

Parental Notifications

Note: The following exhibit lists those notices which the law requires be provided to parents/guardians. Unless otherwise indicated, code numbers below refer to **Education Code** sections.

Abbreviations:

CFR: Code of Federal Regulations **FAPE:** Free and Appropriate Education

CCR: California Code of Regulations

USC: United States Code

I. Annually

When to Notify	Education or Other Legal Code	Board Policy/Administrative Regulation	Subject
Beginning of the school year	231.5, 48980; 5 CCR 4917	AR 5145.7	Sexual harassment policy as related to students
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	46010.1	BP 5113	Absence for confidential medical services
Beginning of each school year	32255-32255.6, 48980	AR 5145.8	Right to refrain from harmful or destructive use of animals
Beginning of each school year	35160.5, 48204, 46600-46611, 48980	AR 5111.1, BP 5116.1 AR 5117	All statutory attendance options, available local attendance options, options for meeting residency
Annually by February 1	35256	BP 0510	School Accountability Report Card provided
Beginning of each school year	35291, 48980	AR 5144, AR 5144.1	District and site discipline rules
Beginning of each school year if Board has adopted resolution allowing	46014, 48980	BP 5113, AR 5113	Absence for religious purposes

such absence			
Beginning of each school year	48205, 48980	AR 6154, BP 5113, AR 5113	Excused absences; 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	AR 6183	Availability of home/hospital instruction for students with temporary disabilities
Beginning of each school year	48980	BP 6111	Schedule minimum days
Beginning of each school year	49063, 49069; 20 USC 1232g; 34 CFR 99.7	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 legitimate educational interest, course prospectus availability
Beginning of each school year	49063	AR 5125, AR 5125.3	Challenge, review and expunging of records
Beginning of each school year	49063, 49073 20USC 1232g 34CFR 99.37	AR 5125.1	Release of directory information
Beginning of each school year	49403, 48980	BP 5141.31	Consent to school immunization program
Beginning of each school year	49423, 49480, 48980	AR 5141.21	Administration of prescribed medication
Beginning of each school year	49451, 48980 20 USC 1232h	AR 5141.3	Right to refuse consent to physical examination
Beginning of each school year	49472, 48980	BP 5143	Availability of insurance
Beginning of each school year	49520, 48980 42 USC 1758; 7 CFR 245.5	AR 3553	Free and reduced price meals
Annually	56301	BP 6164.4	Parental rights re: special education

			identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment
Beginning of each school year	58501, 48980	BP 6181	Alternative schools
Beginning of each school year	34 CFR 104.8 106.9	BP 0410, BP 6178	Nondiscrimination
Annually	5 CCR 4622, 49013	AR 1312.3	Uniform complaint procedures and available appeals and civil law remedies; identity of coordinator about student fees complaints
Beginning of each school year	20 USC 1232h	AR 5022, BP 6162.8	Notice of privacy policy and dates of activities re: survey, health examinations, or collection of personal information for marketing; process to opt out of such activities
Beginning of each school year, if district receives Title I funds	20 USC 6311 34 CFR 200.61	AR 4112.22, AR 4222	Right to request information re: professional qualifications of child's teacher and paraprofessional
Annually, if district schools have been identified for program improvement or corrective action	20 USC 6316	AR 0520.2	Availability of supplemental educational services, identity of providers, description of services, qualifications, effectiveness of providers
Annually	Health & Safety Code 104855	AR 5141.6	Availability of dental fluoride treatment; opportunity to accept or deny treatment
Annually to parent, teacher, and	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management

employee organizations or, in their absence, individuals			plan; any inspections, response actions or post-response actions planned or in progress
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II. at Specific Times during the Student's Academic Career

