

Merced City School District



Student/Parent Information Booklet 2011-2012

www.mcsd.k12.ca.us



Merced City School District
STUDENT / PARENT INFORMATION BOOKLET
2011/2012 School Year

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Board of Education: President Darrell Cherf; **Clerk** Adam Cox; Jessica Kazakos; Gene Stamm; Susan Walsh
District Superintendent: RoseMary Parga Duran, Ed.D.

2011-2012 School Year

Dear Parents and/or Guardians:

Welcome to a new school year and the opportunity to forge a partnership that includes students, parents, administrators, teachers and staff.

The Merced City School District takes pride in providing exceptional educational opportunities at all seventeen school including:

ELEMENTARY SCHOOLS (Pre K-5)

Burbank
Chenoweth
Franklin
Fremont Charter
Givens
Gracey
Muir
Peterson
Reyes
Sheehy
Stefani
Stowell
Wright

MIDDLE SCHOOLS (6-8)

Cruickshank
Hoover
Rivera
Tenaya

Please remember that you, the parents, are your child's first teachers and the Merced City School District values parental involvement in our students' ongoing education. As a parent, your partnership with the school and the classroom teacher supports student learning.

On behalf of the Board of Education, I welcome you back and look forward to another school year filled with high expectations of student achievement and student success stories.

Sincerely,

RoseMary Parga Duran, Ed.D.
District Superintendent

"To ensure that every student excels academically, builds character, and is a productive member of our community."

Merced City School District

444 W. 23rd Street, Merced, CA 95340, (209) 385-6600

BOARD OF EDUCATION

Trustee Area #1	Mr. Darrell Cherf	President
Trustee Area #2	Mr. Adam Cox	Clerk
Trustee Area #5	Ms. Jessica Kazakos	Member
Incumbent At Large	Mr. Gene Stamm	Member
Trustee Area #3	Dr. Susan Walsh	Member

Dr. RoseMary Parga Duran

District Superintendent
Secretary to the
Board of Education

The Board of Education holds regular meetings on the second and fourth Tuesdays of each month at 7:00 p.m. Meeting locations include the board room located at 444 West 23rd Street or various school sites. Agendas and previous minutes are posted on the District's web site www.mcsd.k12.ca.us or call 385-6640 for the location of the next board meeting. Agendas are posted 72 hours in advance of the regular meeting. Visitors are welcome.

Merced City School District Contact Information	
District Information	385-6600
Educational Services	381-2816
Office of the Superintendent	385-6640
Personnel	385-6604
Schools of Choice	381-2820
School Nutrition Services	385-6654
Student Records	385-6647
Student/Family Service Center	381-2810
Student Insurance Information	385-6645
Transportation	385-6690

To Contact:	
Merced County Office of Education 632 W. 13th Street	381-6600
Merced College 3600 M Street	384-6000
Merced Union High School District Castle Airport 3430 A Street	385-6400
McSwain School District 926 N. Scott Road	354-2700
Weaver School District 3076 E. Childs Avenue	723-7606

The Merced City School District does not discriminate on the basis of sex, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability.



STRATEGIC PLAN

Mission Statement:

"To ensure that every student excels academically, builds character, and is a productive member of our community."

- ★ STUDENT ACHIEVEMENT**
- ★ PROFESSIONAL DEVELOPMENT**
- ★ FACILITIES**
- ★ CORE CHARACTER TRAITS**
- ★ ACADEMIC PARTNERSHIPS**

MERCED CITY SCHOOL DISTRICT

Calendar for July 2011/June 2012

July, 2011						
S	M	T	W	T	F	S
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31						

August, 2011						
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September, 2011						
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October, 2011						
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30	31					

November, 2011						
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December, 2011						
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January, 2012						
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February, 2012						
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March, 2012						
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April, 2012						
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29	30					

May, 2012						
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June, 2012						
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QUARTERS - K - 8

1st Quarter - Oct 14 (44 DAYS)

2nd Quarter - Jan 6 (41 DAYS)

3rd Quarter - Mar 16 (47 DAYS)

4th Quarter - Jun 1 (48 DAYS)

LEGAL HOLIDAYS

July 4	Independence Day
September 5	Labor Day
November 11	Veterans' Day
November 23	Classified Non-work Day
November 24	Thanksgiving Day
November 25	In Lieu of Admission Day
December 23	In lieu of Good Friday
December 26	In Lieu of Christmas Day
December 30	In Lieu of New Year's Eve 1/2 Day
January 2	In Lieu of New Year's Day
January 16	Martin Luther King Jr Day
February 17	Lincoln's Birthday
February 20	Presidents' Day
May 28	Memorial Day

LOCAL RECESS

November 21-25	Thanksgiving Week
Dec 16 - Jan 3	Winter Break
April 2-9	Spring Break

IMPORTANT DATES

August 5 & 8	New Teacher Orientation
August 9 & 12	Pre-Service Set Up Days
August 10 & 11	Staff Development
August 15	First Day of School
September 8	Back to School (Pre K - 5)
September 15	Back to School (6-8)
Oct 17-25	Pre K-5 Parent Conference
Oct 27-Nov 4	6-8 Parent Conference
March 1 & 2	Middle School-Staff Development
March 8 & 9	Pre K-5 Parent Conference
May 10	Open House (6-8)
May 16	Open House (Pre K-5)
May 30	8th Grade Trip
May 31	8th Grade Graduation
June 1	Last Day of School (Minimum Day)

LEGEND

	New Teacher Orientation
	Holiday
	Pre K-5 Parent Conference (Minimum Days)
	6-8 Parent Conference (Minimum Days)
	Back to School Night
	Open House
	1/2 Day
	All Teachers return
	Local Recess
	Beginning/End of School Year
[]	# of School Days in that Month

PROGRESS REPORT WINDOW DATES:

SEP 9 TO CLOSE OF BUSINESS SEP 13

NOV 10 TO CLOSE OF BUSINESS NOV 15

FEB 3 TO CLOSE OF BUSINESS FEB 7

APR 20 TO CLOSE OF BUSINESS APR 24

GRADING WINDOW: MAY 25 TO JUN 4

Approved: January 11, 2011

SCHOOL LISTING

ELEMENTARY

BURBANK School
609 E. Alexander Avenue
385-6674
Rogelio Gutierrez, Principal
Aaron Alexander, Learning Director

CHENOWETH School
3200 Parsons Avenue
385-6620
Paula Heupel, Principal
Lisa Slaton, Learning Director

FRANKLIN School
2736 Franklin Road
385-6623
Vance D'Escoto, Principal

FREMONT CHARTER School
1120 W. 22nd Street
385-6627
Trisha Wylie, Principal
Donna Grove, Learning Director

GIVENS School
2900 Green Street
385-6610
Dr. Dalinda Saich, Principal

GRACEY School
945 West Avenue
385-6710
Jose Munoz, Principal
Jennifer Ferreria, Learning Director

MUIR School
300 W. 26th Street
385-6667
Sandi Hamilton, Principal
Pam Penrose, Learning Director

ELEMENTARY (CONT.)

PETERSON School
848 E. Donna Drive
385-6700
Teresa Saldivar-Morse, Principal
Suzanne Silva-Fagundes,
Learning Director

REYES School
123 South "N" Street
385-6761
Irma Ayala-Olson, Principal
Lil Ayala, Learning Director

SHEEHY School
1240 W. 6th Street
385-6676
Lucrecia Sicairos, Principal
Diane Shaw, Learning Director

STEFANI School
2768 Ranchero Lane
724-2500
Catherine Puckett, Principal
Matthew Johnston, Learning Director

STOWELL School
251 E. 11th Street
381-2803
Cesar Hernandez, Principal
Roxanne Montano, Learning Director

WRIGHT School
900 E. 20th Street
385-6615
Lori Slaven, Principal
Nancy Barber, Learning Director

PRESCHOOL

CLARK Preschool - **385-6619**
211 E. 11th Street
Melanie Cole, Coordinator

SIERRA Preschool - **385-6772**
1730 E. Brookdale Drive
Melanie Cole, Coordinator

MIDDLE SCHOOLS

CRUICKSHANK Middle School
601 Cormorant Drive
385-6330
Elena Bubenchik, Principal
Chuck Aliberto, Asst. Principal
Jill Settera, Asst. Principal

HOOVER Middle School
800 E. 26th Street
385-6631
Doug Collins, Principal
Rick Her, Asst. Principal
Michelle Colburn, Asst. Principal

RIVERA Middle School
945 Buena Vista Drive
385-6680
Brian Ferguson, Principal
Josie Pulido, Asst. Principal
Jerod Garst, Asst. Principal

TENAYA Middle School
760 W. 8th Street
385-6687
Tara Bright, Principal
Jared Pierce, Asst. Principal
Juanita Pedrozo, Asst. Principal



As of 8/01/11

STANDARDIZED STUDENT DRESS

Merced City School District (except Fremont) follows a “Standardized Student Dress”.

Standardized Student Dress guidelines as outlined in Board Policy are as follows:

1. Only non-modified school hats, bill worn forward, specific to that campus site are allowed. Other hats, caps, hairnets, or other types of head coverings are not permitted.
2. Wearing apparel, accessories or colors that advocate, promote or reference gang activity or is perceived to be a threat to students or staff is not allowed. Also prohibited are professional or college team emblems or logos. Accessories include, but are not limited to, jewelry, belts, buckles, bandanas and insignias. No body writings, drawings, decals or pictures are allowed.
3. Attire that is worn or altered in such a way as to identify students with gangs is not allowed.
4. Attire, which does not cover both male and female students’ undergarments, buttocks, breasts, stomachs, midriffs, backs, shoulders or sides, is not allowed. Sleeveless shirts or tops are not permitted.
5. Attire that advocates or advertises any type of alcohol, tobacco, drugs, profanity, violence, is of a sexual nature, defames any ethnic or religious groups, or is disruptive to the learning environment is not allowed.
6. Shoes must be worn at all times. Thongs, slippers, or sock-like footwear are a safety factor and are not appropriate for school. All footwear must have a back strap.
7. Only prescription glasses shall be worn at school. A valid medical note, on file in the office, is required for wearing prescription sunglasses.
8. All clothing, pants, shorts, skirts and shirts must be clean, hemmed and not more than one size larger than the students’ actual size. Pants must be worn at the waist and cannot sag or bag. Shorts, skirts and dresses must reach fingertip length (including any slits) when the students’ arms are extended down at the sides.

