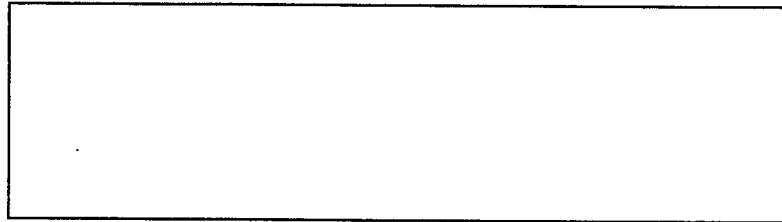




Diablo View Middle School

A California Distinguished School



Parent Information Packet 2009-2010

- Bell Schedule
- First Two Weeks of School Schedule
- School Calendar
- Important Schedule Information
- Attendance Procedures
- Communication :
 - In School
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- Parent & Student Parking Lot Safety
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Diablo View Middle School

BELL SCHEDULE—ALL GRADES

WARNING BELL – 8:30 AM - EVERY DAY

Mon – Tues – Thurs - Fri				Wednesday			
Homeroom/Period 1		8:35	9:29	Period 1		8:35	9:11
Period 2		9:33	10:18	Period 2		9:15	9:51
Period 3		10:22	11:07	Period 3		9:55	10:31
Period 4		11:11	11:56	Period 4		10:35	11:11
7th/8th	Lunch	11:59	12:28	7th/8th	Lunch	11:11	11:43
	Period 5	12:32	1:17		Period 5	11:47	12:23
6th	Period 5	12:00	12:45	6th	Period 5	11:15	11:51
	Lunch	12:45	1:17		Lunch	11:51	12:23
Period 6		1:21	2:06	Period 6		12:27	1:03
Period 7		2:10	2:55	Period 7		1:07	1:43

**First Two Weeks of School Schedule
August 31st thru September 4th, 2009
September 7th thru 11th, 2009**


Warning Bell – 8:30 everyday


Monday	Aug 31	FIRST DAY	Regular Schedule	8:30 – 2:55
Tuesday	Sept 1		Regular Schedule	8:30 – 2:55
Wednesday	Sept 2		Wednesday Bell Schedule	8:30 – 1:43
Thursday	Sept 3		Regular Schedule	8:30 – 2:55
Friday	Sept 4		Regular Schedule	8:30 – 2:55
Monday	Sept 7	Labor Day Holiday – NO SCHOOL		
Tuesday	Sept 8		Regular Schedule	8:30 – 2:55
Wednesday	Sept 9		Wednesday Bell Schedule	8:30 – 1:43
Thursday	Sept 10		Regular Schedule	8:30 – 2:55
Friday	Sept 11		Regular Schedule	8:30 – 2:55


