

# Santa Barbara Unified School District Exhibit

Students

E 5145.6

## PARENTAL NOTIFICATIONS

### I. Annually

**When to Notify:** Beginning of each school year  
**Education or Other Legal Code:** Education Code 222.5  
**Board Policy/Administrative Regulation #:** See BP 5146  
**Subject:** Rights and options for pregnant and parenting students

**When to Notify:** Beginning of each school year  
**Education or Other Legal Code:** Education Code 234.7  
**Board Policy/Administrative Regulation #:** See BP 0410  
**Subject:** Right to a free public year 234.7 education regardless of immigration status or religious beliefs

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

**When to Notify:** Beginning of each school year  
**Education or Other Legal Code:** Education Code 17611.5, 17612, 48980.3  
**Board Policy/Administrative Regulation #:** See 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:** Education Code 35256, 35258  
**Board Policy/Administrative Regulation #:** See BP 0510  
**Subject:** School Accountability Report Card provided

**When to Notify:** Beginning of each school year  
**Education or Other Legal Code:** Education Code 35291, 48980  
**Board Policy/Administrative Regulation #:** See AR 5144, See AR 5144.1  
**Subject:** District and site discipline rules

**When to Notify:** Beginning of each school year  
**Education or Other Legal Code:** Education Code 44050  
**Board Policy/Administrative Regulation #:** See BP 4119.21, See BP 4219.21, See BP 4319.21  
**Subject:** Code of conduct addressing employee interactions with students

**When to Notify:** Beginning of each school year  
**Education or Other Legal Code:** Education Code 46010.1  
**Board Policy/Administrative Regulation #:** See 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 #:** See BP 5116.2

**Subject:** District policy authorizing transfer

**When to Notify:** Beginning of each school year

**Education or Other Legal Code:** Education Code 48980

**Board Policy/Administrative Regulation #:** See 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:** Education Code 48980, 231.5; 5 CCR 4917

**Board Policy/Administrative Regulation #:** See 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:** Education Code 48980, 32255-32255.6

**Board Policy/Administrative Regulation #:** See AR 5145.8

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

**When to Notify:** Beginning of each school year

**Education or Other Legal Code:** Education Code 48980, 35160.5, 46600-46611, 48204, 48301, 48350-48361

**Board Policy/Administrative Regulation #:** See BP 5111.1, See AR 5116.1, See 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:** Education Code 48980, 46014

**Board Policy/Administrative Regulation #:** See AR 5113

**Subject:** Absence for religious exercise or purposes

**When to Notify:** Beginning of each school year

**Education or Other Legal Code:** Education Code 48980, 48205

**Board Policy/Administrative Regulation #:** See AR 5113, See BP 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:** Education Code 48980, 48206.3, 48207, 48208

**Board Policy/Administrative Regulation #:** See 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:** Education Code 48980, 49403

**Board Policy/Administrative Regulation #:** See BP 5141.31

**Subject:** School immunization program

**When to Notify:** Beginning of each school year

**Education or Other Legal Code:** Education Code 48980, 49423, 49480  
**Board Policy/Administrative Regulation #:** See AR 5141.21  
**Subject:** Administration of prescribed medication

**When to Notify:** Beginning of each school year  
**Education or Other Legal Code:** Education Code 48980, 49451; 20 USC 1232h  
**Board Policy/Administrative Regulation #:** See AR 5141.3  
**Subject:** Right to refuse consent to physical examination

**When to Notify:** Beginning of each school year  
**Education or Other Legal Code:** Education Code 48980, 49471, 49472  
**Board Policy/Administrative Regulation #:** See BP 5143  
**Subject:** Availability of insurance

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

**When to Notify:** Beginning of each school year  
**Education or Other Legal Code:** Education Code 49063  
**Board Policy/Administrative Regulation #:** See AR 5125, See AR 5125.3  
**Subject:** Challenge, review and expunging of records

**When to Notify:** Beginning of each school year  
**Education or Other Legal Code:** Education Code 49063, 49069; 20 USC 1232g; 34 CFR 99.7  
**Board Policy/Administrative Regulation #:** 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 legitimate educational interest, course prospectus availability

**When to Notify:** Beginning of each school year  
**Education or Other Legal Code:** Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37  
**Board Policy/Administrative Regulation #:** See AR 5125.1  
**Subject:** Release of directory information

