

mutual agreement. This time frame will also be renewed upon the parents' request for participation in a scheduled Section 504 Student Study Team meeting.

- (b) The written request shall contain the following:
  - (i) The specific nature of the decisions(s) made by the District with which the person disagrees.
  - (ii) The specific relief the person seeks.
  - (iii) Any other information the person believes will assist in understanding the request.
- (c) Within a reasonable period of time following receipt of a written request for hearing, the District Section 504 Coordinator will select an impartial hearing officer.
- (d) A hearing officer selected by the District must satisfy the following requirements:
  - (i) Be qualified to review District decisions relating to Section 504.
  - (ii) Not be an employee, or, or under contract with, the District or the SELPA of which the District is a member in any capacity other than that of a hearing officer.
  - (iii) Not have any professional or personal involvement that would affect his or her impartiality or objectivity in the matter.
- (e) Within sixty (60) days after receipt of parent's request, the hearing shall be conducted, and a written decision mailed to all parties.
- (f) Any party to the hearing shall be afforded the following rights:
  - (i) The right to be accompanied and advised by counsel and by individuals with special knowledge or training relating to the problems of students who are qualified disabled individuals within the meaning of Section 504.
  - (ii) The right to present evidence, written and oral.
  - (iii) The right to written findings of fact, conclusions of law, and a decision prepared by the hearing officer.
  - (iv) The right to a written or electronic verbatim record of the hearing prepared at the expense of the individual requesting such record.
  - (v) The right to prohibit the introduction of evidence at the hearing that has not been disclosed to the other party or parties at least five (5) calendar days prior to the hearing, except for good cause shown.
  - (vi) Receipt of notice from the other party or parties at least ten (10) calendar days prior to the hearing that they will use the services of an attorney, except for good cause shown.
- (g) The hearing officer shall render a decision pursuant to the legal standard set forth in 34 CFR, Part 104.
- (h) Either party may seek review of the hearing officer's decision by timely filing with a court of competent jurisdiction.
- (i) Reimbursement of attorneys' fees, expert witnesses' fees, and other costs is available only as authorized by law.

13. District Level Complaints. On Section 504 matters other than your child's identification, evaluation, and placement, you may file a complaint with the District's Section 504 Coordinator who will investigate the allegations in an effort to reach a prompt and equitable resolution.

14. OCR Complaints. You have a right to file a complaint with the Office of Civil Rights. The address of the Regional Office that covers California is:

Office for Civil Rights, U.S. Department of Education  
50 Beale Street, Suite 7200  
San Francisco, California 94105  
(415) 486-5555

15. Suspension/Expulsion Discipline Issues.

- (a) No Section 504 student may be expelled for misconduct, which is caused by reason of his/her disability, or was a result of inappropriate accommodations and/or modifications.
- (b) When suspension results in a period of more than 10 consecutive school days, or a series of suspensions that creates a pattern each of which is 10 or fewer days in duration, totaling more than 10 schooldays, the Section 504 Student Success Team will convene to determine whether the misconduct was caused by the student's

disability.

- (c) When expulsion is being considered, the Section 504 Student Success Team will convene. The parent/guardian will be given at least 48 hours' notice of the meeting. The Section 504 Student Success Team will determine whether the misconduct by the student's disability.
- (d) If the parent/guardian disagrees with the Team's determination, he/she may appeal that determination under the procedures outlined in Step 12, above.
- (e) A parent or guardian's disagreement with the Team's determination or their request for an impartial hearing shall not preclude the District from proceeding with an expulsion or suspension of more than 10 days, if the Team has determined that the student's misconduct was not caused by the student's disability or by inappropriate accommodations and/or modifications.

REMINDER: The procedural safeguards outlined in this Notice apply only to students or their parents/guardians making claims under Section 504. Students or their parents/guardians making claims under the IDEA must follow IDEA procedures.

## NUTRITION

### Breakfast, Lunch & Milk Information (Second Meal Prices)

The Madera Unified School District will offer breakfast and lunch at no charge to all students across the district regardless of income levels. This change reduces burdens for both families, school administrators, and helps ensure that all students receive nutritious meals. Students may buy a second meal. (See prices below)

#### Students:

Breakfast:	\$2.50 (Milk included)
Lunch:	\$3.50 (Milk included)
Extra Milk:	\$ .50

#### Adults & Non-students:

Breakfast:	\$3.00 (Milk not included)
Lunch:	\$4.50 (Milk not included)
Milk:	\$ .50

### Community Eligibility Provision (CEP)

The change is the result of the district implementing the Community Eligibility Provision (CEP), a new option available to schools under the National School Lunch Program and School Breakfast Program. CEP allows schools with a high number of low-income students to expand access to free school meals while reducing paperwork and streamlining meal service operation.

The CEP will better serve the children of Madera Unified School District, and help ensure that students are not hungry at school while they are trying to learn. If you have any questions about CEP please do not hesitate to call the Child Nutrition Office at (559) 675-4546.

## SAFETY

### Bicycles, Scooters and Skateboards

To help protect our students, rules for use of bicycles, scooters and skateboards to and from school must be followed. It is recommended that only students in grades 3 and above ride bicycles to school. Bicycle helmets are required. None are to be ridden on school grounds.

### Disaster Preparedness

Emergencies happen unexpectedly at any time during the day or night. Confusion that may exist at that time can be reduced by carefully planning what must be done before, during, and after the emergency.