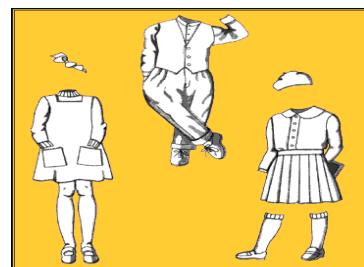
In case of questionable dress and grooming situations not covered by these guidelines, the site administrator will determine the appropriateness and make the final decision.

John C. Fremont Charter Elementary School follows a “Uniform Dress” guideline as outlined below:

1. Polo shirts, blouses, turtlenecks, t-shirts, sweatshirts, sweaters, pullovers in solid white, burgundy, or navy only. Shirts may be solid colors or have a stripe, plaid or floral design as long as the ONLY colors on the shirt are white, burgundy or navy.
2. Pants, sweatpants, shorts, dresses, skirts, skorts, jumpers, leggings in solid navy blue or khaki (tan) dark denim – jean blue is fine. They may not have any prints or patterns of any kind. Pants may be one size larger for growth, however, “baggies” are not allowed. Articles with large holes in knees or rear are unacceptable.
3. Coats, jackets, windbreakers, shoes may be in your choice of color. No team or sports-style logos are allowed (ie. “49ers” or “Raiders” on coats, jackets or windbreakers). Shoes should be solidly on the student’s feet in order for safe participation in physical education and recess. No “flip-flops” or loose sandals, open-toed shoes or high heels are allowed.

General appearance should be neat, clean and reflective of their age and a school setting. Fridays are free dress days.

❖ Please contact the School Principal with any concerns.



School Nutrition Services

(209) 385-6654

www.MercedCitySNS.org

www.mynutrikids.com

Complete your Meal Application On-Line at www.school lunchapp.com

Grace Period for Previous Year Meal Status

Students who received free and reduced meals last year, 2010-2011, are entitled to free and reduced price meals at the beginning of this school year. **CURRENT 2011-2012 application must be on file by Monday, September 19, 2011. If not received by Friday, September 16th your child(ren) will be placed on paid status per federal mandates.**

Free and Reduced Meal Application Process

Families may apply to receive Free or Reduced meals by completing a yearly application. Applications are mailed to each family in July. We ask families to return the completed application *before school begins*. Meal Applications can be completed at: www.school lunchapp.com. Applications are also available at both the SNS office and your child's school office. **Families may apply for free and reduced price meal benefits at any time during the school year.** Only one application per family is needed to apply for meal benefits.

On-Line Payment System

You can now pre-pay for school meals on-line. Go to www.mynutrikids.com (have your school's zip code and child's identification number available) to set up an account for your child(ren). You are also able to set low balance reminders. The program (if you set it up) will automatically notify you by email when your child(ren) needs more money in their meal account. The website is safe and secure and all transactions are handled by PayPal.

Nutrient Contribution of Meals

All meals and snacks are planned by a Registered Dietitian to meet the nutrient standards set by the United States Department of Agriculture (USDA). These standards are guided by the USDA Dietary Guidelines for Americans, 4th edition. Menus are planned to meet the following constituents and nutrients; total calories, calories from fat, calories from saturated fat, sodium, protein, calcium, iron, Vitamin A, Vitamin C, and fiber. Nutrient contributions for breakfast and lunch (elementary and middle school) can be found for at www.MercedCitySNS.org.

Meal Prices

The meal prices below are for the 2011-2012 school year. Ala Carte Pricing can be found on our website at www.MercedCitySNS.org. Contact: Grace Coronado at 385-6653.

Full Priced Meals		Reduced Price Meals		Adult Meals
K-5	6-8	K-8		All meals
Breakfast \$.75	Breakfast \$1.00	Breakfast No cost		Milk Included \$3.25
Lunch \$1.75	Lunch \$2.00	Lunch No Cost		Milk Excluded \$3.00

Mission Statement

To offer all students nutritionally adequate and attractively presented school meals and snacks within an educational environment that teaches and models healthy choices. To achieve this mission statement the School Nutrition Services Department (SNS Department) participates in a variety of federally assisted meal programs to offer breakfast, lunch, snacks, and summer meals to the students in Merced City School District (MCSD). All meals and snacks are carefully planned to meet demanding federal, state, and local standards for meal quality, safety, and nutrient contribution. Our staff is committed to continually upgrading nutrition and food service skills to better meet the needs of our students and the school community.





MERCED CITY SCHOOL DISTRICT
DEPARTMENT OF SCHOOL NUTRITION SERVICES
933 WEST 15TH STREET
MERCED, CA 95340
OFFICE: (209) 385-6654 FAX: (209) 385-6781

NON INSTRUCTIONAL COOKING IN THE CLASSROOM IS NOT ALLOWED

FOODBORNE ILLNESSES ARE CAUSED BY EATING FOODS THAT CONTAIN HIGH LEVELS OF BACTERIA WHICH CAN CAUSE ILLNESS. THE RESULTS CAN RANGE FROM MILD TO VERY SERIOUS. THE U.S. CENTER FOR DISEASE CONTROL AND PREVENTION (CDC) ESTIMATES THERE ARE 76 MILLION CASES OF FOODBORNE ILLNESS EVERY YEAR. OF THESE CASES, 325,000 REQUIRE HOSPITALIZATION AND 5,000 RESULTS IN DEATH. FOR INFANTS, YOUNG CHILDREN, SENIOR CITIZENS AND PEOPLE WITH WEAKENED IMMUNE SYSTEMS (AIDS, CANCER, DIABETES, LIVER OR KIDNEY DISEASES), THE SYMPTOMS CAN BE DANGEROUS.

TO AVOID THE TRANSMISSION OF FOODBORNE ILLNESS, THE MERCED COUNTY DEPARTMENT OF ENVIRONMENTAL HEALTH RECOMMENDS THAT TEACHERS REFRAIN FROM HAVING POT-LUCKS OR COOKING IN CLASSROOMS:

1. CLASSROOMS ARE **NOT** APPROPRIATE FOOD PREPARATION OR SERVING AREAS.
2. COUNTERTOPS CANNOT BE ADEQUATELY SANITIZED OR CLEANED TO FOOD PREPARATION STANDARDS.
3. ANYONE HANDLING FOOD WITHOUT WASHING THEIR HANDS CAN POTENTIALLY CONTAMINATE THE FOOD WITH BACTERIA, FECAL MATTER, OR OTHER BODILY FLUIDS.
4. CLASSROOMS DO NOT HAVE COOKING FACILITIES THAT CAN HEAT FOOD TO SAFE TEMPERATURES. FOOD NOT SERVED WITHIN 2 HOURS OF PREPARATION MUST BE HEATED UNTIL HOT AND STEAMY TO KILL BACTERIA PRESENT.
5. CLASSROOMS DO NOT HAVE REFRIGERATORS DESIGNED TO KEEP FOOD AT A SAFE TEMPERATURE BEFORE SERVING. PERISHABLE FOODS SHOULD NOT BE KEPT OUT FOR MORE THAN 2 HOURS.

IF YOU ARE HAVING A CLASSROOM PARTY – PLEASE REMEMBER THE FOLLOWING:

1. NO HOME COOKED FOOD SHOULD BE BROUGHT TO THE CLASSROOM FOR EXCHANGE OR SHARING. THERE IS NO WAY TO KNOW HOW THESE ITEMS WERE PREPARED.
 - a. THE INGREDIENTS COULD BE CONTAMINATED,
 - b. THE PERSON(S) PREPARING THE FOOD MAY NOT HAVE WASHED THEIR HANDS PRIOR TO HANDLING THE FOOD
 - c. THE FOOD PREPARATION AREAS AT HOME COULD HAVE BEEN CONTAMINATED.
2. ONLY PRE-PACKAGED COOKIES, CAKES, OR NON-PERISHABLE ITEMS SHOULD BE USED FOR A PARTY.
3. FOOD RESIDUES, CRUMBS AND TRASH WILL ATTRACT PESTS – ANTS, ROACHES, AND MICE.
 - a. DO NOT STORE FOOD IN THE CLASSROOM.
 - b. PLEASE CLEAN UP ALL CRUMBS AND GARBAGE.
 - c. PUT OUT A PAPER TABLECLOTH ON A COMPLETELY CLEANED SURFACE.
 - d. DISPOSE OF ALL TRASH IN A RECEPTACLE OUTSIDE THE CLASSROOM.

SCHOOLS OF CHOICE

In accordance with District Policy, residents of the Merced City School District may apply to enroll their child(ren) in a School of Choice other than their assigned school, if space is available.

Applications are available beginning January 4, 2012 at:

Merced City School District Business Office, Personnel Department, 444 W. 23rd Street, Building E, Merced California.

The deadline for submitting an application is: May 11, 2012.

(Applications are not first-come, first served, but will be processed based upon enrollment factors at the school.)



A copy of the complete District Policy for the Schools of Choice Program is available upon request at the District Office.

This notice is being included in this Handbook as required by Education Code Section 489980.

<p>ALL SCHOOLS OF CHOICE APPLICATIONS FOR THE 2012/2013 SCHOOL YEAR MUST BE RETURNED TO: Personnel Department, 444 W. 23rd Street, Building E, Merced CA NO LATER THAN: May 11, 2012</p>
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Approval/Denial of your application will not occur until the end of the third week of the new school year. That means that your child must be registered and consistently attending their home school and be in attendance there on the first day of school in order to be eligible for a School of Choice.

Applications will be selected by lottery to determine the order in which students may be accepted as openings occur.

Notification of approval or denial will be by mail.

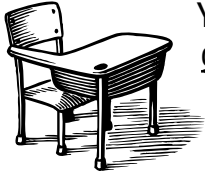
Applicants who receive approval must enroll at the approved School of Choice within 3 days of receiving notification in the mail.

Home to school transportation is the responsibility of the parent.

Questions may be answered by calling 381-2820.