2009-2010 CALENDAR

AUGUST	31 (MON)	FIRST DAY OF SCHOOL—REGULAR BELL SCHEDULE	
SEPTEMBER	07	Labor Day Holiday	No School
	08	School Resumes — REGULAR BELL SCHEDULE	
	16	Back to School Night	7:00-8:45 pm
	16	GATE Parent Meeting	8:45-9:00 pm
	18	CJSF Applications Due	Grade 8 Only
	24	Site Council Meeting	3:15 pm/Library
OCTOBER	08	MINIMUM DAY	Dismissal 12:35
	09	Progress Reports Home	
	15	Site Council Meeting	3:15 pm/Library
	30	End of First Quarter	
	**	Dance—7th & 8th Grade	Date TBA-2:00-4:00 pm
NOVEMBER	06	Report Cards Home	
	11	Veteran's Day Holiday	No School
	19	Site Council Meeting	3:15 pm/Library
	23-27	Thanksgiving Holiday	No School
DECEMBER	04	Dance—6th Grade	3:00-4:15 pm
	04	Dance—7th & 8th Grade	7:00-9:00 pm
	18	Progress Reports Home	
	21-Jan 1	Winter Break	No School
JANUARY	04	School Resumes	
	18	M. L. King Holiday	No School
	21	Site Council	3:15 pm/Library
	29	End of Second Quarter	
FEBRUARY	04	MINIMUM DAY	Dismissal 12:35
	05	Report Cards Home	
	08	Lincoln's Birthday Holiday	No School
	15	President's Day Holiday	No School
	18	Site Council Meeting	3:15 pm/Library
	19	CJSF Applications Due	Grades 7 & 8
	**	Dance	Date TBA-2:00-4:00 pm
MARCH	05	Progress Reports Home	
	18	Site Council Meeting	3:15 pm/Library
APRIL	02	End of Third Quarter	
	05-09	Spring Break	No School
	12	School Resumes	
	15	Site Council Meeting	3:15pm/Library
	16	Report Cards Home	
	**	Dance	Date TBA-2:00-4:00 pm
	**	STAR Testing Schedule	Dates TBA
MAY	14	Progress Reports Home	
	19	Open House	7:00-8:00 pm
	20	Site Council Meeting	3:15pm/Library
	31	Memorial Holiday	No School
JUNE	02	8th Grade Awards Night	7:00 pm
	10	Yearbook Distribution	
	14	8th Grade Promotion	11:00 am
	14	Last Day of School	Dismissal Time 12:35
	25	Reports Cards Mailed Home	
	**	8th Grade Celebration	Date TBA

SCHEDULE INFORMATION

 Every effort has been made to give each student the appropriate schedule. Please be aware it may be necessary to change student schedules in order to balance classes. We will make every effort to be the least disruptive as possible.

 If your child has a problem with his/her schedule you need to complete a Class Change Request Form available at the Information Table during Camp Diablo View/Registration Day or in the office. We will notify you if your child needs to pick up a new schedule before the first day of school. Some requests may have to be considered after we determine the exact enrollment in each class. Please note that we may not always have the flexibility in our master schedule to make all requested changes, but we will try and do our best.

 All students should have 7 periods except Jazz Band students have 8 periods.

 In the column labeled "Sm":

Y = a year long class

F = first semester

S = second semester

1 = first quarter

2 = second quarter

3 = third quarter

4 = fourth quarter

 If you child has an open period, please notify Mrs. Cirimeli before August 31st.

ATTENDANCE PROCEDURES

Satisfactory school progress is dependent upon regular attendance. Parents are asked to please call the school each the day their student is absent. **It is the parents' responsibility to clear student absences within 72 hours of the absence or the student will be considered truant** (absence without valid excuse – see below). There are two different ways to clear your student's absence and/or tardy. For either form of communication, please let the office know the date of absence, your student's grade, reason for the absence and your relationship to the student.

To clear an absence, please do one of the following :

- Please call **672-0898 and ask for Attendance**, during the office hours of 7:00am to 4:00pm/Monday thru Friday
- After Hours: please call **682-8000 x5804 and leave a voice mail message**
- **Hand written notes** - If a parent writes a note to clear an absence, the student must bring it into the office **before** school, on the day they return

Students who will be absent for more than one day may get their assignments from www.schoolnotes.com. If a student has been absent for three consecutive days, parents may call the office to arrange for a Homework Request. **If requesting work from teachers, please allow 48 hours for teachers to receive the message and turn the assignment in to the office.**

Independent Study - Occasionally situations arise that are unavoidable and necessitate a student's absence. If your student expects to be absent for five (5) consecutive days or more, he/she may apply for Independent Study. Independent Study is a contract, which involves the student requesting work from all teachers and provides full credit if turned in by a specified date. Please see our attendance secretary for the application. The contract **MUST** be completed before the child leaves on the trip. On the morning of the first day back to school, ALL assignments must be brought to the Attendance Secretary **before** school.

Truancy - The following are considered truanancies:

1. Being absent from school without the knowledge and consent of the parent.
2. Leaving the school grounds during the day without permission.
3. Staying out of class without permission.
4. **Any absence not cleared by a parent/guardian within 3 school days.**
5. **Consequences for truanancies could result in after school detentions, Saturday School, and referral to the School Attendance Review Team.**

Hall Passes From Class - Time out of class should be kept to a minimum. Students who must be out of class need a pass signed by the teacher or the office.

