

Cautionary Notice 2010-13: AB 1610 (Ch. 724, Statutes of 2010) amended Education Code 37252.2 to relieve districts from the obligation, until July 1, 2013, to perform any activities that are deemed to be reimbursable state mandates under that section. As a result, certain provisions of the following policy or administrative regulation that reflect those requirements may be suspended.

Note: This exhibit relates to notices which must be provided to parents/guardians. Unless otherwise indicated, code numbers below refer to Education Code sections.

## I. Annually

When to Notify: Beginning of each school year

Legal Code: Education Code 17612, 48980.3

BP/AR#: See AR 3514.2

Subject: Use of pesticide product, active ingredients, Internet address to access information

When to Notify: Beginning of each school year

Legal Code: Education Code 32255-32255.6, 48980

BP/AR#: See BP 5145.8, See AR 5145.8

Subject: Right to refrain from harmful or destructive use of animals

When to Notify: Annually by February 1

Legal Code: Education Code 35256

BP/AR#: See BP 0510

Subject: School Accountability Report Card provided

When to Notify: Beginning of each school year

Legal Code: Education Code 35291, 48980

BP/AR#: See BP 5144, See AR 5144.1

Subject: District and site discipline rules

When to Notify: Beginning of each school year if high school open campus

Legal Code: Education Code 44808.5, 48980

BP/AR#: See BP 5112.5

Subject: Open campus

When to Notify: Beginning of each school year if Board has adopted resolution allowing such absence

Legal Code: Education Code 46014, 48980

BP/AR#: See BP 5113, See AR 5113

Subject: Absence for religious purposes

When to Notify: Beginning of each school year

Legal Code: Education Code 48205, 48980

BP/AR#: See BP 5113, See AR 5113

Subject: Absence for justifiable personal reasons

When to Notify: Beginning of each school year

Legal Code: Education Code 48205, 48980

BP/AR#: See AR 6154

Subject: Grade/credit cannot be reduced due to excused absence if work or test has been completed

When to Notify: Beginning of each school year

Legal Code: Education Code 48206.3, 48207, 48208, 48980

BP/AR#: See AR 6183

Subject: Availability of home/hospital instruction for students with temporary disabilities

When to Notify: Beginning of each school year

Legal Code: Education Code 48216, 48980

BP/AR#: See BP 5141.31, See AR 5141.31

Subject: Immunizations

When to Notify: Beginning of each school year

Legal Code: Education Code 48980

BP/AR#: See AR 5111.1, See AR 5116.1 See AR 5117

Subject: All statutory attendance options, available local attendance options, options for meeting residency

When to Notify: Beginning of each school year

Legal Code: Education Code 48980, 231.5

BP/AR#: See AR 5145.7

Subject: Sexual harassment policy as related to students

When to Notify: Beginning of each school year

Legal Code: Education Code 48980, 52244

BP/AR#: See AR 6141.5

Subject: Availability of state funds to cover costs of advanced placement exam fees

When to Notify: Beginning of each school year

Legal Code: Education Code 48980

BP/AR#: See BP 6111

Subject: Schedule of minimum days

When to Notify: Beginning of each school year

Legal Code: Education Code 49063, 49068, 49069, 20 USC 1232g, 34 CFR 99.7

BP/AR#: See BP 5125, See 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 school official legitimate educational interest

When to Notify: Beginning of each school year

Legal Code: Education Code 49063, 49070

BP/AR#: See AR 5125, See AR 5125.3

Subject: Challenge, review and expunging of records

When to Notify: Beginning of each school year

Legal Code: Education Code 49063, 49073

BP/AR#: See AR 5125.1

Subject: Release of directory information

When to Notify: Beginning of each school year

Legal Code: Education Code 49063, 49091.14

BP/AR#: See AR 5020, See AR 5125

Subject: Availability of course prospectus

When to Notify: Beginning of each school year

Legal Code: Education Code 49423, 49480, 48980

BP/AR#: See AR 5141.21

Subject: Administration of prescribed medication

When to Notify: Beginning of each school year

Legal Code: Education Code 49451, 48980

BP/AR#: See BP 5141.3

Subject: Refusal to consent to physical examination

When to Notify: Beginning of each school year

Legal Code: Education Code 49472, 48980

BP/AR#: See BP 5143

Subject: Availability of insurance

When to Notify: Beginning of each school year

Legal Code: Education Code 49510-49520, 48980

BP/AR#: See BP 3553

Subject: Free and reduced price meals

When to Notify: Annually

Legal Code: Education Code 56301

BP/AR#: See BP 6164.4

Subject: Rights of all parents related to 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