<p>REMINDER:</p>	<p>DEADLINE FOR THE 2012/2013 SCHOOLS OF CHOICE APPLICATION PERIOD IS May 11, 2012</p>
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Your child can enroll in school



Your child is guaranteed enrollment in school by the federal

McKinney-Vento Act and California state law if you live:

- In a shelter (family, domestic violence, or youth shelter or transitional living program)
- In a motel, hotel, or weekly rate housing
- In a house or apartment with more than one family because of economic hardship or loss
- In an abandoned building, in a car, at a campground, or on the street
- In temporary foster care or with an adult who is not your parent or guardian
- In substandard housing (without electricity, water or heat)
- With friends or family because you are a runaway or an unaccompanied youth

To enroll in or attend school if you live under any of these conditions, you do NOT need to provide:

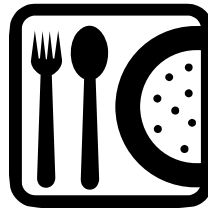
- Proof of residency
- Immunization records or tuberculosis skin-test results
- School Records
- Legal guardianship papers

Parents' responsibilities are to:

- Make sure your child attends school regularly and completes homework and projects on time
- Attend parent/teacher conferences, Back-to-School Nights and other school related activities
- Stay informed of school rules, regulations and activities
- Participate in school advisory/decision-making activities

Your child may:

- Participate in all school activities and programs for which you are eligible
- Continue to attend the school in which you were last enrolled even if you have moved away from that school's attendance zone or district
- Receive transportation from your current residence back to your school of origin
- Qualify automatically for child nutrition programs (free and reduced price lunches and other district food programs)
- Contact the district liaison to resolve any disputes that arise during enrollment process



McKinney-Vento Homeless Assistance Act Contact Information

Merced County Office of Education:

Michelle L. Symes, Coordinator
Instructional Services/Public Affairs
632 West 13th Street,
Merced, CA 95340
Telephone 209-381-6642
Fax 209-381-5902

Merced City School District:

Greg Blount, Director
Support Services
and
Information Technology
MCSD Homeless Liaison
1180 'E' Street, Merced, CA 95340
Telephone 209-381-2810
Fax 209-381-2812



STUDENT ABSENCES

ABSENCES AND EXCUSES

Excused Absences

A student's absence shall be excused for the following reasons:

- 1) Personal illness (Ed. Code 48205)
- 2) Quarantine under the direction of a county or city health officer (Ed. Code 478205)
(cf. 5112.2 – Exclusions from Attendance)
- 3) Medical, dental, optometric, or chiropractic appointment (Ed. Code 48205)
- 4) Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Ed. Code 48205)
- 5) Jury duty in the manner provided by law. (Ed. Code 48205)
- 6) The illness or medical appointment during school hours of a child to whom the student is the custodial parent (Ed. Code 48205)
(cf. 5146 – Married/Pregnant/Parenting Students)
- 7) Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Ed. Code 48205)
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observation of a holiday or ceremony of his/her religion
 - d. Attendance at religious retreats not to exceed four hours per semester
 - e. Attendance at an employment conference
 - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
- 8) Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Ed. Code 48205) *(cf. 6142..3 – Civic Education)*
- 9) Participation in religious exercises or to receive moral and religious instruction in accordance with district policy (Ed. Code 46014).
 - a. In such instances, the student shall attend at least the minimum school day.
 - b. The student shall be excused for this purpose on no more than four days per school month.
(cf. 6141.2 – Recognition of Religious Beliefs and Customs)

Method of Verification

When a student who has been absent returns to school, he/she shall present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having control of the minor, or the student if age 18 or older. (Ed. Code 46012;5 CCR 306)

The following methods may be used to verify student absences:

1. Written note, fax, or email from parent/guardian or parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student
 - b. Name of parent/guardian or parent representative
 - c. Name of verifying employee
 - d. Date(s) of absence
 - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in item #2 above.
4. Physician's verification.
 - a. When excusing students for confidential medical services or verifying such appointment, district staff shall not ask the purpose of such appointment but may contact a medical office to confirm the time of the appointment.
 - b. When a student has had 14 absences in the school year for illness verified by methods listed in #1-3 above, any further absences for illness shall be verified by a physician.



STUDENT & PARENT/GUARDIAN RIGHTS

NOTICE OF NON-DISCRIMINATION

The Governing Board of the Merced City School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on sex, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability, or any other unlawful consideration. The Board shall promote programs, which ensure that discriminatory practices are eliminated in all District activities. For further information, or to report an instance of alleged discrimination, please contact the Superintendent of the Merced City School District, 385-6640.

State and federal law requires that parents be notified each year about certain provisions affecting their children's education.

1. **Absence for Religious Exercises and Instruction:** Pupils may be excused, with written permission from a parent or guardian, in order to participate in religious exercises or receive moral and religious instruction away from school property. Every pupil so excused must attend at least the minimum school day. (Ed. Code 46014)
2. **Sex Education or Family Life Education:** Parents may inspect books and other materials used in those units that may include sex education or family life education in which reproductive organs and their functions are described, illustrated, or discussed. Words or pictures in any science, health, or hygiene textbook are not involved in this section. Separate notification is required for students who take such units. Written objection by the parent or guardian to pupil participation in such a unit will be honored. (Ed. Code 51930-51934)
3. **Excused from Instruction:** Upon written request of parent, a pupil may be excused from any part of instruction in health, family life, or sex education which conflicts with the parent(s)' religious training or beliefs (including personal moral convictions). (Ed. Code Section 51930-51939)

4. **HIV-AIDS Prevention Education:** Parent rights are similar to those stated in item 2. For pupils in grade 7 please be advised that the purpose of HIV-AIDS prevention education is to provide information to students to help prevent the continued transmission of a currently incurable, frequently fatal disease. You have a right to request a copy of the Education Code from the District Office, which describes state law regarding HIV-AIDS education as well as a copy of the curriculum used. (Ed. Code 51933)
5. **Confidential Medical Services:** For students age 12 and older, the District may release a student for the purpose of obtaining confidential medical services without obtaining the consent of the student's parent or guardian. (Family Code 6926 (a))
6. **Head Lice:** Because head lice are common and are easily spread, the Superintendent or designee shall send information about the treatment and control of head lice to parents/guardians, as needed, to prevent the spread of infestations. School wide head lice checks and/or checks of individual students suspected of having head lice may be done without parental notification. Upon return to school, students must be rechecked PRIOR to returning to class and MUST have an adult present.

The Governing Board requires that the responsibility for the treatment of head lice rests with the parent/guardian. When lice are found, the student shall be excluded from school as soon as possible, with proper parental notification. Three school days of excused absence will be allowed for the communicable condition to be resolved. Failure to comply may result in legal action. The student shall not be allowed to return to school until such child is free of lice. The MCSD follows the Merced County community-wide response to head lice among children in school/preschool/day care settings protocol. A copy of the protocol is available for review at each site.

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7. Administration of Prescription or Over-the-Counter Medication:

- (a) Any student needing medication during the school day, may be assisted by a nurse, health assistant, or other designated and trained school employee. (Ed. Code 49423) Form G-73 "Authorization for Administration of Prescribed Medication" must be filled out and signed by the parent/guardian and the healthcare provider. (This form may be obtained from the school secretary.)
- (b) School personnel are prohibited from giving any over-the-counter medication, including aspirin or Tylenol, unless the "Authorization for Administration of Prescribed Medication" containing the proper information and signature from parent **and** physician are on file in the health office.
- (c) All medication must be in the original or properly labeled pharmacy container, and will be kept in the school office. Students may be allowed to self-carry inhalers for asthma and epinephrine autoinjectors for severe allergic reactions. Please consult with the site school nurse for additional information and requirements. (Parent, student, and healthcare provider).
- (d) Each site in the district has auto-injectible epinephrine available to students for the treatment of life-threatening allergic reactions which may occur without knowledge or warning. Students with known life-threatening allergies are asked to provide their own emergency medication.
- (e) Certain emergency medications can only be administered by licensed nurses or may require special training and certification by unlicensed staff in order for your child to receive them during school hours. Contact your child's site school nurse for more information. These medications include, but are not limited to: glucagons, ephinephrine, diastat, lorazepam, and solu-cortef.
- (f) Parents are to notify the principal and site school nurse if their child is on a continuing medication. This notification shall include the name of the medication being taken, the dosage, and the name of the supervising physician. With parent consent, the principal or designee may confer with the physician

regarding possible effects of the drug, including symptoms of adverse side effects, omission or overdose, and counsel with school personnel as deemed appropriate:

- (g) School personnel cannot assume the responsibility for reminding students when medication is to be taken. If this is a need, contact the school nurse. It is the responsibility of your child to report to the office at the time medication is to be given.
 - (h) Written permission to administer medication is good for only the school year that the permission was written.
 - (i) It is the parent's/guardian's responsibility to notify the site office if their child has a medication at school and that child will be leaving the school site for a field trip or other off-campus event. Notification should be made at least two weeks in advance.
 - (j) The parent is responsible for keeping a supply of medication for the child at school. The parent is to deliver the medication to the school office personnel. Medications are not to be brought to school or picked up by the student unless special arrangements have been made in advance.
 - (k) All medication left at school on the last day or following a student's return from camp will be destroyed after one week.
8. **Immunizations:** The District may allow a physician, surgeon, or registered nurse to administer immunizations to pupils whose parents have consented in writing to immunizations. (Ed. Code 49403)
9. **Vision, Hearing, and Scoliosis screenings:** Screenings may not be given to a child whose parent has filed a written objection for each school year in which they do not want their child screened. Vision, hearing, and Scoliosis screenings are mandated by the state and are performed yearly on those students in the mandated grades for that screening. With the exception of Scoliosis screenings, parents/guardians are not notified of when screenings will occur. In the case of Scoliosis, written notification will be sent home with the student. All students without a written request to have them excluded, will be screened. A parent whose child does not pass any screening will be notified by U.S. mail.

