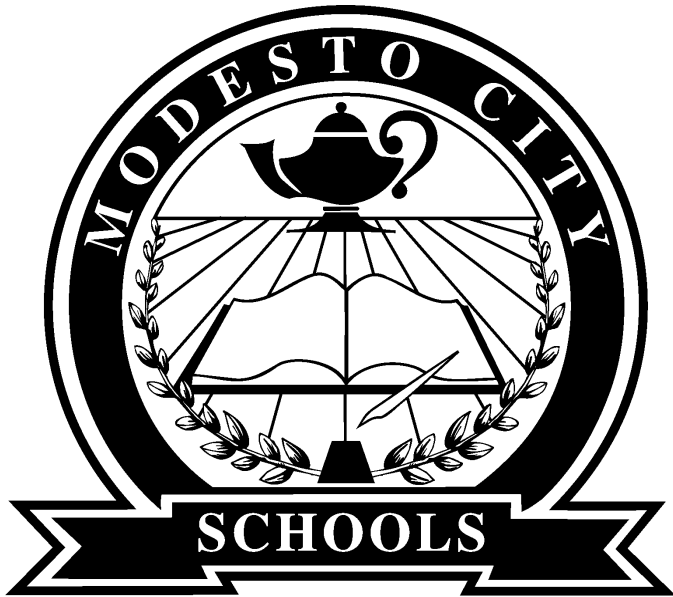


# Modesto City Schools Information Handbook

2011-2012



Modesto City Schools supports the county-wide "Choose Civility" initiative and pledges to encourage and model civil behavior.

# ***PRINCIPLES OF RIGHTS, RESPONSIBILITIES AND RESPECT TO ENSURE A SAFE SCHOOL ENVIRONMENT***

*Rights are best guarded and responsibilities best exercised when each person and group guards for all others those rights they wish guarded for themselves...A society is only as just and free as it is respectful of this right for its smallest minorities and least popular communities."*

— Charles C. Haynes, Ph.D.

## **IN ORDER TO ACHIEVE THEIR EDUCATIONAL POTENTIAL, ALL STUDENTS HAVE A RIGHT TO ATTEND SCHOOL AND PARTICIPATE IN EDUCATIONAL PROGRAMS AND ACTIVITIES:**

Where respect for the rights of others is a standard set by the Board of Education, and where the Superintendent and each principal, classroom teacher, District staff member, and student take responsibility for safe-guarding those rights.

. . Free from discrimination and harassment based on race, religion, ethnic background or national origin, language, gender, sexual orientation, economic status, physical or developmental disabilities, or other special needs.

. . In which the total school environment is free from verbal or physical intimidation or harassment, including sexual harassment; vulgar or abusive language; derogatory ethnic, racial or sexual slurs or conduct; or acts of violence.

. . In which the dignity and worth of all individuals are respected.

Proposition 8, "*Right to Safe Schools*. All students and staff of primary, elementary, junior high and senior high schools have the inalienable right to attend campuses which are safe, secure and peaceful."

*(Approved by the Board of Education 1/20/98)*

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# *Directory of Schools*

## **ELEMENTARY SCHOOLS**

**BEARD**

915 Bowen Ave.,  
95350  
576-4689

**BRET HARTE**

909 Bret Harte Pl.,  
95358  
576-4673

**BURBANK**

1135 Paradise Rd.,  
95351  
576-4709

**EL VISTA**

450 El Vista Ave.,  
95354  
576-4665

**ENSLÉN**

515 Coldwell Ave.,  
95354  
576-4701

**EVERETT**

1530 Mt. Vernon Dr.,  
95350  
576-4009

**FAIRVIEW**

1937 W. Whitmore Ave.,  
95358  
576-4693

**FRANKLIN**

120 S. Emerald Ave.,  
95351  
576-4850

**FREMONT**

1220 W. Orangeburg Ave.,  
95350  
576-4679

**GARRISON**

1811 Teresa St.,  
95350  
576-4648

**KIRSCHEN**

1900 Kirschen Dr.,  
95351  
576-4611

**LAKEWOOD**

2920 Middleboro Pl.,  
95355  
576-4841

**MARSHALL**

515 Sutter Ave.,  
95351  
576-4697

**MARTONE**

1413 Poust Rd.  
95358  
576-4613

**MUIR**

1215 Lucerne Ave.,  
95350  
576-4835

**ROBERTSON ROAD**

1821 Robertson Rd.,  
95351  
576-4646

**ROSE AVENUE**

1120 Rose Ave.,  
95355  
576-4712

**SHACKELFORD**

100 School Ave.,  
95351  
576-4831

**SONOMA**

1325 Sonoma Ave.,  
95355  
576-4683

**TUOLUMNE**

707 Herndon Rd.,  
95351  
576-4661

**WILSON**

201 Wilson Ave.,  
95354  
576-4827

**WRIGHT**

1602 Monterey St.,  
95354  
576-4821

## **JUNIOR HIGH SCHOOLS**

**HANSHAW**

1725 Las Vegas St.,  
95358  
576-4847

**LA LOMA**

1800 Encina Ave.,  
95354  
576-4627

**MARK TWAIN**

707 Emerald Ave.,  
95351  
576-4814

**ROOSEVELT**

1330 College Ave.,  
95350  
576-4871

## **HIGH SCHOOLS**

**BEYER**

1717 Sylvan Ave.,  
95355  
576-4311

**DAVIS**

1200 W. Rumble Rd.,  
95350  
576-4500

**DOWNEY**

1000 Coffee Rd.,  
95355  
576-4211

**ENOCHS**

3201 Sylvan Ave.,  
95355  
550-3400

**GREGORI**

3701 Pirrone Road,  
95356  
550-3420

**JOHANSEN**

641 Norseman Dr.,  
95357  
576-4702

**MODESTO**

18 H Street,  
95351  
576-4401

**ELLIOTT ALTERNATIVE  
EDUCATION CENTER**

1440 Sunrise Ave.,  
95350  
569-2890

# *Frequently Called District Phone Numbers*

**District Office .....576-4011**

Adult Education Program .....550-3303

Child Development Programs ..... 575-8511

Child Welfare & Attendance .....576-4003

Educational Services

    Elementary Education .....550-3300 ext. 5428

    Secondary Education .....550-3300 ext. 5037

English Learners Program ..... 576-4655

Gifted & Talented Education ..... 576-4057

Health Services .....576-4038

Healthy Start Programs .....576-4011

    Franklin Elementary Healthy Start .....575-7365

    Robertson Rd. Healthy Start .....575-8552

    Wright Elementary Healthy Start .....569-2952

    Hanshaw Middle Healthy Start .....576-4847

    Downey High Healthy Start ..... 569-2830

Independent Study Program .....550-3300 ext. 2603

Nutrition Services .....576-4070

School Boundaries .....576-4157

School-to-Career Education .....576-4161

Special Education .....576-4155

Student Testing .....576-4125

Transportation (Bus Information) .....576-4015

***Modesto City Schools Website Address:***  
**[www.monet.k12.ca.us](http://www.monet.k12.ca.us)**

# ***Board of Education***

The Modesto City Schools Board of Education is made up of seven members elected “at large” from within Modesto City Schools’ high school district boundaries - approximately 168 square miles.

Modesto City Schools is made up of two separate school districts - an elementary district that serves students in grades K-8 and a high school district that serves 9-12 students. Both districts share the same Board of Education and administrative staff.

Board of Education members serve four-year terms of office. They set District policy based on recommendations from the Superintendent and input from parents and community members.

They approve new programs and curriculums, evaluate instructional programs, adopt budgets, select new schools sites, approve plans for new buildings, negotiate with employee bargaining units, and provide a link between the community and the schools.

Board of Education meetings are open to the public. They are held on Monday evenings, once every three weeks, beginning at 6:00 p.m. in the Board Room of the Staff Development Center located at 425 Locust Street (*west of Highway 99; north of Maze Boulevard*).

During each meeting, time is set aside for parents and interested community members to speak to the Board on issues of interest. The “Period of Public Presentation” begins at approximately 6:20 p.m. Board meeting agendas are available to the public at Board meetings, or on the Thursday afternoon before each Monday evening meeting in the Superintendent’s Office at 426 Locust Street. Information is also posted on the District web site at [www.monet.k12.ca.us](http://www.monet.k12.ca.us).

Board of Education members are here to serve you. Your ideas and concerns are important. For more information on Board of Education meetings, call 576-4011.

## **Board of Education**

**Sue Zwahlen**

*President*

**Rubén Villalobos**

*Vice President*

**Nancy Cline**

**Steve Grenbeaux**

**Gary A. Lopez**

**Cindy Marks**

**Kimberly G. Spina**

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### **2011-2012**

#### **Meeting Dates**

July 11, 2011

August 1, 2011

August 22, 2011

September 12, 2011

October 3, 2011

October 24, 2011

November 14, 2011

\*December 12, 2011

\*January 17, 2012

February 6, 2012

February 27, 2012

March 19, 2012

\*April 16, 2012

May 7, 2012

\*May 29, 2012

June 18, 2012

*\*Changed from usual routine due to holidays.*

All regular Board meetings begin at 6:00 p.m. unless indicated on the agenda posted for that meeting. All meetings are held in the Staff Development Center/Board Room located at 425 Locust Street.

# *Superintendent's Message*

*Pam Able, Superintendent*



Welcome to the 2011-2012 school year! A new school year brings a fresh start and all of us at Modesto City Schools are looking forward to the next steps in our students' educational journey.

As the new Superintendent, I am especially excited about what the new school year signifies. Modesto City Schools is a school district on the move: our test scores are on the rise, daily student attendance is strong and we have a passionate, dedicated administrative, teaching and support staff who are committed to students' growth academically, socially and emotionally. We are proud of our alternative

educational programs, as we understand that not all students perform best in a traditional setting, and we continually look for ways to meet our students' needs.

Our goal is to have our schools serve as the neighborhood meeting place. We want parents and our schools' communities to feel welcomed and informed about school events and programs. I hope that you will take advantage of parent trainings and opportunities to participate in school activities throughout the year, as parent engagement is directly linked to increased student achievement and satisfaction with their school experience.

Our theme for this year focuses on three C's. The first 'C' is for Communication. We are looking at new and different ways to communicate more frequently with staff, students, parents and the community. We will be updating our web site and utilizing social networks, all with the goal of informing our school community about our programs and events. The new communication channels will also allow us to receive valuable feedback regarding what is working and areas of concern.

The second 'C' stands for Collaboration. Our staff possesses incredible knowledge and skills. As a district, we intend to tap into our internal experts to help us increase student achievement. We will also be collaborating with local businesses and officials to provide support to our schools and to highlight the many positive aspects of living in Modesto. Collaboration with parents and students is essential to school success; we need to be a true partnership.

The last 'C' is for Celebration. We know that there is much work to be done, however, we have many things to celebrate. We intend to highlight and celebrate our successes so the community can feel pride in their school system.

As a product of Modesto City Schools myself, I am particularly proud to be serving as superintendent. I am looking forward to a positive school year. I hope you will join me in advocating for our students and our schools.

Read my blog:

<http://mcs.monet.k12.ca.us/teamable/>

Follow me on Twitter:

<http://twitter.com/#!/MCSTeamAble>

Friend me on Facebook:

<http://www.facebook.com/people/Pam-Able/100002566274296>

A handwritten signature in black ink that reads "Pamela Able". The signature is written in a cursive, flowing style.

# *Attendance*

**Regular school attendance is important.** Students must attend school regularly to achieve in the classroom. Parents who make regular school attendance a top priority help their children become dependable and responsible.

The importance of being in school every school day applies to students at all grade levels. Children in the primary grades (kindergarten through third) should set a pattern of regular attendance early in their school careers. The habit will carry over through high school and beyond.

**Being absent from school hurts the student.** Modesto City Schools' data show that students who do not attend school regularly achieve at a lower level than their classmates. Poor school attendance is the most frequently identified symptom of the potential school dropout. Last year, on average, students who were on track to graduate were absent eight (8) days during the entire school year. On the average, high school students who are not on track to graduate (down 1-10 units) are absent seven (7) or more days in a semester, or 16 days in a school year.

On the average, students who are absent one and a half days a month or more ARE NOT on track to graduate with their classmates regardless of the school they attend, their grade level, the courses they take, or their ethnicity.

**Absenteeism hurts other students.** When students who have been absent return to school, they need more individual attention from their teacher. They often deprive their classmates of the teacher's full attention.

**Absenteeism hurts your child's school.** State funding to schools is linked to student attendance. The more absences, the less funding a school district receives from the state and the total educational program suffers.

**Absenteeism hurts our community.** Students who are chronically absent are not prepared to join the work force or continue their education beyond high school - IF they graduate from high school. The Modesto Police Department confirms that daytime criminal activity increases when students are not in school.

## **Important Notice for High School Students**

**Excessive absenteeism can effect eligibility to enroll in Driver Education.**

If students have **five (5)** or more absences without a doctor's note, after being placed on Attendance Supervision, students will **not** be eligible to enroll in Driver Education until the next school year.

Students will be allowed to enroll in Driver Education the second semester of the following year **IF** they are not placed on Attendance Supervision the previous semester. The Student Conduct Code allows a school administrator to place students on Attendance Supervision if they are absent 15 days, **excused or unexcused**, during the school year - **six (6) period absences equal one (1) full day of absence**. Students will then need a doctor's verification for any additional absences during the same school year. Absences will be considered unexcused and may effect extra-curricular eligibility if not cleared within seven (7) school days after the student returns from the absence.

**How truancy effects eligibility to enroll in Driver Education.** On the **fourth** incident of truancy (being absent from school without verified approval from a parent/guardian, or from the school) students will **not** be allowed to enroll in Driver Education until one full semester is completed without another incident of truancy.

## Special Programs

The course of study offered by Modesto City Schools includes many special programs. Some are offered to all students; others are designed to meet the special needs of specific students.

- **After School Program (ASP)** The After School Program provides tutoring, homework assistance, enrichment, recreation and character education activities to Modesto City Schools students in grades 1-8. The program is open Monday-Friday until 6:00 p.m. every school day beginning immediately after school. Time in the ASP begins with a nutritious snack. In addition to serving students, ASP assists parents in learning about the resources to become active participants in the educational development of their children. For more information, please call 569-2800.
- **English Learner Programs** English Learner Programs have three major goals for students: 1) to develop English language proficiency; 2) to ensure high academic achievement; and 3) to promote positive self-esteem and cross-cultural understanding and appreciation. The District offers the Dual Language Academy and Transitional Bilingual Education at Bret Harte and Fairview Elementary Schools, and the Language Institute at Roosevelt Junior High and Davis High School. For more information, please call 576-4655.
- **Fremont Open Education Plan (Alternative School Program)** This outstanding Open Education Plan (Alternative School Program) for K-6 students is located within Fremont Elementary School. The Fremont Open Plan maintains a high degree of parent involvement and commitment. For information on the Fremont Open Plan, contact Fremont Elementary School at 576-4679.
- **Gifted and Talented Education (GATE)** GATE serves academically gifted students from a variety of cultural, economic, and linguistic backgrounds. Lakewood, Martone and Sonoma Elementary Schools provide self-contained, full-time programs for identified children in grades 3-6 from all District elementary schools.

Honors classes provide 7th and 8th grade students with advanced classes in core subject areas. Teachers lead students in experiencing greater depth, breadth, and complexity in their areas of study.

All of the District's comprehensive high schools provide courses that benefit gifted students. Additionally, Modesto High School offers the International Baccalaureate (IB) Program. These courses challenge students and prepare them to successfully compete in colleges and universities.

- **School-To-Career Program** To prepare students for fulfilling careers in the work place, Modesto City Schools offers the School-To-Career Program at each high school. The program provides both rigorous skills training and an exciting array of programs that focus on agriculture, office technology, graphic communications, computer technology, health career education, electronics, and more. Courses also prepare students for work after high school and/or part-time employment while pursuing college or university training.

# *Curriculum*

## **Special Programs (continued)**

**Modesto City Schools also provides alternative education programs at the Robert T. Elliott Alternative Education Center and the Pearson Education Center.**

### **Adult Education Program**

Provides both day and evening classes for adults seeking to earn a high school diploma. Also provides non-English-speakers with the opportunity to learn English-language skills.

### **Independent Study Program**

Enables students to study at home to gain academic credits. The program includes meetings with fully-credentialed teachers. Serves elementary, junior high, and high school students.