Legal Code: Education Code 58501

BP/AR#: See BP 6181

Subject: Alternative schools

When to Notify: Beginning of each school year

Legal Code: 20 USC 1681-1688, 42 USC 2000d-2000d-7, 34 CFR 106.9

BP/AR#: See BP 0410, See BP 6178

Subject: Nondiscrimination on basis of sex, disability, ethnicity or lack of English skills

When to Notify: Annually

Legal Code: 5 CCR 4622

BP/AR#: See AR 1312.3

Subject: Uniform complaint procedures, available appeals, civil law remedies, and identity of coordinator

When to Notify: Beginning of each school year

Legal Code: 20 USC 1232h

BP/AR#: See AR 5022

Subject: Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing

When to Notify: For districts receiving Title I funds, beginning of each school year

Legal Code: 20 USC 6311

BP/AR#: See AR 4112.24, See AR 4222

Subject: Right to request information re: professional qualifications of their child's teacher and paraprofessional

When to Notify: Annually to parent, teacher and employee organizations or, in their absence, individuals

Legal Code: 40 CFR 763.84, 40 CFR 763.93

BP/AR#: See 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: At least once before counseling in grades 7 through 12

Legal Code: Education Code 221.5, 48980

BP/AR#: See BP 6164.2

Subject: Course selection and career counseling

When to Notify: At beginning of each school year if student has been placed in structured English immersion program

Legal Code: Education Code 310, 5 CCR 11309

BP/AR#: See AR 6174

Subject: Placement of child in program and opportunity to apply for parental exception waiver

When to Notify: Before high school student attends specialized secondary program on a university campus

Legal Code: Education Code 17288

BP/AR#: None

Subject: University campus buildings may not meet Education Code requirements for structural safety

When to Notify: To members of athletic teams

Legal Code: Education Code 32221.5

BP/AR#: See AR 5143

Subject: Offer of insurance, no-cost and low-cost program options

When to Notify: Before presenting a course using live or dead animals or animal parts

Legal Code: Education Code 32255-32255.6

BP/AR#: See BP 5145.8

Subject: Right to refrain from harmful or destructive use of animals

When to Notify: When child first enrolls in a public school, if the school offers a fingerprinting program

Legal Code: Education Code 32390, 48980

BP/AR#: See BP 5142.1

Subject: Fingerprinting program

When to Notify: Beginning of each term for students who have not passed the exit exam by the end of grade 12

Legal Code: Education Code 37254

BP/AR#: See AR 6179

Subject: Availability of intensive instruction and services for two consecutive academic years and right to file complaint

When to Notify: Upon registration, if K-6 students have not previously been transported

Legal Code: Education Code 39831.5

BP/AR#: See 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 7-12

Legal Code: Education Code 46010.1

BP/AR#: See BP 5113

Subject: Absence for confidential medical services

When to Notify: Upon admission to school

Legal Code: Education Code 48216, 49403, Health and Safety Code 120365, 120370, 120375

BP/AR#: See AR 5141.31

Subject: Immunizations

When to Notify: Before early entry to kindergarten, if offered

Legal Code: Education Code 48000

BP/AR#: See AR 5111

Subject: Effects, advantages and disadvantages of early entry

When to Notify: Beginning each school year in grades 9-12 and when high school student transfers into the district

Education Code 48980, 60850

BP/AR#: See AR 6162.52

Subject: Requirement to pass the high school exit exam including: date of exam, requirements for passing, consequences of not passing, and that passing is a condition of graduation

When to Notify: When students entering grade 7

Legal Code: Education Code 49452.7

BP/AR#: None

Subject: Specified information on type 2 diabetes

When to Notify: When in kindergarten or 1st grade if not previously enrolled in public school

Legal Code: Education Code 49452.8

BP/AR#: See AR 5141.32

Subject: Requirement for oral health assessment, explanation of law, importance of teeth health, agency contact, privacy rights