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10. **Accident-Medical Coverage:** Coverage is provided by the District for students who may be injured in accidents, which occur in route to and from school, during school and/or while participating in a school sponsored activity. This coverage is secondary to any other valid insurance through which the student may be entitled to coverage. This District-paid program will provide benefits payable at the reasonable and customary rate for medical services and 50% of the reasonable and customary rate for dental services (less a \$25.00 deductible) up to a maximum of \$1,500 per covered accident. This program provides and meets the medical protection requirements for students wishing to participate in interscholastic teams, marching bands, and other related activities. (Ed. Code 32220-24,43472)
11. **Students with Disabilities:** For whom a special education placement is unavailable or inappropriate may receive services in a private nonsectarian school. Please contact the local Director of Special Education for specific information. (Ed. Code 56040)
12. **Equal Opportunities:** For both sexes in all educational programs and activities run by the District is a commitment made by the District to all students. (Title IX of the Education Amendments of 1972.) Inquiries on all matters, including complaints, regarding the implementation of Title IX in the District may be referred to the Office of the Superintendent, 444 West 23rd Street, Merced, CA 95340, 385-6640.
13. **Parents May File a Complaint:** Concerning violations of federal or state law or regulations governing special education and related services. To file a complaint, write a description of the manner in which you believe Special Education Programs for students with disabilities do not comply with state or federal laws or regulations and file with the Director of Special Education and Pupil Services, Merced City School District, 444 West 23rd Street, Merced, CA 95340.
14. **Release of Student Information:** The District does not release information or records concerning a child to non-educational organizations or individual without parent consent except by court order or when otherwise allowed by law. The following categories of directory information may be made available to various persons, agencies, or institutions unless the parent or guardian notifies the District in writing not to release such information:

Name, address, date and place of birth, major field of study, class schedule, class roster, photographs, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, and most recent previous educational institution attended.
Telephone numbers shall be released only with express parental consent.
15. **Inspection of Student Records:**
 - (a) A parent or guardian has the right to inspect and review records during school hours relating directly to their child within five (5) days of his/her request.
 - (b) Any parent who wishes to review the types of student records and information contained therein may do so by contacting the principal at his/her child's school. The principal of each school is ultimately responsible for maintenance of student records.
 - (c) Parents with legal custody have a right to challenge information contained in their child's records. Any determination to expunge a student's record is made after a review of said record(s) by building administrators and certificated staff, according to established District procedures which may be obtained by a parent and from the District Office.
 - (d) A *Student Records Log* is maintained for each student. The Student Records Log lists persons, agencies or organizations requesting and/or receiving information from the records to the extent required by law. Student Record Logs are located at

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each school and are open to inspection by parents or guardians.

- (e) School officers or employees having a legitimate educational interest may access student records without first obtaining parental consent. "School officers and employees" are District employees and appointed or elected District officers. A person or company with whom the District has contracted to perform a special service (such as attorney, auditor, medical consultant, or therapist) or a parent or student serving on an ethical committee or assisting another school official in performing his or her tasks. A "legitimate educational interest" is one held by officials and employees whose duties and responsibilities create a reasonable need for access.
- (f) Parents and guardians have the right to authorize the release of student records to themselves. Only parents and guardians with legal custody can authorize the release of student records to others.
- (g) Parents and guardians will be charged ten (10) cents per page for the reproduction of student records.
- (h) Parents have a right to file a complaint with the U.S. Department of Education for alleged violations of parent rights related to student records.
- (i) Parents may obtain a copy of the District's complete student records policy by contacting the Superintendent.

16. **Family Education Privacy Act:** In addition, you have certain rights regarding student information guaranteed under federal law.

17. **Student Discipline Rules:** Pertaining to student discipline are available to parents or guardians of District students in each school office. (Ed. Code 35291)

18. **Dissection of Animals:** If a student has a moral objection to dissecting or otherwise harming or destroying animals, or any part of an animal, the pupil must notify the teacher regarding such objection, and the objection must be substantiated with a note from the pupil's parent or guardian. If the pupil chooses to refrain from participating in such a project,

and if the teacher believes that an adequate alternative education project is possible, then the teacher may work with the pupil to develop and agree upon an alternate education project for the purpose of providing the pupil an alternate avenue for obtaining the knowledge, information or experience required by the course of study. Ed. Code 32255-32255.6)

19. **Educational Assistance Under Section 504:**

Is available to students who may have a disability, which interferes with their access to an equal educational opportunity. Please notify your school principal for information regarding your rights and your child's rights under Section 504 of the 1973 Federal Rehabilitation Act, or call the District's 504 Office at 385-6647.

20. **A Temporary Disability:** Which makes it impossible or inadvisable for a student to attend class shall cause the student to receive individualized home instruction. (Ed. Code 48206.3) A note from the physician to Merced City School District regarding individual home instruction must be given to the school secretary and/or school nurse.

A pupil with a temporary disability who is in a hospital or another residential health facility, other than a state hospital, which is located outside of the school District in which the pupil's parent or guardian resides, shall be deemed to have complied with the residency requirements for school attendance in the District in which the hospital is located. It is the responsibility of the pupil's parent or guardian to notify the applicable school District of the pupil's presence in the hospital or residential health facility so that the District can determine whether the pupil is able to receive individualized instruction and to provide individualized instruction if it is possible to do so. (Ed. Code 48207-48208)

21. **Student Residency:** A student may be enrolled in a District where one or both of the student's parents or legal guardian works other than in the District in which the student resides. (Ed. Code 48204 (f)) In addition, a student shall be deemed to be a District

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resident if (1) the student is placed in a regularly established children's institution, licensed foster home, or family home (Ed. Code 48204 (a)), (2) an emancipated student who lives within the District (Ed. Code 48204 (c)), (3) a student who lives in the home of an adult who has submitted a caregiver affidavit (Ed. Code 48204 (d)), or (4) a student who resides in a state hospital in the District (Ed. Code 48204 (e)).

22. **Attendance Options:** Parents are advised that the District allows for students from other Districts to apply for admission into or transfer out of our District through the Interdistrict transfer process if certain requirements are met. Parents of students living outside a school's geographic boundaries may also apply for a transfer to another school if certain criteria are met. Parents interested in Interdistrict or "Schools of Choice" (Intradistrict) transfers should contact 381-2810.

23. **Notice of Alternative Schools:** California state law authorizes all school Districts to provide for alternative schools. Section 58500 of the Education code defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

- (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- (b) Recognize that the best learning takes place when the student learns because of his desire to learn.
- (c) Maintain a learning situation maximizing student self-motivation and encourage the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects.
- (d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its

subject matter. This opportunity shall be a continuous permanent process.

- (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including, but not limited to the community in which the school is located.

Students and/or parents interested in further information should contact the Director, Special Education and Pupil Services at 385-6647. (Ed. Code 58501)

24. **Nutrition Program:** The State Department of Education has established a statewide program to provide nutritious meals and milk at school for pupils, and to provide free meals to the neediest children. In some instances, nominal cash payments may be required. (Ed. Code 49510, et seq.)

25. **U.S. Department of Education Programs:** The following applies only to programs directly funded by the U.S. Department of Education.

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation shall be available for inspection by the parents or guardians of the children.

No student shall be required, as part of any applicable U.S. Department of Education funded program, to submit to a survey, analysis, or evaluation that reveals information concerning:

- (a) Political affiliations;
- (b) Mental and psychological problems potentially embarrassing to the student or his family;
- (c) Sex behavior and attitudes;
- (d) Illegal, anti-social, self-incriminating and demeaning behavior;
- (e) Critical appraisals of other individuals with whom respondents have close family relationships;
- (f) Legally recognized, privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
- (g) Income (other than that required by law to determine eligibility for participation in a

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program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent. (20 U.S.C. 1232h)

26. **Fingerprint Programs:** With the written consent of the parent or guardian, kindergarten or newly enrolled students may be fingerprinted. The fingerprint document may not be retained by the District but must be delivered to the parent or guardian. A fee shall be charged to the parent or guardian to reimburse the District for its actual cost. (Ed. Code 32390)

27. **Procedures for Parent Complaints or Charges Against District Employees:** The Board of Education has adopted a policy which establishes a procedure to permit consideration of a charge or complaint made by parents against an employee or against a specific school, office, or department. Parents who do not have their concerns resolved informally should follow the procedure set forth in the policy (Policy 13121.1).

Any serious charge or complaint concerning a District employee should be reported immediately to the employee by the individual receiving the complaint. Every effort should be made to resolve the complaint at the administrative level by progressing through the chain of command. In those cases where administrative resolution is not provided, and to assure due process, the matter may be channelled via the Superintendent to the Board of Education for hearing in accordance with established procedures.

Copies of the entire policy are available for review in each school office and at the District Office.

28. **Following the Lines of Communication:** Parents who wish to obtain information about their child(ren) or other school-related matters should first consult with the staff member most directly involved. This also applies to problems which may arise. Generally, the order in which inquiries should be made is:

- First - the teacher
- Second - the site principal
- Third - Greg Spicer
Assoc. Supt Admin. Svcs
District Office
444 West 23rd Street
- Last - the Board of Education
Addressed as follows:

Board of Education President
444 West 23rd Street
Merced, CA 95340

29. **Uniform Complaint Policy State And Federal Programs:** The Governing Board recognizes that it has the primary responsibility for ensuring that it complies with state and federal laws and regulations governing educational programs. The District shall seek to resolve complaints alleging unlawful discrimination or failure to comply with the law in consolidated categorical aid programs, migrant education, vocational education, child nutrition programs, and special education programs.

The Superintendent has designated **the Director of Special Education and Pupil Services** as the Merced City School District Compliance Officer. All complaints should be filed with the director. The director may be contacted at 385-6649. A copy of the entire Uniform Complaint Policy may be obtained at each school office.

The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination.

Within three days of receiving the complaint, the Compliance Officer may discuss with the complainant the possibility of using mediation. If all parties agree to mediation, the Compliance Officer shall make arrangements for this process.

If the mediation process is adopted and does not resolve the problem, the Compliance Officer shall proceed with his investigation of

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the complaint. The Compliance Officer shall hold an investigative meeting within five days of receiving the complaint or attempting to mediate the complaint. This meeting will provide an opportunity for the complainant and for his/her representative and the District's representatives to present information relevant to the complaint. Within sixty days of receiving the complaint, the Compliance Officer shall prepare and send to the complainant a written report of the District's investigation and decision.