Beginning in grade 7, at least once prior to course selection and career counseling	221.5, 48980	BP 6164.2	Course selection and career counseling
Beginning of each school year in grades 9-12, if district allows career technical education (CTE) course to satisfy graduation requirement	48980, 51225.3	AR 6146.1	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
Beginning of each school year, for high school students	48980, 52244		Availability of state funds to cover costs of advanced placement exam fees
When a child first enrolls in a public school, if the school offers a fingerprinting program	32390, 48980	AR 5142.1	Fingerprinting program
Upon registration, in K-6 if students have not previously been transported	39831.5	BP 3543	School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops
Beginning of each school year for high school students if high school open campus	44808.5, 48980	AR 5112.5	Open campus
Beginning of each school year in grades 9-12 and when high school students transfers into the district	48980,60850	AR 6162.52	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 students entering grade 7	49452.7	AR 5141.3	Specified information on type 2 diabetes
When in kindergarten or 1st grade if not previously enrolled in public school	49452.8	AR 5141.32	Requirement for oral health assessment, explanation of law, importance of oral health, agency contact, privacy rights
Beginning of each school year for students in grades 9-12	51229, 48980	BP 6143	College admission requirements, UC and CSU web sites that list certified courses, description of career technical education and CDE Internet address, how students may meet with counselors
Beginning of each school year for students in grades 7-12	51938, 48980	AR 6142.1	Explanation of sex and HIV/AIDS instruction; right to view A/V materials, who's teaching, request specific Education Code sections, right to excuse
Within 20 working days of receiving results of standardized achievement tests	60641; 5 CCR 863	AR 6162.51	Results of tests; test purpose, individual score and intended use
Annually to each high school student	66204	BP 6143	Copy of list of courses offered that are certified by UC as meeting admission criteria
When child is enrolled in kindergarten	Health & Safety Code 124100	AR 5141.32	Health screening examination
To students in grades 11 and 12, early enough to enable registration for fall test	5 CCR 11523	AR 6146.1	Notice of proficiency examination provided under Education Code 48412
To secondary students, if district receives Title I funds	20 USC 7908	AR 5125.1	Notice that parents may request district to not release name, address, phone number of child to military recruiters without prior written consent

III. When Special Circumstances Occur

Upon receipt of a complaint alleging discrimination	262.3	AR 1312.31	Civil law remedies available to complainants
When student has been placed in structured English immersion program	310-311; 5 CCR 11309	AR 6174	Placement of child in program and opportunity to apply for parental exception waiver
When student is identified as English learner and district receives Title III funds, not later than 30 days after beginning of school year	440; 20 USC 7012	AR 6174	Student's identification for program for English learners; any failure of district to meet annual measurable achievement objectives
Within 30 days after the beginning of the school year, (or within two weeks of child being placed in program), parents of English Learners are notified of EL status	313; 5 CCR 11303	AR 6174	Student's initial English language proficiency, language designation, description of program options, program placement and exit criteria
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
At least 72 hours before use of pesticide product not included in annual list	17612	AR 3514.2	Intended use of pesticide product
To members of athletic teams	32221.5	BP 5143	Offer of insurance, no-cost and low-cost program options
If school has lost its WASC accreditation status	35178.4	BP 6190	Loss of status, potential consequences
At least six months before implementing a school-wide uniform policy	35183	AR 5132	Dress code policy requiring school-wide uniform
Beginning of each term, when student has not	37254	AR 6179	Availability of intensive instruction and services

passed the exit exam by the end of grade 12			for two consecutive academic years and right to file a complaint
Before implementing a year-round schedule	37616	BP 6117	Year-round schedule
When inter-district transfer is requested and not approved or denied within 30 days	46601	AR 5117	Appeal process
Before early entry to kindergarten, if offered	48000	AR 5111	Effects, advantages and disadvantages of early entry
When student identified as being at risk of retention	48070.5	AR 5123	Student at risk of retention
When student excluded due to quarantine, contagious or infectious disease, danger to safety or health	48213	AR 5112.2, BP 5141.33	Student has been excluded from school
Before student is excluded for lack of immunization	48216, 17 CCR 6040	AR 5141.31	Need to submit evidence of immunization or exemption within 10 school days; referral to medical care
When a student is classified a truant	48260.5,48262	AR 5113.1	Truancy, parental obligation, availability of alternative program, student consequences, need for conference
When a truant is referred to a SARB or probation department	48263	AR 5113.1	Name and address of SARB or probation department and reason for referral
When a school is identified on the state's Open Enrollment List	48354 5 CCR 4702	AR 5116	Student's option to transfer to another school
Within 60 days of receiving application for transfer out of open enrollment school	48357; 5 CCR 4702	AR 5116	Whether student's transfer application is accepted or rejected; reasons for rejection
Prior to involuntary transfer to continuation school	48432.5	AR 6184	Right to require meeting prior to involuntary transfer to continuation

