

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 convenes 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.

In the event of an emergency during the school day, the best place for the students to remain is at school. School staff-members will put into effect a prearranged disaster preparedness plan that will insure the safety and welfare of all students for the duration of the emergency. During the emergency, it is essential that the school telephones are available to school personnel. The school should be called only if it is absolutely necessary. Students will not be released from school unless the emergency has ended or they have been picked up by their parents or authorized person(s).

Parents should prepare their children for an emergency:

1. By being aware of the emergency procedure instructions given to their children at school.
2. By keeping, their child's emergency data card on file at the school and updated at all times.
3. By establishing the safest and most direct route to and from school.
4. By arranging for a neighbor or friend to care for their child if the parents leave home for the day.

The Madera Unified School District has a detailed disaster preparedness program designed to deal with major disasters, including earthquakes.

We will adhere to the following guidelines:

If a serious earthquake should happen during the school day, we will keep all students at school in a safe area until parents/guardians or authorized persons noted on the emergency card arrive at the school. Students not picked up will remain at school until the end of the normal school day, and will be released at that time providing it is safe to go home. Coordinating teams composed of school personnel will direct all emergency operations. If a disaster occurs while students are on the way to school, they should continue on to school or go directly home, depending on road conditions or the shortest route. Please discuss this information at home with your student(s).

Comprehensive School Safety Plans

All schools are required to develop Comprehensive School Safety Plans, which, based on a current examination of school crime, identify appropriate strategies and programs to maintain school safety and to insure that existing laws related to school safety are effectively enforced. (Education Code 32282)

School sites are required each July to report on the status of school safety plan, including a description of key elements, in the annual school accountability report card prepared under EC 33126 and 35256.

The school site council or school safety planning committee is required to notify, in writing, specified persons and entities about the required public meeting to allow members of the public an opportunity to express an opinion about the school plan. (Education Code 32288)

Each school site in Madera Unified has a School Safety Plan, which includes a comprehensive disaster preparedness plan. Copies are available to read at each school office. As of January 1, 2012, specific response procedures, evacuation plans, etc., are NO LONGER available for public view. Fire drills are held monthly in elementary schools and in all secondary schools; emergency drills are held regularly throughout the district.

California Department of Education (Disaster Preparedness Information)

The California Department of Education is required to electronically distribute disaster preparedness educational materials to school district and county offices of education in, at least, the three most dominate primary languages spoken by English Learners in California. When posted, (not yet done) this information will be found at the CEC website.

Emergency/Disaster

In cases of disaster, please tune in to these radio stations:

KMJ 580 AM (English)
KMMM 107.3 FM (Spanish)

Please do not call the school because the phones (if in use) will be needed by those providing emergency relief.

Hazardous Building Materials and Pesticides

Parents/guardians have a right to be informed regarding management plans for asbestos-containing materials (40 CFR 763.93) and to information regarding use of pesticides (Education Code 17612). This information is contained in each school's Student/Parent Handbook, or you may call the District's Maintenance Department at (559) 675-4534.

Asbestos Management Plan

An updated management plan for asbestos-containing material in school buildings is available at the Districts Maintenance Department (559) 675-4534. (40 C.F.R. § 763.93)

Backpacks

The State Assembly has resolved that parents/guardians should be aware of possible health risks students take by carrying heavy backpacks. Please take actions necessary to avoid potential injury.

Megan's Law – Registered Sex Offender Information

Assembly Concurrent Resolution (ACR) 72, Chapter 122, Statutes of 1997, strongly urges school districts to inform parents regarding the availability of information about local registered sex offenders. Parents/guardians can obtain necessary information by contacting local law enforcement agencies such as the Madera Police Department or the Madera County Sheriff's Department.

Information about registered sex offenders in California can also be found on the California Department of Justice's Internet website, <http://meganslaw.ca.ga.gov/>. The website also provides information on how to protect yourself and your family, facts about sex offenders, frequently asked questions, and sex offender registration requirements in California.

TRANSPORTATION

Student Walking Limits

Students who reside outside the established radius zones as defined below will have bussing services available to them:

1. Radius zone will be drawn at a distance of 1 mile from the school site for K – 6th.
2. Radius zone will be drawn at a distance of 1.5 miles from the school site for 7th - 8th.
3. Radius zone will be drawn at a distance of 2 miles from the school site for 9th - 12th.

The radius zone will be measured by drawing a circular radius from a central location at the school site campus and around the school within the school's attendance boundary.

Walking To and From Bus Stops

1. Use crosswalks and/or intersections to cross streets. Do not cross in the middle of the block.
2. Use sidewalks where available. If no sidewalks are available, do not walk in the roadway.
3. Arrive at the bus stop five (5) minutes prior to stop time.
4. If you are late to the bus and need to cross the street, wait for the bus driver to escort you across the street.
5. Never run to or from the bus.
6. Go directly home.

Foggy Day Schedule

MUSD Foggy Day Information Phone Line: (559) 673-2288

The following radio stations and television stations are sources to determine whether or not Madera Unified School District is on a foggy day schedule. These stations will broadcast the foggy day conditions periodically throughout the morning hours, starting at 5:30 am.

Radio Stations

English KMJ 580 AM

Television Stations

Channel 24 - KSEE
Channel 30 - KFSN
Channel 47 – KJEO
Channel 21 – KFTV