Permits To Leave Campus - Students may **not** leave campus during the school day without a Permit to Leave. The following procedures outline the steps to follow when obtaining a permit to leave and return to school:

1. Bring a signed, written note from home.
2. Submit note to the attendance office **before** school.
3. Receive a permit to leave slip from the office.
4. Student must sign out in the attendance office before leaving.
5. Report to the office for pass when returning to school.

Tardy Policy - Students are expected to be in class on time. The first period warning bell rings at 8:30 a.m.. Students who are late to school will need to come to the attendance office for an Admit Slip. Refer to the student planner for consequences related to excessive tardies.

MEDICATION ON CAMPUS

The administration of medication to students may be done in exceptional circumstances wherein the child's health may be jeopardized without it, and when a written request using a school district authorization form has been completed by a physician, submitted by the parent and approved by the principal. **We are not permitted to administer any kind of medication to a student without a signed "Authorization to Administer Medication During School Hours". This form needs to be completed by the parent and physician. All medication must be kept in the office.** It is the responsibility of the student to come into the office and take his/her medication as needed under the supervision of office personnel. Students with minor injuries should get band-aids from their classroom teacher.

At no time may students carry any medications, including over the counter medication such as Tylenol, aspirin, etc. All medications carried by students without consent will be confiscated and held for parents. Parents will be notified in a timely manner if such circumstance occurs.

COMMUNICATION

IN SCHOOL

It is vital that staff and students have avenues by which to share information throughout the school day. Also important is that students, staff and administration get the time to discuss, articulate and communicate with one another. As we all know, middle school is a busy, busy place so the following lines of communication and collaborative opportunities have been created:

Wake-up Diablo View

Every Monday our students are presented with a morning news TV show. Important information is shared school-wide so that the students are kept up to date on the "happenings" at Diablo View.

Student Bulletin

Important information is placed in a student bulletin on a daily basis and posted in each classroom.

Homeroom

All students participate in a daily homeroom (except on Wednesdays) that emphasizes sharing school information and promoting positive character traits.

Student Congress Meetings

Student representatives from each Homeroom classroom attend a monthly Congress meeting. The information shared at this meeting is then brought back to the homerooms and shared with the student

body. All students have the opportunity to communicate their issues through student representatives so their "voice" can be heard at these meetings as well.

Teacher Collaborative Meetings

The shortened Wednesdays are designed to provide teachers the opportunity to meet on a professional level. At Diablo View the meetings are designed so that maximum articulation may take place:

1st Wednesday – Faculty Meeting

2nd Wednesday – Grade Level Meeting

3rd Wednesday – "Reflecting As Partners" Meeting

4th Wednesday – Department Meeting

Monday Office Meetings

The office staff and administration meet every Monday morning @ 8:45-9:45 a.m. to share information and plan for the week ahead.

SCHOOL TO HOME

We are quite aware of the necessity to support parents as they assist their middle school child in becoming an independent, responsible student. Providing a number of different lines of communication has proven to be an effective means to accomplishing this priority goal. Below are several communication resources available to Diablo View parents:

Schoolnotes.com

Schoolnotes.com is a valuable resource for parents to help support their children as they become independent learners. Teachers update their schoolnotes.com sites with updated homework and related news on a weekly (sometimes daily) basis.

How to log on to Schoolnotes.com

Log on to www.mdusd.k12.ca.us/diabloview/ and click onto schoolnotes.com. Once you reach the site, simply put our zip code (94517) in the appropriate area and a list of our teachers will pop up. Scroll to the appropriate teacher and click.

Staff E-mail

Log on to the Diablo View Home Page website and click on the word "staff." Every staff member's website is listed on this page and all you need to do is click on their address.

HomeLink

Access to your child's grades and attendance are available through the "MDUSD HomeLink". To use HomeLink, please contact the office for your personal codes. Then visit the website at www.mdusd.k12.ca.us/homelink. Follow the instructions for creating an account. You will also find answers to frequently asked questions and other helpful information.

