

## Students

**BP 5145.6 (a)**

### **PARENTAL NOTIFICATIONS**

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

*(cf. 5020 – Parent Rights and Responsibilities)*

*(cf. 5022 – Student and Family Privacy Rights)*

*(cf. 6020 – Parent Involvement)*

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

No activity specified in Education Code 48980 ~~will~~ *shall* be undertaken with respect to any particular student unless his/her parent/guardian has been informed of such action through the annual notification or other separate special notification. Such notice shall state the activity that will be undertaken and the approximate date on which the activity will occur. (Education Code 48983-48984)

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

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

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

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

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

**PARENTAL NOTIFICATIONS (continued)***Legal References:*EDUCATION CODE

221.5 Prohibited sex discrimination  
 231.5 Sexual harassment policy  
 234.7 Student protections relating to immigration and citizenship status  
 262.3 Appeals for discrimination complaints; information regarding availability of civil remedies  
 310 Structured English Immersion Program  
 313 Reclassification of English learners, parental consultation  
 313.2 Long-term English learner, notification  
 440 English language proficiency assessment; instruction in English language development  
 8483 Before/after school program; enrollment priorities  
 17288 Building standards for university campuses  
 17611.5-17612 Notification of pesticide use  
 32221.5 Insurance for athletic team members  
 32255-32255.6 Right to refuse harmful or destructive use of animals  
 32390 Fingerprint program; contracts; funding; consent of parent/guardian  
 33479.3 The Eric Paredes Sudden Cardiac Arrest Prevention Act  
 35160.5 Extracurricular and cocurricular activities  
 35178.4 Notice of accreditation status  
 35182.5 Advertising in the classroom  
 35183 School dress codes; uniforms  
 35186 Complaints concerning deficiencies in instructional materials and facilities  
 35211 Driver training; district insurance, parent/guardian liability  
 35256 School accountability report card  
 35258 School accountability report card  
 35291 Rules for student discipline  
~~37254 Intensive instruction for students who have not passed High School Exit Examination~~  
 37616 Consultation regarding year-round schedule  
 39831.5 School bus rider rules and information  
 44050 Employee codes of conduct, employee interactions with students  
 44808.5 Permission to leave school grounds  
 46010.1 Notice re: excuse to obtain confidential medical services  
 46014 Regulations regarding absences for religious purposes  
 46600-46611 Interdistrict attendance agreements  
 48000 Minimum age of admission  
 48070.5 Promotion or retention of students  
 48204 Residency requirements  
 48205 Absence for personal reasons  
 48206.3 Students with temporary disabilities; individual instruction; definitions  
 48207-48208 Students with temporary disabilities in hospitals  
 48213 Prior Notice of exclusion from attendance  
 48216 Immunization  
 48260.5 Notice to parent re truancy  
 48262 Need for parent conference regarding truancy  
 48263 Referral to SARB or probation department  
 48301 Interdistrict transfers  
 48350-48361 Open Enrollment Act  
 48354 Option to transfer from school identified under Open Enrollment Act  
 48357 Status of application for transfer from school identified under Open Enrollment Act  
 48412 Certificate of proficiency  
 48432.3 Voluntary enrollment in continuation education  
 48432.5 Involuntary transfer of students  
 48850-48859 Education of foster youth and homeless students

