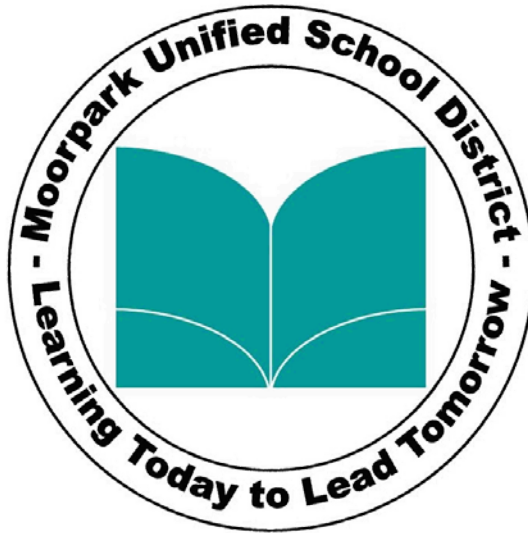


PARENT HANDBOOK

2017-2018 School Year



Dr. Kelli Hays
District Superintendent

MOORPARK UNIFIED SCHOOL DISTRICT

MISSION STATEMENT

**The Moorpark Unified School District,
in partnership with business and our diverse
family-oriented community, is committed to
providing a safe, nurturing learning experience,
superior educators, and high academic standards
that produce responsible citizens, effective
communicators and creative problem solvers
who have a passion for life-long learning and are
capable of achieving their full potential
with the skills to successfully compete in an
ever-changing global environment.**

P A R E N T H A N D B O O K

For the parents of the

MOORPARK UNIFIED SCHOOL DISTRICT

5297 Maureen Lane, Moorpark, CA 93021

(805) 378-6300

**2017-2018
SCHOOL YEAR**

**Prepared by
Donna Welch**

**Assistant Superintendent
Instructional Services**

This publication has been prepared and distributed to assist the Board of Education, District Superintendent and Principals to inform all concerned persons of District policies and procedures.

August 2017

Dear Moorpark Unified Families:

Welcome to the 2017-18 school year! I am honored and proud to be the Superintendent of Moorpark Unified School District and very excited to get our new school year started! The District will continue our focus on curriculum & instruction, as well as providing essential support services and extra-curricular activities for our students.

I want to thank you for the supportive partnerships we have with our parents and community members. This support system is one of the most powerful structures we can put in place for assisting students to achieve their full potential. I encourage you to use the following technology tools to enhance the flow of information to ensure effective communication:

- **NEW District website** - www.mrpk.org, provides a wide variety of information about programs, services and operations. It is also one of the fastest ways we have to provide parents with “up-to-the-minute” status reports about emergencies and other time-sensitive news.
- **Q Parent Connection** - provides parents with password protected access to their students’ grades, test scores and attendance information. If you don’t already have one, passwords will be provided during Back to School Night events. One password will link you with data on all children in your family.
- **School Messenger** - a rapid dial phone system, allows the District and schools to send messages to thousands of parents, faculty, and staff in minutes. For this system to work effectively, your up-to-date phone information is crucial, so please make corrections on your children’s data cards that are sent home at the beginning of the school year or notify the school office if your contact numbers change.
- **MUSD Facebook Page** - Please “Like” our FB page to keep abreast of upcoming district events and to see pictures and links that celebrate the great experiences our students are receiving from our schools!

I would like to extend a special thank you to our school site PTAs, the Moorpark Education Foundation, booster clubs, community service organizations and volunteers for your support and fundraising efforts that have helped enrich our programs and provide additional engagement opportunities for our students. We appreciate all you do and look forward to another year of strong partnerships!

Our ultimate goal is to provide students with an engaging and rich educational experience that will prepare them for college and careers upon graduation. Our wonderful MUSD staff is committed to ***“ensuring academic excellence through highly effective teaching and leadership, innovative 21st century learning environments, and connecting with every student, every day.”***

I wish our families and students another wonderful year with Moorpark Unified School District!!

Sincerely,

Dr. Kelli Hays
District Superintendent

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YOUR SCHOOL DISTRICT

GOVERNANCE

The Moorpark Unified School District is governed by a local Board of Education. Five board members are elected to four-year terms by voters living in the school district. The Board of Education is legally responsible for all District operations including policies, employment, collective bargaining, contracts, curriculum and instruction, budgets, expenditures, and school construction.

BOARD MEMBERS

Robert Perez, President Scott Dettorre, Vice-President
Ute Van Dam, Member Nathan Sweet, Member
Jeff Donabedian, Clerk of the Board
Dr. Kelli Hays, Secretary to the Board

Regular meetings of the Board of Education are generally held the second and fourth Tuesday of each month beginning at 5:30 p.m. Meeting agendas are posted in advance at each school site, the District Office and on the Internet at www.mrpk.org. Public comments are welcome and encouraged at each board meeting.