### **Continuation High School Program**

Serves students 16 to 18 years old who are successful in a small school setting. The curriculum reflects the District's regular high school course of study.

### **Opportunity Program**

Serves high school students, under 16 years old, who need the more individualized attention small classes provide.

### **Teen Parent/Pregnant Minor Program**

Enables pregnant minors and teens who are parents to stay in school to complete the requirements for their high school diplomas. The Program provides child care services and parenting information classes.

**The District's alternative programs develop and monitor educational plans for each student to promote his or her academic success.**

### **Advance Path Academy (APA)**

This alternative education program helps students recover credits through an online curriculum program that meets state standards. APA is held at Beyer High School.

# *Special Education*

Modesto City Schools offers programs for students found eligible for Special Education services. The District provides services from birth to 22 years of age. Students are identified through an assessment process and receive an Individual Education Plan (IEP) if found eligible. IEPs are reviewed annually as student progress in their identified deficit areas. The overall goal of Special Education is to provide support and services that allows student to participate in the least restrictive environment.

# Special Education

## ◆ Designated Instructional Services

- *Language, Speech, and Hearing*
- *Adapted Physical Education*
- *Audiological Services*
- *Orientation and Mobility Instruction*
- *Home and Hospital Instruction*
- *Occupational Therapy*
- *Vision Services*
- *Health and Nursing Services*
- *Assistive Technology*
- *Inclusion Services*
- *Counseling*
- *Other needs as determined by the IEP*

## ◆ Resource Specialist Program

## ◆ Nonpublic Schools

## ◆ Special Day Classes for:

- *Learning Handicapped*
- *Severely Handicapped*
- *Autism*
- *Emotionally Disturbed*
- *Physically Handicapped*
- *Deaf and Hard of Hearing*

## ◆ Infants & Preschool

## ◆ Transitions programs for severely disabled students 18 to 22 years of age

## ◆ Students participate in Community Based Instruction work enclaves in Modesto and in the Regional Occupation Program

**Community Advisory Committee:** The Community Advisory Committee (CAC) unites parents, educators, agency personnel, and members of the community in a common goal of ensuring that children with exceptional needs have the chance they deserve for an appropriate education. The CAC meetings offer an important opportunity for parents to communicate directly with the Directors of Special Education regarding problems and concerns while offering suggestions for change. There are parent forums held each year on topics of interest to parents of special needs students.

The goals of the CAC include:

- Providing input on the development, review, and implementation of the Local Plan for special education.
- Offering input on other policies and procedures pertaining to the education of individuals with exceptional needs.
- Sponsoring educational programs on topics such as parent advocacy, parent rights and responsibilities, the IEP process, parent/professional collaboration, assisting disabled students, transition programs, promoting the least restrictive environment, vocational/career education, post secondary programs, mental health services, community resources, and legislation affecting persons with disabilities.
- Impacting legislation affecting students with disabilities.
- Promoting regular school attendance through enhancing parent awareness.

### CAC Meetings 2011 - 2012

September 7

October 5

November 2

December 7

February 1

March 7

April 4

May 2

June 6

Meetings held at  
Modesto City Schools  
District Office  
425 Locust Street.

# *Ensuring Safe Schools*

**Children need to feel safe at school!** To help ensure that schools are safe places where students can learn and achieve, Modesto City Schools has a student conduct code that addresses not only disruptive behavior but also acts of violence and possession of dangerous objects.

Bringing any firearm, knife, explosive, or other dangerous object to school is prohibited by the Student Conduct Code. **This prohibition also includes "seemingly innocent" items such as small pocket knives, toy guns, firecrackers, laser pointers, imitation controlled substances ("look-alike drugs") and cigarette lighters, etc.**

**Possessing "seemingly innocent" items could result in a student's expulsion from school. It is the goal of the Modesto City Schools to keep ALL SCHOOLS SAFE!**

**Closed Campuses:** To help ensure safe schools, all junior high/middle school and high school campuses are **closed during the lunch periods and between classes.** Students ***MAY NOT LEAVE*** campus during lunch or between class periods (see the Student Conduct Code for grades 7-12). Students who leave campus will be considered truant and subject to disciplinary action. **There are no parent approved or school sanctioned exceptions for any reason.**

**Tobacco Products are Prohibited:** In the best interest of students, employees and the general public, the Board of Education prohibits the use of tobacco products at all times in District-owned or leased buildings, on District property, and in District vehicles. This includes, but is not limited to, common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, vehicles and all other enclosed facilities, as well as indoor and outdoor athletic facilities.

**A comprehensive school safety plan has been established for each school. It is available for review in the school office. Key elements of that plan are in the School Accountability Report Card (E.C.35256).**

**School Police Officer Program:** In 1990, Modesto City Schools and the Modesto Police Department (MPD) began implementation of the School Police Officer (SPO) Program. This effort provides full-time, direct law enforcement services to school administrators to help maintain safe and secure campuses. The program, now in its 21st year, supports the Modesto Police Department's Community Policing Program and is recognized as an effective collaborative effort by District and MPD staffs. SPOs work with students and families at their designated schools to strengthen the relationship among the school, police, and community. Each officer has a "black-and-white unit" as well as a private office at his/her assigned school for enforcement activities and confidential counseling. The program provides a unique link between the police department and the entire Modesto community as SPOs work as team members with school administrators and campus supervisors to provide safe and secure campuses.

# *Junior High Information*

## **Building a Strong Academic Foundation**

A major focus of junior high school is to help students make a successful transition to high school. To accomplish this, junior high school students must satisfactorily complete a rigorous core academic curriculum.

Students who need extra help will be provided opportunities to improve their skills or make up failed courses.

Parents will be notified on a regular basis of their students' progress towards meeting graduation requirements. They will receive written notification of the proficiency tests and information about second opportunities (if needed) to pass the test.

## **Graduation Requirements**

To receive diplomas of graduation from junior high school, students must:

- Complete the required course of study and meet the standards of proficiency established by the District for reading, writing, and mathematics.
- Receive a passing grade on a District U.S. Constitution test.

## **Required Courses**

### ***English***

- Four (4) semesters

### ***Mathematics***

- Four (4) semesters

Or

- Completion of Math 7 or equivalent

### ***Science***

- Life Science (Grade 7)  
Two (2) semesters
- Physical Science (Grade 8)  
Two (2) semesters

### ***Social Science***

- World History (Grade 7)  
Two (2) semesters
- U.S. History (Grade 8)  
Two (2) semesters



# High School Information

## Graduation Requirements:

Students must earn a minimum of 230 units and pass required core courses:

- **English**  
8 semesters (40) units
- **Math**  
6 semesters (30 units) including the successful completion of Algebra
- **Science**  
2 semesters of biological science (10 units)  
2 semesters of physical science (10 units)  
OR successful completion of 4 semesters of integrated science (20 units)
- **Social Science**  
2 semesters U.S. History (10 units)  
2 semesters World History (10 units)  
1 semester U.S. Government (5 units)  
1 semester Economics (5 units)  
1 semester World Geography/World Religions (5 units)
- **Visual Arts/Performing Arts OR Foreign Language**  
2 semesters (10 units)  
(One course in visual/performing arts or foreign language or American Sign Language)
- **Practical Arts**  
1 semester (5 units)
- **Physical Education**  
4 semesters (20 units)
- **Health**  
1 semester (5 units)

*Note: All 9th graders must take Physical Education unless exempted by Board Policy 6142.111.*

\*Students must also demonstrate proficiency in Computer Literacy by completing an approved computer course, proficiency project, or successfully passing the Computer Literacy Exam.

Students must meet the California High School Exit Examination (CAHSEE) requirements in English-Language Arts and Math to gain a high school diploma.

To be on track for graduation, students must earn the following number of units each semester:

	End of 1st Semester	End of 2nd Semester
9th Grade	25 Units	55 Units
10th Grade	85 Units	115 Units
11th Grade	145 Units	170 Units
12th Grade	200 Units	230 Units

# High School Information

**Important Information About the Preliminary SAT (PSAT):** The Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) will be offered to Modesto City Schools high school students on **October 12, 2011**. The PSAT is excellent practice for college placement tests such as the SAT or ACT. Students who take the PSAT score an average of 100 points higher when they take the SAT.

The purpose of the PSAT is to:

1. Provide practice taking the SAT (the PSAT test measures critical reading skills, math problem-solving skills and writing skills);
2. Receive feedback on strengths and weaknesses on skills necessary for college study;
3. Compare performance on admissions tests with other students who may be applying;
4. Enter the competition for the National Merit Scholarship Corporation;
5. Help prepare for the SAT by becoming familiar with the kinds of questions and directions on the SAT; and
6. Receive information from prospective colleges.

The PSAT assesses knowledge and skills developed through years of study in a wide range of courses. Although the test is not directly related to a specific high school curriculum, it does reflect the kind of academic experience considered important for successful academic performance in college.

Eleventh grade students who take the PSAT, and do well, can compete for scholarships and recognition awards. In addition, students who identify themselves as Hispanic or Latino on the test answer sheet will automatically be considered for the National Hispanic Scholar Recognition Program.

The test will be given on **October 12, 2011**, at each high school. **Students must sign up in their high school's Student Body Office to be eligible to take the PSAT.** Students must also submit a \$15.00 test fee. Students will not be allowed to take the test if they have not paid the fee. Fee waivers are available for economically-disadvantaged eleventh grade students.

Students or parents who have questions about the PSAT should contact the College Counselor at their child's high school.

**College Entrance Tests:** College entrance tests are tests of ability and knowledge required of each college applicant necessary for successful college performance. Entrance tests are required and used for counseling and placing students in appropriate college courses. Some colleges and universities require minimum scores for admission. In addition, scholarships may be based on scores from college entrance tests. The most common tests are the SAT Reasoning Tests, SAT Subject Tests, and the ACT. It is extremely important that students observe deadlines for the submission of test scores. It is recommended that ALL college-bound eleventh grade students take the SAT and/or ACT by the end of their junior year. **Contact your College Counselor with any questions about college entrance tests.**

**Grade 9 Physical Fitness Test:** All grade 9 students must take the California State Physical Fitness Test. Students not passing five out of six criteria on the Physical Fitness Test will be required to take a Physical Education course in their sophomore year. (E.C. 60800 & E.C. 51241[b][1])

# College Counseling Program

Modesto City Schools offers a comprehensive College Counseling Program at each of its eight high school campuses. The program provides the services of fully-trained College Counselors who are responsible for serving all students interested in pursuing university degrees, junior college, and vocational schools.

College Counselors serve students and their parents by providing a wide array of current information on issues related to college/university entrance requirements, costs, scholarships, and much more. They have access to critical information to help students make sound and realistic choices about college/university admittance. During the school year College Counselors host evening programs at each high school campus. During these programs, counselors discuss general issues related to college/university selection and acceptance; the application process; financial aid and scholarship opportunities; the PSAT, SAT, and ACT; timelines for completing admission forms; and other important topics. There are also question and answer periods after each program.

College Counselors are available to all high school students and their parents.



## Important Message for High School Students:

Modesto City Schools requires students to be **ON TRACK** to graduate before they can enroll in Driver Education or obtain a Work Permit. California law requires that students under the age of 18 take Driver Education before they can qualify for a driver's license. Being on track means students are making satisfactory progress toward earning the number of units they will need to graduate with their classmates (see box on page 12).

College Counselors are:

### **Beyer High School**

Teresa Pitts • 576-4306  
[pitts.t@monet.k12.ca.us](mailto:pitts.t@monet.k12.ca.us)

### **Davis High School**

John Gahan • 576-4506  
[gahan.j@monet.k12.ca.us](mailto:gahan.j@monet.k12.ca.us)

### **Downey High School**

Christine Hammell • 576-4289  
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### **Enochs High School**

Jennifer Brogan • 550-3410 x2012  
[brogan.j@monet.k12.ca.us](mailto:brogan.j@monet.k12.ca.us)

### **Gregori High School**

Renee Argain • 550-3422 x2428  
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### **Johansen High School**

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### **Modesto High School**

Amy Switzer • 569-2879  
[switzer.a@monet.k12.ca.us](mailto:switzer.a@monet.k12.ca.us)

### **Elliott Alternative Ed. Center**

Laurie Jackson • 576-4189  
[jackson.l@monet.k12.ca.us](mailto:jackson.l@monet.k12.ca.us)

# *Dress Code Standards*

*Administrative Regulation 5135*

## **STUDENTS**

### **Dress and Grooming**

The Modesto City Schools dress code sets standards that promote a positive and safe learning environment for students. Annual notice of this regulation shall be provided to students, parents and staff. Each Site Safety Committee shall regularly review these standards. Appropriate dress for school dances, graduation activities and other special events will be communicated to parents and students by the school.

The following guidelines shall apply to all regular school activities:

### **Standards**

1. Students shall dress appropriately for educational activities in which they will participate so as not to endanger their health, safety, or welfare, or that of others, or cause a disruption to the educational process. Clothes shall be sufficient to conceal undergarments when sitting or standing. The following articles of clothing are not permitted:
  - Shorts, skirts, pants, and tops that fail to conceal undergarments, back, abdomen, and cleavage.
  - Backless or strapless tops
  - Low-cut tops and dresses
  - Bare-midriff tops
  - Chains of any sort, wallet or utility-type chains
  - See-through or fishnet fabrics that fail to conceal undergarments
2. All attire must fit appropriately and must not be too small or too large. Skirts shorter than mid-thigh are prohibited.
3. Shoes shall be worn at all times. Steel-toed boots and bedroom slippers are prohibited.
4. Athletic/club spirit clothing and gear must have administrative approval and follow dress code standards before printing. Double meanings which violate dress code will be prohibited.
5. Clothing, accessories, and jewelry shall be free of writing, pictures, symbols or any other insignia which are crude, vulgar, profane, obscene, libelous, slanderous, or sexually suggestive. Clothing, accessories, or jewelry that degrade any cultural, religious or ethnic values, that advocate racial, ethnic, or religious prejudice or discrimination, or that promote sex, the use of tobacco, drugs, alcohol or violence or any unlawful acts (including gang activity) are prohibited.
6. Dark glasses shall not be worn indoors, except for valid medical reasons authorized by the administration and verified in writing by a physician.
7. Gang-related clothing or accessories, including but not limited to bandannas, or other symbols, emblems, or insignia are prohibited. Gang-related web belts with or without punched out metal buckles are prohibited. School

# *Dress Code Standards*

officials shall consider student history and information obtained from community agencies and resources when making these judgments.

Dangerous clothing accessories are prohibited (i.e., spiked jewelry, studded collars, studded belts).

8. School Administrators have the right to restrict the color of clothing worn by any student involved in a documented gang offense.
9. Repeated violation of the District or school dress code(s) shall be considered a violation of Education Code section 48900 (k): Disruption of school activities and/or willful defiance of valid school personnel authority. Appropriate consequences shall be specified and implemented according to the K-6 and 7-12 discipline policies.

**Final determination of what constitutes appropriate dress shall be made by the principal/ designee.**

## 10. Head Covering

**K-12** Hats, caps and other head coverings are prohibited during regular school hours except as specifically authorized by a school official for such school activities as athletics and theatrical performances or other approved personal reasons such as health needs. Hooded sweatshirts when used to conceal identity are not permitted.

**K-6** During inclement weather, K-6 students may wear protective head coverings outdoors, other than bill caps such as: sweatshirt/jacket hoods, knit caps, scarves, earmuffs, etc.

