

Education or other Legal Code: [49456](#); [17 CCR 2951](#)

Board Policy/Administrative Regulation #: AR 5141.3

Subject: Vision or hearing test

When to Notify: Annually to parents/guardians of student athletes before their first practice or competition

Education or other Legal Code: 49475

Board Policy/Administrative Regulation: AR 6145.2

Subject: Information on concussions and head injuries

PARENTAL NOTIFICATIONS

When/Whom to Notify: To person holding educational rights, within 30 days of foster youth, homeless youth, or former juvenile court school student being transferred between high schools
Education or Other Legal Code: [51225.1](#)

Board Policy/Administrative Regulation #: BP 6146.1, AR 6173, 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: [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: [59138](#)

Board Policy/Administrative Regulation #: BP 6142.1

Subject: Instruction in HIV prevention or sexual health by 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: 51938

Board Policy/Administrative Regulation #: AR 5022

Subject: Notice that the survey will be administered

When to Notify: 30 calendar days of receipt of results of assessment or reassessment of English proficiency

Education or other Legal Code: [52164.1](#), [52164.3](#), 5 CCR [11511.5](#)

Board Policy/Administrative Regulation #: AR 6174

Subject: Result of state test of English proficiency

When to Notify: When migrant education program is established

Education or other Legal 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](#)

Board Policy/Administrative Regulation #: AR 5148

Subject: Parent/guardian right to enter facility

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

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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

When/Whom to Notify: At least 14 days prior to sex offender coming on campus as volunteer

Education or Other Legal Code: Penal Code 616.81

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

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/Whom to Notify: When responding to a 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 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 #: AR 5148, 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 #: 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

Board Policy/Administrative Regulation #: AR 5148

Subject: Policies re: Policy on fee collection

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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 #: 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 #: 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 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 6316
Board Policy/Administrative Regulation #: 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 #: AR 3553
Subject: Need to submit verification information; any subsequent change in benefits; appeal

When/Whom to Notify: When student is homeless or unaccompanied minor
Education or Other Legal Code: 42 USC 1758; 7 CFR 245.6a
Board Policy/Administrative Regulation #: 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: AR 5125
Subject: Right to review records

PARENTAL NOTIFICATIONS

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 Code 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 #: BP 615931, AR 6159.1, 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: 56321
Board Policy/Administrative Regulation #: AR 6159.4
Subject: Notification and Consent

When to Notify: 24 hours before IEP when intending to record
Education or other Legal 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: 56341.5; 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: 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/Whom to Notify: Upon filing of state complaint
Education or Other Legal Code: 20 USC 1415(d), 34 CFR 300.504

PARENTAL NOTIFICATIONS

Board Policy/Administrative Regulation #: AR 6159.1
Subject: Procedural safeguards notice

When/Whom to Notify: When disciplinary action 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
Legal Code: 20 USC 1415(k), 34 CFR [300.508](#)
Board Policy/Administrative Regulation #: AR 6159.1
Subject: Child’s name, address, school, description of problem, proposed resolution

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

V. Classroom Notices

When to Notify: In each classroom in each school
Legal Code: Education Code 35186
Board Policy/Administrative Regulation #: AR/E 1312.4
Subject: Complaint re: sufficiency of instructional materials, teacher vacancy and mis-assignment, maintenance of facilities; right of students who did not pass the exit exam to receive intensive instruction after completion of grade 12.

Adopted

Date: 11-18-02

Revised: 7-14-03, 7-15-04, 7-11-05, 11-13-07, 7-29-08, 3-13-12, 2-4-14

Revised: 10/10/17

Silver Valley Unified School District