DIRECTORY

DISTRICT OFFICE 378-6300 (Fax 529-8592)
5297 Maureen Lane, Moorpark, CA 93021 - Office Hours: 8:00 a.m. - 5:00 p.m.

Dr. Kelli Hays	Superintendent
Anne Gibson	Assistant Superintendent/Business Services
Cathy Lasure	Assistant Superintendent/Personnel Services
Donna Welch	Assistant Superintendent/Instructional Services
Cathy Drake	Director of Classified Personnel
Tammy Herzog	Director of Curriculum and Instruction
Ken Haas	Director of Maintenance & Operations
Latasha Jamal	Director of Fiscal Services
Diane Weis	Director of Special Education
Mike Winters	Director of Technology

ARROYO WEST SCHOOL**Grades TK-5 378-6308 (Fax 531-6611)**

4117 Country Hill Road

Office Hours: 7:30 a.m. - 4:00 p.m.

School Hours:	TK-3	8:30 a.m. - 2:35 p.m.	(Mon.-Thurs.)
		8:30 a.m. - 1:05 p.m.	(Fri.)
	4-5	8:15 a.m. - 2:35 p.m.	(Mon.-Thurs.)
		8:30 a.m. - 1:05 p.m.	(Fri.)

Angela Ryals, Principal
Leticia Sanchez, School Office Manager

CAMPUS CANYON SCHOOL Grades TK-8 378-6301 (Fax 531-6612)

15300 Monroe Avenue

Office Hours: 7:30 a.m. - 4:00 p.m.

School Hours:	TK-3	8:30 a.m. - 2:40 p.m.	(Mon.-Thurs.)
		8:50 a.m. - 1:05 p.m.	(Fri.)
	4-8	8:15 a.m. - 2:40 p.m.	(Mon.-Thurs.)
		8:50 a.m. - 1:05 p.m.	(Fri.)

Susie Rossiter, Principal
Julian Gomez, Assistant Principal
Margarita Vancini, School Office Manager

FLORY ACADEMY OF SCIENCES AND TECHNOLOGY (F.A.S.T)

240 Flory Avenue

Grades TK-5 378-6303 (Fax 531-6609)

*This is a magnet school with an emphasis on mathematics, science and technology.
Children in grades TK-5 will be selected through a random, unbiased application process.*

Office Hours: 7:30 a.m. - 4:00 p.m.

School Hours:	K-3	8:45 a.m. - 2:50 p.m.	(Mon.-Thurs.)
		8:30 a.m. - 1:05 p.m.	(Fri.)
	4-5	8:30 a.m. - 2:50 p.m.	(Mon.-Thurs.)
		8:30 a.m. - 1:05 p.m.	(Fri.)

Scott Mastroianni, Principal
Rosalba Duran, School Office Manager

MOUNTAIN MEADOWS SCHOOL Grades TK-5 378-6306 (Fax 531-6624)
4200 Mountain Meadow Drive

<u>Office Hours:</u>		7:30 a.m. - 4:00 p.m.	
School Hours:	TK-3	8:15 a.m. - 2:30 p.m.	(Mon.-Thurs.)
		8:45 a.m. -12:45 p.m.	(Fri.)
	4-5	8:00 a.m. - 2:30 p.m.	(Mon.-Thurs.)
		8:45 a.m. -12:45 p.m.	(Fri.)

Marcia Hamilton, Principal
Kim Dingbaum, School Office Manager

PEACH HILL ACADEMY Grades TK-5 378-6307 (Fax 531-6450)
13400 Christian Barrett Drive

<u>Office Hours:</u>		7:30 a.m. - 4:00 p.m.	
School Hours:	TK-3	8:30 a.m. - 2:35 p.m.	(Mon.-Thurs.)
		8:30 a.m. - 1:05 p.m.	(Fri.)
	4-5	8:15 a.m. - 2:35 p.m.	(Mon.-Thurs.)
		8:30 a.m. - 1:05 p.m.	(Fri.)

Vicky Yasenchok, Principal
Denise Rock, School Office Manager

WALNUT CANYON SCHOOL Grades TK-5 517-1722 (Fax 517-1726)
280 Casey Road

This is a magnet school with an emphasis on the performing arts and technology. Enrollment is based on application, employing an unbiased and random selection process.

<u>Office Hours:</u>		7:30 a.m. - 4:00 p.m.	
School Hours:	TK-3	8:30 a.m. - 2:35 p.m.	(Mon.-Thurs.)
		8:30 a.m. - 1:05 p.m.	(Fri.)
	4-5	8:15 a.m. - 2:35 p.m.	(Mon.-Thurs.)
		8:30 a.m. - 1:05 p.m.	(Fri.)

Theresa Garner, Principal
Gina Jurick, School Office Manager

CHAPARRAL MIDDLE SCHOOL Grades 6-8 378-6302 (Fax 378-6324)
280 Poindexter Avenue **378-6378 (Attendance)**

Office Hours: 8:00 a.m. - 4:30 p.m.