**7-12** During inclement weather, 7-12 students may wear school-specific knit caps outdoors.

**Note:** According to Education Code 35183.5, sun-protective hats may be worn for health needs. The following specifications are recommended by the American Cancer Society:

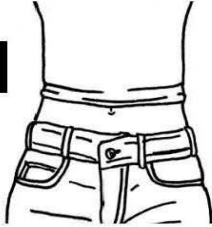
*“The hat must include a 2-3 inch all around brim to protect areas often exposed to the sun, such as the neck, ears, eyes, forehead, nose, and scalp.”*

***The complete DRESS CODE is printed in the Student Conduct Code.***

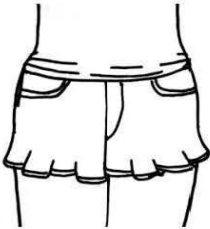
# DRESS CODE STANDARDS

## *Inappropriate Dress at Modesto City Schools*

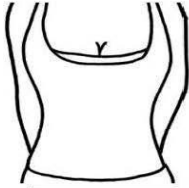
**BARE-MIDRIFF  
TOPS**



**VISIBLE UNDERWEAR  
SAGGING PANTS**



**EXCESSIVELY SHORT  
SKIRTS/SHORTS**

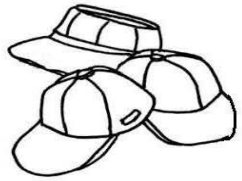


**LOW-CUT  
TOPS/DRESSES**



*School should be a positive and safe learning environment. Your clothes should reflect this!*

*Use good judgment when choosing your outfits and follow our dress standards.*

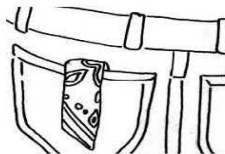


**HATS**



**CLOTHING PROMOTING  
DRUGS/ALCOHOL**

**GANG-RELATED  
CLOTHING/  
ACCESSORIES**



**SEE-THROUGH GARMENTS/  
EXPOSED UNDERGARMENTS**

*These are examples of inappropriate school dress. The complete DRESS CODE is printed in the Student Conduct Code and in the Parent Information Directory.*

# *Character Education*

Modesto City Schools Character Education Program is a key component of the District's widely acclaimed *Safe Schools Project*. During the fall of 1998, a District/Community Task Force made up of staff, parents, religious leaders, and business representatives identified nine character traits, which reflected core community values.

The Board of Education and District initiated a Character Recognition Award to promote the nine Character Traits and formally honor students who demonstrate outstanding character at their school or in the community. One of the nine character traits is promoted each month and students are recognized at school assemblies and during Board of Education meetings throughout the year.

## **MODESTO CITY SCHOOLS CHARACTER TRAITS**

Character is a combination of human traits that defines each person. Your character determines WHO YOU ARE as an individual. The CHARACTER TRAITS you develop and possess will direct your actions, choices, and the path you will take in life. Along with your family, schools have a responsibility to help you cultivate sound and wise character traits.

*Staff of MODESTO CITY SCHOOLS believe the following traits are essential elements of the moral and ethical behavior expected of every student:*

<b>COURAGE:</b>	The strength of character to live by the dictates of conscience.
<b>HONESTY:</b>	Truthful speech and behavior.
<b>LOYALTY:</b>	Faithful and dependable support of people and institutions.
<b>RESPECT:</b>	Honoring the worth and value of individuals and institutions and treating them accordingly.
<b>RESPONSIBILITY:</b>	Personal and moral accountability for one's acts and words.
<b>CIVILITY:</b>	Courteous speech and behavior in the conduct of daily life.
<b>COMPASSION:</b>	Deep awareness of the suffering of another and the wish to relieve it.
<b>INITIATIVE:</b>	Ability to begin and complete a task without prompting or supervision by others.
<b>PERSEVERANCE:</b>	Adhering to a course of action, a belief, or a purpose despite obstacles and discouragement.

# *Guidelines for Visitors*

To build community awareness and appreciation of the many programs offered by public schools, Modesto City Schools encourages parents and interested community members to visit school campuses. Throughout the year, special events are held at each school to which visitors are invited.

***Today, schools must take reasonable precautions to avoid interruptions and disruptions during the school day that could jeopardize the health and safety of students and staff.***

Signs are posted at all school entrances that show regular school hours and inform visitors that they must report to the school office.

To help ensure school safety and security, the principal/designee needs a visible means of identifying visitors while they are on the school grounds. This identification is required for all visitors, including parents (or guardians) and can be picked up at the school office.

**Visitors are:** 1) Parents (or guardians) of students enrolled at the school; 2) School volunteers; 3) Public employees whose job requires that they be on school grounds; 4) Elected public officials; 5) Reporters, publishers, editors or other persons connected with, or employed by, a newspaper, magazine or other publication, radio or television station; 6) Representatives of a school employee organization engaged in activities related to the representation of school employees; and 7) anyone else, *except* site/District staff, students of the school, delivery persons or other contracted workers who are on the school grounds at the school's request.

Upon reporting to the school office, visitors may be required to furnish the principal/designee identification and any other information considered pertinent.

## **GUIDELINES FOR PARENT/GUARDIAN VISITS**

***School visits require staff time and commitment. Staff members are encouraged to accommodate as many requests as possible.***

1. To ensure minimum interruption or disruption of the instructional program, visits to any classroom during school hours must be arranged in advance with the teacher. If the teacher or principal/designee feels a classroom visit would disrupt the instructional program, the request may be denied or rescheduled. ***(If a teacher/parent conference is desired, an appointment will be made with the teacher during non-instructional time.)***
2. Parents (or guardians) who need to leave lunches, clothing, or other articles for their children, or who need to contact students or staff, however briefly, must first report to the school office to make their request. Usually, items will be delivered to the student by school staff to avoid interruption of the instructional program.
3. Parents (custodial or non-custodial) or guardians may not use the school setting to resolve visitation or other custodial rights. Such issues should be addressed after regular school hours.
4. No electronic listening or recording devices may be used in a classroom without the teacher's and principal's permission (E.C. 51512). Persons who do so will be guilty of a misdemeanor.

# *Guidelines for Visitors*

**The principal/designee may refuse to allow a visitor the privilege of visiting the school if the principal believes the individual's presence or acts have the potential to interrupt the school, its students, teachers and other staff members; jeopardize the health and safety of students and staff; or cause property damage. Visitors need to know that the school principal/designee has the authority to direct an individual to leave the campus.**

This direction is given when the principal determines that the visitor's presence or acts have the potential to interrupt or disrupt the school, its students, teachers or other employees; to jeopardize the health and safety of students and staff; or cause property damage. The principal's/designee's verbal direction to leave campus will be documented.

If the individual re-enters the campus without permission within seven days after being directed to leave the school grounds, he/she will be guilty of a misdemeanor and subject to arrest (P.C. 626.6).

If the individual refuses to leave after being asked by the principal/designee law enforcement will be called. Specific circumstances of the case and advice from law enforcement will determine further action.

As soon as possible, school staff will document all facts regarding the situation. A full description of the incident will assist the District Attorney in determining appropriate charges - disturbing the peace, threats of violence, use of obscene language, assault, etc. (An appeals process is defined in Modesto City Schools Board Policy 1250.)

**Modesto City Schools wants to emphasize that the majority of school visits are beneficial to the school, students, school staff, and individual visitors. However, it is important that parents and others be aware of the District's guidelines regarding visitors at school.**

Obviously, it is in the best interest of our young people that interruptions, disruptions, or other more serious actions be avoided in order to provide a safe school environment where students can enjoy learning.

Thank you for your help, cooperation and interest in your child's school and in your community's public schools.

# ***Your Rights and Responsibilities***

*As a Parent of a Child in California Public Schools*

California state law governs the operations of public schools. The State Legislature passes new laws affecting public education, as well as laws directing local school districts to undertake new responsibilities.

**These laws often require that school districts inform parents of the opportunities and protections to which they are entitled. The following is a summary of state law provisions with which parents should be familiar. In most cases, the laws have been summarized with the California Education Code number provided in the event additional information is needed. (The initials "E.C." stand for Education Code, which is the area of the state law that affects public schools.)**

**NOTIFICATION OF RIGHTS:** School boards must notify parents of their rights to services and programs offered by public schools. Parents must sign a notification form and return it to their child's school acknowledging they have been informed of their rights. By signing the form, the parent (guardian) does not indicate consent to take part in any particular program (E.C. 48980).

**PRIVACY:** Modesto City Schools makes student directory information available in accordance with state and federal laws. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act (ESEA), as amended by the No Child Left Behind Act of 2001, to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (P.L.107-110) **If parents DO NOT want information about their child released to any of the above organizations, they should complete the form on page 71 of this document and return it to the school. This form needs to be completed each year (E.C. 49073).**

**NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES:**  
(Federal and State Law; Modesto City Schools Board of Education Policy 5145.3)

District education programs and activities shall be free from discrimination and/or harassment\* based on race, religion, ethnic background or national origin, language, gender, sexual orientation, economic status, physical or developmental disabilities, or other special needs.

The Governing Board seeks to ensure equal opportunities for all students in admission and access to programs and courses, counseling services, athletic programs, testing procedures, vocational education, and other activities.

All school staff and volunteers should be careful to guard against discrimination and stereotyping in instruction, programming, and supervision.

# ***Your Rights and Responsibilities***

## *As a Parent of a Child in California Public Schools*

Students have a right to exercise complaint procedures which provide a prompt and equitable means for processing discrimination complaints (see BP 1312.3, Uniform Complaint Procedures and AR 5145.3).

Federal and state law and District policy prohibit retaliatory behavior against any complainant or any participant in the complaint process.

The District will act to investigate all complaints, either formal or informal, verbal or written, of harassment and/or discrimination and take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy. The District will also act to take appropriate action against parents, community members, and visitors at school sites or school-sponsored events.

*\*For the purposes of this policy, harassment is considered written, verbal, or physical acts of a severe, persistent, or pervasive nature that affect a student's ability to participate in or benefit from an educational program or activity, or create an intimidating, threatening or abusive environment.*

**PROHIBITION OF SEXUAL HARASSMENT** (Modesto City Schools Board Policy 5145.7): It is the Board of Education's intent to maintain an academic and work environment which protects the dignity and promotes the mutual respect of all employees and pupils. **The Board of Education prohibits sexual harassment of any student by any employee, student, or other person in, or from, the District. The Board of Education expects students or staff to immediately report incidents of sexual harassment to a site administrator or to another District administrator.**

Each site administrator has the responsibility of maintaining an educational and work environment free of sexual harassment. This responsibility includes discussing this policy with his/her students and employees and assuring them that they **NEED NOT** endure sexually insulting, degrading, or exploitative treatment or any other form of sexual harassment, including harassment because of sexual orientation.

Each sexual harassment complaint shall be promptly investigated in a way designed to respect the privacy of all parties concerned. Pupils who file sexual harassment complaints shall not be retaliated against for making such a complaint.

***Definition of Sexual Harassment:*** Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from, or in, the work or educational setting under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.

# ***Your Rights and Responsibilities***

*As a Parent of a Child in California Public Schools*

3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

**Retaliation:** The District prohibits retaliatory behavior against any complainant as a result of a negative response to sexual advances or the making of an informal or formal complaint alleging sexual harassment.

**Consequences for Sexual Harassment:** Any student who engages in sexual harassment is subject to disciplinary action according to Board Policy 5131, Student Conduct Code K-6 and Board Policy 5132, Student Conduct Code 7-12 and in accordance with the Education Code. Employees are subject to disciplinary action according to Board Policy 4119.13/4219.13/4319.13 in accordance with the Education Code.

## **Grievance (Complaint) Procedures (AR 5145.7):**

1. Any student who feels that he/she is being sexually harassed should immediately contact a school site or district administrator.
2. Staff members who receive complaints of sexual harassment from students should refer such complaints to the site or other district administrator.
3. If the site or district administrator is notified that an allegation of sexual harassment was not addressed to the complainant's satisfaction, that administrator should provide the student and/or the student's parent/guardian with a copy of the District's sexual harassment policy and grievance (complaint) procedures.
4. Nothing in the District's grievance (complaint) procedures shall affect the right of the complainant to pursue the matter with any state or federal enforcement agency.

The Director, Child, Welfare and Attendance, is the Title IX Coordinator for student-to-student sexual harassment and is designated by the District to receive and process complaints under this procedure.

The Associate Superintendent, Human Resources, is the Title IX Coordinator for any student sexual harassment complaints involving employees of the District.

Copies of the Modesto City Schools sexual harassment policies are posted at all school and work sites. Those wanting to receive copies may call 576-4011.

# ***Your Rights and Responsibilities***

*As a Parent of a Child in California Public Schools*

**UNIFORM COMPLAINT PROCEDURES** (Title 5 California Code of Regulations, Section 4206 and Following; Board of Education Policy 1312.3): The Governing Board recognizes that the District is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The District shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with the District's uniform complaint procedures. The District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against any protected group as identified under E.C. 200 and 220 and Government Code 11135, including actual or perceived age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any District program or activity that receives or benefits from state financial assistance. For discrimination complaints in employment or against an individual District employee, see BP 4030 and AR 4030 and AR 4031.

Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career-technical and technical education and career-technical and technical training programs, child care and development programs, child nutrition programs, and Special Education programs. (Special Education due process hearing procedures are not, however, governed by the uniform complaint procedures.)

*(cf. 1312.1 – Complaints Concerning School Personnel)*

*(cf. 1312.2 – Complaints Concerning Instructional Materials or Library Resources)*

*(cf. 3553 – Free and Reduced Lunch Program)*

*(cf. 4031 – Complaint Procedure for Discrimination in Employment)*

*(cf. 5141.4 – Child Abuse and Neglect (Reporting Procedures))*

*(cf. 6171 – Title I Programs)*

*(cf. 6200 – Adult Education)*

Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and assignments shall be investigated pursuant to the District's Williams uniform complaint procedures (AR 1312.4).

Complaints concerning student sexual harassment alone shall be addressed pursuant to Board Policy and Administrative Regulation 5145.7. For employee sexual harassment, see AR 4119.14/4219.14/4319.14, Complaint Procedure for Sexual Harassment in Employment.

# *Your Rights and Responsibilities*

*As a Parent of a Child in California Public Schools*

The Board acknowledges and respects every individual's right to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This may include keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent/designee on a case-by-case basis. However, the Superintendent/designee will not investigate anonymous complaints or complaints initiated by complainants who insist on maintaining anonymity (except as provided in Administrative Regulation 1312.4, Williams Uniform Complaint Procedures).

*(cf. 5125 – Student Records; Confidentiality)*

The Superintendent/designee shall provide information and/or training to employees designated to receive and investigate complaints so that they may be knowledgeable about the laws and programs for which they are responsible.

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent/designee shall initiate that process. The Superintendent/designee shall ensure that the results are consistent with state and federal laws and regulations.

*(cf. 1312.4 – Williams Uniform Complaint Procedures)*

*(cf. 4119/14/4219.14/4319.14 – Complaint Procedure for Sexual Harassment in Employment)*

*(cf. 5145.3 – Nondiscrimination in Education Programs and Activities)*

*(cf. 5145.7 – Student Sexual Harassment)*

# ***Your Rights and Responsibilities***

*As a Parent of a Child in California Public Schools*

## ***Legal References:***

### **EDUCATION CODE**

*200-262.4 Prohibition of discrimination; 8200-8498 Child care and development programs; 8500-8538 Adult basic education; 18100-18203 School libraries; 32289 School safety plan, uniform complaint procedure; 35186 Williams uniform complaint procedure; 41500-41513 Categorical education block grants; 48985 Notices in language other than English; 49060-49079 Student records; 49490-49590 Child nutrition programs; 52160-52178 Bilingual education programs; 52300-52499.6 Career-technical education; 52500-52616.24 Adult schools; 52800-52870 School-based coordinated programs; 54000-54028 Economic impact aid programs; 54100-54145 Miller-Unruh Basic Reading Act; 54400-54425 Compensatory education programs; 54440-54445 Migrant education; 54460-54529 Compensatory education programs*

### **Compliance Officers**

The Governing Board designates the following compliance officers to receive and investigate complaints and ensure District compliance with law:

#### **Designee**

Director, Business Services, Operations

Educational & Administrative Services

Educational Services Pre-K-6

Educational Services 7-12

NOTE: All complaints involving employees will also be reviewed by the Associate Superintendent, Human Resources.

The Superintendent/designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent/designee.

#### **Programs**

Nutrition Services

State and Federal Programs  
Migrant Education  
Special Education

Child Development Programs  
K-6 Education Programs &  
Activities

School-to-Career Education  
Adult Education  
7-12 Education Programs &  
Activities

# ***Your Rights and Responsibilities***

*As a Parent of a Child in California Public Schools*

## **Notifications**

The Superintendent/designee shall annually provide written notification of the District's uniform complaint procedures to students, employees, parents/guardians, the District advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties (5 CCR 4622).

The Superintendent/designee shall make available copies of the District's uniform complaint procedures free of charge (5 CCR 4622).