**When to Notify:** Beginning of each school year  
**Education or Other Legal Code:** Education Code 49458  
**Board Policy/Administrative Regulation #:** See None  
**Subject:** How to access mental health services at school and/or in community

**When to Notify:** Beginning of each school year  
**Education or Other Legal Code:** Education Code 49520, 48980; 42 USC 1758; 7 CFR 245.5  
**Board Policy/Administrative Regulation #:** See AR 3553  
**Subject:** Eligibility and application process for free and reduced price meals

**When to Notify:** Beginning of each school year  
**Education or Other Legal Code:** Education Code 51513, 20 USC 1232h  
**Board Policy/Administrative Regulation #:** See AR 5022, See 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:** Education Code 56301  
**Board Policy/Administrative Regulation #:** See 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:** Education Code 58501, 48980  
**Board Policy/Administrative Regulation #:** See AR 6181  
**Subject:** Alternative schools

**When to Notify:** Beginning of each school year  
**Education or Other Legal Code:** Health and Safety Code 104855  
**Board Policy/Administrative Regulation #:** See AR 5141.6  
**Subject:** Availability of dental fluoride treatment; opportunity to accept or deny treatment

**When/Whom to Notify:** Annually  
**Education or Other Legal Code:** 5 CCR 852; Education Code 60615  
**Board Policy/Administrative Regulation #:** See AR 6162.51  
**Subject:** Student's participation in state assessments; option to request exemption from testing

**The When to Notify:** Beginning of each school year, if district receives Title I funds  
**Education or Other Legal Code:** 20 USC 6312; 34 CFR 200.61  
**Board Policy/Administrative Regulation #:** See BP 4112.2, See AR 4222  
**Subject:** Right to request information re: professional qualifications of 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 #:** See BP 0410, See 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 #:** See AR 3514  
**Subject:** Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

**When to Notify:** Beginning of each school year  
**Education or Other Legal Code:** USDA SP-23-2017  
**Board Policy/Administrative Regulation #:** See AR 3551  
**Subject:** District policy on meal payments

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

**When to Notify:** Beginning in grade 7, at least once prior to course selection and career counseling  
**Education or Other Legal Code:** Education Code 221.5; 48980  
**Board Policy/Administrative Regulation #:** See BP 6164.2  
**Subject:** Course selection and career counseling

**When to Notify:** Upon a student's enrollment  
**Education or Other Legal Code:** Education Code 310  
**Board Policy/Administrative Regulation #:** See BP 6142.2, See AR 6174  
**Subject:** Information on the district's language acquisition programs

**When to Notify:** When child first enrolls in a public school, if the school offers a fingerprinting program  
**Education or Other Legal Code:** Education Code 32390, 48980  
**Board Policy/Administrative Regulation #:** See AR 5142.1  
**Subject:** Fingerprinting program

**When/Whom to Notify:** When participating in driver training courses under the jurisdiction of the district  
**Education or Other Legal Code:** Education Code 35211  
**Board Policy/Administrative Regulation #:** None  
**Subject:** Civil liability, insurance coverage

**When to Notify:** Upon registration in K-6, if students have not previously been transported  
**Education or Other Legal Code:** Education Code 39831.5  
**Board Policy/Administrative Regulation #:** 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 for high school students, if high school is open campus  
**Education or Other Legal Code:** Education Code 44808.5, 48980  
**Board Policy/Administrative Regulation #:** See AR 5112.5  
**Subject:** Open campus

**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:** Education Code 48980, 51225.3  
**Board Policy/Administrative Regulation #:** See AR 6146.1  
**Subject:** How each school graduation requirement does or does not satisfy college entrance a-g course criteria; districts CTE courses that satisfy a-g course criteria

**When to Notify:** Upon a student's enrollment  
**Education or Other Legal Code:** Education Code 49063  
**Board Policy/Administrative Regulation #:** See AR 5125, See AR 5125.3  
**Subject:** Specified rights related to student records

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

**When to Notify:** When in kindergarten, or first grade if not previously enrolled in public school  
**Education or Other Legal Code:** Education Code 49452.8  
**Board Policy/Administrative Regulation #:** See 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:** Education Code 51229, 48980

**Board Policy/Administrative Regulation #:** See AR 6143

**Subject:** College admission requirements, UC and CSU web sites that list certified courses, description of CTE, 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:** Education Code 51938, 48980