School Hours: 9:00 a.m. - 3:20 p.m. (Mon. thru Thurs.)
9:40 a.m. - 3:00 p.m. (Fri. late start teacher collaboration)

Scott Carroll, Principal
Deonna Armijo, Assistant Principal
Juanita Spencer, School Office Manager

MESA VERDE MIDDLE SCHOOL Grades 6-8 378-6309 (Fax 531-6622)
14000 Peach Hill Road **531-6620 (Attendance)**

Office Hours: 7:30 a.m. - 4:30 p.m.

School Hours: 9:00 a.m. - 3:20 p.m. (Mon. thru Thurs.)
9:40 a.m. - 3:00 p.m. (Fri. late start teacher collaboration)

Adam Rauch, Principal
Melissa LaBelle, Assistant Principal
Gail Olson, School Office Manager

MOORPARK HIGH SCHOOL Grades 9-12 378-6305 (Fax 531-6498)
4500 N. Tierra Rejada Road **378-6305 ext. 6325 (Attendance)**
531-6444 (24 hour hotline)

Office Hours: 7:00 a.m. - 4:00 p.m.

School Hours: 8:00 a.m. - 3:00 p.m. (Mon.-Tues.-Thurs.-Fri.)
9:05 a.m. - 3:00 p.m. (Wed. late start due to teacher collaboration)

Carrie Pentis, Principal
Chris Fennell, Matt LaBelle and Alan Penner, Assistant Principals
Mary Smith, School Office Manager

COMMUNITY HIGH SCHOOL Grades 10-12 378-6305 (Fax 531-6498)
(Alternative/Continuation Education)
4500 N. Tierra Rejada Road

Office Hours: 7:30 a.m. - 4:00 p.m.

School Hours: 8:00 a.m. - 3:00 p.m. (Mon.-Tues.-Thurs.-Fri.)
9:05 a.m. - 3:00 p.m. (Wed. late start due to teacher collaboration)

Carrie Pentis, Principal

THE HIGH SCHOOL AT MOORPARK COLLEGE Grades 11-12 378-1444 (Fax 378-1440)
7075 Campus Road

Office Hours: 8:00 a.m. - 5:00 p.m.
School Hours: 1:00 p.m. - 6:30 p.m. (Monday-Thursday)
9:00 a.m. - 12:00 p.m. (Friday)

Ruby Delery, Principal/Counselor

HOME INDEPENDENT STUDY Grades K-12 531-6420

Contact Tammy Herzog, Director, at (805) 378-6300, ext. 1512 for enrollment information.

K-8: Mountain Meadows Elementary, Room 22 **9-12:** Moorpark High School, Room I-3

ADULT EDUCATION

Contact the Adult Education office at (805) 378-6305 for enrollment information.

PRESCHOOL PROGRAMS 531-6466 (Fax 378-6362)

Office Location: Early Childhood Center (ECC) - Third Street behind Flory Academy

Office Hours: 7:30 a.m. - 3:30 p.m.

Kelli Burns, Program Coordinator

Programs:

STATE, FEE PAYING, and ADULT EDUCATION
For additional information and locations, refer to page 42.

SPECIAL EDUCATION PRESCHOOL

Special Day Class: Program Hours: 8:00 a.m. - 12:00 noon (Monday-Friday)

Preschool Speech and Language: Program Hours: Classroom and small group instruction is scheduled according to individual pupil needs.

For additional information, contact the Special Education Department at 378-6300 ext. 1530.

HEALTH SERVICES 531-6481 (FAX 532-1598)

14000 Peach Hill Road

Health Services Specialists - Yvonne Kramer and Amanda Parkyn

LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)

The State of California has changed the way education is funded. California now requires school districts to develop a Local Control Accountability Plan (LCAP). The LCAP requires us to gather input from pupils, teachers, classified staff, administrators, parents, community members and public agencies to determine the goals, actions, and budget priorities for our schools. More information about the LCAP is available on the District website @ www.mrpk.org (*Education Code 52060-52077*).

SCHOOL ACCOUNTABILITY REPORT CARDS (SARC)

Schools are required annually to issue a SARC to share with the community the programs and successes of each school, including information about expenditures, discipline, attendance, pupil performance, misassignments of teachers, number of vacant teacher positions, availability of sufficient textbooks and other instructional materials, and adequate facilities. This information is available upon request at every school site or on the District website at www.mrpk.org. (*Education Code Section 35258 & 35186*)

CALIFORNIA LONGITUDINAL PUPIL ACHIEVEMENT DATA SYSTEM (CALPADS)

This school district participates with the California Longitudinal Pupil Achievement Data System Program in the electronic transfer of pupil data for state reporting to the California Department of Education and to school districts and/or public postsecondary institutions to which the pupil is transferring or applying for admission. All data maintained by the CALPADS Program is in compliance with federal and state privacy and confidentiality requirements. Pupil information is encoded such that no personally identifiable information is retained by CALPADS. The data being transferred is specific to the state reports and records transfer requirements and no additional data is reported. The benefits of participation to the pupil and parent are that pupil records can be transferred much more promptly, and that information about pupil 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.