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3. Advise the complainant of the appeal process pursuant to Education Code 262.3, including the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies.
4. Include statements that:
  - a. The District is primarily responsible for compliance with state and federal laws and regulations
  - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline
  - c. An unlawful discrimination complaint must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination
  - d. The complainant has a right to appeal the District's decision to the CDE by filing a written appeal within 15 days of receiving the District's decision
  - e. The appeal to the CDE must include a copy of the complaint filed with the District and a copy of the District's decision

# ***Your Rights and Responsibilities***

*As a Parent of a Child in California Public Schools*

## **Procedures**

The following procedures shall be used to address all complaints which allege that the District has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with the Code of Regulations, 5 CCR 4632, 4631, 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

### **Step 1: Filing of Complaint**

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the District.

A complaint alleging unlawful discrimination shall be initiated no later than **six** months from the date when the alleged discrimination occurred or **six** months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination (5 CCR 4630).

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, District staff shall assist him/her in the filing of the complaint (5 CCR 4600).

### **Step 2: Investigation of Complaint**

The compliance officer shall hold an investigative meeting within **five** work days (or shortly thereafter) of receiving the complaint or attempting to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally and the District's representatives to present information relevant to the complaint (5 CCR 4631).

The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint (5 CCR 4631).

# ***Your Rights and Responsibilities***

## *As a Parent of a Child in California Public Schools*

To ensure that all pertinent facts are made available, the compliance officer and the complainant may ask other individuals to attend this meeting and provide additional information.

A complainant's refusal to provide the District's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

The District's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

### **Step 3: Response**

Within **60 calendar 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 as described in Step 4.

### **Step 4: Final Written Decision**

The report of the District's decision shall be written in English and in the language of the complainant whenever feasible or required by law. This report shall include:

1. The findings of fact based on evidence gathered (5 CCR 4631)
2. The conclusion(s) of law (5 CCR 4631)
3. Disposition of the complaint (5 CCR 4631)
4. Rationale for such disposition (5 CCR 4631)
5. Corrective actions, if any warranted (5 CCR 4631)
6. Notice of the complainant's right to appeal the District's decision within 15 days to the California Department of Education, and procedures to be followed for initiating such an appeal (5 CCR 4631).
7. For discrimination complaints, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies (Education Code 262.3).

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of District expectations. The report shall not give any further information as to the nature of the disciplinary action.

# ***Your Rights and Responsibilities***

*As a Parent of a Child in California Public Schools*

## **Appeals to the California Department of Education (CDE)**

If dissatisfied with the District's decision, the complainant may appeal in writing to the California Department of Education within **15 days** of receiving the District's decision. When appealing to the California Department of Education, the complainant must specify the basis for the appeal of the District's decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall include a copy of the locally filed complaint and a copy of the District's decision (5 CCR 4632).

Upon notification by the CDE that the complainant has appealed the District's decision, the Superintendent/designee shall forward the following documents to the CDE (5 CCR 4633):

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the District, if not covered by the decision
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the District's complaint procedures
7. Other relevant information requested by the CDE

The CDE may directly intervene in the complaint without waiting for action by the District when one of the conditions listed in 5 CCR 4650 exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the District.

## **Civil Law Remedies**

A complainant may pursue available civil law remedies outside of the District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

For discrimination complaints, however, a complainant must wait until **60 days** have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the District has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

Copies of the Modesto City Schools complaint procedures shall be available free of charge (T5 CCR 4622).

# ***Your Rights and Responsibilities***

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## **Williams Uniform Complaint Procedures**

### **Types of Complaints**

The District shall use the following procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred. (Education Code 35186); (5 CCR 4681, 4682, 4683)

#### 1. **Textbook and Instructional Materials**

- A. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or District-adopted textbooks or other required instructional materials to use in class.
- B. A student does not have access to instructional materials to use at home or after school. This does not require the district to issue the student two sets of books.
- C. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.  
*(cf. 6161.1 – Selection and Evaluation of Instructional Materials)*

#### 2. **Teacher Vacancy or Misassignment**

- A. A semester begins and a teacher vacancy exists.

*Teacher Vacancy* means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester (Education Code 35186); (5 CCR 4600).

*Beginning of the year or semester* means the first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day students attend classes for that semester (5 CCR 4600).

- B. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20% English learner students in the class (Education Code 35186).
- C. A teacher is assigned to teach a class for which the teacher lacks subject matter competency (Education Code 35186).

*Misassignment* means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186); (5 CCR 4600)

*(cf. 4113 – Class Assignments)*

# ***Your Rights and Responsibilities***

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### 3. Facilities

- A. A condition poses an emergency or urgent threat to the health or safety of students or staff.

*Emergency or urgent threat* means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including but not limited to gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; or structural damage creating a hazardous or uninhabitable condition (Education Code 17592.72).

### 4. High School Exit Examination Intensive Instruction and Services:

- A. A student, including an English learner, who has not passed the exit exam by the end of grade 12 was not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d)(4) and (5) after completion of grade 12 for two consecutive academic years or until the student has passed both parts of the exam, whichever comes first (Education Code 35186).

### Filing of Complaint

A complaint alleging any condition(s) specified above shall be filed with the principal/designee. The principal/designee shall forward a complaint about problems beyond his/her authority to the Superintendent/designee within **10 working days** (Education Code 35186, CCR 4680).

A complaint alleging any deficiencies specified in item #4 above shall be filed with a District official as designated by the Superintendent. Such complaints may be filed at the District office or at a school site and shall be immediately forwarded to the Superintendent/designee (Education Code 35186).

### Investigation and Response

The principal/designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed **30 working days** from the date the complaint was received (Education Code 35186, 5 CCR 4685).

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to his/her complaint, the principal/designee shall report the resolution of the complaint to him/her within **45 working days** of the initial filing of the complaint. If a response is requested, the response shall be made to the mailing address of the complainant as indicated on the complaint form. At the same time, the principal/designee shall report the same information to the Superintendent/designee (Education Code 35186; 5 CCR 4680; 5 CCR 4685).

# ***Your Rights and Responsibilities***

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When Education Code 48985 (“If 15% or more of the pupils enrolled in a public school that provides instruction in kindergarten or any of grades 1 to 12, inclusive, speak a single primary language other than English, as determined from the census data submitted to the department pursuant to Section 52164 in the preceding year, all notices, reports, statements, or records sent to the parent or guardian of any such pupil by the school or school district shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language. . .”) is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed (Education Code 35186).

If a complainant is not satisfied with the resolution of the complaint, he/she has the right to describe the complaint to the Governing Board at a regularly scheduled meeting (Education Code 36186).

For complaints concerning a facility condition that poses an emergency or urgent threat to the health or safety of students as described in item #3 above, a complainant who is not satisfied with the resolution proffered by the principal, Superintendent/designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the District’s response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632 (Education Code 35186; 5 CCR 4687).

All complaints and written responses shall be public records (Education Code 35186; 5 CCR 4686).

### **Reports**

The Superintendent/designee shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the Board and the County Superintendent of Schools. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting (Education Code 35186; 5 CCR 4686).

### **Forms and Notices**

The Superintendent/designee shall ensure that the District’s complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes. However, complainants need not use the District’s Williams complaint form in order to file a complaint (Education Code 35186; 5 CCR 4680).

The Superintendent/designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186 (Education Code 35186).

*(cf. 1312.3 – Uniform Complaint Procedures)*

*(cf. 1340 – Access to District Records)*

Copies of the Modesto City Schools complaint procedures shall be available free of charge (T5 CCR 4622).

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## ***Legal Reference:***

### **EDUCATION CODE**

*1240 County superintendent of schools, duties; 17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account; 33126 School Accountability Report Card; 35186 Alternative uniform complaint procedure; 35292.5 Restrooms, maintenance and cleanliness; 48985 Notice to parents in languages other than English; 60119 Hearing on sufficiency of instructional materials*

### **CODE OF REGULATIONS, TITLE 5**

*4600-4671 Uniform complaint procedures; 4680-4687 Williams complaints*

### **IDENTIFICATION, EVALUATION AND EDUCATION OF STUDENTS WHO ARE QUALIFIED HANDICAPPED PERSONS AS DEFINED IN SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 is an act which prohibits discrimination against people with a disability in any program that receives federal assistance. The act defines a person with a disability as anyone who:

- Has a mental or physical impairment which substantially limits one or more major life activities (caring for one's self, performing manual tasks, walking, hearing, speaking, breathing, learning, and working);
- has a record of such an impairment; or,
- is regarded as having such an impairment.

To fulfill its obligation under Section 504, Modesto City Schools recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. **No discrimination against any person with a disability will knowingly be permitted in any of the programs or practices in the school system.**

The school district has specific responsibilities under the act, which include the responsibility to identify, evaluate and, if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. For more information, contact the SELPA Director (Special Education Local Planning Area) 576-4155.

**SERVICES TO TEMPORARILY DISABLED STUDENTS** If a student is disabled and receiving medical or health care, he/she, is entitled to special instruction provided by the school district in which the medical or health facility is located. Parents should notify the office of the superintendent of the school district in which the facility is located to arrange for instruction. Individual instruction is also available for temporarily disabled students (E.C. 48206.3, 48207, 48208).

**CHILD FIND** Identification and referral, assessment, instructional planning, implementation and review for all individuals with exceptional needs, ages 0 through 22 years, as defined in Chapter 4, Education Code-Part 30.

# ***Your Rights and Responsibilities***

## *As a Parent of a Child in California Public Schools*

In compliance with Part 30 of the California Special Education Programs, Modesto City Schools actively seeks out all individuals with exceptional needs, ages 0 through 22 years of age, including children not enrolled in public school programs, who reside in the Modesto City Schools District and are under the jurisdiction of the Modesto City Schools Special Education Local Plan Area.

Modesto City Schools has specific responsibilities under this law, which includes the responsibility to actively seek out and accept referrals for any child who may need special education services.

A process is in place to accommodate such referrals and inform parents of their rights and the procedure for initiating a referral for assessment to identify individuals with exceptional needs. Those who wish to make such referrals or ask questions about this process should contact the SELPA Director, 576-4155.

**INSTRUCTION FOR STUDENTS WITH EXCEPTIONAL NEEDS (SPECIAL EDUCATION)** Students with special needs who are eligible to receive educational instruction or related services will receive this instruction and service at no cost to their parents. The Modesto City Schools' Special Education Program serves students with special physical, communicative, emotional, or learning needs. Students are identified through an assessment process and receive individually tailored educational programs. Special Education promotes maximum interaction between disabled and non-disabled students in a way appropriate to the needs of both. The program also provides options to meet students' educational needs in the least restrictive environment. Those with special needs are grouped for instructional purposes according to their instructional needs (E.C. 56030; 56031).

**EXCUSED ABSENCES INCLUDING ABSENCES FOR PERSONAL REASONS** A student may be excused from school when the absence is: 1) due to his/her illness; 2) due to quarantine under the direction of a county or city health officer; 3) for the purpose of having a medical, dental, optometrical, or chiropractic service rendered; 4) for the purpose of attending the funeral of a member of his/her immediate family so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California; 5) for the purpose of jury duty in the manner provided for by law; 6) due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent; 7) for justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his/her religion, attendance at religious retreats, or attendance at an employment conference, when the student's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board; 8) for the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit thereof.

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The teacher of any class from which a pupil is absent shall determine the tests and assignments which shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence. For the purpose of this section, attendance at religious retreats shall not exceed four hours per semester. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate apportionment payments (E.C. 48205).

**ABSENCES FOR RELIGIOUS PURPOSES** Students, with written parental consent, may be excused from school to take part in religious exercises or to receive moral and religious instruction. No student shall be excused from school for such purpose more than four days during the school year. Students must also attend school on the day of the absence for at least the minimum day (E.C. 46014; Student Conduct Code, 7-12).

**IMMUNIZATIONS** Every student up to the age of 18 enrolled in a public or private school is required to be immunized against poliomyelitis (polio), rubeola (measles), rubella (German measles), mumps, diphtheria, pertussis (whooping cough), tetanus, Hepatitis B, and Varicella (chickenpox).

All NEW students are required to provide current written proof of such immunizations before the first day they attend class. **Without immunization documentation, your child will not be admitted to school.** Parents have the right to sign an affidavit stating that immunizations are against their beliefs. If there is a medical exemption, the child must have documented proof from his or her physician stating the length of time the exemption is in effect (E.C. 49403).

**Immunizations are provided by the Stanislaus County Health Services Agency (558-4818).**

**All students entering grades 7-12 are required by California law to get a whooping cough booster shot. Contact your school for more information.**

**CHILD HEALTH AND DISABILITY PREVENTION (CHDP) EXAM/HEALTH SCREENINGS** Modesto City Schools Board Policy 5141.32 requires health screenings (physical examinations) for all students entering kindergarten, unless they attended a Child Development Program the preceding school year. Children who attended a Child Development Program will be required to have a health screening before entering the first grade.

A child may be exempt from a physical examination if the parent files a written statement with the school principal stating that he/she will not consent to a routine physical examination of their child.

**ORAL HEALTH ASSESSMENT** Beginning January 1, 2007, California Law, Education Code Section 49452.8, now requires that students have an oral health assessment (dental check-up) in either kindergarten or first grade, whichever is his/her first year in public school. Assessments that have happened within the 12 months before a student enters school also must meet this requirement. The law specifies that the assessment must be done by a licensed dentist or other licensed or registered dental health professional.

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**MANDATED SCREENINGS** The following state mandated screenings will be conducted during the school year at the specific grade levels indicated:

**Modesto City Schools Screening:**

- Vision — Grades 1, 4, 7; teacher and parent referrals
- Hearing — Grades K, 2, 5, 8, 10; teacher and parent referrals

**Vision and Hearing Tests — CEC 49452**

“The governing board of any school district shall subject to Section 49451 provide for the testing of the sight and hearing of each pupil enrolled in the schools of the district. The test shall be adequate in nature and shall be given only by duly qualified supervisors of health employed by the district; or by certificated employees of the district or of the county superintendent of schools who possess the qualifications prescribed by the Commission for Teacher Preparation and Licensing; or by contract with an agent duly authorized to perform such services by the county superintendent of schools of the county in which the district is located, under guidelines established by the State Board of Education; or accredited schools or colleges of optometry, osteopathy, or medicine. The records of the tests shall serve as evidence of the need of pupils for the educational facilities provided physically handicapped individuals. The state, any agency, or political subdivision thereof may sell or rent any such equipment owned by it to the governing board of any school district upon such terms as may be mutually agreeable.”

**Screening: Special Education — CCR Title 5, 3027**

“All pupils being assessed for initial and three-year review for Special Education services shall have had a hearing and vision screening, unless parental permission was denied.”

**Scoliosis Screening Standards — CEC 49452.5**

“The governing board of any school district shall, subject to Section 49451 and in addition to the Health and Safety Code, provide for the screening of every **female pupil in grade 7 and every male pupil in grade 8** for the condition known as scoliosis. The screening shall be in accord with standards established by the State Department of Education. The screening shall be supervised only by qualified supervisors of health as specified in Sections 44871 to 44878, inclusive, and Section 49422, or by school nurses employed by the district or the county superintendent of schools, or pursuant to contract with an agency authorized to perform these services by the county superintendent of schools of the county in which the district is located pursuant to Section 1750 to 1754, inclusive and Section 49402 of this code, Section 101425 of the Health and Safety Code, and guidelines established by the State Board of Education.

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The screening shall be given only by individuals who supervise, or who are eligible to supervise, the screening, or licensed chiropractors, or by certificated employees of the district or of the county superintendent of schools who have received in-service training, pursuant to rules and regulations adopted by the State Board of Education, to qualify them to perform these screenings. It is the intent of the Legislature that these screenings be performed, at no additional cost to the state, the school district, or the parent or guardian, during the regular school day and that any staff time devoted to these activities be redirected from other activities not related to the pupil's health care.

In-service training may be conducted by orthopedic surgeons, physicians, registered nurses, physical therapists, and chiropractors, who have received specialized training in scoliosis detection.

Pupils suspected of having scoliosis during the initial screening shall be rescreened by an orthopedic surgeon when there will be no cost to the state, the school district, or the parent or guardian.

No person screening pupils for scoliosis pursuant to this section shall solicit, encourage, or advise treatment or consultation by that person, or any entity in which that person has a financial interest, for scoliosis or any other condition discovered in the course of the screening.