When to Notify: Beginning of each school year for students in grades 9-12

Legal Code: Education Code 51229, 48980

BP/AR#: See BP 6143

Subject: Explanation of college admission requirements, list of UC and CSU web sites that list certified courses, description of career technical education and CDE Internet address, how students may meet with counselors

When to Notify: Beginning of each school year for students in grades 7-12

Legal Code: Education Code 51938, 48980

BP/AR#: See AR 6142.1

Subject: Explanation of sex and HIV/AIDS instruction; right to view A/V materials, who's teaching, request specific Education Code sections, right to excuse

When to Notify: Upon assessment and reassessment of English proficiency and enrollment in program of education for English language learners

Legal Code: Education Code 52164.1, 52164.3, 52173, 5 CCR 11303

BP/AR#: See AR 6174

Subject: Program of education for English language learners

When to Notify: Within 20 working days of receiving results of standardized achievement tests

Legal Code: Education Code 60641, 5 CCR 863

BP/AR#: See AR 6162.51

Subject: Results of tests; test purpose, individual score and intended use

When to Notify: Annually to each high school student

Legal Code: Education Code 66204

BP/AR#: BP 6143

Subject: Copy of list of courses offered Student that are certified by UC as meeting admission criteria

When to Notify: When child is enrolled in kindergarten



Legal Code: Health and Safety Code 124100

BP/AR#: See BP 5141.32

Subject: Health screening examination

When to Notify: Prior student participation in gifted and talented program

Legal Code: 5 CCR 3831

BP/AR#: See AR 6172

Subject: Gifted and talented student program

When to Notify: Within 30 calendar days of receipt of CELDT results

Legal Code: 5 CCR 11511.5

BP/AR#: See AR 6174

Subject: CELDT test results

When to Notify: To students in grades 11 and 12, early enough to enable registration for current fall test

Legal Code: 5 CCR 11523

BP/AR#: See AR 6146.2

Subject: Notice of proficiency examination provided under Education Code 48412

When to Notify: For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents of English learners

Legal Code: 20 USC 6312

BP/AR#: See 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

### III. When Special Circumstances Occur

When to Notify: Upon receipt of a complaint alleging discrimination

Legal Code: Education Code 262.3

BP/AR#: See AR 1312.3

Subject: Civil law remedies available to complaints

When to Notify: At least 72 hours before use of pesticide product not included in annual list

Legal Code: Education Code 17612

BP/AR#: See AR 3514.2

Subject: Intended use of pesticide product

When to Notify: If school has lost its WASC accreditation status

Legal Code: Education Code 35178.4

BP/AR#: See BP 6190

Subject: Loss of status, potential consequences

When to Notify: At least six months before implementing a schoolwide uniform policy

Legal Code: Education Code 35183

BP/AR#: See AR 5132

Subject: Dress code policy requiring schoolwide uniform

When to Notify: Before implementing a year-round schedule

Legal Code: Education Code 37616

BP/AR#: See BP 6117

Subject: Year-round schedule

When to Notify: When interdistrict transfer is requested and not approved or denied within 30 days

Legal Code: Education Code 46601

BP/AR#: See AR 5117

Subject: Appeal process

When to Notify: When student identified as being at risk of retention

Legal Code: Education Code 48070.5

BP/AR#: See AR 5123

Subject: Student at risk of retention

When to Notify: When a student is classified a truant

Legal Code: Education Code 48260.5

BP/AR#: See AR 5113.1

Subject: Truancy, parental obligation, availability of alternative programs, student consequences

When to Notify: When a truant is referred to a SARB or probation department

Legal Code: Education Code 48263

BP/AR#: See AR 5113.1

Subject: Name and address of SARB or probation department and reason for referral

When to Notify: Prior to involuntary transfer to continuation school

Legal Code: Education Code 48432.5

BP/AR#: See AR 6184

Subject: Right to require meeting prior to involuntary transfer to continuation school

When to Notify: Prior to withholding grades, diplomas, or transcripts

Legal Code: Education Code 48904

BP/AR#: See AR 5125.2

Subject: Damaged school property

When to Notify: When withholding grades, diplomas or transcripts from transferring student