If a complainant is dissatisfied with the Compliance Officer's decision, he/she may, within five days file his/her complaint in writing to the Superintendent. If a complainant is dissatisfied with the District's decision, he/she may appeal in writing to the California Department of Education within fifteen days of receiving the District's decision.

In addition to the above-described complaint procedure, or upon completion of that procedure, complainants may have civil law remedies. These civil law remedies can include, but are not limited to, injunctions and restraining orders. These civil law remedies are granted by a court of law and may be used, in part, to prevent the District from acting in an unlawful manner. Delay in pursuing civil law remedies before a court of law may result in loss of rights to those remedies. Any questions regarding civil law remedies should be directed to an attorney.

30. **SECTION 504 OF THE REHABILITATION ACT OF 1973:** In compliance with procedural requirements of Section 504 of the Rehabilitation Act of 1973, the following **Notice of Parent/Student Rights in Identification, Evaluation, and Placement** shall be utilized in the Merced City School District.

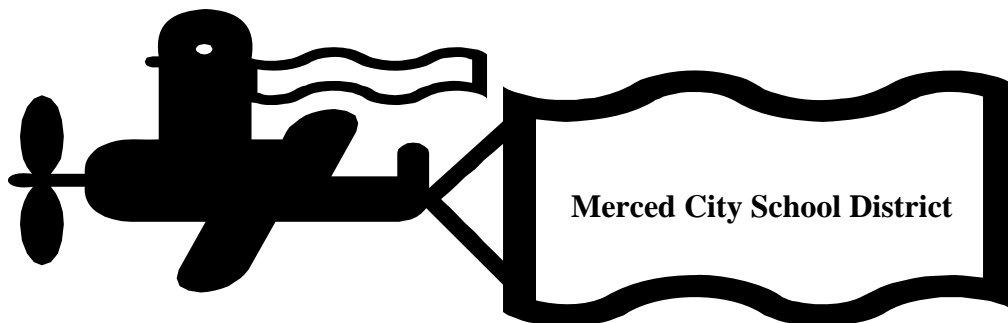
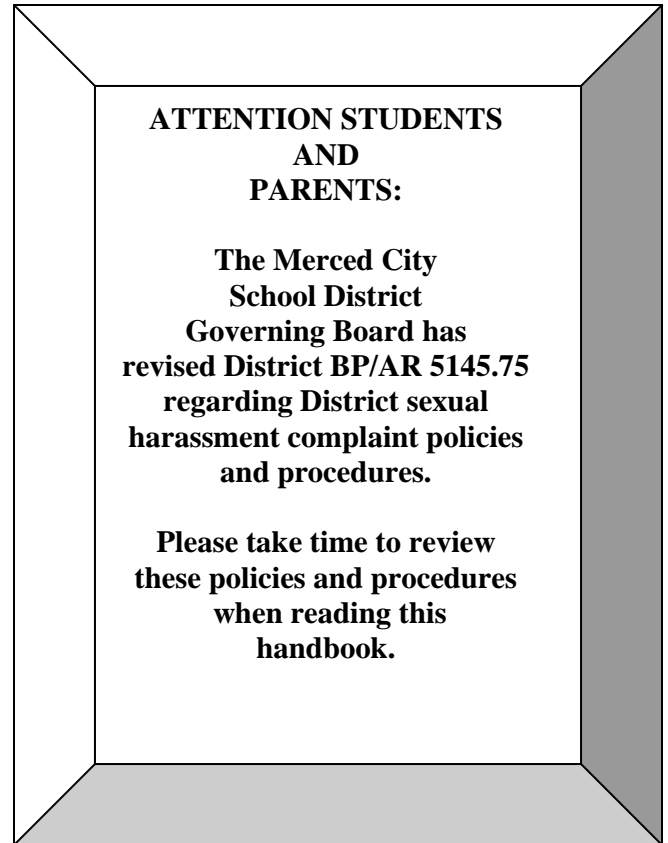
The following is a description of the rights and options granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if

you disagree with any of these decisions. You have the right to:

- (a) Request a Section 504 hearing.
- (b) Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disabling condition.
- (c) Have the school District advise you of your rights and options under federal law.
- (d) Receive notice with respect to identification, evaluation, or placement of your child.
- (e) Have your child receive a free appropriate public education. This includes the right to be educated with students without disabilities to the maximum extent appropriate. It also includes the right to have the school District make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
- (f) Have your child educated in facilities and receive services comparable to those provided students without disabilities.
- (g) Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (IDEA - PL 101-476), and/or general education intervention/modifications outside of special education under Section 504 of the Rehabilitation Act of 1973.
- (h) Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, evaluation data, and placement options.
- (i) Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the students was placed in a program operated by the District.
- (j) Have your child given an equal opportunity to participate in nonacademic and extracurricular activities offered by the District.
- (k) Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement.
- (l) Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.

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- (m) A response from the school District to reasonable requests for explanations and interpretations of your child's records.
- (n) Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school District refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing. This hearing will be according to the Family Educational Rights and Privacy Act (FERPA) and should not be confused with an impartial due process hearing.
- (o) Request an appeal hearing of the Section 504 decision regarding your child's identification, evaluation, placement or educational program. You and the student may take part in the hearing and have an attorney or other person represent you.
- (p) Request mediation (this is not mandatory prior to requesting an appeal to the Section 504 hearing decision). You may request, in writing, a meeting with the school principal and school site committee to attempt resolution of the disagreement. The costs for mediation are assumed by the school District.
- (q) File a complaint with the U.S. Department of Education, Office for Civil Rights, 50 U.N. Plaza, San Francisco, CA 94102, (415) 437-7700.
- (r) Parents have the right to request information regarding teacher credentials and license for grade level and subject matter taught, and the qualifications of paraprofessionals. This information is available in the school office.



Definition

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, made by anyone, including student peers, in or from the District, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term of a condition of a student's academic status or progress.
2. Submission to, or rejection of, the conduct by the student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact upon the student's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through the school or District.

For purposes of this regulation, by way of further clarification, prohibited sexual harassment also includes, but is not necessarily limited to, the following conduct:

1. Making unsolicited verbal, physical, written, and/or visual contact of a sexual nature.
 - a. Verbal: offensive and/or inappropriate comments, epithets, whistling, jokes and innuendoes of a sexual nature, including but not limited to, comments of a sexual nature about another person's or one's own physical appearance, attire, sexual thoughts, sexual behavior, marital status or sexual orientation.
 - b. Physical: offensive and/or inappropriate touching, interference with movement, or sexual assault, including but not limited to, kissing, touching intimate places, unnecessary and unwelcome touching of non-intimate places, or blocking of free bodily movement.
 - c. Written: sending or delivering sexually suggestive letters, notes, invitations, electronic media transmissions, or other reading materials.
 - d. Visual: displaying sexually suggestive posters, pictures, drawings, cartoons, computer graphics or objects; making sexually suggestive or obscene gestures; leering or staring at another person with sexual intent.

The above types of conduct of a sexual nature may be considered sexual harassment whether or not they are directed at a specific person. An educational setting which is permeated with sexual communications or behavior may create a hostile environment to all persons within that setting, including students.

Whether an environment is hostile depends on the totality of the circumstances, including such factors as the frequency and severity of the conduct and whether the conduct has a negative impact on person's educational environment.

2. Continuing to express sexual interest after having been informed that the interest is unwelcome.
3. Coercive sexual behavior used to control, influence, or affect the educational opportunities, grades, or learning environment of a student, including but not limited to promises or threats regarding grades, letters of recommendation, honors, or other District benefits, services, programs, and activities, which are explicitly or implicitly made contingent on the student tolerating or submitting to the sexual behavior.

Dissemination Of Policy

This policy and related regulation shall be disseminated as follows:

1. Provided to students as part of any orientation for new students.
2. Included in the notifications that are sent to parents/guardians at the beginning of each school year.
3. Posted in a prominent location near each school principal's office.
4. Appear in any school or District publication that sets forth school's or District's comprehensive rules, regulations, procedures and standards of conduct.
5. Provided to all faculty members, administrative staff and support staff at the beginning of each school year and to any new employee at the time of hire.

All administrators and supervisors shall be knowledgeable of the District's policy and their responsibilities for its implementation, and shall have sufficient knowledge and training in appropriate legal standards to resolve complaints of sex discrimination, including peer sexual harassment

Policy Prohibiting Retaliation

District policy prohibits retaliation against any person who files a complaint, participates in a sexual harassment inquiry, or exercises rights protected under this policy. Complaints alleging retaliation for these activities may be filed using the complaint procedure described below.

Complaint Procedure

Described below are informal and formal methods of responding to sexual harassment complaints.

Informal Process/School-Site: Complaints alleging sexual harassment against a student by an employee, another student, or a third party may be filed by any student, or the student's parent or guardian by contacting the school-site Principal or designee, as appropriate. The complainant will be informed that this process is strictly voluntary. The informal process shall be bypassed if

the complainant names a principal as a respondent, the complaint alleges school-wide discriminatory practices, or the complainant desires to file a formal complaint directly to the District office. In those circumstances, the complainant may file a Formal Complaint directly with the Title IX Coordinator at the District office.

A school-site administrator may use the following process to investigate and resolve informal complaints:

1. Written and/or oral reports of sexual harassment presented to the school site will be considered a sexual harassment complaint. This includes anonymous reports. If an anonymous report contains sufficient information to identify an alleged target(s) and/or accused person(s), then a reasonable effort will be made to investigate and address the allegations.
2. Assure the target(s) of the alleged sexual harassment that the school/District takes claims of sexual harassment seriously, will not tolerate such treatment, and has strong policies against sexual harassment.
3. Obtain specific information relevant to the complaint such as where, when, and the frequency with which the incident(s) occurred, as well as the identities of the alleged accused person(s) and any witnesses. If age appropriate, request that the complainant(s) provide a written statement.
4. Give the complainant(s) an opportunity to provide witnesses and other evidence to be reviewed and considered in the investigation and conduct an investigation that is fair and impartial.
5. Provide the target(s) of the sexual harassment with assurances regarding confidentiality and non-retaliation.
6. Assure the target(s) of the sexual harassment that he/she will not be required to confront the accused person(s) and that steps will be taken to monitor that the alleged harassing behavior does not continue. Provide the individual with the names of school personnel who can help if the situation/incident continues, escalates, or occurs again.
7. Interview the accused person(s) and provide assurances regarding confidentiality and non-retaliation. If age appropriate, request that the accused person(s) provide a written statement.
8. Interview any witnesses identified by the target(s) of the sexual harassment and the accused person(s) and provide assurances regarding confidentiality and non-retaliation. If age appropriate, request that any witnesses provide a written statement.
9. Provide parents/guardians and/or students with the District's "Sexual Harassment Policy," as applicable.
10. When assessing complaints of sexual harassment, carefully consider all available information in determining whether the conduct described in the complaint violates the District's sexual harassment policy. The following five questions should be asked:

- (A) Was the conduct of a sexual nature?