The governing board of any school district shall provide for the notification of the parent or guardian of any pupil suspected of having scoliosis. The notification shall include an explanation of scoliosis, the significance of treating it at an early age, and the public services available, after diagnosis, for treatment. Referral of the pupil and the pupil's parent or guardian to appropriate community resources shall be made pursuant to Sections 49426 and 49456.”

### **Parent’s Refusal to Consent — CEC 49451**

“A parent or guardian having control or charge of any child enrolled in the public schools may file annually with the principal of the school in which he/she is enrolled a statement in writing, signed by the parent or guardian, stating that he will not consent to a physical examination of his child. Thereupon the child shall be exempt from any contagious or infectious disease, he/she shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist.”

**CONTAGIOUS DISEASES/EXCLUSION FROM SCHOOL** Whenever there is good reason to believe the child is suffering from a recognized contagious or infectious disease, the child will be excluded from school attendance (E.C. 48211/49451).

# ***Your Rights and Responsibilities***

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**MEDICATION ADMINISTRATION AT SCHOOL** Parents or guardians must complete a written request for medication to be administered to their child at school. A Medication Verification Form must be completed for all medications, including those purchased over-the-counter. The student's physician must provide a written statement detailing the amount, method, and time schedules by which the medication is to be taken. Requests for administering medication at school should be updated **annually**, or, if there is a **change** in the medication, dosage, or time schedule.

In addition, parents or guardians must provide the medication in a container labeled by a California pharmacist or, in the case of an over-the-counter medication, in the original container. Parents must personally bring the medication to the school.

**SELF-ADMINISTRATION OF MEDICATION** As of January 1, 2005, students may carry and self-administer auto-injectable epinephrine and inhaled asthma medications, providing the parents/guardians have completed the Medication Verification Form. Parents are also asked to complete an "Asthma Contract" and provide a second inhaler to be stored in the nurse's office as a back-up (E.C.49423/49423.1/49423.6).

Other than the provisions above **IT IS ILLEGAL FOR STUDENTS TO POSSESS PRESCRIPTION OR NON-PRESCRIPTION DRUGS AT SCHOOL. IT IS ALSO ILLEGAL TO TAKE DRUGS THAT HAVE BEEN PRESCRIBED FOR ANOTHER PERSON AND/OR GIVE THESE DRUGS TO OTHERS. MCS Student Conduct Code, K-6 and 7-12: "Possessed Any Controlled Substance"--POSSIBLE RECOMMENDATION FOR EXPULSION.**

**STUDENT ACCIDENT INSURANCE** Modesto City Schools does not carry medical or dental insurance for your child if your child is injured in an accident on school premises while under school jurisdiction or through school-sponsored activities (E.C. 49472). For this reason, the District has made available for your purchase a low-cost accident medical plan with three benefit options. Depending on the benefit option you choose, you may have personal, out-of-pocket expenses. Dental, accident and illness supplementary coverages are also available. While participation in these programs is voluntary, you should be aware that state law requires any student wishing to participate in interscholastic sports must have adequate medical insurance prior to being allowed to practice. **THE BROCHURE WILL BE DISTRIBUTED AT SCHOOL.** Additional forms are available in the school office. Please retain the brochure attached to your application for your records. The brochure will outline allowable benefits and claim procedures if your child should sustain an injury. If you have any questions, please contact the Plan Administrator at (800) 827-4695 (E.C. 49472).

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## **CALIFORNIA MEDICAID PROGRAM FOR LOCAL EDUCATION**

**AGENCIES** The District, in cooperation with the California Departments of Health Services and Education, participates in a program that allows the district to be reimbursed with federal Medicaid funds for selected health services provided to eligible students at school. In accordance with the Local Education Agency rules and guidelines, this is a notification that eligible student health data may be forwarded to the District's billing agency, in accordance with confidentiality laws and HIPAA compliance. 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 will never be billed for services by the school district.

## **COMPREHENSIVE SEXUAL HEALTH EDUCATION AND HIV/AIDS**

**PREVENTION EDUCATION** You may request in writing that your child not receive comprehensive sexual health education or HIV/AIDS prevention education. Parents may inspect the written and audio visual educational materials used in comprehensive sexual health education and HIV/AIDS prevention education. You have a right to request that the District provide you with a copy of Education Code section 51938, the State law on this subject.

**EXCUSE FROM SEX EDUCATION** Whenever any part of the instruction in health, family life, or sex education conflicts with religious training and beliefs or personal moral convictions of the parent or guardian, the student shall be excused from that part of the instruction upon written parental request (E.C. 51240).

**TEACHER/PARAPROFESSIONAL QUALIFICATIONS** (No Child Left Behind Act) Parents may request information regarding the professional qualifications of their child's teacher or paraprofessional. Please contact the principal of your child's school if you wish to request this information.

**NUTRITION: MEALS AT SCHOOL** Modesto City Schools provides nutritious meals every school day. Breakfasts may be purchased at the following K-6 schools: Beard, Bret Harte, El Vista, Enslin, Everett, Fairview, Franklin, Fremont, Garrison, Kirschen, Lakewood, Marshall, Martone, Muir, Rose Avenue, Sonoma, and Wilson Elementary Schools. Burbank, Orville Wright, Robertson Road, Shackelford, and Tuolumne Elementary Schools offer the "Universal Breakfast Program"- all children eat breakfast free of charge.

District 7-12 schools that offer breakfast are Hanshaw Middle School; La Loma, Mark Twain and Roosevelt junior high schools; Beyer, Davis, Downey, Enochs, Gregori, Johansen and Modesto high schools.

Federal and state funds are allocated to school districts in such a manner that priority is given to providing free meals to the neediest children. **Children from families whose income falls within certain levels set by the U.S. Secretary of Agriculture may qualify for free or reduced-price meals. Information about free and reduced-price meals is made available to students within Modesto City Schools at the start of each school year or when new students register with the District.** For more information, contact Nutrition Services at 576-4070.

# *Your Rights and Responsibilities*

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**TYPE 2 DIABETES INFORMATION** Pursuant to California *Education Code* Section 49452.7, this type 2 diabetes information is for local educational agencies to provide to parents and guardians of incoming seventh grade students beginning July 1, 2010. The California Department of Education developed this type 2 diabetes information in collaboration with the California Department of Public Health, American Diabetes Association, California School Nurses Organization, and Children's Hospital of Orange County.

## **Description**

**Type 2 diabetes is the most common form of diabetes in adults.**

- Until a few years ago, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens.
- According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type 2 diabetes in his or her lifetime.

**Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy.**

- The body turns the carbohydrates in food into glucose, the basic fuel for the body's cells.
- The pancreas makes insulin, a hormone that moves glucose from the blood to the cells.
- In type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise.
- Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia.
- Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

**Risk Factors Associated with Type 2 Diabetes - It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type 2 diabetes be screened (tested) for the disease.**

Researchers do not completely understand why some people develop type 2 diabetes and others do not; however, the following risk factors are associated with an increased risk of type 2 diabetes in children:

- **Being overweight.** The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.
- **Family history of diabetes.** Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.
- **Inactivity.** Being inactive further reduces the body's ability to respond to insulin.
- **Specific racial/ethnic groups.** Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.
- **Puberty.** Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

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**Warning Signs and Symptoms Associated with Type 2 Diabetes** Warning signs and symptoms of type 2 diabetes in children develop slowly, and initially there may be no symptoms. However, not everyone with insulin resistance or type 2 diabetes develops these warning signs, and not everyone who has these symptoms necessarily has type 2 diabetes.

- Increased hunger, even after eating
- Unexplained weight loss
- Increased thirst, dry mouth, and frequent urination
- Feeling very tired
- Blurred vision
- Slow healing of sores or cuts
- Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms
- Irregular periods, no periods, and/or excess facial and body hair growth in girls
- High blood pressure or abnormal blood fats levels

**Type 2 Diabetes Prevention Methods and Treatments** Healthy lifestyle choices can help prevent and treat type 2 diabetes. Even with a family history of diabetes, eating healthy foods in the correct amounts and exercising regularly can help children achieve or maintain a normal weight and normal blood glucose levels.

- **Eat healthy foods.** Make wise food choices. Eat foods low in fat and calories.
- **Get more physical activity.** Increase physical activity to at least 60 minutes every day.
- **Take medication.** If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.

The first step in treating type 2 diabetes is to visit a doctor. A doctor can determine if a child is overweight based on the child's age, weight, and height. A doctor can also request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to type 2 diabetes).

## **Types of Diabetes Screening Tests That Are Available**

- **Glycated hemoglobin (A1C) test.** A blood test measures the average blood sugar level over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.
- **Random (non-fasting) blood sugar test.** A blood sample is taken at a random time. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes. This test must be confirmed with a fasting blood glucose test.
- **Fasting blood sugar test.** A blood sample is taken after an overnight fast. A fasting blood sugar level less than 100 mg/dL is normal. A level of 100 to 125 mg/dL is considered pre-diabetes. A level of 126 mg/dL or higher on two separate tests indicates diabetes.
- **Oral glucose tolerance test.** A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

Type 2 diabetes in children is a preventable/treatable disease and the guidance provided in this information sheet is intended to raise awareness about this disease. Contact your student's school nurse, school administrator, or health care provider if you have questions.

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**ASSIGNMENTS RELATED TO ANIMALS** Students who object to class assignments involving animals, such as the dissection of frogs, may complete alternate assignments (E.C. 32255).

**ACCESSING STUDENT RECORDS** Parents of currently enrolled or former students have the right to inspect student records related to their children which are maintained by school districts (E.C. 49063).

**SCHOOL ACCOUNTABILITY REPORT CARD** Each school is required to issue a School Accountability Report Card which shares with the community the programs and successes of the school including information about expenditures, discipline, attendance and student performance. This information is available upon request from your child's school and is posted on the District's website [www.monet.k12.ca.us](http://www.monet.k12.ca.us) (E.C. 35256).

**HIGH SCHOOL EXIT EXAM** All students will need to meet the California High School Exit Examination requirements in English-Language Arts and Math to gain a high school diploma.

**ALTERNATIVE SCHOOLS** California state law authorizes 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 that is designed to:

1. Maximize the chance for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
2. Recognize that the best learning takes place when students learn because of their desire to learn.
3. Maintain a learning situation maximizing student self-motivation and encouraging students, in their own time, to follow their own interests. These interests may result from presentations by teachers of various learning projects.
4. 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.
5. Maximize the opportunity for the students, teachers and parents to continuously react to the changing world, including the community in which the school is located.

Those interested in more information on alternative schools can contact the Stanislaus County Office of Education or the Modesto City Schools District Office to obtain copies of the law. This law authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.

# ***Your Rights and Responsibilities***

*As a Parent of a Child in California Public Schools*

**CAREER COUNSELING** During the school year, career counseling is available to high school students. Students should contact their school counselor to schedule an appointment. Parents are encouraged to attend the meeting with their child.

**CORPORAL PUNISHMENT** Corporal punishment is not permitted in California's public schools. "Corporal punishment" means the willful infliction of, or willfully causing the infliction of, physical pain on a student. An amount of force reasonable for a person employed by, or engaged in, a public school to subdue a disturbance threatening physical injury to persons or damage to property, for purposes of self-defense, or to obtain possession of weapons or other dangerous objects within the control of the student, is not to be interpreted to be corporal punishment within the meaning and intent of this Education Code section (E.C. 49000).

**LOSS OR DAMAGE DUE TO VANDALISM OR THEFT** Modesto City Schools is not responsible for the loss or damage of personal property, including textbooks, because of vandalism or theft. *Students are responsible for all of their personal belongings, including textbooks, that are left in school lockers.*

**PHOTOS/VIDEOS AT SCHOOL** During the school year, the media and the Public Information Office often takes photographs and/or produces videos to highlight school programs. **If you do not want your child included in a publicity photo or a video, please complete the opt-out form on page 72 and return it to your child's principal.**

**SEARCH AND SEIZURE** The Board of Education is committed to maintaining an environment for students and staff which is safe and conducive to learning and working. The Board recognizes that incidents may occur where the health, safety and welfare of students and staff are jeopardized and which necessitate the search and seizure of students, their property, or their lockers by school officials.

The Board authorizes school officials to conduct searches when there are reasonable grounds or suspicion that the search will uncover evidence that the student is violating the law or the rules of the District or the school. The Board urges that discretion, good judgment, and common sense be exercised in all cases of search and seizure (BP 5145.12).

## **STUDENT LOCKERS**

**Individual Inspection:** District-owned lockers are under the joint control of the student and the District and are provided for the convenience of students. Therefore, school officials shall have the right and ability to open and inspect any school locker without student permission when they have reasonable suspicion that the search will disclose evidence of illegal possessions or activity; or when odors, smoke, fire and/or threats to student health, welfare, or safety emanate from the locker.

**Random, Announced Inspection:** For health and safety reasons, a general inspection of school properties such as lockers and desks may be conducted on a regular, announced basis. Any items found in the locker shall be considered to be the property of the student to whom the locker is assigned.

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*As a Parent of a Child in California Public Schools*

**RANDOM SEARCH FOR WEAPONS (Metal Detectors)** The Board of Education finds that the growing presence of weapons in the schools threatens the District's ability to provide the safe and orderly learning environment to which our students and staff are entitled. The Board also finds that random metal detector searches offer a reasonable means to keep weapons out of the schools and mitigate the fears of students and staff.

The Superintendent/designee shall establish procedures which ensure that metal detector searches are conducted in a random fashion which excludes individual discretion as to whom will be searched.

**VIDEOTAPING/VIDEO CAMERAS** To deter misconduct and help ensure the safety of students and staff, video cameras may be used in public areas on District property, on school buses, and at school-related activities.

**VEHICLES SUBJECT TO SEARCH ON SCHOOL PROPERTY** By entering school property, the person driving any vehicle is deemed to consent to a complete search of the vehicle — all of its compartments and contents — by school officials or law enforcement personnel for any reason whatsoever. This notice applies to all vehicles at any time and is in force 24 hours a day (California Vehicle Code Section 21113 (A)).

**APPROPRIATE USE OF DISTRICT COMPUTER NETWORK AND INTERNET** Board Policy 0440 defines the appropriate use of the District computer resources by students (available from the District website [www.monet.k12.ca.us](http://www.monet.k12.ca.us)). Following is a summary of the Board Policy as it relates to the District network:

1. The District network is defined as the infrastructure, connected equipment and all associated data (including user accounts and associated files). Any device that connects to the District network, either a computing device or storage device, falls under these restrictions. The District network in its entirety is the property of Modesto City Schools.
2. District computers and equipment provide access to the Internet for instructional purposes, research, information and data collection, and communications related to education and district business. Access to inappropriate materials as defined by BP 0440, and the bypassing of the District Internet filter for access to inappropriate materials is strictly prohibited.
3. Students who intentionally access inappropriate material will have part or all of their District network privileges revoked or restricted. If the access was for illegal purposes, the California Computer Crime Bill, 1979, Section 502 of Penal Code may be used to prosecute the violation depending on the severity and extent of the violation.

# ***Your Rights and Responsibilities***

## *As a Parent of a Child in California Public Schools*

4. The District provides individual email accounts to students in grades 7-12. Use of email accounts by students fall under the appropriate use guidelines of BP 0440, and disciplinary action will be taken if these accounts are used for inappropriate use while using the District network. This includes, but is not limited to, the emailing of inappropriate images, threats, videos or malicious programs.
5. Use of chat rooms is strictly prohibited for students unless initiated and supervised by a teacher or other school site employee for educational use. Access to inappropriate chat rooms is prohibited (ie: adult oriented, hacking, pornographic, warez, etc.).
6. Hacking is strictly prohibited on the district network. The hacking of any computer system, including those outside of the District, using the District network, is not allowed. Any hacking activities will be aggressively investigated and prosecuted under California Computer Crime Bill, 1979, Section 502 of Penal Code.
7. It is a felony to maliciously access, delete, damage, or destroy any computer system, computer network, computer program, or data. Examples of computer-related offenses are: removing another user's accounts, changing another user's passwords, using an unauthorized account, damaging files, altering the system or damaging school or District property (as defined in item #1).
8. There should be no expectation of privacy while using the District network. All access to the Internet is logged and stored for future auditing. Other forms of monitoring and auditing are also employed across the network to insure that the District network is used appropriately by students.
9. Inappropriate use may result in the cancellation of District network privileges. Offenses may also result in disciplinary action, enforcement of the Education Code or criminal charges depending on the severity of the violation.