COMPLAINT PROCEDURE FOR THE PUBLIC

The purpose of the Complaint Policy (Board Policy 1312.1) is to provide parents/guardians of pupils enrolled in the school district with an appropriate method for lodging complaints against employees, which also protects the right of the employees and the school district. Verbal or written complaints against an employee initially made to a School Board member or at a School Board meeting will be referred to the Superintendent for appropriate consideration and action. Since the Board is the final arbiter of these matters, Board members should not be involved in lower levels of the complaint procedure. Parents or guardians who file complaints are expected to follow the procedures outlined in the policy and to avoid any action that causes disruption to classroom or school operations. Anonymous complaints (either oral or written) shall not be processed pursuant to the provisions of the policy. Complaints may also be filed for noncompliance with school safety plans (EC 35294.95).

Complaint Procedures:

- Informal Level:**
1. Discuss the issue first with the employee who is the subject of the complaint.
 2. If not resolved after step 1, present the complaint to the school principal or their designee.
- Formal Level:**
3. If the complaint remains unresolved, the complainant may file a formal written complaint with the Superintendent or designee. At that time, a copy of the entire Board Policy should be obtained, where specific procedures are delineated.
 4. If there is disagreement about the resolution of the complaint, the complainant may appeal to the Board of Education.

WILLIAMS UNIFORM COMPLAINT PROCEDURES

The findings of the Williams case require that:

1. Each pupil, including English learners, shall have sufficient standards-aligned textbooks and instructional materials to use in class and to take home.
2. School facilities, including bathrooms, must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments, as defined by (EC 35186).
4. Complaint forms may be obtained from the principal's office, school district office, or downloaded from the school district website at www.mrpk.org

Williams identified complaints shall be filed with the principal of the school, or their designee, in which the complaint situation arises. A complaint about problems beyond the authority of the school principal shall be forwarded in a timely manner, not to exceed 10 working days, to Donna Welch, Assistant Superintendent of Instructional Services for resolution.

The principal shall make all reasonable efforts to investigate any problem within his or her authority. The principal, or where applicable, the Assistant Superintendent of Instructional Services, shall remedy a valid complaint within 30 working days from the date of complaint. The complainant shall be notified of the resolution within 45 working days of the initial notice if the complainant has identified himself and requested a response. If the principal makes this report, the principal shall also report the same information to Donna Welch, Assistant Superintendent of Instructional Services within the same timeframe.

The Uniform Complaint Procedures apply to the filing, investigation and resolution of complaints regarding alleged: 1) failure to comply with federal or state law or regulations governing adult education, consolidated categorical aid programs, migrant education, vocational education, child care and developmental programs, child nutrition programs and special education programs; 2) unlawful discrimination against any protected group as identified under Education Code section 200 and 220 and Government Code section 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, 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 program or activity conducted by a local agency, which is funded directly by, or that receives or benefits from any state financial assistance; 3) failure to comply with school safety planning requirements as specified in Section 7114 of Title 20 of the United States Code; 4) unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics; and 5) unlawful imposition of pupil fees for participation in educational activities in public schools.

PROBLEM SOLVING PROTOCOL

It is the practice of the District to solve all problems as close to the originating source as possible. If you experience a problem at school or with the District, the following SOLVE IT steps are recommended:

1. **S**ee the person with whom you have the problem or the person directly responsible for the program/service about which you are concerned. "Begin at the source."
2. **O**utline the problem. Clarify the facts of the situation and describe the impacts.
3. **L**ist possible solutions for resolving the problem.
4. **V**alue and respect each other's opinions and points of view.
5. **E**valuate the solutions and implement the one that best resolves the matter and which is most acceptable to the parties.
6. **I**dentify a time to review implementation of the solution. Follow up.
7. **T**rust that together you will resolve the problem.

If further assistance is needed, go to the next level. Contact the employee's school principal or designee who is responsible for the program/service at the next highest level. For assistance in determining who to contact, call the District Office receptionist at 378-6300.

NON-DISCRIMINATION POLICY

The Moorpark Unified School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Transgender pupils shall be permitted to participate in gender-segregated school programs and activities (e.g., athletic teams, sports competitions, and field trips) and to use facilities consistent with their gender identity. MUSD assures that lack of English language skills will not be a barrier to admission or participation in District programs. Complaints of unlawful discrimination are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained.