			school
When student is removed from class and teacher requires parental attendance at school	48900.1	BP 5144.1, AR 5144.1	Parental attendance required; timeline for attendance
Prior to withholding grades, diplomas, or transcripts	48904	AR 5125.2	Damaged school property
When withholding grades, diplomas or transcripts from transferring student	48904.3	AR 5125.2	Next school will continue withholding grades, diplomas or transcripts
When student is released to peace officer	48906	BP 5145.11	Release of student to peace officer
At time of suspension	48911	BP 5144.1, AR 5144.1	Notice of suspension
When original period of suspension is extended	48911	AR 5144.1	Extension of suspension
At the time a student is assigned to a supervised suspension classroom	48911.1	AR 5144.1	The student's assignment to a supervised classroom
Before holding a closed session re: suspension	48912	AR 5144.1	Intent to hold a closed session re: suspension
When student expelled from another district for certain acts seeks admission	48915.1, 48918	BP 5119	Hearing re: possible danger presented by expelled student
When readmission is denied	48916	AR 5144.1	Reasons for denial; determination of assigned program
When expulsion occurs	48916	AR 5144.1	Description of readmission procedures
10 calendar days before expulsion hearing	48918	AR 5144.1	Notice of expulsion hearing
When expulsion or suspension of expulsion occurs	48918	AR 5144.1	Decision to expel; right to appeal to county board; obligation to inform new district of status
One month before the scheduled minimum day	48980	BP 6111	When minimum days scheduled after the

			beginning of the school year
When parents request guidelines for filing complaint of child abuse at school site	48987	AR 5141.4	Guidelines for filing complaint of child abuse at a school site with local child protective agencies
When student in danger of failing a course	49068	AR 5121	Student in danger of failing a course
When student transfers from another district or private school	49068	AR 5125	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	AR 5125	Release of student record 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	AR 5125	Release of information pursuant to court order or subpoena
When screening results in suspicion that student has scoliosis	49452.5	AR 5141.3	Scoliosis screening
When test results in discovery of visual or hearing defects	49456	AR 5141.3	Vision or hearing test
Annually to parents/guardians of student athletes before their first practice or competition	49475	AR 6145.2	Information on concussions and head injuries
Before any test questioning personal beliefs	51513	AR 5022	Permission for test, survey questioning personal beliefs
Within 14 days of instruction if arrangements made for guest speaker after beginning of school year	51938	AR 6142.1	Instruction in HIV/AIDS or sexual health education by guest speaker or outside consultant
Prior to administering survey regarding health risks and behaviors to students in 7-12	51938	AR 5022	Notice that the survey will be administered

Parents of English Learners are notified annually, within 30 days following receipt of results, of their child's English Language assessment results	52164.1, 52164.3, 52173; 5CCR 11511.5	AR 6174	Results of State assessment (CELDT) of English proficiency
When migrant education program is established	54444.2	BP 6175 AR 6175	Parent advisory council membership composition
When child participates in licensed child care and development program	Health & Safety Code 1596.857	AR 5148	Parent right to enter facility
When sharing student immunization information with an immunization system	Health & Safety Code 120440	AR 5125	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 hearing is requested by person asked to leave school premises	Penal Code 627.5	AR 3515.2	Notice of hearing
Prior to student participation in gifted and talented program	5 CCR 3831	BP 6172	Gifted and talented student program
Within 30 calendar days of receipt of CELDT results	5 CCR 11511.5	AR 6174	CELDT test results
When providing written decision in response to a complaint re: discrimination, special education, or non-compliance with law regulating educational programs	5 CCR 4631	AR 1312.34	Appeal rights and procedures
When child participates in licensed child care and development program	5 CCR 18066	AR 5148	Policies re: unexcused absences
When district substantively changes policy on student privacy rights	20 USC 1232h	AR 5022	Notice of any substantive change in policy or regulation
Depending on the NCLB	20 USC 6311		Timely notice to parent