**STUDENT AND FAMILY PRIVACY RIGHTS** Prior to administering a survey or evaluation containing personal information or distributing an instrument to a student for the purpose of collecting personal information, the students' parent/guardian may (20 USC 1232h; Education Code 51938) upon request, inspect that survey or instrument before it is administered or distributed to his/her child or any instructional material used as part of his/her child's educational curriculum. Within a reasonable period of time of receiving a request, the principal/designee shall permit a parent/guardian to view the survey, instrument or instructional material during normal business hours. A parent/guardian may refuse to allow his/her child to participate in the activity; however, students whose parents/guardians exercise this option shall not be penalized by the district. (20USC 1232h). (AR/BP 5022)

**PARENT/GUARDIAN NOTIFICATIONS** At the beginning of the school year, the Superintendent/designee shall notify parents/guardians of the District's policy regarding student privacy (20 USC 1234h). The process to opt their child out of participation in any activity described in this policy.

# ***Your Rights and Responsibilities***

## *As a Parent of a Child in California Public Schools*

Parents/guardians shall also be notified of any substantial change in this policy within a reasonable period of time after adoption of the change (20 USC 1232h; AR/BP 5022).

**SCHOOL-LEVEL POLICIES FOR TITLE I SCHOOLS** At each school receiving Title I funds, a written policy on parent involvement shall be developed jointly with and agreed upon by parents/guardians of participating students. Such policy shall describe the means by which the school will (20 USC6318):

1. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved.
2. Offer a variety of meeting times, such as meeting in the morning or evening, for which related transportation, child care, and/or home visits may be provided as such services relate to parent involvement.
3. Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent involvement policy and, if applicable, the joint development of the plan for school-wide programs pursuant to 20 USC 6314. The school may use an existing process for involving parents/guardians in the joint planning and design of the school's programs provided that the process includes adequate representation of parents/guardians of participating students.
4. Provide the parents/guardians of participating students all of the following: a. Timely information about Title I programs. b. A description and explanation of the school's curriculum, forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet. c. If requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to their children's education, and, as soon as practicably possible, responses to the suggestions of parents/guardians.
5. If the school-wide program plan is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the District.
6. Jointly develop with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards. This compact shall address: a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's student academic achievement standards. b. Ways in which parents/guardians will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television viewing; volunteering in the classroom; and

# ***Your Rights and Responsibilities***

## *As a Parent of a Child in California Public Schools*

participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time. c. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:

- Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement.
  - Frequent reports to parents/guardians on their children's progress.
  - Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities.
7. Build relationships between schools and parents/guardians for strong parent involvement by implementing the activities described in the section "School-Level Policies for Title I Schools."
  8. To the extent practicable, provide full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migrant children, including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand. If the school has a parent involvement policy that applies to all parents/guardians, it may amend that policy to meet the above requirements (20 USC 6318). Each school's parent involvement policy shall be made available to the local community and distributed to parents/guardians of participating students in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand (20 USC 6318). Each school receiving Title I funds shall annually evaluate the effectiveness of its parent involvement policy. Such evaluation may be conducted during the process of reviewing the school's single plan for student achievement in accordance with Education Code 64001. The principal/designee, jointly with parents/guardians of participating students, shall periodically update the school's policy to meet the changing needs of parents/guardians and the school (20 USC 6318).

**DISTRICT STRATEGIES FOR NON-TITLE 1 SCHOOLS** For each school that does not receive federal Title I funds, the Superintendent/designee shall, at a minimum:

1. Engage parents/guardians positively in their children's education by helping them develop skills to use at home that support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504).
2. Inform parents/guardians that they can directly affect the success of their children's learning, by providing them with techniques and strategies that they may use to improve their children's academic success and to assist their children in learning at home (Education Code 11502, 11504).
3. Build consistent and effective communication between the home and school so that parents/guardians may know when and how to assist their children in support of classroom learning activities (Education Code 11502, 11504).

# *Your Rights and Responsibilities*

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4. Train teachers and administrators to communicate effectively with parents/guardians (Education code 11502, 11504).
5. Integrate parent involvement programs into school plans for academic accountability.

**PARENT INVOLVEMENT BP 6020** The Modesto City Schools Board of Education recognizes that a child's education is a responsibility shared by school and family during the entire period the child spends in school. To support the mission of Modesto City Schools to educate all students effectively, schools and parents must work as knowledgeable partners.

The District will provide support to schools to: (1) develop and implement effective parent involvement plans and activities; (2) annually evaluate the effectiveness of the parent involvement plans and activities; and (3) remove barriers that prevent effective parental involvement. Comprehensive programs of parent involvement require schools to involve parents at all grade levels in a variety of roles.

These programs should be designed to:

1. Engage parents positively in their children's education by helping parents to develop skills to use at home that support their children's academic efforts at school and their children's development as responsible members of our society.
2. Inform parents how they can directly affect the success of their children's learning, by providing parents with techniques and strategies they may utilize to improve their children's academic success and to assist their children in learning at home.
3. Build consistent and effective communication between the home and the school so that parents may know when and how to assist their children in support of classroom learning activities.
4. Train teachers, support staff, and administrators to communicate effectively with parents.
5. Integrate parent involvement programs into each school's plan for academic accountability.
6. Encourage parents/guardians to serve as volunteers in the schools, attend student performances, Back-to-School Night, Open House, and other school meetings. Parents are also encouraged to participate in site councils, advisory committees, and other activities in which they may undertake leadership roles.

Although parents are diverse in culture, language, and need, they share the school's responsibility for the educational success of their children. Schools in collaboration with parents shall establish and develop programs and practices that enhance parent involvement and reflect the specific needs of students and families.

# ***Your Rights and Responsibilities***

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**SEX OFFENDER NOTIFICATION** In order to protect students while they are traveling to and from school, attending school or at a school-related activity, the Governing Board believes it is important that the District respond appropriately when a law enforcement agency contacts the District about registered sex offenders who may reside or work within District boundaries. The Superintendent/designee shall establish an ongoing relationship with law enforcement officials to coordinate the receipt and dissemination of such information. To the extent authorized by law, the Superintendent/designee also shall establish procedures for notifying appropriate staff as necessary. Accordingly, to facilitate these objectives, the Superintendent/designee shall: include with each annual notification provided to parents at the commencement of the school year, a notice informing parents of the ability to access information concerning registered sex offenders through local law enforcement, the California Attorney General or the California Department of Justice; establish an ongoing relationship with local law enforcement officials to coordinate and promote access to information concerning registered sex offenders; establish a procedure whereby information received by the District concerning a registered sex offender may be disseminated to staff members at relevant school sites; and, establish a procedure for schools and staff to follow in the event a registered sex offender seeks access to school grounds (EC 32211, 35160, 35160.1; PC 290, 290.4, 626.8; USC Title 42 14071; AGO 82) (BP 3515.3).

**GANG SYMBOLS** The Board of Education believes that gang activity is dangerous and inimical to the health and safety of the students in the District. The Board desires to take appropriate action to keep District schools and students free from the threats or harmful influence of gangs or other groups which advocate drug use or disruptive behavior. The Board of Education believes that the health and safety of students is in jeopardy when students wear or carry any clothing or symbol that denotes membership in such a group. The Board further believes that students wearing or carrying any clothing or symbol that denotes membership in such a group has a detrimental effect on the academic atmosphere of the schools in that students are led to believe that drug use and/or disruptive behavior are condoned. Further, the wearing or carrying of any such clothing or symbol can disrupt the educational process or create a clear and present danger of such disruption. Therefore, the wearing or carrying of any clothing or symbol that denotes gang activity is prohibited on school grounds and at school activities, both on and off campus. Prohibited items of clothing or symbols include, but are not limited to, any item of clothing, jewelry, accessory, notebook or symbol which, by the nature of its color, design, arrangement, representation, trademark or any other attribute, denotes membership in a gang or any other group which advocates drug use or disruptive behavior (BP 5137).

**NOTIFICATIONS REGARDING COLLEGE PREPARATORY COURSES** AB 428 requires each school district offering grades 9 through 12, as part of the annual notification required by existing law, to provide parents and pupils with written notification relating to the admission requirements for California's public universities, including a list of Internet websites that offer information about college admission requirements, courses satisfying those requirements, and information about meeting with school counselors.

## **MODESTO CITY SCHOOLS COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES**

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, teacher vacancy or misassignment, or the lack of opportunity to receive intensive instruction and services to pupils who did not pass one or both parts of the high school exit examination by the end of grade 12. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested?  Yes  No

Contact Information:

Name: (optional) \_\_\_\_\_

Mailing Address: (optional) \_\_\_\_\_

Phone Number: Day: (optional) \_\_\_\_\_ Evening: (optional) \_\_\_\_\_

E-mail address, if any: (optional) \_\_\_\_\_

Location of the problem that is the subject of this complaint:

School Name/Address: \_\_\_\_\_

Course title/grade level and teacher name: \_\_\_\_\_

Room number/name of room/location of facility: \_\_\_\_\_

Date problem was observed: \_\_\_\_\_

**Issue of complaint (please check all that apply):**

**1. Textbooks and instructional materials (Education Code 35186; 5 CCR 4681):**

- A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
- A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

**2. Teacher vacancy or misassignment (Education Code 35186; 5 CCR 4681):**

- A semester begins and a teacher vacancy exists. A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.
- A teacher lacking credentials or training to teach English learners is assigned to teach a class with more than 20% English learners in the class.
- A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

**3. Facility conditions (Education Code 35186, 35292.5; 5 CCR 4683):**

- A condition exists that poses an emergency or urgent threat to the health or safety of pupils or staff, including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff; or structural damage creating a hazardous or uninhabitable condition, and any other emergency condition the school district determines appropriate.
- A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- The school has not kept all restrooms open during school hours when pupils are not in classes and has not kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when closing of the restroom is necessary for pupil safety or to make repairs.

**4. High school exit exam intensive instruction and services (Education Code 35186):**

- Pupils who have not passed the high school exit exam by the end of grade 12 were not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d)(4) and (5) after the completion of grade 12.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of pupils or staff.

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Please file this complaint at the following location: **in person or by mailing to the school office.**

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(principal or title of designee of the Superintendent)

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(address)

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As a complainant, you can expect a resolution to the complaint within 30 working days of submission to the school office. If you have requested a response to the complaint, you will receive it within 45 days of initial filing. If you are unsatisfied with the resolution to the complaint, you may bring the matter to the attention of the Modesto City Schools Board of Education. If you remain unsatisfied with the resolution to a complaint regarding an emergency facilities condition that represents an urgent threat to health and safety, you may further file an appeal with the State of California Superintendent of Public Instruction.

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

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Signature

---

Date

# Open Enrollment

State law requires that California school districts offer Open Enrollment opportunities to parents within certain guidelines. The District first offered Open Enrollment during the 1995/96 school year. Open Enrollment will be offered to parents every year. The information below reflects the guidelines within the law allowing parents to enroll their children in District schools with available space, so long as certain requirements are met.

***What is Open Enrollment?*** State law provides the parents (guardians) of each school-age child who is a resident of the school district the opportunity to select the school the child will attend.

***Which schools are identified as Open Enrollment Schools?*** Open Enrollment Schools are determined according to individual school capacities. Schools which have space available for additional students are identified. Space availability depends upon:

- ◆ District growth patterns;
- ◆ the physical capacity of the school (based on the number of classrooms and seats at standard capacity);
- ◆ the school's current racial/ethnic make-up;
- ◆ staffing allocations at the school (the law does not require that school districts add teachers to accommodate Open Enrollment transfers).

***Under what conditions are students accepted into Open Enrollment Schools?***

Acceptance is based on:

- ◆ The school must have space without displacing students currently living within the school's attendance area;
- ◆ The District must be able to maintain a reasonable racial/ethnic balance among schools.

***Who can participate in Open Enrollment?*** Any student who lives within District boundaries.

***How do parents apply to take part in Open Enrollment?*** Interested parents can complete an application form and return it to the Office of Child Welfare & Attendance according to the established timeline.

***How are students selected for Open Enrollment?*** A lottery drawing is held from the applicant pool — a random, unbiased process that prohibits an evaluation of whether a student should be enrolled based upon academic or athletic performance.

***Will Open Enrollment affect students already on approved intra/inter-district permits?*** No. Students attending school on intra/inter-district permits will not be displaced through Open Enrollment.

***What about siblings?*** The lottery drawing selects for an entire family, not just one student in the family. Placement of siblings, who will be enrolling in the future in the Open Enrollment School will be given first priority. However, their placement will depend upon available space.

***When do parents register their children for Open Enrollment?*** For the 2012/2013 school year, parents are asked to submit Open Enrollment applications by December 1, 2011. If selected, students must register in the Open Enrollment School by May 3, 2012.

# Open Enrollment

**Do students selected for Open Enrollment need to apply to stay at their Open Enrollment School every year?** No. Once accepted, students are considered residents of their Open Enrollment School. They need only apply for Open Enrollment at the next level (junior high school/middle school and high school).

**Will transportation be provided for Open Enrollment students?** No. A parent who transfers a child to an Open Enrollment School is responsible for transportation.

**Can students return to their original school after transferring to an Open Enrollment School?** Yes, if there is space available and the student returns at the semester.

**What about special education students?** When special education students are attending special classes and/or receiving specialized services, it is recommended that their families consult with the student's IEP team or program manager before applying for Open Enrollment.

## ***School Program Descriptions for Open Enrollment***

State law asks school districts to provide information about special programs offered at each school within the District. Listed below are Open Enrollment schools and the special programs offered at each site:

### **BEARD ELEMENTARY SCHOOL**

- ◆ Perfect Attendance Celebrations
- ◆ Academic and Citizenship Honor Roll
- ◆ Student of the Month
- ◆ After School Tutoring
- ◆ Positive CST Scores
- ◆ Student Council
- ◆ PTA
- ◆ Band and Choral Lessons
- ◆ Community Service Projects

### **EL VISTA ELEMENTARY SCHOOL**

- ◆ School-wide Title I
- ◆ Character Education
- ◆ Chorus, Music, Art, Library, Computer Lab
- ◆ Special Education Services
- ◆ After School Programs
- ◆ After School Track and Field Club
- ◆ Student Newscast/Broadcast at School
- ◆ Reading Program
- ◆ School Newspaper (Student Staff)
- ◆ Traffic Patrol, Student Council
- ◆ Peer Tutoring
- ◆ Student of the Month Recognition
- ◆ Perfect Attendance Incentives

### **EVERETT ELEMENTARY SCHOOL**

- ◆ Perfect Attendance Celebrations
- ◆ Small school size enables staff to know each child personally
- ◆ Accelerated Reader for grades 2-6
- ◆ Student Council
- ◆ PTA
- ◆ Dad's Night Out (family nights)
- ◆ Preschool and Head Start
- ◆ Spring Carnival, Talent Show
- ◆ Chorus/Band/Orchestra-Instrumental Music (grades 4-6)
- ◆ PIQE (Parent Institute for Quality Education)
- ◆ After School Learning Program
- ◆ Student Recognition Assemblies
- ◆ Juline Dance Partnership
- ◆ Stanislaus County Mentors Partnership
- ◆ Sunrise Rotary K Mentors Partnership
- ◆ Garden Club with Modesto Garden Club Partnership

## **GARRISON ELEMENTARY SCHOOL**

- ◆ SDC/Autism
- ◆ Character Education
- ◆ Chorus, Band and Orchestra
- ◆ Library
- ◆ Special Education Services, Speech Services
- ◆ Occupational Therapy Services
- ◆ Safety Patrol
- ◆ After School Learning Program

## **MARSHALL ELEMENTARY SCHOOL**

- ◆ After School Learning
- ◆ “I’m All That”
- ◆ Cadets, Chorus
- ◆ Character Ed
- ◆ MAPS (Marshall Achievement Program for Success)
- ◆ Accelerated Reader
- ◆ Parent Education Classes (Math/Reading)

## **ROBERTSON ROAD ELEMENTARY SCHOOL**

- ◆ Character Education, Super Stars
- ◆ Chorus
- ◆ Attendance Incentives
- ◆ 2nd Cup of Coffee
- ◆ Family Learning Center
- ◆ Healthy Start
- ◆ Robertson Road Children's Center
- ◆ Golden Valley Clinic
- ◆ Traffic Patrol (4th-6th)
- ◆ Student Council (4th-6th)