**PARENTAL NOTIFICATIONS (continued)**

48900.1 Parental attendance required after suspension  
 48904 Liability of parent/guardian for willful pupil misconduct  
 48904.3 Withholding grades, diplomas or transcripts  
 48906 Notification of release of student to peace officer  
 48911 Notification in case of suspension  
 48911.1 Assignment to supervised suspension classroom  
 48912 Closed sessions; consideration of suspension  
 48915.1 Expelled individuals; enrollment in another district  
 48916 Readmission procedures  
 48918 Rules governing expulsion procedures  
 48929 Transfer of student convicted of violent felony or misdemeanor  
 48980 Required notification at beginning of term  
 48980.3 Notification of pesticide use  
 48981 Time and means of notification  
 48982 Parent signature acknowledging receipt of notice  
 48983 Contents of notice  
 48984 Activities prohibited unless notice given  
 48985 Notices to parents in language other than English  
 48987 Child abuse information  
 49013 Use of uniform complaint procedures for complaints regarding student fees  
 49063 Notification of parents of their rights  
 49067 Student evaluation; student in danger of failing course  
 49068 Transfer of permanent enrollment and scholarship record  
 49069 Absolute right to access  
 49070 Challenging content of student record  
 49073 Release of directory information  
 49073.6 Student records, social media  
 49076 Access to student records  
 49077 Access to information concerning a student in compliance with court order  
 49403 Cooperation in control of communicable disease and immunization  
 49423 Administration of prescribed medication for student  
 49451 Physical examinations; parent's refusal to consent  
 49452.5 Screening for scoliosis  
 49452.7 Information on type 2 diabetes  
 49452.8 Oral health assessment  
 49456 Results of vision or hearing test  
 49471-49472 Insurance  
 49475 Student athletes; concussions and head injuries  
 49480 Continuing medication regimen for nonepisodic conditions  
 49510-49520 Duffy-Moscone Family Nutrition Education and Services Act of 1970  
 49557.5 Child Hunger Prevention and Fair Treatment Act of 2017; notice of negative balance in meal account  
 51225.1 Exemption from district graduation requirements  
 51225.2 Course credits; foster youth, homeless youth, former juvenile court school students and military connected students  
 51225.3 Graduation requirements; courses that satisfy college entrance criteria  
 51229 Course of study for grades 7-12  
 51513 Personal beliefs  
 51938 HIV/AIDS and sexual health instruction  
~~52167~~ **52164** Language census  
 52164.1 Census-taking methods; determination of primary language; assessment of language skills  
 52164.3 Reassessment of English learners; notification of results  
 54444.2 Migrant education programs; parent involvement  
~~54444.2 Migrant education programs; parent involvement~~  
 56301 Child-find system; policies re: written notification rights

**PARENTAL NOTIFICATIONS (continued)**

56321 Special education: proposed assessment plan  
56321.5-56321.6 Notice of parent rights pertaining to special education  
56329 Written notice of right to findings; independent assessment  
56341.1 Individualized education program for student  
56341.5 Individualized education program team meetings  
56343.5 IEP meetings  
56521.1 Behavioral intervention  
58501 Alternative schools: notice required prior to establishment  
60615 Exemption from state assessment  
60641 Standardized Testing and Reporting Program  
69432.9 Submission of grade point average to Cal Grant program  
CIVIL CODE

1798.29 District records, breach of security

HEALTH AND SAFETY CODE

1596.857 Right to enter child care facility  
104420 Tobacco use prevention  
104855 Availability of topical fluoride treatment  
116277 Lead testing of school drinking water  
120365-120375 Immunizations  
120440 Sharing immunization information 124100-~~124105~~  
Health screening and immunizations

PENAL CODE

626.81 Notice of permission granted to sex offender to volunteer on campus  
627.5 Hearing request following denial or revocation of registration

CODE OF REGULATIONS, TITLE 5

852 Exemptions from state assessments  
863 Standardized Testing and Reporting Program  
3052 Behavioral intervention  
4622 Notice requirements and recipients  
4631 Responsibilities of the local agency  
4702 Student transfer from school identified under Open Enrollment Act  
4917 Notification of sexual harassment policy  
11303 Education for English language learners  
11511.5 English language proficiency assessment; test results  
11523 Notice of proficiency examinations (HS)  
18066 Policies and procedures absences for child care  
18094-18095 Notice of Action; child care services  
18114 Notice of delinquent fees; child care services  
18118-18119 Notice of Action; child care services

CODE OF REGULATIONS, TITLE 17

2951 Hearing tests  
6040 Time period to obtain needed immunizations

UNITED STATES CODE, TITLE 20

1232g Family Educational and Privacy Rights Act  
1232h Privacy rights  
1415 Procedural Safeguards  
6311 State plans  
6312 Local education agency plans  
6318 Parental involvement