Complaints Concerning State and Federally Funded Programs – Uniform Complaint Procedures

Moorpark Unified School District Board Policy 1312.2, the Uniform Complaint Procedure, applies to state and federally funded programs. The established procedures apply to allegations of unlawful discrimination and complaints alleging violations of governing education programs. It is unlawful to discriminate against any protected group including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics. This policy applies to the following programs: Adult Basic Education, Consolidated Categorical Aid Programs, Migrant Education, Vocational Education, Child Care and Development, Child Nutrition, or Special Education (Title 5 4600).

If you feel there has been some violation of this policy or you would like more information, contact Donna Welch, Assistant Superintendent of Instructional Services, 5297 Maureen Lane, Moorpark, California (805) 378-6300.

Equal Educational Opportunity and Gender Equity

The Moorpark Unified School District ensures that its programs and activities are available to all persons without regard to sex, sexual orientation, gender identity, ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability. Complaints of unlawful discrimination or harassment in its programs or activities shall be investigated pursuant to the Uniform Complaint Procedures. (Title 5 4960)

Any such complaint should be filed within six months of the alleged violation and should be filed with Cathy Lasure, Assistant Superintendent of Personnel, 5297 Maureen Lane, Moorpark, California (805) 378-6300. (Title 5 4630b)

Equal Employment Opportunity

The Moorpark Unified School District is an equal employment opportunity employer and complies with all applicable federal and state non-discrimination laws. The District does not discriminate against any employee or applicant for employment on account of race, religious creed, color, national origin, ancestry, physical or mental disability as defined by federal and state law, medical condition, marital status, pregnancy, sex, actual or perceived sexual orientation, age, political affiliation, domicile, or membership and/or participation in an employee organization defined by the Educational Employment Relations Act. Complaints will be investigated pursuant to Board Policy 4001.

If you feel there has been some violation of this policy, contact Cathy Lasure, Assistant Superintendent of Personnel, 5297 Maureen Lane, Moorpark, California (805) 378-6300 who has been designated as the Equal Employment Opportunity/Affirmative Action/Title IX management employee directly responsible for coordinating efforts to ensure compliance with all non-discrimination laws.

Prohibition Concerning Sexual Harassment

It is the policy of the Moorpark Unified School District that all persons (pupils and employees), regardless of their sex, should enjoy freedom from discrimination of any kind. Sexual harassment, including same-sex sexual harassment, as a form of sexual discrimination, is prohibited. Complaints will be investigated pursuant to Board Policy 4003 or 5145.7 (*EC 231.5, 48980(g)*) If you feel there has been some violation of this policy or you would like more information, contact Cathy Lasure, Assistant Superintendent of Personnel, 5297 Maureen Lane, Moorpark, California (805) 378-6300.

Appeals

A party to a written complaint of prohibited discrimination or alleged violations of state or federal regulations governing educational programs cited above may appeal the action taken by the governing board of the school district to the State Department of Education. Civil law remedies, including but not limited to injunctions, restraining orders, or other orders may be available to complainants. (*EC 262.3*)

USE OF FACILITIES

School District facilities are public facilities that may be used for public purposes, with some restrictions. For further information on how to rent a school facility, please contact Maintenance and Operations at (805) 378-6300 ext. 1433. A handbook on facility use is available in our Business Department.

DISTRICT EMERGENCY RESPONSE PLAN

The Moorpark Unified School District has a comprehensive Emergency Response Plan to assure the safety and welfare of the pupils and staff. In addition, each school has developed a School Site Emergency Response designed to meet the specific needs of that school. Each school site is prepared and equipped to respond as an independent unit, including the storage of water and first aid supplies. A three-day supply of food is stored within the District for each site. During a disaster, all District employees automatically become disaster service workers and are required to remain on site to care for the children. Each site has several employees who are trained to help with your child's safety. (*EC 32282.5*)

In order to prepare our pupils for any possible disaster, school sites regularly conduct emergency drills, including fire, earthquake and lock down. No one can predict when a disaster will occur, but regular practice will help to reinforce safe and orderly behavior during any possible emergency situation. Please help insure that your child knows the importance of listening to adults when an emergency situation occurs.

The first priority of staff will be caring for pupils. In case of a disaster, please do not call the school and/or the District Office for an update. When possible, we will use the School Messenger broadcast system to notify parents of an emergency situation and give updates by phone or text message. Parents can check the MUSD website, www.mrpk.org for information and status updates and can also tune radios to KHAY 100.7 FM or KVEN 1450 AM and KMLA 103.7 (Spanish) for emergency information.

Following an emergency situation, the school grounds will be secured by locking all campus gates. When the principal has accessed the status of the campus and when they have determined it is safe, the "Pupil Release Station" will be activated if necessary. Parents and/or designated adults wishing to check out their pupil will be expected to follow the school checkout procedures. These procedures include showing proper identification. It is our responsibility to maintain order and guarantee that every child is released to the proper person. A structured check-out system will allow us to accomplish this in a timely manner. Your patience is greatly appreciated. Your child is safe and being cared for by trained and compassionate district staff.