- (B) Was the conduct unwelcome?
- (C) Did the conduct create a hostile environment for the alleged target of the harassment?
- (D) Was the conduct severe, persistent, or pervasive?
- (E) Did the conduct limit the individual's ability to participate in or benefit from an educational program or activity?

When the answers to questions (A) - (E) are "yes," the conduct may be considered sexual harassment. However, conduct that does not rise to the level of sexual harassment may still be considered inappropriate behavior and may require that corrective actions be taken.

11. Appropriate administrative steps in response to sexual harassment should include action(s) to end the harassment, monitoring that the conduct does not reoccur, and addressing any hostile environment that may have been created for the student(s) who had been the target(s) of the conduct. Response strategies may also involve the initiation of disciplinary proceedings.

12. Within thirty (30) days of receiving a complaint, the school-site administrator will provide the complainant written notice in general terms of any findings or decision, and if any corrective actions have been or will be taken to resolve the complaint. Specific corrective actions with regard to employees or students are to be kept confidential. The written notice will include information regarding the complainant's option to appeal a school-site decision by filing a Formal Complaint with the Title IX Coordinator at the District office.

13. All complaint and investigation records shall remain confidential and accessed only in accordance with California and Federal law. These records will be kept for five (5) years from the school year in which the complaint was filed.

Formal Complaint to District Office/Appeal of School Site Decision:

1. Any parent, guardian, or student may file a formal written complaint of sexual harassment with the District Title IX Coordinator, Greg Spicer, the Associate Superintendent of Personnel Services, at the District Personnel Office. The Personnel Office is located at 444 W 23rd Street, Merced, CA 95340, and the office telephone number is (209) 381-2820.

2. The written complaint may be filed using the District's "Level II Formal Sexual Harassment Complaint Form" or by simply filing a written complaint statement.

3. The complaint shall contain the following information:

- (A) The specific facts about the complaint which may be helpful to the complaint investigator including, but not limited to the nature of the complaint, names of those involved, witnesses, and dates/places of occurrences.
- (B) The specific relief being sought.
- (C) Any other relevant or supportive documentation or information the complainant believes will provide assistance in understanding the complaint.

4. The Title IX Coordinator will provide the complainant with a written acknowledgement

of the Formal Complaint within five (5) days which:

- (A) Advises and assures the complainant that confidentiality of the facts will be observed to the maximum extent possible.
- (B) Advises and assures the complainant that the District prohibits retaliation against anyone who files a complaint or participates in a complaint investigation.
- (C) States that the complaint investigation/resolution process will be completed within forty-five (45) days of receipt of the complaint.
- (D) Advises the complainant to call or send any additional information or documentation relevant to the complaint to the Title IX Coordinator.
- (E) Informs the complainant that a written report of findings and conclusions, listing any corrective action(s) taken, will be provided at the conclusion of the investigation.

5. The Title IX Coordinator or designee will conduct a prompt, thorough, and impartial investigation, which includes the opportunity for a complainant to provide witnesses and other evidence.

6. A written decision will be provided to the complainant within forty-five (45) days of receipt of the Formal written complaint. The written decision shall indicate whether or not the alleged discrimination occurred, and the District's action taken to address any sexual harassment found, and to correct discriminatory effects, if any, on the person(s) harassed and others, as necessary. The written decision will also contain the following:

- (A) The assurance that the District will not tolerate retaliation against a complainant for the filing of a complaint or participating in the complaint investigation.
- (B) A statement advising the complainant of the option to appeal the Title IX Officer's findings to the California Department of Education pursuant to Education Code section 262.3. The written appeal must be sent within fifteen (15) days of receipt of the letter of findings. Such appeals should be addressed to the California Department of Education, Office of Equal Opportunity, 1430 N. Street – Room 6019, Sacramento, California 95814-5901.

Obligations of All Employees:

- 1. All employees shall report to their immediate supervisors any sexual harassment by or of students.
- 2. All employees shall cooperate with any investigation of an alleged act of sexual harassment conducted by the District or by an appropriate state or federal agency.
- 3. No employee of the District shall take any action to discourage a victim of sexual harassment from reporting such an incident.

Kindergarten Oral Health Requirement (AB1433)

(Ed. Code Section 49452.8)

Beginning January 1, 2007, all children entering public school for the first time (kindergarten or first grade) are required to have an oral health assessment/dental checkup by May 31 of that school year. Any dental exam done within 12 months prior to enrollment will be accepted. The exam must be carried out by a licensed dentist, dental hygienist, or registered dental assistant with supervision. Parents/guardians will be provided with information on where to find a dentist and how to apply for MediCal/Denti-Cal and Healthy Families. Parents/guardians will also be educated on the importance of dental health and given information on how to improve their child's oral health. For more information, contact the school nurse.

General Policies Related to the Health of Students in the Merced City School District

Illness

- *Students who have a temperature of 100.0 or higher are not allowed to remain at school
- *Schools may send students home, in the absence of a fever, if they generally appear unwell and/or present with other signs of illness, i.e. productive coughs, vomiting, diarrhea, cold symptoms, etc.
- *Students with a fever, vomiting, or diarrhea must be free of these symptoms for a period of 24 hours prior to returning to school.
- *Students with a suspected communicable disease will be excluded from school. Written clearance from a healthcare provider will be required in order for the student to return.

Chronic Health Conditions

It is the parent's/guardian's responsibility to notify the school on a yearly basis, if their child suffers from any health condition. Notification of minor health conditions, such as allergies or asthma, may be noted on the registration card only, as long as the condition is medically well-managed and will likely only require the provision of health services on an infrequent basis. For students with more serious conditions, parents should note the problem on the registration card, but should also notify the site school nurse in writing or by phone at the beginning of school year or at the time of enrollment.

Children with potentially life-threatening conditions including, but not limited to, diabetes, seizure disorders, severe food allergies, and cardiac problems, will likely require development of an individual health support or emergency plan. These plans are the responsibility of the credentialed school nurse with input from the parent/guardian and prescribing physician. It is critical that your child's school nurse be notified on a yearly basis of the status of your child's chronic health condition. Plans are renewed on a yearly basis and as needed.

School staff who have contact with your child during the school day may be notified of your child's health condition and provided a copy of his/her emergency plan, if appropriate, in an effort to ensure his/her safety. These staff may include, but are not limited to, classroom teachers, aides, administrators, office staff, and noon duty supervisors.

If your child moves to another site within the district through a change in address or graduation, the site nurse may communicate with the site nurse at the new school or district regarding your child's health condition. This is to ensure your child's safety and provide for continuity of care. Despite this communication, you are still required to notify the new site of your child's health condition. Please contact your child's school nurse if you DO NOT want health information about your child shared with other sites or districts.

Immunizations/First Grade Physical



Immunizations

California State law requires children entering school be fully immunized at the time of enrollment. Students lacking one or more required doses, but who are not currently due for a dose, may be conditionally admitted until the remaining dose or doses are due.

Students who are not adequately immunized will not be admitted to school. The law allows (a) parents/guardians to choose exemptions from this requirement based on personal beliefs and (b) physicians of children to elect medical exemptions. The law does not allow parents/guardians to elect an exemption simply because of inconvenience. For children with medical exemptions, the physician's written statement should be stapled to the California School Immunization Record (CSIR)

Immunizations may be administered by your family physician or other health care provider or by the Merced County Department of Public Health's immunization clinic. Call (209) 381-1010 for immunizations clinic dates and times

First Grade Physical

The California Health & Safety Code requires every student entering first grade to show proof of having a physical exam within 18 months prior to enrollment. This exam may be obtained from your family doctor or from any one of several Child Health and Disability Prevention (CHDP) program providers in the area. You may ask your school office staff for a list of providers if you are unsure of where to obtain this exam.

There is no charge for this exam, regardless of whether the child has coverage or not. The CHDP program will pay for an exam if it has been at least one year since the last exam. Please consult your school office if you are having difficulty scheduling this exam.

Your child will be assigned to a classroom only after a certificate verifying the physical examination is presented to the school office. Your child may be excluded for a period of up to five school days if proof of the exam or an appointment card is not presented to the school office. A parental waiver can be completed under unusual circumstances.

Tdap

Starting July 1, 2011, a new law (AB354) changed California immunization requirements for all students entering 7th – 12th grades. This law requires a dose of pertussis-containing Vaccine (Tdap) given after the 7th birthday, before they can start the 2011-12 school year. Schedules will not be given to students without proof of their Tdap immunization. For the 2012/13 school year and beyond, this requirement will affect incoming 7th graders only.