**Board Policy/Administrative Regulation #:** See 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:** Education Code 60641; 5 CCR 863

**Board Policy/Administrative Regulation #:** See 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 #:** See AR 5121, See 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 or reenrolled in a licensed child care center or preschool

**Education or Other Legal Code:** Health and Safety Code 1596.7996

**Board Policy/Administrative Regulation #:** See AR 5148

**Subject:** Information on risks and effects of lead exposure, blood lead testing

**When to Notify:** When child is enrolled in kindergarten

**Education or Other Legal Code:** Health and Safety Code 124100, 124105

**Board Policy/Administrative Regulation #:** See AR 5141.32

**Subject:** Health screening examination

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

**Education or Other Legal Code:** 5 CCR 11523

**Board Policy/Administrative Regulation #:** See 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 #:** See AR 5125.1

**Subject:** Request that district not release name, address, phone number of child to military recruiters without prior written consent

### **III. When Special Circumstances Occur**

**When to Notify:** In the event of a breach of security of district records

**Education or Other Legal Code:** Civil Code 1798.29

**Board Policy/Administrative Regulation #:** See 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:** Education Code 313; 5 CCR 11303  
**Board Policy/Administrative Regulation #:** See 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 Titles 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 313.2, 440; 20 USC 6312  
**Board Policy/Administrative Regulation #:** See AR 6174  
**Subject:** Reason for classification, level of English proficiency, identification as long-term English learner, description of program(s), option to decline program or choose alternate, option to remove 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 #:** See AR 5178.2  
**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:** Education 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:** Education Code 17612  
**Board Policy/Administrative Regulation #:** See AR 3514.2  
**Subject:** Intended use of pesticide product

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

**When to Notify:** Annually to parents/guardians of student athletes before participation in competition  
**Education or Other Legal Code:** Education Code 33479.3  
**Board Policy/Administrative Regulation #:** See AR 6145.2  
**Subject:** Information on sudden cardiac arrest

**When to Notify:** If school has lost its WASC accreditation status  
**Education or Other Legal Code:** Education Code 35178.4  
**Board Policy/Administrative Regulation #:** See 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 #:** See BP 3312

**Subject:** Advertising will be used in the classroom or learning center

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

**Education or Other Legal Code:** Education Code 35183

**Board Policy/Administrative Regulation #:** See AR 5132

**Subject:** Dress code policy requiring schoolwide uniform

**When to Notify:** Before implementing a year-round schedule

**Education or Other Legal Code:** Education Code 37616

**Board Policy/Administrative Regulation #:** See 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:** Education Code 46601

**Board Policy/Administrative Regulation #:** See AR 5117

**Subject:** Appeal process

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

**Education or Other Legal Code:** Education Code 48000

**Board Policy/Administrative Regulation #:** See 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:** Education Code 48070.5

**Board Policy/Administrative Regulation #:** See 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:** Education Code 48213

**Board Policy/Administrative Regulation #:** See AR 5112.2, See BP 5141.33

**Subject:** Student has been excluded from school

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

**Education or Other Legal Code:** Education Code 48216; 17 CCR 6040

**Board Policy/Administrative Regulation #:** See 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:** Education Code 48260.5, 48262

**Board Policy/Administrative Regulation #:** See 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:** Education Code 48263



**Board Policy/Administrative Regulation #:** See AR 5113.1

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

**When/Whom to Notify:** When student requests to voluntarily transfer to continuation school

**Education or Other Legal Code:** Education Code 48432.3

**Board Policy/Administrative Regulation #:** See 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:** Education Code 48432.5

**Board Policy/Administrative Regulation #:** See AR 6184

**Subject:** Right to require 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 #:** See AR 6173.1

**Subject:** Basis for the placement recommendation

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

**Education or Other Legal Code:** Education Code 48900.1

**Board Policy/Administrative Regulation #:** See 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:** Education Code 48904

**Board Policy/Administrative Regulation #:** See AR 5125.2

**Subject:** Damaged school property

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

**Education or Other Legal Code:** Education Code 48904.3

**Board Policy/Administrative Regulation #:** See 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:** Education Code 48906

**Board Policy/Administrative Regulation #:** See 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:** Education Code 48911