## **HANSHAW MIDDLE SCHOOL**

- ◆ AVID
- ◆ Cadet Academy
- ◆ Character Education
- ◆ GATE Program
- ◆ Gateway/Trio Tutoring
- ◆ Golden Valley Clinic
- ◆ Healthy Start Family Resource Center
- ◆ Opportunity Diversion Program
- ◆ Renaissance Awards Program recognizing students for academic achievement and perfect attendance

## **BEYER HIGH SCHOOL**

- ◆ Three-time State Champion Marching Band and Color Guard
- ◆ Extensive AP offerings including AP Psychology and AP Environmental Science
- ◆ State champion AG Small Engines Team and other AG Coursework
- ◆ Award winning Speech, Mock Trial and Academic Decathlon programs
- ◆ Advanced Peer Tutors and daily tutorial support
- ◆ Students Partnering Against Mediocrity (SPAM)
- ◆ AVID
- ◆ Renaissance Incentive Program
- ◆ Business Entrepreneurship, Welding and Manufacturing
- ◆ Auto Technology courses
- ◆ German I-IV
- ◆ Plant and Animal Science, Food Service and Hospitality
- ◆ Orchestra

## **DAVIS HIGH SCHOOL**

- ◆ Extensive AP offerings including AP Psychology, AP Environmental Science and AP Human Geography
- ◆ Award winning academic teams
- ◆ Daily institutionalized support for struggling learners
- ◆ On campus child development program and preschool
- ◆ The only Language Institute for English Learners in Modesto City Schools
- ◆ Health Careers Academy
- ◆ Public Safety Academy
- ◆ A rich tradition of sporting excellence, including the reigning two-time MMC Boys Basketball Champions
- ◆ Clubs for every interest
- ◆ An agricultural program that rivals the best in size and scope
- ◆ Nationally recognized yearbook and newspaper programs
- ◆ A music program that includes band, color guard, piano and jazz band
- ◆ Strong parental involvement through boosters and other organizations

# Open Enrollment

## DOWNEY HIGH SCHOOL

- ◆ MJC Trio Tutorial Programs
- ◆ Healthy Start Family Resource Center
- ◆ California Distinguished School for 2001
- ◆ Outstanding academic competitive teams
- ◆ Renaissance Awards Program recognizing students for academic achievement and perfect attendance
- ◆ Advanced Placement (AP)
- ◆ Nationally recognized Fine Arts Programs (vocal and instrumental music, drama, and dance)
- ◆ Nationally recognized Yearbook and Newspaper Program
- ◆ School-to-Career Pathways: Graphic Communications, Medical Occupations, and Multi-media
- ◆ Strong community support and active alumni association
- ◆ Character Education
- ◆ English Learner Program

## JOHANSEN HIGH SCHOOL

- ◆ Comprehensive Advanced Placement (AP) course offerings
- ◆ Recipient of 1 million dollar Federal Smaller Learning Communities Grant
- ◆ Three California Partnership Academies: Education and Child Development Academy (ECDA), Industrial Technology Engineering Academy (ITEA), Agriculture Academy
- ◆ Educational focus on Rigor, Relevance, and Relationships
- ◆ Full offering of student clubs and co-curricular activities
- ◆ Full offering of athletic team participation opportunities
- ◆ Award winning Choir
- ◆ 47 point API score increase between 2009 and 2010
- ◆ Read 180 strategic reading intervention for below grade level reading 9th graders
- ◆ Link Crew- upper classmen who work to help 9th grades assimilate quicker
- ◆ Student Leadership class
- ◆ Before and After school academic assistance

If you are interested in participating in Open Enrollment, complete the *Modesto City Schools Open Enrollment Application* on the next page.

Return the form by December 1, 2011, by mail, or in person, to:

### Modesto City Schools

#### Child Welfare & Attendance

426 Locust Street, Modesto, CA 95351

#### Open Enrollment Application Dates for 2012/2013 school year:

**December 1, 2011:** Open Enrollment application deadline for 2012/2013 school year. Interested parents must submit Open Enrollment applications to the Office of Child Welfare & Attendance.

**January 17, 2012:** Board of Education approval of school capacities for 2012/2013 school year. Open Enrollment Schools are identified.

**February 2012:** Parents whose applications are selected through the lottery process for Open Enrollment are notified of approval or of placement on a waiting list.

**May 3, 2012:** Deadline for parents whose applications have been selected for Open Enrollment to register their children at their Open Enrollment School for the 2012/2013 school year.

# Open Enrollment Application

## Instructions:

1. **Complete all sections of this form.** Missing information could result in your application being disqualified. Please print in ink or type.
2. Complete ONE application PER SCHOOL REQUESTED ("School of Choice").
3. Return this application (in person or by mail) by **December 1, 2011** to: **Modesto City Schools, Child Welfare & Attendance, 426 Locust Street, Modesto, CA 95351-2699**

**NOTE:** The only schools accepting applications for Open Enrollment for the 2012/2013 school year are **Beard, El Vista, Everett, Garrison, Marshall, and Robertson Road Elementary Schools for grades 4-6 only, Hanshaw Middle School, and Beyer, Davis, Downey and Johansen High Schools.**

SCHOOL OF CHOICE \_\_\_\_\_

Are any of your children already attending the School of Choice? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, are any of your children on an Intra-district Transfer or Open Enrollment?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Student Name: \_\_\_\_\_  
Last, First Middle Initial

Grade next year: \_\_\_\_\_ Resident School: \_\_\_\_\_

Student Name: \_\_\_\_\_  
Last, First Middle Initial

Grade next year: \_\_\_\_\_ Resident School: \_\_\_\_\_

Student Name: \_\_\_\_\_  
Last, First Middle Initial

Grade next year: \_\_\_\_\_ Resident School: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_  
Last, First Middle Initial

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: Home Phone ( ) \_\_\_\_\_ Daytime Phone ( ) \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**REMINDER:** This form must be received by the Child Welfare & Attendance Office (see address above) by **December 1, 2011**, to be eligible for Open Enrollment.

**To be completed by CWA Office:**  
Approved \_\_\_\_\_ Disqualified \_\_\_\_\_  
Not selected through lottery \_\_\_\_\_  
Notified \_\_\_\_\_

# *Permissible School Fees, Fundraising and Donations*

**The following are specific exceptions to the prohibition on fees, charges and deposits at the kindergarten through 12th grade level. These fees, charges and deposits are legally permissible because they are specifically permitted by law.**

1. Charges for optional attendance as a spectator at a school or District sponsored activity.
2. Charges for food served to students, subject to free and reduced price meal program eligibility and other restrictions specified in law.
3. Paying the replacement cost for District books or supplies loaned to a student that the student fails to return, or that is willfully cut, defaced or otherwise injured, up to an amount not to exceed \$10,000.
4. Fees for field trips and excursions in connection with courses of instruction or school related social, educational, cultural, athletic, or school band activities, as long as no student is prevented from making the field trip or excursion because of lack of sufficient funds.
5. Medical or hospital insurance for field trips that is made available by the school district.
6. Charges for required medical and accident insurance for athletic team members, so long as there is a waiver for financial hardship.
7. Charges for standardized physical education attire of a particular color and design, but the school may not mandate that the attire be purchased from the school and no physical education grade of a student may be impacted based on the failure to wear standardized apparel "arising from circumstances beyond the control" of the student.
8. Charging for the parking of vehicles on school grounds.
9. Charges for the rental or lease of personal property needed for District purposes, such as caps and gowns for graduation ceremonies.
10. Fees for school camp programs, so long as no student is denied the opportunity to participate because of nonpayment of the fee.
11. Reimbursement for the direct cost of materials provided to a student for property the student has fabricated from such materials for his/her own possession and use, such as wood shop, art, or sewing projects kept by the student.
12. Reimbursement for the actual cost of duplicating public records, student records, or a prospectus of the school curriculum.
13. Fees for transportation to and from school, and transportation between school and regional occupational centers, programs or classes, as long as the fee does not exceed the statewide average unsubsidized cost per student and provided there is a waiver provision based on financial need.
14. Fees for transportation of pupils to places of summer employment.
15. Tuition fees charged to pupils whose parents are actual and legal residents of an adjacent foreign country or an adjacent state.
16. Tuition fees collected from foreign students attending a District school pursuant to an F-1 visa, equal to the full unsubsidized per capita cost of providing education during the period of attendance.
17. Fees for an optional fingerprinting program for kindergarten or other newly enrolled students, if the fee does not exceed the actual costs associated with the program.
18. Fees for community classes in civic, vocational, literacy, health, homemaking, and technical and general education, not to exceed the cost of maintaining the community classes.
19. Deposits for band instruments, music, uniforms and other regalia which school band members take on excursions to foreign countries.
20. Charges for eye safety devices, at a price not to exceed the district's actual costs, in specified courses or activities in which students are engaged in, or are observing, an activity or the use of hazardous substances likely to cause injury to the eyes.

# Nutrition Services

**Attention:  
Free or  
reduced price  
meal  
information!**

If your child attends one of the following school sites, you **DO NOT** need to complete a meal application:

- Burbank
- Franklin
- Robertson Road

July 2011

Dear Parent or Guardian,

To apply for free or reduced price meals for your child(ren), please fill out and sign the attached confidential application in **blue or black ink** and return it to your school cafeteria as soon as possible. **Only ONE application is required per household.**

If your child has never been approved for free or reduced price meals in Modesto City Schools, you must provide a meal or meal money until you are notified that your application has been approved or disapproved.

If your child was attending Modesto City Schools at the end of last year and was receiving free or reduced price meals, eligibility will continue for the first 30 operating days of this school year. However, a new application must be approved to continue eligibility for the remainder of the year.

**If your child attended a non-paid meal site: Burbank, Marshall, Robertson Road, Tuolumne or O. Wright and is now attending a pricing site, they have no free status. You must submit a meal application as soon as possible.**

**Remember: you must complete, sign and submit an application every year if you want your child(ren) to be considered for free or reduced price meals. An incomplete application cannot be processed. YOU ONLY NEED TO SUPPLY THE LAST FOUR DIGITS OF YOUR SOCIAL SECURITY NUMBER FOR INCOME APPLICATIONS. IF YOU DO NOT HAVE ONE, WRITE "NONE" ON THE SOCIAL SECURITY LINE.**

## FOOD STAMP, CalWORKs, FDPIR AND Kin-GAP HOUSEHOLDS

Complete Section A. with each child's name, and food stamp, CalWORKs, FDPIR or Kin-GAP case number. AN ADULT HOUSEHOLD MEMBER MUST SIGN THE APPLICATION IN SECTION C.

If you have other children who are not eligible for food stamp, CalWORKs, FDPIR or Kin-GAP, complete Section A., listing each child's name and Section B. listing your household's monthly income.

School officials will notify you of your child's eligibility.

If you have any questions or need assistance in completing the application, please contact your school cafeteria or Marilyn Baker, 1200 N. Carpenter Rd., Modesto, CA 95351 at 576-4071.

Sincerely,

Criss Atwell, Director  
Nutrition Services

MODESTO CITY SCHOOLS/NUTRITION SERVICES  
**2011-12 Free & Reduced Price Meal Information and Confidential Application**  
July 2011

Dear Parent or Guardian:

Nutrition Services serves nutritious meals every school day. Students may buy lunch for the following prices: Grades K-6, \$2.00; Grades 7-12, \$2.50. Breakfast may be purchased at Beard, Bret Harte, El Vista, Enslin, Everett, Fairview, Fremont, Garrison, Kirschen, Lakewood, Marshall, Martone, Muir, Rose Ave, Sonoma, Wilson, Hanshaw Middle School, La Loma Junior High, Mark Twain Junior High, Roosevelt Junior High, Beyer High, Davis High, Downey High, Enochs High, Gregori High, Johansen High, Modesto High, and Elliott Education Center for \$1.50. Milk may be purchased for 50 cents per carton. Students may pay for meals in advance at the school cafeteria.

Eligible students may receive free meals or reduced meals at a reduced price of 40 cents for lunch and 30 cents for breakfast if they reside in households whose incomes are within the levels shown on the scale below.

- \* If you now get Food Stamps or California Work Opportunity and Responsibility to Kids (CalWORKs), or benefits from the Food Distribution Program on Indian Reservations (FDPIR), or benefits from the Kinship Guardian Assistance Payment (Kin-GAP) for your child, that child may receive free meals.
- \* If your total household income is at or below the amounts on the income scale below, your child may receive free meals or reduced price meals.
- \* If you have a foster child who is the legal responsibility of the welfare agency or court, that child may be eligible for benefits regardless of your income.

**HOW TO APPLY**

To get free or reduced price meals for your child(ren), complete the attached Application for Free and Reduced Price Meals, sign it, and return it to the cafeteria as soon as possible. The application cannot be approved unless it contains complete eligibility information. **YOU MUST PROVIDE A MEAL OR MEAL MONEY FOR YOUR CHILD(REN) UNTIL YOU RECEIVE NOTIFICATION FROM NUTRITION SERVICES THAT YOUR APPLICATION HAS BEEN APPROVED/DISAPPROVED.**

**FOOD STAMP, CalWORKs, FDPIR AND Kin-GAP HOUSEHOLDS:**  
**AN ADULT HOUSEHOLD MEMBER MUST SIGN THE APPLICATION.**

**FOSTER OR INSTITUTIONALIZED CHILDREN:** Foster or institutionalized children who are the legal responsibility of the welfare agency or the court may be included on the household meal application as a household member. Write the name of the foster or institutionalized child and the specific school the child attends. If the foster or institutionalized child receives "personal use income", list the amount of income. "Personal use Income" is (a) money given by the welfare office identified by category for the child's personal use, such as clothing, school fees and allowances; and (b) all other money the child gets, such as money from his/her family and money from the child's full-time or regular part-time jobs.

The foster parent or agency official must sign the application.

If a child is living with relatives or friends and is not a ward of the court or the welfare agency, the application must be completed with all household members and income listed.

**(Eligible students may receive meals at a reduced price if they reside in households whose incomes are within the levels shown on the next page.)**

# INCOME ELIGIBILITY GUIDELINES

Applicant Copy

July 1, 2011-June 30, 2012

Household		Every Two	Twice Per		
Size	Weekly	Weeks	Month	Monthly	Annually
*1	\$ 388	\$ 775	\$ 840	\$1,679	\$20,147
2	\$ 524	\$1,047	\$1,134	\$2,268	\$27,214
3	\$ 660	\$1,319	\$1,429	\$2,857	\$34,281
4	\$ 796	\$1,591	\$1,723	\$3,446	\$41,348
5	\$ 932	\$1,863	\$2,018	\$4,035	\$48,415
6	\$1,067	\$2,134	\$2,312	\$4,624	\$55,482
7	\$1,203	\$2,406	\$2,607	\$5,213	\$62,549
8	\$1,339	\$2,678	\$2,901	\$5,802	\$69,616

For each additional household member add:

+\$136	+\$272	+\$295	+\$589	+\$7,067
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\* A household of one means a pupil who is his/her sole support.

**ALL OTHER INCOME HOUSEHOLDS (wages, pensions, social security etc.):**

If you **do not** list a Food Stamp, CalWORKs FDPIR or Kin-GAP case number for each student listed on the application, you must enter:

1. The names of all the children and the schools they attend.
  2. The names of other children who do not attend any school.
  3. The names of all the adults (21 years and older) and other household members, the amount each person received last month, and the source of income.
  4. The **LAST FOUR DIGITS** of the **SOCIAL SECURITY NUMBER** of the adult household member who signs the application or indicate **NONE** if the adult does not have a social security number. **DO NOT WRITE "N/A" IF YOU DO NOT HAVE A SOCIAL SECURITY NUMBER.**
  5. An application must be completed, with all household members and income listed, for a child who is living with relatives or friends, whether or not the child is a ward of the court.
- 6. AN ADULT HOUSEHOLD MEMBER MUST SIGN THE APPLICATION.**

**CURRENT INCOME:** The amount of income each household member received last month, before taxes and other deductions (gross income). **Next to the amount, write how often the person received it (weekly, every other week, twice a month, or monthly)** and list where it came from, such as earnings, welfare, pensions, and other income. If any amount last month was more or less than usual, write the usual monthly income or project the annual income. **INCOME TO REPORT** includes: **EARNINGS FROM WORK** - Wages/salaries/tips, strike benefits, unemployment compensation, workers' compensation, net income from self-owned business or farm; **WELFARE, CHILD SUPPORT, ALIMONY** - Public assistance payments, welfare payments, alimony/child support payments; **PENSIONS, RETIREMENT, SOCIAL SECURITY** - Pensions, supplemental security income, retirement payments, social security; **OTHER INCOME** - Disability benefits, cash withdrawn from savings, interest/dividends, income from estates/trusts/investments, regular contributions from persons not living in the household, net royalties/annuities/net rental income, any other income.

**FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS (FDPIR):**

Households participating in the Food Distribution Program on Indian Reservations (FDPIR) are now categorically eligible for free meals or milk. The FDPIR is authorized by Section 4(b) of the Food Stamp Act of 1977. Under this section, eligible households may elect to participate in either the food stamp program or the FDPIR. Since households are afforded the option to participate in either program, FDPIR households have been determined to receive the same categorical benefits as food stamp households. If you receive FDPIR benefits, complete the application.

**KINSHIP GUARDIAN ASSISTANCE PAYMENT PROGRAM (Kin-GAP):** Children receiving Kin-GAP have been determined to be categorically eligible for free meals in all child nutrition programs, including the National School Lunch Program (NSLP) which was established by Senate Bill 1901 (Chapter 1055, Statutes of 1998). The Kin-GAP program meets the same criterion categorical eligibility as CalWORK's households. If you receive Kin-GAP benefits, complete the application.

**SOCIAL SECURITY NUMBER:** The application must have the **LAST FOUR DIGITS** of the social security number of the adult who signs. **IF THE ADULT DOES NOT HAVE A SOCIAL SECURITY NUMBER, WRITE "NONE". DO NOT WRITE "N/A" IF YOU DO NOT HAVE A SOCIAL SECURITY NUMBER.** If a food stamp, CalWORKs, FDPIR or Kin-GAP case number for the child is listed, or if the application is for a foster child, a social security number is **not** needed.

**MEALS FOR DISABLED:** If you believe your child needs a food substitute or texture modification because of a disability, please contact the Nutrition Services Office. A child with a disability is entitled to a special meal at no extra charge if the disability prevents the child from eating the regular school meal.

**WIC PARTICIPANTS** – If you currently receive benefits under the Special Supplemental Nutrition Program for Women, Infants, and Children – better known as the WIC Program, your child **may** be eligible for free or reduced-price meals. You are encouraged to complete an application and return it to the school for processing.

**VERIFICATION:** School officials may check the information on the application at any time during the school year. You may be asked to send information to prove your income, or current eligibility for Food Stamps, CalWORKs, FDPIR or Kin-GAP. Refer to the application for more detailed explanation.

**APPLY FOR BENEFITS:** You may apply for benefits at any time during the school year. If you are not eligible now, but your income goes down, you lose your job, or your family size increases, you may fill out an application at that time.

**NONDISCRIMINATION:** Children who receive free or reduced price meals must be treated in the same manner as those children who pay full price for their meals. In child nutrition programs, no child may be discriminated against because of race, sex, color, national origin, age, or handicap. If you believe there has been discrimination against your child, write to the Secretary of Agriculture, Washington D.C., 20250.

**FAIR HEARING:** If you do not agree with the decision on your application or the result of verification, you may wish to call the Nutrition Services Office at 576-4071.

You also have a right to a fair hearing. This can be done by writing the Nutrition Services office, 1200 N. Carpenter Road, Modesto, CA 95351.

**CONFIDENTIALITY:** The information you give the school personnel will not be given to anyone who is not part of the school's food service program. The information will be used only to decide if your children are eligible to receive free or reduced price meals and to verify eligibility.

If you have any questions or need assistance in completing the application, please contact your cafeteria office or Marilyn Baker, 1200 N. Carpenter Rd., Modesto, CA 95351 at 576-4071.

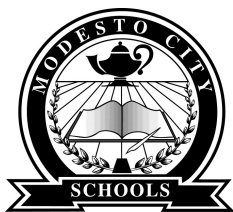
You will be notified when your application is approved or denied for free or reduced price meals.

Sincerely,

Criss Atwell  
Director  
Nutrition Services

**This is an equal opportunity program. If you believe you have been discriminated against because of race, color, ethnic/national origin, age, sex, religion or disability, you should write, USDA, Director, Office of Civil Rights, Washington, D.C. 20250.**

**To obtain a Modesto City Schools/Nutrition Services  
Application For Free & Reduced-Price Meals, visit:  
[www.monet.k12.ca.us](http://www.monet.k12.ca.us)**



## MODESTO CITY SCHOOLS

426 Locust Street, Modesto, California 95351-2699  
Administrative Offices (209) 576-4011/Fax (209) 576-4184  
www.monet.k12.ca.us

**TO: PARENTS/GUARDIANS OF 7TH-12TH GRADE STUDENTS**

**FROM:** Ed Miller, Director of Child Welfare and Attendance

**DATE:** July 2011

It is the policy of the MODESTO CITY SCHOOLS to release students in grades 7-12 for medical, dental, and optometrical appointments and grant them excused absences in two ways:

1. Written notes signed **ONLY** by the parents/guardians;
2. Written verification by the doctor **OR** the parents/guardians.

If you want your child released and excused on the basis of #2 (a written verification by the doctor **OR** the parent/guardian), **PLEASE SIGN THE AUTHORIZATION FORM AND RETURN IT TO YOUR CHILD'S SCHOOL.**

If the school does **not** receive this authorization form signed by you, school staff will **not** release your child(ren) or grant an excused absence on any basis other than a note, for each medical, dental, and optometrical appointment, signed by the parent or guardian.

The schools will not accept telephone verification of appointments. If you have any questions about this policy, or the form attached, please call the Modesto City Schools Office of Child Welfare and Attendance at 576-4003.

Thank you for your time and cooperation.

**MODESTO CITY SCHOOLS  
2011/2012  
AUTHORIZATION FORM**

**STUDENT RELEASED AND EXCUSED ON THE WRITTEN  
VERIFICATION OF THE DOCTOR**

**TO: SCHOOL PRINCIPAL**

I authorize you to release my child(ren) for medical, dental, and optometrical appointments and to grant excused absences for these appointments on the basis of written verification of the doctor **OR** me.

This includes confidential medical services dealing with pregnancy, birth control information, abortion, diagnosis or treatment of a communicable or sexually transmitted disease, treatment for sexual assault, and substance abuse.

I understand this means I will not be notified by the school when doctor verification is provided.

NAME(S) OF CHILD(REN):

_____ Last Name	_____ First Name	_____ Middle Name	_____ School
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_____ Last Name	_____ First Name	_____ Middle Name	_____ School
--------------------	---------------------	----------------------	-----------------

_____ Last Name	_____ First Name	_____ Middle Name	_____ School
--------------------	---------------------	----------------------	-----------------

_____ Last Name	_____ First Name	_____ Middle Name	_____ School
--------------------	---------------------	----------------------	-----------------

SIGNATURE OF PARENT/GUARDIAN:

_____ Signature	_____ Date
--------------------	---------------

**This form indicates authority for the school to excuse students for medical reasons for the 2011/2012 school year. In accordance with District policy, parents/guardians who authorize that the school release their child(ren) for medical reasons on the basis of written verification by the doctor or parent/guardian, must complete this form EACH SCHOOL YEAR. A photocopy of this form will be mailed to parents/guardians as verification of its receipt by the school and the signature of the parent/guardian.**

**THANK YOU.**

# ***Parent Notice***

## *Environmental Notice and Information Systems Disclosure*

### **Annual Environmental Protection Agency Notice**

This message provides annual notification to District parents/guardians as required by the Environmental Protection Agency (EPA) through its "Asbestos Hazard Emergency Response Act." The Act requires that notice be given documenting the original asbestos inspections and those asbestos-related activities which have occurred since the last annual notice.

The original inspections were completed during the 1988/89 school year. Hazard Management Services, Inc., conducted the inspections and prepared the Management Plans which were subsequently submitted to and approved by the State's Office of Local Assistance. School site inspections are completed every three years on a rotating basis. Copies of the inspection and management plan for your child's school are maintained at the school and at the Maintenance & Operations Department, 1300 Woodland Avenue.

For more information, call the Operations Department at 550-3304.

### **California Longitudinal Pupil Achievement Data System (CALPADS) Participation Disclosure**

Modesto City Schools is participating in the California Longitudinal Pupil Achievement Data System (CALPADS) program in the electronic transfer of student data for state reporting to the California Department of Education and to districts and/or public postsecondary institutions to which the student is transferring or applying for admission. All data maintained by the CALPADS program is in compliance with federal and state privacy and confidentiality requirements. The benefits of participation to the student and parent are that student data can be transferred much more promptly, and that information about student assessment and academic placement will be available at the time of transfer. Schools and districts will benefit from the streamlining and reduction of required state reporting. Parents have the right to inspect student information maintained by the CALPADS program. Contact the Supervisor, Information Systems, at 550-3300 ext. 5032, to initiate this procedure.

# *Pesticide Notice*

The Healthy Schools Act of 2000 (as amended by Assembly Bill 2865, Chapter 865, Statutes of 2006) requires all California school districts and child daycare centers to notify parents and guardians of pesticides that they expect will be applied during the upcoming year. We want to notify you that the following pesticides will be used at your school or daycare center this year:

You can find more information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulation's School IPM website at: <http://www.schoolipm.info>.

For more information, please contact Roger Orth, Director of Operations, at 550-3304.

Name of Pesticide	Active Ingredient(s)
<b>Fumitoxin</b>	Aluminum Phosphide
<b>GLY-4 Herbicide</b>	Glyphosate, Isopropylamine salt
<b>Roundup ProMax</b>	Glyphosate, N-(phosphonomethyl) glycine
<b>Spraypak Flying &amp; Crawling Insect Killer -4334106</b>	Natural pyrethins and synthetic pyrethroid, Permethrin
<b>Spraypak Wasp, Bee &amp; Hornet Killer -4334108</b>	Synthetic pyrethroid, Tetramethrin
<b>ZP Ag Oats</b>	Zinc Phosphide

### Paramount Pest Control Services

Name of Pesticide	Active Ingredient(s)
<b>Suspend SC</b>	Deltamethrin 4.75%
<b>Termidor SC</b>	Bifenthrin 9.1%
<b>Tengard SFR</b>	Permethrin 36.8%
<b>Widsom TC</b>	Bifenthrin 7.9%
<b>250 Propoxour</b>	Propoxour 1%
<b>Cardinal Fog</b>	Pyrethrins .5%
<b>PT 565 XLO</b>	Pyrethrins .25%
<b>May Force Roach Bait</b>	Fipronil .01%
<b>Advance Ant Bait</b>	Abamectin .01%
<b>Terro Ant Bait</b>	Sodium Tetraborate 5.4%
<b>Wasp Freeze</b>	d-trans Allethrin .129%
<b>Contra Blox</b>	Bromadiolone .005%
<b>Avitrol Whole Corn</b>	4 Aminopyridine .5%

# ***Important Information for Parents***

## *Family Educational Rights and Privacy Act (FERPA)*

**The Family Educational Rights and Privacy Act (FERPA)**, a Federal law, requires that Modesto City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Modesto City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Modesto City Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. **In addition, two federal laws require Local Educational Agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide MILITARY RECRUITERS, upon request, with three directory information categories - names, addresses and telephone listings — unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.**<sup>(1)</sup>

If you **do not** want Modesto City Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within 30 days of receipt of this notification. **Please fill out the Privacy Form on page 71.**

Modesto City Schools has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Email address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended by the pupil

### **Footnotes:**

(1.) These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

# 2011-2012 Calendar

## AUGUST 2011

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

## SEPTEMBER 2011

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

## OCTOBER 2011

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

## NOVEMBER 2011

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

## DECEMBER 2011

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

## AUGUST 2011

10 1st Day of School  
 25 Back to School Night &  
 Min. Day K-6  
 30 Back to School Night &  
 Min. Day 9-12

## SEPTEMBER 2011

1 Back to School Night &  
 Min. Day 7-8  
 5 Labor Day Holiday

## OCTOBER 2011

7 Furlough/Non-Attendance  
 14 End of 1st Quarter & Min. Day  
 24-28 Parent/Teacher  
 Conferences & Min. Day - K-6  
 31 Furlough/Non-Attendance

## NOVEMBER 2011

11 Veteran's Day  
 23 Min. Day  
 24-25 Thanksgiving Holiday

## DECEMBER 2011

14-15 Min. Day - K-6  
 14-16 Finals - 9-12  
 16 End of 2nd Quarter-  
 Min. Day K-8  
 19-30 Winter Break

## JANUARY 2012

2-6 Winter Break  
 16 Martin Luther King Jr. Day

## FEBRUARY 2012

7 Open House & Min. Day 7-8 -  
 9 Open House 9-12/8th Grade  
 Parent Night & Min. Day  
 20 Presidents' Day Holiday  
 21 Lincoln's Day Holiday  
 22-24 Furlough/Non-Attendance

## MARCH 2012

16 End of 3rd Quarter-Min. Day

## APRIL 2012

5 Min. Day  
 6-13 Spring Break

## MAY 2012

17 Open House K-6 - Min. Day  
 21-25 Min. Day - 7-8  
 23-25 Min. Day - K-6  
 23-25 Finals - 9-12  
 25 Last Day of School

■ Non-Attendance Day  
 ■ Important Date

## JANUARY 2012

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

## FEBRUARY 2012

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

## MARCH 2012

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

## APRIL 2012

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

## MAY 2012

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

# ***Student Transportation Form***

## ***Required for Bused Students***

Dear Parent or Guardian:

The State of California has authorized Modesto City Schools to establish rules and regulations for students riding school buses. The Transportation Department needs your assistance to make sure that each student rider is assured a safe ride. You can assist us by discussing these rules with your student(s); then complete and sign the form on the bottom of this letter and return it to the bus driver.

It is important to remember that the students being transported are under the direct authority of the bus driver and it is the student's responsibility to follow the rules in order to protect their privilege of riding the bus.

Rules and Regulations, for student safety:

- Follow directions the first time they are given.
- Stay in your seat, facing forward.
- Do not eat or drink on the bus.
- Keep all parts of your body inside the bus.
- Keep hands, feet and objects to yourself.
- Be courteous and respect the rights and property of others.
- Hazardous objects or weapons are not permitted.
- Be at the bus stop five (5) minutes before departure time.
- Hats are not allowed on the bus.
- Tobacco products are not permitted on District property.
- If your bus privileges are suspended, you are suspended from riding all buses.
- You must get on and off at the same bus stop. If there is an occasion that you need to get off at a different bus stop, or ride a different bus, you must have a note signed by your parent/guardian, and/or a school administrator.

Per Board Policy, home-to-school transportation is provided to students who reside beyond the following distances of their assigned schools:

**K-6: 1 Mile**

**7-8: 2 Miles**

**9-12: 3 Miles**

For more information, please call Transportation at (209) 576-4015.

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### **ELIGIBILITY FORM**

Complete this form and return it to the bus driver within two weeks of receipt. The form will be kept on file in the Transportation Department. Please print clearly.

Thank you.

Student Name \_\_\_\_\_ School \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Grade \_\_\_\_\_ Bus # \_\_\_\_\_ Bus Stop \_\_\_\_\_

Bus Driver \_\_\_\_\_

I read the Modesto City Schools Bus Rules and Regulations on \_\_\_\_\_ (date).

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**Student Signature**

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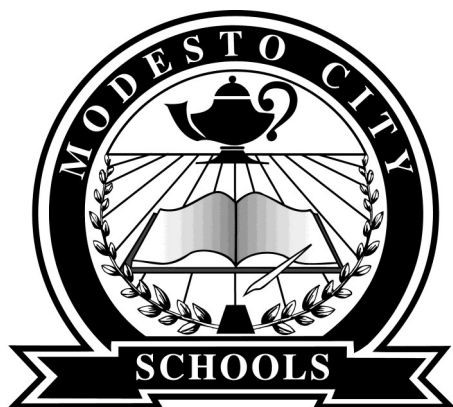
**Parent/Guardian Signature**







**C**<sup>3</sup> communicate  
collaborate  
celebrate



**Modesto City Schools**  
426 Locust Street  
Modesto, CA 95351  
(209) 576-4011  
[www.monet.k12.ca.us](http://www.monet.k12.ca.us)