MERCED CITY SCHOOL DISTRICT
EXPULSION PROCEEDINGS

GROUNDS FOR SUSPENSION/EXPULSION

A pupil **shall not** be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (q), inclusive:

EDUCATION CODE - EC 48900

- _____ (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
(2) Willfully used force or violence upon the person of another, except in self-defense
- _____ (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- _____ (c) Possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- _____ (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- _____ (e) Committed or attempted to commit robbery or extortion.
- _____ (f) Caused or attempted to cause damage to school property or private property.
- _____ (g) Stolen or attempted to steal school property or private property.
- _____ (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- _____ (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- _____ (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- _____ (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- _____ (l) Knowingly received stolen school property or private property.
- _____ (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- _____ (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- _____ (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- _____ (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- _____ (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- _____ (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

EDUCATION CODE - EC 48915**REASONS FOR EXPULSION**

- _____ (a) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools **shall** recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:
- _____ (1) Causing serious physical injury to another person, except in self-defense.
 - _____ (2) Possession of any knife or other dangerous object of no reasonable use to pupil.
 - _____ (3) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
 - _____ (4) Robbery or extortion.
 - _____ (5) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.
- _____ (c) The principal or superintendent of schools **shall** immediately suspend, pursuant to Section 48911, and **shall** recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:
- _____ (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
 - _____ (2) Brandishing a knife at another person.
 - _____ (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
 - _____ (4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
 - _____ (5) Possession of an explosive.
- _____ (e) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:
- _____ (1) That other means of correction are not feasible or repeatedly failed to bring about proper conduct.
 - _____ (2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

EDUCATION CODE - EC 48900.2**SUSPENSION/EXPULSION FOR SEXUAL HARASSMENT**

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. For the purposes of this chapter, the conduct described in Section 212.5 **must be** considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section **shall not** apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

EDUCATION CODE - EC 48900.3**SUSPENSION/EXPULSION FOR HATE VIOLENCE**

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

EDUCATION CODE - EC 48900.4**SUSPENSION/EXPULSION FOR HARASSMENT, THREATS, OR INTIMIDATION**

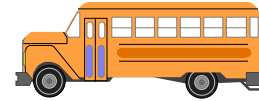
In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

EDUCATION CODE - EC 48900.7**SUSPENSION/EXPULSION FOR TERRORISTIC THREATS**

- (a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

EDUCATION CODE - EC 48901**SMOKING**

- (a) **No school shall permit** the smoking or use of tobacco, or any product containing tobacco or nicotine products, by pupils of the school while the pupils are on campus, or while attending school-sponsored activities or while under the supervision and control of school district employees.



BUS RULES

1. All school site discipline rules will be enforced on the bus.
2. The driver is the "boss" on the bus and therefore students must follow the direction of the driver the first time given.

The driver has the authority to immediately suspend riding privileges for five (5) days for Unsafe Acts. A final decision on the severity of discipline will be determined in conjunction with the Transportation Department and school site.

The driver has authority of students at the bus stop prior to the bus arriving. No pushing, horse play or disrespectful behavior. Examples of unacceptable behavior which may bring an immediate five (5) or more day suspension are:

- Pushing while waiting for the bus
 - Pushing while loading or unloading the bus
 - Exiting bus other than through the entrance door
 - Throwing objects inside the bus or out the windows
 - Fighting on the bus or at the bus stop
 - Sudden shrill and loud voices
 - Lighting matches or other flammables
 - Carrying unauthorized objects on the bus
 - Playing in the street
 - Disrespect for private property
3. The following behaviors could receive punishment ranging from a warning to a suspension from riding the bus:
 - Eating, drinking or chewing gum on the bus
 - Riding the wrong bus
 - Improper loading
 - Standing while bus is in motion
 - Disruptive behavior (screaming, loud voices or disrespect to another person)

- General vulgarity/vulgarity directed at another person
- Saving seats
- Disobeying driver
- Arguing
- Giving improper name or phone number
- Failure to return signed Conduct Report
- Vandalism on the bus

SAFETY FOR STUDENTS AND CHILD CARE

When the stop nearest your home is determined, teach your child(ren) how they are expected to walk to and from the bus stop. Encourage them to meet other students and parents at the bus stop. Having the phone numbers of these students and parents would be helpful. If your child(ren) goes to day care, coordinate with their staff on how you wish your child to walk to the nearest bus stop for their school.

DAYCARE, INTERDISTRICT, SCHOOL OF CHOICE TRANSFERS AND SOCIAL ACTIVITIES

Transportation services and bus stop locations outside of the school of attendance boundary will not be provided. Riding a bus other than the authorized one or boarding/departing at a stop other than the designated stop will not be allowed.

State law does allow for some exceptions if pre-approval is obtained and there is adequate space on the bus.

Do not assume your child can ride the bus. Children will not be transported if there is no room and/or if there is no prior approval in writing from the parent which has been received by both the school and the Transportation Department. The final approval of the request is the School Bus Driver.

If an activity or other reason requires the student to ride a different bus, parents should plan to make other transportation arrangements, as most of the buses do not have seats available for extra

Transportation Department
385-6690

passengers. However, in some cases it is permitted under the following circumstances:

- * There is adequate room on the other bus.
- * The student exhibits proper behavior.
- * The student is given a note stating the date and the bus stop to be used.
- * The note is signed by a parent/guardian.

The Middle Schools have athletic buses that are available after practices/games also.

BUS STOPS

Merced City School District selects bus stops with the safety of students in mind. Statistics show that escort crossings and interior residential areas are the locations of many school bus related injuries. In an effort to enhance the safety of the students, we plan our routes and stops to minimize escort stops and to locate stops on the border of residential areas, not in the middle of them.

Students that do not wait on the appropriate side of the street or do not wait to be escorted across the street will be denied transportation privileges.

SCHEDULED BUS STOPS AND TIMES

The AM times are the departure times. Parents are advised to have their child(ren) at the bus stop to board and be seated, no more than five minutes before the scheduled departure time.

EMERGENCY SITUATIONS

Should an emergency occur (such as a power failure, water main break, etc.) which would necessitate sending children home from school, every effort will be made to notify parents prior to releasing children. Should a major disaster occur (such as earthquake, airborne chemical spill, etc.), your child will follow the disaster plan as outlined by the school. The school will supervise your child until it is safe enough to transport him/her home or for parents to pick the child up. The radio stations listed below will

carry announcements regarding any emergencies.

HAZARDOUS DRIVING CONDITIONS
(Fog, Floods, Etc.)

In the event of a driving condition that delays or cancels transportation services we will notify the local media. In most cases it may just be a fog delay (usually one-hour). On days when it is uncertain if the buses will run on time, please listen to the following radio stations for a constant update on the situation:

- KYOS - 1480
- KLOQ - 1580
- KUBB - 96.3
- KAMB - 101.5
- KMJ - 58

1. Cooperating radio stations will be notified at approximately 6:30 a.m. if a foggy day schedule for buses is necessary. By 6:45 a.m. such announcements should be on the air.
2. If hazardous conditions require further delay, such announcement will be made by the radio stations.
3. For the many students who walk to school, all schools will maintain regular starting times when a "foggy day" schedule is in effect. Students arriving late on delayed buses will not be reported absent or tardy.
4. Afternoon take-home runs will normally operate at regular times. If cancellation of these runs is necessary, announcements will be made by radio stations.
5. In extreme fog conditions on late afternoons, after school athletic runs may be cancelled.

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LATE STUDENTS - WHO RIDE THE BUS

If your student does not arrive home on time, probably he/she went to a friend's without your knowledge. In any case, do the following:

- Check around the house and yard
- Call the school
- Call your child's friends
- Call the police
- Always leave someone at home to answer the phone, and be there when the student comes home.

The school will contact the Transportation Department and we will have all buses in the area look for the student as well as sending any available person out to assist the police in their efforts.

If the bus is running late due to a scheduling, traffic, or mechanical problem it may be up to fifteen minutes late or more. If the bus is late, you may call the school.

VANDALISM BETWEEN HOME AND THE BUS STOP

Vandalism between a student's home and the bus stop will be reported to the school and the appropriate law enforcement office.

VANDALISM ON THE BUS

Vandalism on the bus will be reported to the school and appropriate law enforcement office. Cost of vandalism repairs will be recovered from the student responsible and bus-riding privileges may be suspended for a minimum of 3 days and/or until repairs are paid for.

PASSENGERS

Transportation services are only provided to students currently enrolled and attending a Merced City School District school. The service is provided to those students living outside a safe walk area to the school of attendance. (A

walking guideline would be Kindergarten through fifth grade ... **1 mile**, sixth through eighth grade ... **1.5 mile** radius.

LOST AND FOUND

The Transportation Department does not have a Lost and Found area. If a driver finds an item on the bus, or another student turns an article in, the bus driver will attempt to return it to the student on the next run or return it to the school from which the route originated.

PARENTS AND THE BUS STOP

Parents may be at the stop with their students. However, Merced City School District **does not require this, EXCEPT for Kindergartners**. In the event a student expects a parent(s) to be waiting for them and they are not there, the child (other than Kinder) will still be dropped off at the bus stop. If a situation exists where the student is quite upset or the parent(s) has requested to be at the stop to receive their children and they **are not there**, or the student is a Kindergartner, the student will remain on the bus and the bus driver will **return** the student to **school** at the end of the run.

BAGGAGE, LUGGAGE

The State law is very clear about what articles may be transported on a school bus. An easy way to decide whether a child should bring an item on the bus is the following:

IT IS NOT ALLOWED ON THE BUS

- If it is alive or used to be alive
- If it breaks or spills
- If it can be used as a weapon
- If it cannot be held on the lap



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MUSICAL INSTRUMENTS

Musical instruments that are used daily for band or orchestra can be transported on the bus with prior approval from the Transportation Department.



SCHOOL BUS SAFETY-- USE OF VIDEO CAMERAS (BP 5131.1a)

It is the policy of the Governing Board of the Merced City School District to promote and insure a safe environment for staff and students who operate and ride District school buses.

In furtherance of this goal and to ensure compliance with District disciplinary rules and student conduct regulations, the District shall establish a system of video camera observation in District School buses.

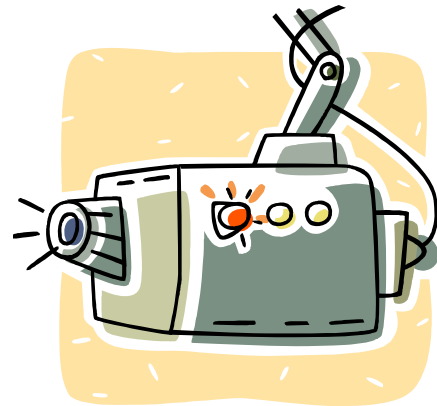
The Superintendent shall promulgate administrative regulations to implement this policy.