The "Information and Release Authorization Form" (Emergency Form) will be used specifically to release children to their parents or authorized designee. Designees must be 18 years of age. Please consider the proximity and availability of additional designees that you may list on your child's emergency form. It is important that this form be updated and returned to the school office as soon as possible. Pupils in kindergarten through 8th grade will be released only to their parents or adults indicated on the pupil's emergency form following a major disaster. Pupils in grades 9-12 may be released at the Principal's discretion, when it is deemed safe, without any prior notification.

CAFETERIA SERVICES

Breakfast and lunch programs are available at each district school. Breakfast is \$2.00 for all pupils and a full lunch is \$3.00 at each elementary school and \$3.50 at each middle and high school. A-La-Carte items are also available at secondary sites.

All pupils are encouraged to apply for the free and reduced meal program. Participation not only helps the child but provides grant funding for our schools. Applications are available at each school site and on the district web-site. Applications also go home the first week of school with the youngest child in the household.

Additionally, pre-paid lunch accounts are available for pupil's meals and are much like a debit account. Money can be put on the child's account by either bringing cash or check to the school or through the MUSD Parent-Connect portal. The pupil account is not be used as a credit account. Please be aware of the district's negative balance policy that can be found on the district web site.

Every pupil has an account with the cafeteria computerized point of sale (POS) system. Pupils access the POS using their unique student ID number that is on their student ID card. Pupils who qualify for free and reduced meals as well as pupils who have money on a pre-paid account all access the meal program in the same manner. Pupils who participate in the free and reduced meal program are not identified to other pupils or singled out in any way (*Education Code Section 49510*).

We are firm believers that a hungry child can't learn. Under no circumstance do we want a child to go without a meal. Parents please send your pupil to school with money on their account, cash for a meal or a packed meal from home.

UNPAID MEAL CHARGES

If a student forgets or does not have enough money for a meal, they will be given the meal and that meal will be charged to their account. Meals will be charged on account up to \$20.00. The following steps will be taken to make parents aware of their child's meal account status.

1. Pupils may only charge reimbursable meals, and no student with a negative account balance may charge to their account extra or a-la-cart items.
2. Each week an automated phone call or email will be sent home to those households whose meal accounts have a low or negative balance.
3. Once their account has incurred a negative balance that is greater than \$20.00, pupils will no longer be given the regular menu item for lunch until the balance is paid in full. In lieu of the regular lunch meal, pupils will be given fruits, vegetables and milk.

Parents have three options to pay for school meals, pay online using the Q Parent Connection online payment system, pay by check made out to Moorpark Child Nutrition Service, or pay by cash in the school cafeteria.

Parents are encouraged to use www.qparentconnection.com to prepay for meals on Moorpark Unified School District's website. Prepayment may take up to 24 to 48 hours to process.

If a household is unable to pay for their child's meal, they are strongly encouraged to apply for meals at no cost. Applications are accepted at any time throughout the year. Applications may take up to 10 school days to process and households will still be held accountable for any charges incurred until the application is approved. Paper applications are available in the school office, or households may apply online at www.mrpk.org.

FREQUENTLY ASKED QUESTIONS

We are here to serve you. Please don't hesitate to contact your school or the District Office when you have questions. If you have questions about your child's classroom, you are encouraged to discuss them with your child's teacher as soon as possible. Questions or concerns dealing with school routines and procedures should be discussed with the school administration. When you have a question concerning:

QUESTION	GRADE	CONTACT	PHONE #
Bus Schedule	TK-8	Transportation Office	378-6300, ext. 1451 or 1453
Attendance	TK-5	Arroyo West	378-6308
	TK-5	Flory Academy	378-6303
	TK-5	Mountain Meadows	378-6306
	TK-5	Peach Hill Academy	378-6307
	TK-5	Walnut Canyon	517-1722
	TK-8	Campus Canyon	378-6301
	6-8	Chaparral Middle School	378-6302
	6-8	Mesa Verde Middle School	531-6309
	9-12	Moorpark High School	378-6305
	10-12	Community High School	378-6305
	11-12	High School at Moorpark College	378-1444
School Work	TK-5	Your child's teacher	Phone school or e-mail child's teacher/counselor
	6-8	Your child's counselor	
Getting along with other pupils:			
a) In the classroom	TK-5	Your child's teacher	Phone school or e-mail your child's teacher or counselor
	6-8	Your child's counselor	
b) Before or after school	TK-5	Your child's teacher	
	6-8	Your child's counselor	
Classroom Procedures	TK-12	Your child's teacher	Phone school or e-mail teacher
School Procedures Eligibility and/or participation in Special Programs	TK-5	School Principal, Office Manager	Phone or e-mail school
	6-12	School counselor	
Interdistrict and Intradistrict Transfers	TK-12	Assistant Superintendent, Instructional Services	378-6300, ext. 1501
How to become an active participant at your child's school	TK-12	School Office Staff, PTA, PTSA or Parent Booster Group	Phone school office Call or e-mail Parent Group