**Board Policy/Administrative Regulation #:** See BP 5144.1, See AR 5144.1

**Subject:** Notice of suspension

**When to Notify:** When original period of suspension is extended

**Education or Other Legal Code:** Education Code 48911

**Board Policy/Administrative Regulation #:** See 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:** Education Code 48911.1  
**Board Policy/Administrative Regulation #:** See 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:** Education Code 48912  
**Board Policy/Administrative Regulation #:** 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  
**Education or Other Legal Code:** Education Code 48915.1, 48918  
**Board Policy/Administrative Regulation #:** See BP 5119  
**Subject:** Hearing re: possible danger presented by expelled student

**When to Notify:** When readmission is denied  
**Education or Other Legal Code:** Education Code 48916  
**Board Policy/Administrative Regulation #:** See AR 5144.1  
**Subject:** Reasons for denial; determination of assigned program

**When to Notify:** When expulsion occurs  
**Education or Other Legal Code:** Education Code 48916  
**Board Policy/Administrative Regulation #:** See AR 5144.1  
**Subject:** Readmission procedures

**When to Notify:** At least 10 calendar days before expulsion hearing  
**Education or Other Legal Code:** Education Code 48918  
**Board Policy/Administrative Regulation #:** See AR 5144.1  
**Subject:** Notice of expulsion hearing

**When to Notify:** When expulsion or suspension of expulsion occurs  
**Education or Other Legal Code:** Education Code 48918  
**Board Policy/Administrative Regulation #:** See 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 #:** See 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:** Education Code 48980  
**Board Policy/Administrative Regulation #:** See BP 6111  
**Subject:** When minimum days are scheduled after the beginning of the school year

**When to Notify:** When parents/guardians request guidelines for filing complaint of child abuse at a school site  
**Education or Other Legal Code:** Education Code 48987  
**Board Policy/Administrative Regulation #:** 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  
**Education or Other Legal Code:** Education Code 49067  
**Board Policy/Administrative Regulation #:** See 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:** Education Code 49068  
**Board Policy/Administrative Regulation #:** See AR 5125  
**Subject:** Right to receive copy of student's record and to challenge its content

**When/Whom 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 #:** See AR 5125.3  
**Subject:** If board sustains allegations, the correction of 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 #:** See 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 #:** See 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:** Education Code 49076  
**Board Policy/Administrative Regulation #:** See 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:** Education Code 49077  
**Board Policy/Administrative Regulation #:** 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  
**Education or Other Legal Code:** Education Code 49452.5  
**Board Policy/Administrative Regulation #:** See AR 5141.3  
**Subject:** Scoliosis screening

**When to Notify:** When test results in discovery of visual or hearing defects  
**Education or Other Legal Code:** Education Code 49456; 17 CCR 2951  
**Board Policy/Administrative Regulation #:** See AR 5141.3  
**Subject:** Vision or hearing test results

**When to Notify:** Within 10 days of negative balance in meal account  
**Education or Other Legal Code:** Education Code 49557.5  
**Board Policy/Administrative Regulation #:** See AR 3551  
**Subject:** Negative balance in meal account; encouragement to apply for free or reduced price meals

**When to Notify:** Annually to parents/guardians of student athletes before their first practice or competition  
**Education or Other Legal Code:** Education Code 49475  
**Board Policy/Administrative Regulation #:** See AR 6145.2  
**Subject:** Information on concussions and head injuries

**When/Whom to Notify:** Within 30 days of foster youth, homeless youth, former juvenile court school student, child of military family, or migrant student being transferred after second year of high school, or immigrant student enrolled in newcomer program in grades 11-12  
**Education or Other Legal Code:** Educational Code 51225.1  
**Board Policy/Administrative Regulation #:** See BP 6146.1, See AR 6173, See AR 6173.1, AR 6173.3, See AR 6175  
**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:** Education Code 51513  
**Board Policy/Administrative Regulation #:** See 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:** Education Code 51938  
**Board Policy/Administrative Regulation #:** See AR 6142.1  
**Subject:** Instruction in HIV prevention or sexual health by guest 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:** Education Code 51938  
**Board Policy/Administrative Regulation #:** See AR 5022  
**Subject:** Notice that the survey will be administered

**When to Notify:** Within 30 calendar days of receipt of results of assessment or reassessment of English proficiency  
**Education or Other Legal Code:** Education Code 52164.1, 52164.3; 5 CCR 11511.5  
**Board Policy/Administrative Regulation #:** See AR 6174  
**Subject:** Results of state test of English proficiency