Daily Student Bulletin

The student bulletin is posted on our school website everyday. at www.mdusd.k12.ca.us/diabloview/ and click on the Daily Bulletin

icon.

Student Organizers

Every student should have a student organizer in their binders. This is the child's best chance to keep their own learning organized. Each period, students are expected to record the daily homework. When they go home to begin their homework they can then look in the organizer to make sure they have completed all that was required for that day.

Student Bobcat Tracker

Homework being handed in can prove to be difficult in the middle school years. Every student receives a Bobcat Tracker which is designed to help his/her organizational skills and facilitate homework assignments going between school and home.

Newsletters

In the spirit of efficient communication and collaboration, the Diablo View newsletter and the Parent Faculty Club (PFC) newsletter are combined. A minimum of four newsletters (quarterly) are mailed home each year. Please read these newsletters carefully for they will help you as you assist your child towards independence.

Diablo Dispatch

This e-mail communication is sent by the PFC on a regular basis. To receive this important means of communication, please complete the Student Directory Information Form found in your August Newsletter and return the form at Camp Diablo View.

HOME TO SCHOOL

Your thoughts, concerns and talents are valued and welcomed. Here are just a few of the opportunities available to parents wishing to provide input into their child's educational experience.

School Site Council

The School Site Council (SSC) works collaboratively to discuss important issues related to the school and also determines how state monies are budgeted and expended. An election is held at the beginning of each school year and parents can choose who will represent them on this council. All parents are welcome to attend the monthly Site Council meetings. Dates of future meetings are posted in the office, on our website, and our quarterly newsletters.

Parent Patrol

Parent presence on campus provides the students with a sense of support and an underlying feeling of safety. Parent Patrol is a small committee of just two hours, during the student's lunch time, and it will make a huge difference for our school. Sign ups are available at Camp Diablo View and at any time in the school office.

Parent Faculty Club Meetings

Being part of the PFC is a great way to get involved. All parents are encouraged to attend our monthly PFC meetings!

Parent Survey

Every spring parents are given an opportunity to share their thoughts and opinions on our annual parent survey.

Parent & Student Parking Lot Safety



In order to insure that all of our students are safe as they arrive and exit campus it is imperative that all parents who drop off or pick up their students each day abide by the following safety guidelines:

- **The safe speed for driving on a school campus lot is a *maximum of 10 miles per hour*.** This includes the driveways and the front and back parking lots.
- **Always be aware if your vehicle is blocking other vehicles from passing through.** This is both respectful to others and will help the traffic move more efficiently.
- **Pull to the right side of the curb for picking up and dropping off students.** If there is no curb space available, please circle around until a spot becomes open. It is unsafe to have students exiting or entering vehicles in the middle of the roadway.
- **Do not park or wait by the red curbs, bus circles, or handicapped spaces.** These areas need to be reserved for their designated purposes. Please be aware that the Clayton Police can issue tickets for this infraction.

Helpful Suggestions:

- Park and wait in the vacant spaces in the faculty parking lot while waiting for students (Please do not block parked cars).
- Consider arriving 10-15 minutes after the final bell since traffic is less congested at that time.
- Arrange for an alternate location for picking up your children, such as the parking area by the Clayton Community Park or our back parking lot off of Marsh Creek Road.

BIKE RIDERS:

- Students **MUST** wear helmets when riding their bicycles
- Students **MUST** walk their bikes at all times on campus

PEDESTRIANS:

- Use crosswalks only to cross roads, and use caution when meeting cars
- Students in the faculty parking lot must wait for rides on the school side of the driveway
- At the base of the campus, students may cross only when the traffic signal indicates

**The most important thing is that we are
ALL courteous and patient with one another.**



We must remember that we are a community of people
who all care about the same thing:

The safety of our students!



GENERAL SCHOOL SUPPLIES FOR ALL CLASSES

Students are encouraged to provide their own supplies and are required to have an organized binder. Teachers will give specific information regarding expectations.