SCHOOL HEALTH SERVICES

The District employs Health Services Specialists to provide health education and related services to all of the schools in the District. The specialists' functions are to conduct required vision, hearing and scoliosis screening of all pupils at select grade levels. Parents who would like to opt out of these screenings must submit a letter of request to their child's school each year. Health specialists also maintain school health records on each pupil, conduct the health portion of the assessment of pupils referred for individual testing, and provide emergency first aid for injuries which occur at school. The District provides health staff at school sites to assist with health services (*Education Code 49451, 49455*).

Moorpark Unified School District participates in the Local Educational Agency Medi-Cal Billing option. This program allows school districts to recover federal reimbursement for many services that schools provide for Medicaid-eligible pupils and their families.

ANAPHYLAXIS POLICY

The incidence of severe allergic reactions has been rising at an alarming rate. Common causes of anaphylaxis include allergies to food, latex, medications and insect stings. Anaphylaxis can affect almost any part of the body but the most dangerous symptoms include breathing difficulties and a drop in blood pressure which may be potentially fatal. Treatment of anaphylaxis is centered on treating the rapidly progressing effects of histamine release in the body with epinephrine. If pupil-specific physician orders are on file, they will be followed for pupils with known life threatening allergies and/or anaphylaxis. For suspected anaphylaxis without specific orders, or a known history of anaphylaxis, an emergency epinephrine auto-injector may be used and administered by specially trained school personnel. Pursuant to California Ed Code 49414(a), Moorpark Unified will provide at least two (2) doses of unassigned or stock auto-injectable epinephrine at each school site for emergency treatment of persons believed to be suffering from an anaphylactic reaction.

MEDICAL ASSISTANCE AT SCHOOL

The emergency card will be used to contact parents in the event of a medical emergency. It is important to note on the emergency card any specific directions regarding medical treatment and/or emergency care. The school will act to ensure appropriate medical treatment is provided if the parent cannot be reached. This means that the school may make available medical or hospital services for pupils while at or on the way to or from any school activity. The school district, school district employees, school principal, physician, or hospital treating the pupil cannot be held liable for reasonable treatment of a child when the child is ill or injured during regular school hours, and requires reasonable medical treatment, and the parent or guardian cannot be reached, unless the parent or guardian has previously filed with the school district a written objection to any medical treatment other than first aid. (*E.C. 49407*)

SUDDEN CARDIAC ARREST

AB 1639 requires pupils and parents/guardians to sign an acknowledgement of receipt and review of information sheet regarding sudden cardiac arrest every year before participation in an athletic activity.

ADMINISTRATION OF MEDICINE

The parent or guardian of any pupil needing medication (whether prescription, over-the-counter, or episodic) during the school day is required by law to provide a written statement from a physician detailing the method, dosage, and time schedules for administering the medication. With written parent or guardian consent, the health staff may assist with administering the medication. Authorization for Medication Administration forms may be obtained from any school site. If a child is on a continuing medication regimen for a non-episodic condition, the parent is required to notify the District designee about the medication being taken, the current dosage, and the name of the supervising physician (Education Code Section 49480).

At the elementary level, parents must bring the medication to school. Middle and high school pupils may bring the medication to the Health Office at the start of the school day, with a medication form signed by a doctor. All medication must be in the original labeled container. Controlled substances will be counted upon arrival and weekly thereafter. Because of recent federal regulations regarding the electronic transmission of medical information (**Health Insurance Portability Accountability Act: HIPAA**), medical offices may not be able to fax doctors' orders. Medication will only be returned to the parent or authorized adult (*Education Code Section 49423*). All medications should be picked up at the end of the school year.

Inhalers for asthma and auto-injectable epinephrine may be carried by middle and high school pupils once the health office receives the signed Authorization for Medication form. The doctor should indicate that the child is trained to self-administer an inhaler and the auto-injectable epinephrine. Elementary pupils will also be assessed by the Health Services Specialist for readiness to carry an inhaler.

For pupils with Diabetes, Health Services personnel will manage the delivery of this care in the best possible way for pupils who have Individualized Education Programs or 504 plans which require administration of insulin and related services during the school day.

Forms for medication administration for extended or overnight field trips and designation of non-district personnel to administer medications are also available in the Health Office. Questions concerning medications should be directed to the Health Services Specialist at 531-6481.

CONCUSSION AND HEAD INJURIES

A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.

A school district that elects to offer athletic programs must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he or she is evaluated by, and receives written clearance from, a licensed health care provider. On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete's parent or guardian before the athlete's initiating practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course. (*Education Code 49475*)

HEAD LICE

Moorpark Unified School District recognizes that head lice infestations among pupils require treatment but do not pose a risk of transmitting disease.