Legal Code: Education Code 48904.3

BP/AR#: See AR 5125.2

Subject: Next school will continue withholding grades, diplomas or transcripts

When to Notify: When student is released to peace officer

Legal Code: Education Code 48906

BP/AR#: See BP 5145.11

Subject: Release of student to peace officer

When to Notify: At time of suspension

Legal Code: Education Code 48911

BP/AR#: See BP 5144.1, See AR 5144.1

Subject: Notice of suspension

When to Notify: When original period of suspension is extended

Legal Code: Education Code 48911

BP/AR#: See AR 5144.1

Subject: Extension of suspension

When to Notify: Before holding a closes session re: suspension

Legal Code: Education Code 48912

BP/AR#: See 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

Legal Code: Education Code 48915.1, 48918

BP/AR#: See AR 5119

Subject: Hearing re: possible danger presented by expelled student

When to Notify: When readmission is denied

Legal Code: Education Code 48916

BP/AR#: See AR 5144.1

Subject: Reasons for denial; determination of assigned program

When to Notify: When expulsion occurs

Legal Code: Education Code 48916

BP/AR#: See AR 5144.1

Subject: Description of readmission procedures

When to Notify: 10 calendar days before expulsion hearing

Legal Code: Education Code 48918

BP/AR#: See AR 5144.1

Subject: Notice of expulsion hearing

When to Notify: When expulsion or suspension of expulsion occurs

Legal Code: Education Code 48918

BP/AR#: See AR 5144.1

Subject: Decision to expel; right to appeal to county board; obligation to inform new district of status

When to Notify: One month before the scheduled minimum day

Legal Code: Education Code 48980

BP/AR#: See 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

Legal Code: Education Code 48987

BP/AR#: See 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

Legal Code: Education Code 49067

BP/AR#: See AR 5121

Subject: Student in danger of failing a course

When to Notify: When student transfers from another district or private school

Legal Code: Education Code 49068

BP/AR#: See AR 5125

Subject: Right to receive copy of student's record and to challenge its content

When to Notify: Within 24 hours of release of information to a judge or probation officer

Legal Code: Education Code 49076

BP/AR#: See AR 5125

Subject: 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

When to Notify: Before release of information pursuant to court order or subpoena

Legal Code: Education Code 49077

BP/AR#: See AR 5125

Subject: Release of information pursuant to court order or subpoena

When to Notify: When screening results in suspicion that student has scoliosis

Legal Code: Education Code 49452.5

BP/AR#: See BP 5141.3

Subject: Scoliosis screening

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

Legal Code: Education Code 49456

BP/AR#: See BP 5141.3

Subject: Vision or hearing test

When to Notify: Before any test questioning personal beliefs

Legal Code: Education Code 51513

BP/AR#: See AR 5022

Subject: Permission for test, survey questioning personal beliefs

When to Notify: Within 14 days of instruction if arrangement made for guest speaker after beginning of school year

Legal Code: Education Code 51938

BP/AR#: BP 6142.1

Subject: Instruction in HIV/AIDS or sexual health education by guest speaker or outside consultant

When to Notify: When migrant education program is established

Legal Code: Education Code 54444.2

BP/AR#: See BP 6175, See AR 6175

Subject: Parent advisory council membership composition

When to Notify: When child participates in licensed child care and development program

Legal Code: Health and Safety Code 1596.857

BP/AR#: See AR 5148

Subject: Parent right to enter facility

When to Notify: When sharing student immunization information with an immunization system

Legal Code: Health and Safety Code 120440

BP/AR#: See 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

Legal Code: Penal Code 627.5

BP/AR#: See AR 3515.2

Subject: Notice of hearing

When to Notify: When providing written decision in response to a complaint re: discrimination, special education, or noncompliance with laws regulating educational programs

Legal Code: 5 CCR 4631

BP/AR#: See AR 1312.3

Subject: Appeal rights and procedures

When to Notify: When child participates in licensed child care and development program

Legal Code: 5 CCR 18066

BP/AR#: See AR 5148

Subject: Policies re: unexcused absences

When to Notify: For districts receiving Title I funds, when a child has been taught for four or more consecutive weeks by a teacher who is not "highly qualified"

Legal Code: 20 USC 6311

BP/AR#: See AR 4112.24

Subject: Timely notice to parent of child's assignment

When to Notify: When school identified for program improvement or corrective action, within 30 days of failure to make annual yearly progress

Legal Code: 20 USC 6312

BP/AR#: See AR 0520.2

Subject: Notice of failure to parents of English language learners

When to Notify: When school identified for program improvement or corrective action

