

Administrative Regulations

STUDENTS

Parental Notifications

This Administrative Regulation relates to notices that must be provided to parents/guardians. Pursuant to Education Code 48982, notifications, which must be sent at the beginning of each academic year, must include a request that the parent/guardian sign the notice and return it to the school. Unless otherwise indicated, code numbers below refer to Education Code sections.

When to Notify	Education or Other Legal Code	Subject
I. <u>Annually</u>		
Beginning of each school year	32255-32255.6, 48980	Right to refrain from harmful or destructive use of animals
Annually	35256	School Accountability Report Card provided
Beginning of each school year	35291, 35291.5, 48980	District and site discipline rules
Beginning of each school year	35291, 48900.1, 48980	Required parental attendance
Beginning of each school year	48205, 48980	Absence for justifiable personal reasons
Beginning of each school year	48205, 48980	Grade/credit cannot be reduced due to excused absence if work or test has been completed
Beginning of each school year	48206.3, 48207, 48208, 48980	Availability of home/hospital instruction for students with temporary disabilities
Beginning of each school year	48216, 48980	Immunizations
Beginning of each school year	48980	All statutory attendance options and available local attendance options
Beginning of each school year	48980	Availability of employment-based school attendance options
Beginning of each school year	48980, 231.5	Sexual harassment policy as related to students
Beginning of each school year	48980, 52244	Availability of state funds to cover costs of advanced placement exam fees
Beginning of each school year	48980	Schedule of minimum days

When to Notify	Education or Other Legal Code	Subject
I. <u>Annually</u> (continued)		
Beginning of each school year for districts connected to the Internet	48980, 51870.5	Policy of student access to the Internet
Beginning of each school year	49063, 49068, 49069, 20 USC, 1232g; 34 CFR 99.7	Student records: Inspect and review, access to, types of records, where kept, persons responsible, location of log, criteria and type of access for persons with access; cost of copies, how to request amendments, criteria for determining who is a school official and what is a legitimate educational interest.
Beginning of each school year	49063, 49070	Challenge, review and expunging of records
Beginning of each school year	49063, 49073	Release of directory information
Beginning of each school year	49063, 49091.14	Availability of course prospectus
Beginning of each school year	49423, 49480, 48980	Administration of prescribed medication
Beginning of each school year	49451, 48980	Refusal to consent to physical examination
Beginning of each school year	49472, 48980	Availability of insurance
Beginning of each school year	49510-49520, 48980	Free and reduced price meals
Beginning of each school year	51240, 48980	Excuse from health/sex education due to religious belief
Beginning of each school year	51550, 48980	Sex education
Beginning of each school year	56301	Rights of 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	Alternative schools
Beginning of each school year	20 USC 1681-1688; 42 USC 2000d-2000d-7; 34 CFR 106.9	Nondiscrimination on basis of sex, disability, ethnicity or lack of English skills

When to Notify	Education or Other Legal Code	Subject
I. <u>Annually (continued)</u>		
Annually	5 CCR 4622	Uniform complaint procedures and available appeals and civil law remedies; identify of coordinators
Annually to parent, teacher and employee organizations; in absence of organizations, to individuals	40 CFR 763.93	Availability of complete, updated management plan for asbestos-containing material in school buildings
II. <u>At Specific Times During the Student's Academic Career</u>		
At least once before counseling in grades 7 – 12	221.5, 48980	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	Placement of child in program and opportunity to apply for parental exception waiver
Before presenting a course using live or dead animals or animal parts	32255-32255.6	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	Fingerprinting program
Upon registration, K-6 students have not previously been transported	39831.5	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	Absence for confidential medical services
Upon admission to school	48216, 49403; Health and Safety Code 120365, 120370 and 120375	Immunizations
Before early entry to kindergarten, if offered	48000	Effects, advantages and disadvantages of early entry
Before assigning student to opportunity school/class/program	48637.1	Assignment to an opportunity school/class program
Beginning of each school year or before receiving instruction on AIDS, family life, human sexuality, sexually transmitted diseases	51201.5, 51555	Explanation of the instruction; right to request specific Education Code sections

When to Notify	Education or Other Legal Code	Subject
II. <u>At Specific Times During the Student's Academic Career</u> (continued)		
Prior to child participation in child abuse prevention program	51550; Welfare and Institutions Code 18976.5	Child abuse prevention programs
At least 15 days before instruction starts	51820	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	Program of education for English language learners
Within 20 working days of receiving results of standardized achievement tests	60641; 5 CCR 863	Results of tests; test purpose, individual score and intended use
When child is enrolled in kindergarten	Health and Safety Code 124085, 124100	Health screening examination
Prior to student participation in gifted and talented program	5 CCR 3831	Gifted and talented student program
When child is selected to participate in Title I program	20 USC 6319	Parent's right to help design and implement Title I programs
When students entering grade 7	49452.7	Specified information on type 2 diabetes
III. <u>When Special Circumstances Occur</u>		
Upon receipt of a complaint alleging discrimination	262.3	Civil law remedies available to complainants
Within 45 days after a school is determined to have significant risk factors for lead	32243	Childhood Lead Poisoning Prevention Act
At least six months before implementing a schoolwide uniform policy	35183	Dress code policy requiring schoolwide
When student transfers into the district	35291, 35291.5	District and site discipline rules
Before implementing a continuous school program	37616	Continuous school program
When interdistrict transfer is requested and not approved within 30 days	46601	Appeal process