The following items are suggested for a successful start at the beginning of the school year:

- Organization System for class work
→ **Example:** folder for each class, accordion-type file or standard binder with dividers enough for 5 to 7 classes
- Binder paper (8½ x 11) three hole – *not spiral paper that has been torn out.*
→ **NOTE:** Please check paper size prior to purchase as there are different sizes of binder paper available
- Colored pencils (pack of 12) to keep in binders
- Colored markers
→ (Sharpies/permanent markers are not allowed on campus)
- Pencils, erasers, and blue or black pens
→ (No gel, colored or shimmery types)
- Solar calculator
- Glue stick
- Ruler (standard/metric)

At home we strongly recommend:

- A dictionary
- Several colors of crayons
- Felt tip pens and/or colored pencils
- Protractor and compass
- Stapler

Please note that “liquid” paper is not allowed on campus

TRANSPORTATION OF STUDENTS IN PRIVATELY-OWNED VEHICLES

For students to be transported by privately-owned vehicles to school-related activities, the school district requires the following:

- ★ A valid California driver's license
- ★ The person driving the vehicle is 23 years of age or older
- ★ The vehicle is in safe operating condition
- ★ The vehicle is properly registered with the State
- ★ Seat belts must be used by each occupant
- ★ Students under age 6 or less than 60 pounds **MUST** be in an approved child restraint seat
- ★ The maximum number of student passengers in any single vehicle is seven (7)
- ★ The vehicle's rated capacity may not be exceeded
- ★ Students under 12 may not ride in front seat of vehicles equipped with air bags
- ★ Student drivers may not transport other students on any field trip
- ★ The following insurance requirements, per occurrence, as listed below:

Coverage	Limits Each Individual	Limits Total Each Accident
Bodily Injury (BI)	\$100,000	\$300,000
Property Damage Liability (PD)		\$25,000
Uninsured Motorist Coverage	\$30,000	\$60,000
Medical Payments	\$5,000	
*** OR ***		
Combined Single Limit (BI & PD)	\$300,000	
Uninsured Motorist Coverage	\$30,000	\$60,000
Medical Payments	\$5,000	

If you are planning on driving for a field trip, please give the office a copy of your insurance coverage statement to determine your insurance eligibility. This information may be brought to the office at the beginning of each school year in preparation for a future trip.

MT. DIABLO UNIFIED SCHOOL DISTRICT

NOTICE

Possession of Cellular Phones and Other Personal Electronic Signaling Devices

While we understand the students' concerns on the ban of cell phones and other personal electronic devices during the school day, it is the experience of many of our principals and teachers that if cell phones and other personal electronic devices are used in schools, they will be used inappropriately. When it is used, whether it takes the form of talking, e-mailing, messaging, taking photos or playing video games – cell phones and other personal electronic devices inevitably disrupt the school's learning environment. Students are to make arrangements with their parent/guardian to contact the school office when attempting to reach them during the day.

Board Policy 5131: The Governing Board believes that the personal use of electronic signaling devices during the school day creates a distraction which interferes with the educational process. Students in kindergarten through grade twelve may possess but not use cellular phones and other electronic signaling devices during the instructional day. The electronic signaling device must remain turned off during the instructional school day. Students are prohibited from using an electronic signaling device(s) including, but not limited to : cellular or digital phones, including those with the capability to capture/transmit digital images and/or photographs; pagers, beepers; and personal digital assistants, e.g., palm pilots, sidekicks, and blackberrys, during the instructional day or at a school activity without written permission from the school administration. Students are prohibited from using an electronic signaling device to forward school documents, or unauthorized data, or to sell or purchase assignments, test/exams, book reports or other forms of student work.

Electronic signaling devices are considered to create substantial disorder and interfere with the orderly operation of the school. A student who violates this policy may be prohibited from possessing a personal electronic signaling device at school or school related events and subject to disciplinary action including, but not limited to confiscation for the device, suspension, or transfer to alternative programs in accordance with Board policy and administrative rules.