7908 Armed forces recruiter access to students

UNITED STATES CODE, TITLE 42

1758 Child nutrition programs  
11431-11435 McKinney-Vento Homeless Assistance Act

**PARENTAL NOTIFICATIONS (continued)**

CODE OF FEDERAL REGULATIONS, TITLE 7

245.5 Eligibility criteria for free and reduced-price meals

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

CODE OF FEDERAL REGULATIONS, TITLE 34

99.7 Student records, annual notification

99.30 Disclosure of personally identifiable information

99.34 Student records, disclosure to other educational agencies

99.37 Disclosure of directory information

104.32 District responsibility to provide free appropriate public education

104.36 Procedural safeguards

104.8 Nondiscrimination

106.9 Dissemination of policy, nondiscrimination on basis of sex

200.48 Teacher qualifications

300.300 Parent consent for special education evaluation

300.322 Parent participation in IEP team meetings

300.502 Independent educational evaluation of student with disability

300.503 Prior written notice regarding identification, evaluation, or placement of student with disability

300.504 Procedural safeguards notice of students with disabilities

300.508 Due process complaint

300.530 Discipline procedures

CODE OF FEDERAL REGULATIONS, TITLE 40

763.84 Asbestos inspections, response actions and post-response actions

763.93 Asbestos management plans

Management Resources:

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

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

Civil Rights Compliance and Enforcement -- Nutrition Programs and Services, FNS Instruction 113-1, 2005

WEB SITES

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov>

Policy amended: September 3, 2019

Policy amended: December 13, 2018

Policy amended: May 16, 2013

Policy amended: March 19, 2009

Policy adopted: June 7, 2001

## PARENTAL NOTIFICATIONS

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
<b><u>I. Annually</u></b>			
Beginning of each school-year	17612, 48980.3	AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information
Beginning of each school-year	32255-32255.6, 48980	BP 5145.8 AR 5145.8	Right to refrain from harmful or destructive use of animals
Annually	35256	BP 0510 AR 0510	School Accountability Report Card provided
Beginning of each school-year	35291, 35291.5, 48980	BP 5131 AR 5144 BP 5144.1 AR 5144.1	District and site discipline rules
Beginning of each school-year	35291, 48900.1, 48980	BP 5144.1 AR 5144.1	Required parental attendance
Beginning of each school-year if high school open-campus	44808.5, 48980	BP 5112.5	Open-campus
Beginning of each school-year if Board has adopted resolution allowing such absence	46014, 48980	BP 5113 AR 5113	Absence for religious purposes
Beginning of each school-year	48205, 48980	BP 5113 AR 5113	Absence for justifiable personal reasons
Beginning of each school-year	48205, 48980	AR 6154	Grade/credit cannot be year-reduced due to excused absence if work or test has been completed
Beginning of each school-year	48206.3, 48207, 48208, 48980	AR 6183	Availability of home/hospital instruction for students with temporary disabilities
Beginning of each school-year	48216, 48980	BP 5141.31 AR 5141.31	Immunizations
Beginning of each school-year	48980	AR 5116.1	All statutory attendance options and available local attendance options
Beginning of each school-year	48980	AR 5111.12	Availability of employment-based school attendance options

**PARENTAL NOTIFICATIONS (continued)**

<b><u>When to Notify</u></b>	<b><u>Education or Other Legal Code</u></b>	<b><u>Board Policy/ Administrative Regulation #</u></b>	<b><u>Subject</u></b>
<b><u>I. Annually (continued)</u></b>			
Beginning of each school-year	48980, 231.5	AR 5145.7	Sexual harassment policy as related to students
Beginning of each school-year	48980, 52244	AR 6141.5	Availability of state funds to cover costs of advanced placement exam fees
Beginning of each school-year	48980	BP 6111	Schedule of minimum days
Beginning of each school-year for districts connected to the Internet	48980, 51870.5	AR 6163.4	Policy on student access to the Internet
Beginning of each school-year	49063, 49068, 49069 20 USC 1232g; 34 CFR 99.7	BP 5125 AR 5125	Student records: inspect and review, access, 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	49063, 49070	AR 5125 AR 5125.3	Challenge, review and expunging of records
Beginning of each school-year	49063, 49073	BP 5125.1 AR 5125.1	Release of directory information
Beginning of each school-year	49063, 49091.14	AR 5125 AR 5020	Availability of course prospectus
Beginning of each school-year	49423, 49480, 48980	AR 5141.21 AR 5141.31	Administration of prescribed medication
Beginning of each school-year	49451, 48980	BP 5141.3	Refusal to consent to physical examination
Beginning of each school-year	49472, 48980	AR 5143	Availability of insurance
Beginning of each school-year	49510-49520, 48980	BP 3553	Free and reduced-price meals
Beginning of each school-year	51240, 48980	BP 6141.2 AR 6142.1 BP 6142.8	Excuse from health/sex education due to religious belief