SCHOOL BUS SAFETY-- USE OF VIDEO CAMERAS (AR 5131.1a)

Pursuant to Board Policy 5131.1a, the District shall implement a system of video camera observation of District school buses. The use of such video cameras shall be governed by the following regulations:

1. The Superintendent or designee shall determine the District buses in which video cameras will be installed. All buses currently have some form of video capability.
2. Video camera observations shall augment, not replace, written disciplinary reports prepared by the bus driver.

3. The District Transportation Director may from time to time review videotapes to monitor violations of school disciplinary rules and student conduct regulations. If no incidents of improper conduct are reported or observed within five (5) days, the tape will be erased or recorded over. If an incident of improper conduct is reported or observed the videotape will be retained by the Transportation Director until the matter is resolved and the time for appeal of any action taken has expired.
4. Due to confidentiality issues, videos are not for public viewing unless authorized, on a case by case basis, by the Transportation Supervisor or other designated personnel.
5. All buses shall have a sign in plain view on the inside of the bus informing the passengers that a video observation system is in use.



Merced City School District

Student Network Acceptable Use Contract



I agree to:

- Use the computer for schoolwork and to learn, only when my teacher and parent says it is OK.

I will:

- Use good manners
- Be polite at all times on the computer
- Never tell anyone my full name, my home address or phone number
- Not look at anyone else's files without their permission

I will show respect for others by:

- Not writing any bad words to anyone
- Never searching for sites or words not approved by my teacher or parents
- Not running a business on the Internet, or posting advertisements for commercial or noncommercial activities

I will use e-mail:

- Only when my teacher gives me permission to use his or her e-mail account
- Only when my teacher reads what I write before I send it
- Knowing that anyone can read the messages I send and can tell if I do not follow the rules

I will share the computer and the network

I will show respect for all hardware and software that I use

I will not take anything from the Internet or send anything over the Internet that belongs to someone else

If I know that someone is breaking any of these rules, I will tell my teacher

I understand these rules and promise to follow them. If I do not follow these rules, I know that I will not be able to use the computer at school anymore.

Student Signature: _____ Date: _____

Print your name here: _____

Student ID #: _____

Grade: _____

Print Parent Name: _____ Parent Signature: _____

Date of Initial Training: _____ Trainer: _____



Healthy Schools Act of 2000 (AB2260)

In September 2000, Governor Davis signed into law the Healthy Schools Act of 2000 (Assembly Bill 2260). This law requires schools to notify parents, guardians and school employees about pesticides used in their schools, and requires the Department of Pesticide Regulation to promote the voluntary adoption of integrated pest management (IPM) practices in California schools. Most provisions of the law take effect January 1, 2001. Each school district is to implement the following requirements of the law:

- Notification of all pesticide products the school district expects to use on school grounds must be sent annually to parents or guardians of all students. These products include over-the-counter pesticides available at retail outlets, but do not include certain products exempted under the law. The notifications must list the active ingredients in each pesticide product and the Internet address for the Department of Pesticide Regulation (DPR). To access additional information visit DPR's Web site at <http://www.cdpr.ca.gov> and click on School IPM Program.
- The District will establish a list of parents or guardians who want to be notified before individual pesticide applications are made.
- The District will ensure that warning notices are posted in areas where pesticides will be applied. The signs will be posted 24 hours in advance and 72 hours after application of pesticides, and will contain information as specified in the law.
- The District will maintain records of all pesticide use at the schools for four years and the records will be available to the public upon request.

For more information, contact:
Department of Facility Services
Merced City School District
2105 Wardrobe Avenue
Merced, CA 95340
(209) 385-6693



Asbestos in Schools and Management Plan

Merced City School District has been inspected for the presence of asbestos and all known asbestos has been identified.

A management plan has been developed which includes inspection reports, response actions, post response actions, and operations and maintenance activities. It also includes names of the inspector and management planner.

In accordance with Asbestos Hazard Emergency Response Act (AHERA) a 3-year re-inspection has been performed by Hazard Management Services. In addition, 6-month surveillance inspections have been performed. Copies of the abatement records are located at the Department of Facilities, Maintenance and Operations.

During the past year, the District has not encountered the need for asbestos abatement at any of our facilities.

A copy of the District's entire plan is available in the Department of Facility Services office located at 2105 Wardrobe Avenue, Merced. Individual plans are available at the Site Administrator's office at each site.

The management plans are available for review during regular business hours. A nominal duplicating fee may be charged for those who wish to obtain copies of the plans.

Special Accommodations for Individual with Disabilities Americans with Disabilities Act



Americans With Disabilities Act Assistance

Auxiliary aids and services include a wide range of services and devices that promote effective communication for individuals with disabilities. If you require such assistance, please notify the Office Of The Superintendent at 385-6640 as soon as possible. Every effort will be made to give primary consideration to expressed preferences or provide equally effective means of communication to ensure equal access to Merced City School District programs and events.

**EQUAL OPPORTUNITY EMPLOYER/AFFIRMATIVE ACTION EMPLOYER
DRUG FREE WORK PLACE EMPLOYER**

PARENT INVOLVEMENT

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home.

(cf. 0420 - School Plans/Site Councils)
(cf. 0420.1 - School-Based Program Coordination)
(cf. 0420.5 - School-Based Decision Making)
(cf. 0520.1 - High Priority Schools Grant Program)
(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 1220 - Citizen Advisory Committees)
(cf. 1230 - School-Connected Organizations)
(cf. 1240 - Volunteer Assistance)
(cf. 1250 - Visitors/Outsiders)

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent involvement efforts, including, but not limited to, input from parents/guardians and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/guardian participation.

(cf. 0500 - Accountability)

Title I Schools

Each year the Superintendent or designee shall identify specific objectives of the district's parent involvement program for schools that receive Title I funding. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program. (Education Code 11503)

(cf. 6171 - Title I Programs)

The Superintendent or designee shall ensure that the district's parent involvement strategies are jointly developed with and agreed upon by parents/guardians of students participating in Title I programs. Those strategies shall establish expectations for parent involvement and describe how the district will carry out each activity listed in 20 USC 6318. (20 USC 6318)

The Superintendent or designee shall consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating students in decisions regarding how the district's Title I funds will be allotted for parent involvement activities. (20 USC 6318)

(cf. 3100 - Budget)

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent involvement policy in accordance with 20 USC 6318.

Non-Title I Schools

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

Legal Reference:

EDUCATION CODE

11500-11506 Programs to encourage parent involvement

48985 Notices in languages other than English

51101 Parent rights and responsibilities

64001 Single plan for student achievement

LABOR CODE

230.8 Time off to visit child's school

UNITED STATES CODE, TITLE 20

6311 Parental notice of teacher qualifications and student achievement

6312 Local educational agency plan

6314 Schoolwide programs

6316 School improvement

6318 Parent involvement

CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions, auxiliary aids and services

35.160 Communications

NOTICE TO PARENTS/GUARDIANS

CALIFORNIA LOCAL EDUCATIONAL AGENCY (LEA) BILLING PROGRAM

The Merced City School District, in cooperation with the California Departments of Health Services and Education, has a program to allow the district to be reimbursed with federal Medicaid dollars for selected health services provided to eligible students at school. In accordance with the LEA agency rules and guidelines, we are notifying you that eligible student records may be forwarded to the district's billing agency, Paradigm Healthcare Services.

These records will be forwarded in a confidential manner. Paradigm Healthcare Services holds a contract with the district that contains a specific confidentiality clause to ensure information is not disclosed inappropriately; further, Paradigm Healthcare Services is HIPPA (Federal Health Insurance Portability and Accountability Act) compliant.

School health services currently provided to all students will not be changed by this program. Students will not be denied services they require to attend school, and parents/guardians will never be billed for services provided by the school district.

Should you have questions regarding this program, please contact the district's LEA Coordinator at 385-6651.





Board of Education: President Darrell Cherf; **Clerk** Adam Cox; Jessica Kazakos; Gene Stamm; Susan Walsh
District Superintendent: RoseMary Parga Duran, Ed.D.

Dear Parent:

The Merced City School District is again pleased to provide a student accident protection program for all District Students. The protection plan is to help parents of all District students defray the cost of student injuries, which frequently occur as students travel to and from school, and participate in school activities. The program provides a maximum of **\$1,500.00** of accident-medical coverage per accident for your school child(ren) in accordance with Education Code Sections 49472 and 32221 and meets the medical protection requirements for students wishing to participate in interscholastic athletics, marching bands and other related activities in California.

The plan is administered locally through MERCED FOUNDATION FOR MEDICAL CARE, 2848 Park Avenue, Suite C, Merced. The coverage is an excess benefits plan (**your private coverage must pay first**). If your child has an accident which requires medical attention during school time or while participating in a school sponsored activity, the plan will pay up to **\$1,500.00** on each covered accident, subject to a **\$25.00** deductible per injury. If your child is covered under your medical plan, then those benefits are payable first. You will be responsible to pay any difference between the fee charged and the benefit paid by the District Policy.

Claim forms are available at the SCHOOL OFFICE and at Merced Foundation for Medical Care. A student accident must be reported to your child's school of attendance before a claim can be filed. All claim forms and itemized bills should be submitted to MERCED FOUNDATION FOR MEDICAL CARE.

STUDENT ACCIDENT BENEFITS

If the student sustains injuries covered under this policy, the first physician's visit must be within 90 days after the accident and then we pay for covered expenses after any personal insurance, up to **\$1,500.00** rendered within a year from the first visit. Benefits are payable at the reasonable and customary rate and each claim is subject to a **\$25.00** deductible.

Maximum Medical Expenses Payable Per Accident	\$ 1,500.00
Deductible Per Claim	\$ 25.00

MEDICAL BENEFITS COVERED AT USUAL REASONABLE AND CUSTOMARY RATES:

1. PHYSICIAN'S SERVICES
2. SURGEON'S FEES
3. HOSPITAL BENEFITS
4. X-RAYS
5. AMBULANCE
6. *DENTAL TREATMENT:
*To natural teeth due to accident - per tooth 50%
7. *EYEGLOSS REPLACEMENT:
*For replacement of broken eyeglasses resulting from
covered accident requiring medical treatment \$50.00

KEEP THIS BENEFIT SCHEDULE FOR FUTURE REFERENCE