Students are permitted to use an electronic signaling device in the following circumstances:

1. before school (off campus)
2. after school and/or (off campus)
3. non instructional extracurricular activities.

However, the use must not create a disruption or a distraction to the orderly operation of the school or interfere with the activity.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licenses physician or surgeon to be essential for the student's health and the use of which are limited to health-related purposes (Education Code 48901.5).

Administrative Rule 5131: Students are not permitted to use any type of electronic signaling device during class time, passing periods or breaks without the permission of the school administration. The electronic signaling device must remain turned off during the instructional school day. If a student receives permission by school administration to use an electronic signaling device, it shall not disrupt the educational program. If disruption occurs, the school staff shall direct the student to turn off the device and/or confiscate it.

If a school staff member finds it necessary to confiscate a device, parent/guardian will be notified promptly and the device will be returned in accordance with school rules after the administrator or designee has consulted with the student's parent/guardian. The school is not responsible for lost or stolen electronic signaling devices. Students are to make arrangements with their parents/guardians to contact the school office when attempting to reach them during the school day.

The following are inappropriate uses of electronic signaling devices: harassment, threats, intimidation, electronic forgery, cyberbullying/cyberthreats, invasion of personal rights, cheating on tests/exams, or other forms of illegal behavior during the instructional and non-instructional day. Students are not to use material or text message to invade personal privacy or harass another person, or disrupt the instructional day, or engage in dishonest acts.

Disciplinary Action

Students who act in violation of this policy shall be subject to the District's progressive discipline as follows:

- 1) Initial violation – electronic signaling device will be confiscated by school staff and secured in a safe location. The electronic signaling device will be returned to student at the conclusion of staff work day;
- 2) Second violation – electronic signaling device will be confiscated and secured in a safe location. The electronic signaling device will not be returned to the student unless and until the student's parent or guardian meets with school administrative staff for the purpose of clarifying this policy;
- 3) Third violation – the electronic signaling device will be confiscated and secured in a safe location. The electronic signaling device will not be returned to the student unless and until the student's parent or guardian provides written assurance that the student will no longer be allowed to possess the electronic signaling device during the instructional day;
- 4) Fourth violation – the electronic signaling device will be confiscated and secured in a safe location. The student will be subject to suspension;
- 5) Fifth violation – the electronic signaling device will be confiscated and secured in a safe location. The student will be subject to loss of school privileges;
- 6) Any further violation will subject the student to disciplinary action as set forth in Board AR 5144.1

MDUSD Governing Board approval on June 8, 2006.

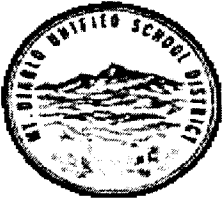
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MEAL PRICES 2009 – 2010

	Elementary Schools	Middle Schools	High Schools
Student Breakfasts	\$ 1.25	\$ 1.75	\$ 2.00
Student Lunches	2.75	3.00	3.25
Reduced Price Student Breakfasts	.30	.30	.30
Reduced Price Student Lunches	.40	.40	.40
Adult Breakfasts	2.50	2.50	2.50
Adult Lunches	4.00	4.00	4.00
Student a la carte milk	.50	.50	.50
Adult Milk	.50	.50	.50
<hr/>			
5-Day Student Lunch Credit	13.75	15.00	16.25
20-Day Student Lunch Credit	55.00	60.00	65.00
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5-Day Reduced Price Lunch Credit	2.00	2.00	2.00
20-Day Reduced Price Lunch Credit	8.00	8.00	8.00
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5-Day Breakfast Credit	6.25	8.75	10.00
20-Day Breakfast Credit	25.00	35.00	40.00
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5-Day Reduced Price Breakfast Credit	1.50	1.50	1.50
20-Day Reduced Price Breakfast Credit	6.00	6.00	6.00
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Annual Lunch Pass – Save \$45.00	450.00	NA	NA
Annual Breakfast Pass – Save \$30.00	195.00	NA	NA
Annual Breakfast and Lunch Pass - Save \$80.00	640.00	NA	NA

MT. DIABLO UNIFIED SCHOOL DISTRICT
FOOD AND NUTRITION SERVICES

MKM: Handbook – Section B – Meal Prices (2009-10)



Mt. DIABLO UNIFIED SCHOOL DISTRICT
1936 Carlotta Drive
Concord, CA 94519

UNIFORM COMPLAINT PROCEDURE

Dear Student

The district has procedures that are meant to give guidance to anyone, including students, who wish to file a complaint of unlawful discrimination. If you have a complaint of unlawful discrimination, please try to resolve the complaint with the school principal or program manager.