Waiver status, for districts receiving Title I funds, when child has been taught for four or more consecutive weeks by a teacher who is not “highly qualified”			of child’s assignment, if applicable
Depending on the NCLB Waiver status, when school identified for program improvement or corrective action, within 30 days of failure to make annual yearly progress	20 USC 6312	AR 0520.2	Notice of failure to parents of English language learners, if applicable
For districts receiving Title I funds, no later than 30 days after beginning of school year, to parents of English learners	20 USC 6312	AR 6174	Reasons for placement, level of proficiency, instructional methods, how program meets child’s strengths and teaches English, exit requirements, right to choose another program
Depending on the NCLB Waiver status, when school identified for program improvement or corrective action	20 USC 6316	AR 0520.2 AR 5116.1	Explanation of identification, reasons, how problem will be addressed, how parents can become involved, transfer option availability of supplemental services, if applicable
Depending on the NCLB Waiver status, when district identified for program improvement	20 USC 6316	AR 0520.3	Explanation status, reasons for identification, how parents can participate in upgrading district, if applicable
For schools receiving Title I funds, upon development of parent involvement policy	20 USC 6318	BP 6020	Notice of policy
For districts receiving Title III funds, within 30 days of the release of state Title III accountability report	20 USC 7012	AR 6174	Notification of any failure to make progress on state’s annual measurable achievement objectives for English learners
When household is	42 USC 1758;	AR 3553	Notice of need to submit

selected for verification of eligibility for free or reduced-price meals	7 CFR 246.6a		verification information; any subsequent change in benefits; right to appeal
When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30	34 CFR 99.34	AR 5125	Right to review records

IV. Special Education Notices

Prior to conducting initial evaluation	56301, 56321, 56321.5, 56321.6, 56329; 34 CFR 300.502	AR 6164.4	Proposed evaluation plan, related to parental rights, prior to written notice
24 hours before IEP when district intending to record	56341.1	AR 6159	Intention to audio-record IEP meeting
Early enough to ensure opportunity for parent to attend IEP meeting	56341.5; 34 CFR 300.322	AR 6159	Time, purpose, location, who in attendance, participation of others with special knowledge, transition statements if appropriate
When parent orally requests review of IEP	56343.5	AR 6159	Need for written request
For student receiving exit exam waiver, prior to receipt of diploma	60852.4	AR 6162.52	Right to FAPE
When student is selected to be assessed with the California Modified Assessment	5CCR 850	AR6162.51	Notice that the student's achievement will be measured based on modified achievement standard
Before functional behavioral assessment begins	5 CCR 3052	AR 6159.4	Notification and consent
Before modification of behavioral intervention plan	5 CCR 3052	AR 6159.4	Need for modification, right to question modification
Within one school day of emergency intervention or serious property damage	5 CCR 3052	AR 6159.4	Emergency intervention

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	20 USC 1415(c); 34 CFR 300.300, 300.503	AR 6159.1 AR 6159	Prior written notice
Initial referral for evaluation	20 USC 1415 (d); 34 CFR 300.503	AR 6159.1	Prior written notice and procedural safeguards notice
Registration of complaint	20USC 1415 (d) 34 CFR 300.504	AR 6159.1	Procedural safeguards notice
Disciplinary action taken for dangerous behavior	20 USC 1415 (k); 34 CFR 300.530	AR 5144.2	Decision and procedural safeguards notice
Suspension or change of placement for more than 10 days	20 USC 1415(k); 34 CFR 300.530	AR 5144.2	Decision and procedural safeguards notice
Upon requesting a due process hearing	20 USC 1415 (k); 34 CFR 300.508	AR 6159.1	Child's name, address, school, description of problem, proposed resolution
Eligibility for services under Section 504	34 CFR 104.32, 104.36	AR 6164.6	Procedural safeguards, district responsibilities

V. Classroom Notices

In each classroom in each school	35186	AR/E 1312.4	Complaint rights re: sufficiency of instructional materials, teacher vacancy and mis-assignment, maintenance of facilities, and, for classrooms with grades 10-12, right of students who did not pass exit exam to receive intensive instruction after grade 12
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Exhibit FRESNO UNIFIED SCHOOL DISTRICT

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