**PARENTAL NOTIFICATIONS (continued)**

<b>When to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
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**I. Annually (continued)**

Beginning of each school-year	51550, 48980	AR 6142.1	Sex education
Annually	56301	BP 6164.4	Rights of all parents related to special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment
Beginning of each school-year	58501	BP 6181	Alternative schools
Beginning of each school-year	20 USC 1681-1688; 42 USC 2001d-2001d-7; 34 CFR 106.9	BP 0410 AR 6178	Nondiscrimination on basis of sex, disability, ethnicity or lack of English skills
Annually	5 CCR 4622	AR 1312.3	Uniform complaint procedures and available appeals and civil law remedies; identity of coordinators
Annually to parent, teacher and employee organizations; in absence of organizations, to individuals	40 CFR 763.93	AR 3514	Availability of complete, updated management plan for asbestos-containing material in school buildings

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

At least once before counseling in grades 7-12	221.5; 48980	BP 6164.2	Course selection and career counseling
At beginning of each school-year if student has been placed in structured English-immersion program	310; 5 CCR 11303	AR 6174	Placement of child in program and opportunity to apply for parental-exception waiver
Before high school student attends specialized secondary program on a university campus	17288	None	University campus buildings may not meet Education Code requirements for structural safety

**PARENTAL NOTIFICATIONS (continued)**

<b>When to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
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**II. At Specific Times During the Student's Academic Career (continued)**

Before presenting a course using live or dead animals or animal parts	32255-32255.6	BP-5145.8	Right to refrain from harmful or destructive use of animals
When child first enrolls in a public school, if the school offers a fingerprinting program	32390, 48980	BP-5142.1	Fingerprinting program
Upon registration, if K-6 students have not previously been transported	39831.5	AR-3543	School bus safety rules and information, list of stops, rules of conduct, red in a school bus light danger zones, walking to and from stops
Beginning of each school year in grades 7-12	46010.1	BP-5113	Absence for confidential medical services
Upon admission to school	48216, 49403; Health and Safety Code 120365, 120370, and 120375	AR-5141.31	Immunizations
Before early entry to kindergarten, if offered	48000	AR-5111	Effects, advantages and disadvantages of early entry
Before assigning student to opportunity school/class/program	48637.1	BP-6182 AR-6182	Assignment to an opportunity school/class/program
Beginning of each school year in grades 9-12 and when high school student transfers into the district	48980, 60850	AR-6146.1	Requirement to pass the high school exit exam including date of exam, requirements for passing, consequences of not passing, and that passing is a condition of graduation
Beginning of each school year or before receiving instruction on AIDS, family life human sexuality, sexually transmitted diseases	51201.5 51555	AR-6142.1 AR-6142.2	Explanation of the instruction; right to request specific Education Code sections

**PARENTAL NOTIFICATIONS (continued)**

<b>When to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
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**II. At Specific Times During the Student's Academic Career (continued)**

Prior to child participation in child abuse prevention program	51550; Welfare and Institutions Code-18976.5	BP 5141.41	Child abuse prevention programs
At least 15 days before instruction starts	51820	AR 6142.1	Venereal disease instruction
Upon assessment and reassessment of English proficiency and enrollment in program of education for English language learners	52164.1, 52164.3, 52173; 5 CCR 4306	BP 6174 AR 6174	Program of education for English language learners
Within 20 working days of receiving results of standardized achievement tests	60641; 5 CCR 863	AR 6162.5	Results of tests; test purpose, individual score and intended use
When child is enrolled in kindergarten	Health and Safety Code-124085, 124100	BP 5141.32	Health screening examination
Prior to student participation in gifted and talented program	5 CCR 3831	AR 6172	Gifted and talented student program
To students in grades 11 and 12, early enough to enable registration for current fall test	5 CCR 11523	AR 6146.2	Notice of proficiency examination provided under Education Code-48412
When child is selected to participate in Title I program	20 USC 6319	AR 6171	Parent's right to help design and implement Title I programs

**III. When Special Circumstances Occur**

Upon receipt of a complaint alleging discrimination	262.3	AR 1312.3	Civil law remedies available to complainants
At least 72 hours before use of pesticide product not included in annual list	17612	AR 3514.2	Intended use of pesticide produce