If you are unable to resolve your complaint with the school principal or program managers, please submit your complaint in writing to the appropriate district compliance officer:

Elementary Education

Ms. Rose Lock, Assistant Superintendent
1936 Carlotta Drive
Concord, CA 94519
Phone : (925) 682-8000 ext. 4016
Fax : (925) 689-1466
Email : lockr@mdusd.k12.ca.us

Secondary Education

Dr. Alan Young, Associate Superintendent
1936 Carlotta Drive
Concord, CA 94519
Phone : (925) 682-8000 ext. 4013
Fax : (925) 691-1649
Email : younga@mdusd.k12.ca.us

The compliance office will give you a copy of District Board Policy 1312.3 and District Administrative Rules 1312.3. These documents will explain the complaint procedures in greater detail, including a description of your option to use mediation to resolve your complaint.

You may file a complaint of unlawful discrimination if you feel that you or someone else has suffered unlawful discrimination. You must initiate your discrimination complaint no later than six months from the date that the alleged discrimination occurred, or from the date that you first learned of the facts of the alleged discrimination.

Within five working days of receiving any complaint, the compliance office may hold a meeting to investigate your complaint. The compliance office will invite you to the meeting. You may bring a representative to this meeting. At the meeting you, or your representative, will have the opportunity to present information supporting your complaint.

Within thirty days of receiving your complaint, the compliance office will send you a report on the investigation and a written decision regarding your complaint.

If you are not satisfied with the compliance officer's decision, you may appeal in writing to the district's Board of Education within five days by contacting:

Mr. Dick Nicoll, Interim Superintendent
1936 Carlotta Drive
Concord, CA 94519
Phone : (925) 682-8000 ext. 4010
Fax : (925) 689-1649
Email : nicolld@mdusd.k12.ca.us

The Board of Education will consider your appeal at its next regular meeting or at a special meeting. The compliance officer will inform you of the Board's decision:

- The Board may decline to hear your appeal, in which case the compliance officer's decision will be the district's final decision.
- The Board may hear your appeal in which case the compliance officer will send you a written copy of the Board's decision within 60 days of the district's initially receiving your complaint, or within the time period that was specified in writing in an agreement between you and the compliance officer.

In either case, the compliance office will inform you in writing of the appropriate procedures in the event that you wish to appeal the Board's decision to the California Department of Education. You have the right to appeal the district's decision the California Department of Education within 15 days of receiving the district's decision.

The district will strive to protect anyone filing a complaint from retaliation of any sort for filing the complaint. The investigation of all discrimination complaints will be conducted in a manner that protects the individual's confidentiality.

The entire district procedure of complaint investigation and final decision will be concluded within a sixty calendar-day period.

You are entitled to pursue available civil law remedies outside the district's complaint procedures. For example, you may seek assistance from mediation centers or attorneys. Courts may impose such civil law remedies as injunctions and restraining orders. For discrimination complaints, however, you must wait until sixty days have elapsed from the filing of an appeal within the California Department of Education before pursuing civil law remedies. The sixty-day moratorium does not apply to injunctive relief.



MT. DIABLO UNIFIED SCHOOL DISTRICT
JAMES W. DENT EDUCATION CENTER
1936 Carlotta Drive
Concord, California 94519-1397
(925) 682-8000

OFFICE OF
SUPERINTENDENT

August 1, 2009

Dear Parents:

The Mt. Diablo Unified School District does **not** carry medical insurance for students who are injured on school premises, while under school jurisdiction or while they are participating in school district activities. For this reason, the District has approved a medical and dental insurance plan for presentation to parents.