Legal Code: 20 USC 6316

BP/AR#: See AR 0520.2, See AR 5116.1

Subject Explanation of identification, reasons, how problem will be addressed, how parents can become involved, transfer option, availability of supplemental services

When to Notify: For districts with schools that have been identified for program improvement or corrective action, annually

Legal Code: 20 USC 6316

BP/AR#: See AR 0520.2

Subject: Availability of supplemental educational services, identity of providers, description of services, qualifications, effectiveness of providers

When to Notify: When district identified for program improvement

Legal Code: 20 USC 6316

BP/AR#: See AR 0520.3

Subject: Explanation of status, reasons for identification, how parents can participate in upgrading district

When to Notify: For schools receiving Title I funds, upon development of parent involvement policy

Legal Code: 20 USC 6318

BP/AR#: See AR 6020

Subject: Notice of policy

When to Notify: For districts with secondary students receiving Title I funds

Legal Code: 20 USC 7908

BP/AR#: See AR 5125.1

Subject: Notice that parents may request district to not release name, address, phone number of child to military recruiters without prior written consent

When to Notify: When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30

Legal Code: 34 CFR 99.34

BP/AR#: AR 5125

Subject: Right to review records

IV. Special Education Notices



When to Notify: Prior to conducting initial evaluation

Legal Code: Education Code 56301, 56321, 56321.5, 56321.6, 56329, 34 CFR 300.502

BP/AR#: See AR 6164.4

Subject: Proposed evaluation plan, related parental rights, prior written notice

When to Notify: 24 hours before IEP when district intending to record

Legal Code: Education Code 56341.1

BP/AR#: See AR 6159

Subject: Intention to audio-record IEP meeting

When to Notify: Early enough to ensure opportunity for parent to attend IEP meeting

Legal Code: Education Code 56341.5 34 CFR 300.322

BP/AR#: See AR 6159

Subject: Time, purpose, location, who in attendance, participation of others with special knowledge, transition statements if appropriate

When to Notify: When parent orally requests review of IEP

Legal Code: Education Code 56343.5

BP/AR#: See AR 6159

Subject: Need for written request

When to Notify: For student receiving exit exam waiver, prior to receipt of diploma

Legal Code: Education Code 60852.4

BP/AR#: See AR 6162.52

Subject: Right to FAPE

When to Notify: Before functional behavioral assessment begins

Legal Code: 5 CCR 3052

BP/AR#: See AR 6159.4

Subject: Notification and consent

When to Notify: Before modification of behavioral intervention plan

Legal Code: 5 CCR 3052

BP/AR#: See AR 6159.4

Subject: Need for modification, right to question modification

When to Notify: Within one school day of emergency intervention or serious property damage

Legal Code: 5 CCR 3052

BP/AR#: See AR 6159.4

Subject: Emergency intervention

When to Notify: Whenever there is a proposal or refusal to initiate or change the identification, evaluation or placement, or FAPE

Legal Code: 20 USC 1415(c), 34 CFR 300.503

BP/AR#: See AR 6159.1

Subject: Prior written notice

When to Notify: Initial referral for evaluation

Legal Code: 20 USC 1415(d), 34 CFR 300.503

BP/AR#: See AR 6159.1

Subject: Prior written notice and procedural safeguards notice

When to Notify: Registration of complaint

Legal Code: 20 USC 1415(d), 34 CFR 300.504

BP/AR#: See AR 6159.1

Subject: Procedural safeguards notice

When to Notify: Disciplinary action taken for dangerous behavior

Legal Code: 20 USC 1415(k), 34 CFR 300.530

BP/AR#: See AR 5144.2

Subject: Decision and procedural safeguards notice

When to Notify: Suspension or change of placement for more than 10 days

Legal Code: 20 USC 1415(k), 34 CFR 300.530

BP/AR#: See 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

BP/AR#: See AR 6159.1

Subject: Child's name, address, school, description of problem, proposed resolution

#### V. Classroom Notices

When to Notify: In each classroom in each school

Legal Code: Education Code 35186

BP/AR#: See AR 1312.4, See E 1312.4

Subject: Complaint rights re: sufficiency instructional materials, teacher vacancy and misassignment, maintenance of facilities, and, for classrooms with grades 10-12, right of students who did not pass the exit exam to receive intensive instruction after completion of grade 12