**When to Notify:** When migrant education program is established  
**Education or Other Legal Code:** Education Code 54444.2  
**Board Policy/Administrative Regulation #:** 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  
**Education or Other Legal Code:** Health and Safety Code 1596.857  
**Board Policy/Administrative Regulation #:** See AR 5148  
**Subject:** Parent/guardian right to enter facility

**When/Whom to Notify:** When district receives Tobacco-Use Prevention Education Funds  
**Education or Other Legal Code:** Health and Safety Code 104420  
**Board Policy/Administrative Regulation #:** See AR 3513.3  
**Subject:** The district's tobacco-free schools policy and enforcement procedures

**When to Notify:** When testing by community water system finds presence of lead exceeding specified level  
**Education or Other Legal Code:** Health and Safety Code 116277  
**Board Policy/Administrative Regulation #:** See AR 3514  
**Subject:** Elevated lead level at school

**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 #:** 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/Whom to Notify:** At least 14 days prior to sex offender coming on campus as volunteer  
**Education or Other Legal Code:** Penal Code 626.81  
**Board Policy/Administrative Regulation #:** See AR 1240, See BP 1250  
**Subject:** Dates and times permission granted; obtaining information from law enforcement

**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 #:** See AR 3515.2  
**Subject:** Notice of hearing

**When/Whom to Notify:** When responding to complaint re: discrimination, special education, or noncompliance with law  
**Education or Other Legal Code:** 5 CCR 4631  
**Board Policy/Administrative Regulation #:** See 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 #:** See 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 #:** See AR 5148, See 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 #:** See AR 5148, See 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 #:** See AR 5148

**Subject:** Policies re: Policy on fee collection

**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 #:** See 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 #:** See 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/guardians of English learners

**Education or Other Legal Code:** 20 USC 6312

**Board Policy/Administrative Regulation #:** 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

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

**Education or Other Legal Code:** 20 USC 6318

**Board Policy/Administrative Regulation #:** See 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 #:** See AR 3553

**Subject:** Need to submit verification information; any subsequent change in benefits; appeals

**When/Whom to Notify:** When student is homeless or unaccompanied minor

**Education or Other Legal Code:** 42 USC 11432; Education Code 48852.5

**Board Policy/Administrative Regulation #:** See 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 #:** See AR 5125

**Subject:** Right to review records

**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 #:** See BP 3555

**Subject:** Rights and responsibilities, nondiscrimination policy, complaint procedures

#### **IV. Special Education Notices**

**When to Notify:** Prior to conducting initial evaluation

**Education 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 #:** See BP 6159.1, See AR 6159.1, See AR 6164.4

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

**When/Whom to Notify:** Before functional behavioral assessment begins

**Education or Other Legal Code:** Education Code 56321

**Board Policy/Administrative Regulation #:** See AR 6159

**Subject:** Notification and consent

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

**Education or Other Legal Code:** Education Code 56341.1

**Board Policy/Administrative Regulation #:** See 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:** Education Code 56341.5; 34 CFR 300.322

**Board Policy/Administrative Regulation #:** See 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:** Education Code 56343.5

**Board Policy/Administrative Regulation #:** See 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 #:** See 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 #:** See AR 6159, See 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

**Board Policy/Administrative Regulation #:** See AR 6159.1

**Subject:** Procedural safeguards notice

**When/Whom to Notify:** When disciplinary measures are taken or change in placement

**Education or Other Legal Code:** 20 USC 1415(k); 34 CFR 300.530

**Board Policy/Administrative Regulation #:** See AR 5144.2

**Subject:** Decision and procedural safeguards notice

**When to Notify:** Upon requesting a due process hearing  
**Education or Other Legal Code:** 20 USC 1415(k); 34 CFR 300.508  
**Board Policy/Administrative Regulation #:** See AR 6159.1  
**Subject:** Child's name, address, school, description of problem, proposed resolution

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

#### **V. Classroom Notices**

**When to Notify:** In each classroom in each school  
**Education or Other Legal Code:** Education Code 8235.5, 35186  
**Board Policy/Administrative Regulation #:** See AR/E 1312.4  
**Subject:** Complaints subject to Williams uniform complaint procedures

SANTA BARBARA UNIFIED SCHOOL DISTRICT  
Santa Barbara, California      May 22, 2012; January 7, 2020