The insurance program offered is optional. It complies with the State Education Code that permits distribution of necessary information from the company providing the coverage. Student accident insurance may be purchased for school-time coverage, 24-hour coverage and/or interscholastic tackle football coverage. In addition, a dental accident plan is available. The plans are designed to provide maximum protection for students. You may wish to consider the benefits of additional coverage even if you already have medical insurance.

The Mt. Diablo Unified School District does not act as an agent for this or any other insurance provider. The insurance, if purchased, is a separate contract between the buyer and the insurance company. The District cannot and will not become involved in any disputes over coverage or payment of claims. The District has no financial interest in the purchase of any insurance. Parents are free to purchase this type of insurance from any other source if you wish.

You may access the application and a description of benefits on line at www.studentinsuranceusa.com. Click on the link labeled "K-12 Plans," scroll down and click on "K-12 Application." You may then print and complete the application and mail it directly to the Student Insurance Company. If you prefer, you may contact the company directly at 1-800-367-5830 or you may call the Office of General Counsel of the Mt. Diablo Unified School District at (925) 682-8000, ext. 4002, for an application. For high school athletes, each high school has a supply of the application forms for your convenience.

Yours very truly,

A handwritten signature in cursive script that reads "Dick Nicoll".

Dick Nicoll
Interim Superintendent

lma
07.26



**MT. DIABLO UNIFIED SCHOOL DISTRICT
MAINTENANCE DEPARTMENT**

1480 Gasoline Alley
Concord, California 94520
(925) 825-7440

OFFICE OF
MAINTENANCE/OPERATIONS

ANNUAL A.H.E.R.A NOTIFICATION TO PARENTS, EMPLOYEE AND USER GROUPS

TO BE DISTRIBUTED AT THE BEGINNING OF THE 2009/2010 SCHOOL YEAR

The Mt. Diablo Unified School District has, as legally required, complied with the conditions of 4C CFR Part 673 drafted by the Environmental Protection Agency—Asbestos Containing Materials in schools, Final Rule and Notice; also known as the Asbestos Hazard Emergency Response Act dated October 30, 1987 and more familiarly under the acronym A.H.E.R.A. In compliance with the letter and spirit of the law, the Mt. Diablo Unified School District (MDUSD) is, through this letter, advising the users, visitors, and staff members of all its sites of the following:

All buildings owned by MDUSD have been carefully inspected for asbestos-containing materials by an accredited A.H.E.R.A. building inspector.

A management plan for the management of all asbestos-containing materials has been formulated by an accredited A.H.E.R.A. management planner, and said report was submitted to the Office of Local Assistance as designated by the Governor of the State of California prior to October 12, 1988.

A copy of the management plan is on file at the main office of each school and site in the MDUSD. Additionally a master copy for all MDUSD sites is available to you in the office of Maintenance and Operations located at 1480 Gasoline Alley, Concord Ca, 94520. These documents are available to any interested party by their request, between the hours of 7:30 a.m. and 4:00 p.m.

The management plan includes, but is not limited to the following:

- A list and location of all asbestos-containing materials.
- An assessment of the condition of all asbestos containing materials.
- The management plan's recommended response for each area identified as having asbestos related materials.
- The operation and maintenance plan designed to restrict the exposure of building occupants to an incident of fiber release from friable asbestos-containing materials.
- Information on any asbestos-related work conducted at your respective site since the management plan was written.

Interested parties may contact the Maintenance Department at (925) 825-7440 X3800 with questions related to the A.H.E.R.A. program or the management plan at any particular MDUSD school or site.

Feeling Safe at School Is a Student Right

When something is happening that makes you feel unsafe, tell an adult about the problem. Students should expect to get help.

If you feel that you cannot tell an adult, there is a **CAMPUS SAFETY HOT LINE** for students to get help.

By using the **HOT LINE**, you can leave a *recorded, confidential, and anonymous* message for school staff to help with your concern.

Call 825-1641