When student identified as being at risk of retention When to Notify	48070.5 Education or Other Legal Code	Student at risk of retention Subject
III. <u>When Special Circumstances Occur (continued)</u>		
No later than 90 days after applying for transfer under alternative interdistrict attendance program	48209.9	Provisional acceptance or rejection of application
By May 15 after applying for transfer under alternative interdistrict attendance program	48209.9	Final acceptance or rejection
When excluding a student from attendance	48209.9	Reasons for exclusions; parental rights
When a student is classified a truant	48260.5	Parental obligation
When a truant is referred to a SARB or probation department	48263	Name and address of SARB or probation department and reason for referral
Prior to involuntary transfer to continuation school	48432.5	Right to require meeting prior to involuntary transfer to continuation school
When teacher requires parental attendance	48900.1	Parent/guardian attendance pursuant to law
Prior to withholding grades, diplomas or transcripts	48904	Damaged school property
When withholding grades, diplomas or transcripts from transferring student	48904.3	Next school will continue withholding grades, diplomas or transcripts
When student is released to peace officer	48906	Release of student to peace officer
At time of suspension	48911	Notice of suspension
When original period of suspension is extended	48911	Extension of suspension
Before holding a closed session re: suspension	48912	Intent to hold a closed session re: suspension
When student expelled from another district for certain acts seeks admission	48915.1, 48918	Hearing re: possible danger presented by expelled student
When admission is denied	48916	Reasons for denial; determination of assigned program

When to Notify	Education or Other Legal Code	Subject
When expulsion occurs	48916	Description of readmission procedures
III <u>When Special Circumstances Occur</u> (continued)		
10 Calendar days before expulsion hearing	48918	Notice of expulsion hearing
When expulsion or suspension of expulsion occurs	48918	Decision to expel; right to appeal to county board; obligation to inform new district of status
One month before the scheduled minimum day	48980	When minimum days are scheduled after the beginning of the school year
When parents request guidelines for filing complaint of child abuse at a school site	48987	Guidelines for filing complaint of child abuse at a school site with local child protective agencies
When student in danger of failing a course	49067	Student in danger of failing a course
When student transfers from another district or private school	49068	Right to receive copy of student's record and to challenge its content
Within 24 hours of release of information to a judge or probation officer	49076	Release of student record information to a judge or probation officer for conducting a truancy mediation program or for presenting evidence at a truancy petition
Before release of information pursuant to court order or subpoena	49077	Release of information pursuant to court order or subpoena
Before student serves on a safety patrol	49302	Parental consent
When injurious object is taken from student	49332	Weapons and dangerous objects
When screening results in suspicion that student has scoliosis	49452.5	Scoliosis screening
When test results in discovery of visual or hearing defects	49456	Vision or hearing test
When a district with junior/high school does not provide medical/hospital services for injured athletic students	49471	Unavailability of services
Before guest speaker or assembly on AIDS prevention, family life, human sexuality, sexually transmitted diseases	51201.5, 51554, 51555	Date of instruction, name of organization, right to request specific Education Code sections

When to Notify	Education or Other Legal Code	Subject
III. <u>When Special Circumstances Occur</u> (continued)		
Before any test questioning personal beliefs	51513	Permission for test questioning personal beliefs
When migrant education program is established	5444.2	Parent advisory council membership composition
When sharing student immunization information with an immunization system	Health & Safety Code	The name and address of the agency; acceptable use of the information; right to examine; right to refuse to share
When hearing is requested by person asked to leave school premises	Penal Code 627.5	Notice of hearing
When providing written decision in response to a complaint re: discrimination, special education, or noncompliance with laws regulating educational programs	5 CCR 4631	Appeal rights and procedures
When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30	34 CFR 99.34	Right to review records
IV. <u>Special Education Notices</u>		
When considering the expulsion of a special education student	49815.5; 34 CFR 300.505	Notice of intent to conduct preexpulsion assessment
48 hours before preexpulsion assessment	48915.5	Right to participate in meeting
Within 15 days of referral for assessment for special education programs	56321	Proposed assessment plan and related parental rights
Upon completion of administration of assessment	56329; 34 CFR 300.502	IEP meeting scheduled and determination at meeting
If parent disagrees with assessment	56329, 34 CFR 300.502	Right to obtain independent educational assessment
24 hours before IEP when intending to tape record	56341	Intention to tape record IEP meeting
When parent orally requests review of IEP	56343.5	Need for written request

When to Notify	Education or Other Legal Code	Subject
IV. <u>Special Education Notices</u> (continued)		
Prior to participation in special education	56346	Notice of IEP meetings, why participation necessary
10 days before using an attorney to present arguments at state hearing	56507	Intent to be represented by an attorney
Before functional behavioral assessment begins	5 CCR 3052	Notification and consent
Before modification of behavioral intervention plan	5 CCR 3052	Need for modification, right to question modification
Within one school day of emergency intervention or serious property damage	5 CCR 3052	Emergency intervention
Whenever there is a proposal or refusal to initiate or change the identification, evaluation or placement	20 USC 1415(c) 34 CFR 300.503	Prior written notice
Initial referral for evaluation	20 USC 1415(d)	Procedural safeguards notice
Notification of IEP meeting	20 USC 1415(d)	Procedural safeguards notice
Reevaluation of student	20 USC 1415(d)	Procedural safeguards notice
Registration of complaint	20 USC 1415(d)	Procedural safeguards notice
Suspension for more than 10 days or disciplinary action taken for dangerous behavior	20 USC 1415(k); 34 CFR 300.523	Decision
Change of placement for more than 10 days	20 USC 1415(k); 34 CFR 300.523	Decision
Early enough to ensure opportunity for parent to attend IEP meeting	34 CFR 300.345	Time, purpose, location, who in attendance, participation of others with special knowledge, transition statements if appropriate
Upon requesting a due process hearing	34 CFR 300.507	Child's name, address, school, description of problem, proposed resolution

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