The responsibility for the treatment of head lice rests with the home. However, schools can play an important role in educating parents, pupils, and staff about the prevention, diagnosis, and treatment of head lice. If a pupil is found with active adult head lice, he/she shall not be allowed to stay in school until the end of the school day. The parent/guardian of any such pupil shall be notified, given information about the treatment of head lice, and encouraged to begin treatment of the pupil immediately and to check all members of the family. The parent/guardian shall also be informed that the pupil shall be checked upon return to school the next day and allowed to remain in school if no active head lice are detected.

Upon the pupil's return to school, the school nurse or designee shall check the pupil for active head lice. If it is determined that the pupil remains infected with live head lice, he/she shall not be allowed to stay in school. The school nurse or designee shall contact the pupil's parent/guardian to discuss treatment. As needed, he/she may provide additional resources and/or referral to the local health department, health care providers, and other agencies.

If a pupil is found with nits in the absence of active adult head lice, he/she shall be allowed to stay in school. The school shall inform the parent/guardian and the pupil shall be re-inspected for lice within 7-10 school days.

If a pupil is found consistently infested with head lice, he/she may be referred to a multidisciplinary team, which may consist of the school nurse, representatives from the local health department and social services, and other appropriate individuals, to determine the best approach for identifying and resolving problems contributing to the pupil's head lice infestations.

Staff shall maintain the privacy of pupils identified as having head lice.

ENROLLING IN SCHOOL

Transitional Kindergarten through 8th grade pupils are registered at the MUSD **Enrollment Center** located at the District Office, 5297 Maureen Lane. Phone (805) 378-6300, ext. 1525. Hours of operation are Monday through Friday from 9:00 a.m.-4:30 p.m. Appointments are available upon request. These hours are subject to change so check the MUSD website for updates. Preschool pupils are prescreened at the Early Childhood Center (805) 531-6466. High school pupils should contact Moorpark High School or The High School at Moorpark College directly for registration.

Map of School Sites



1. Arroyo West - 4117 Country Hill Drive, 805-378-6308
2. Campus Canyon - 15300 Monroe Avenue, 805-378-6301
3. Flory Academy - 240 Flory Avenue, 805-378-6303
4. Mountain Meadows - 4200 Mountain Meadow Drive, 805-378-6306
5. Peach Hill - 13400 Christian Barrett Drive, 805-378-6307
6. Walnut Canyon - 280 Casey Road, 805-517-1722
7. Chaparral Middle School - 280 Poindexter Road, 805-378-6302
8. Mesa Verde - 14000 Peach Hill Road, 805-378-6309
9. Community High School – 4500 Tierra Rejada Road, 805-378-6305
10. The High School @ Moorpark College - 7075 Campus Road, 805-378-1444
11. Moorpark High School - 4500 Tierra Rejada Road, 805-378-6305
12. District Office and Enrollment Center - 5297 Maureen Lane, 805-378-6300

NEW PUPIL ENROLLMENT

Transitional kindergarten through 8th grade pupils should register at the MUSD Enrollment Center which is located at the District Office. Preschool pupils should contact the Early Childhood Center at (805) 378-6466 for more information. High school pupils should contact Moorpark High School and The High School at Moorpark College directly. Enrollment forms are available on our website or will be available at the time of enrollment. The following documentation is required. Please bring these items with you.

- Proof of Residency (*current* utility bill, property tax bill, escrow papers or rental agreement)
- Legal evidence of child's birth (birth certificate, baptismal certificate, passport)
- Immunization certificate for Polio, DTP, Measles, Mumps and Rubella, Hepatitis B, and Varicella

*Please note that it is against the law to provide false proof of residency. When the Superintendent or designee reasonably believes that a pupil's parent/guardian has provided false or unreliable evidence of residency, he/she may make reasonable efforts to determine that the pupil meets district residency requirements. An investigation may be initiated when the Superintendent or designee is able to identify specific, articulable facts supporting the belief that the parent/guardian has provided false or unreliable evidence of residency. (Education Code 48204.1, 48204.2)

AB 2097 prohibits the collection or solicitation of social security numbers or the last four digits of the social security numbers from pupils or their parents/legal guardians unless otherwise required to do so by state or federal law.

The following forms will be required as part of the enrollment process.

- AUP (Acceptable Use Policy) – This agreement is signed by pupils and their parent/guardian indicating they have read and understand the rules regarding the appropriate Internet use. This agreement is renewed at the start of 6th and 9th grade.
- Print and Media form – Parent/Guardian signs this form and indicates whether their child's photos/videos and first name can be used on MUSD print and electronic media publications/website or on public media print and electronic media such as newspaper publications/website/television, or other media.
- High School Level – A Directory Information form is sent to all 9th graders and new high school pupils. The parent/guardian may opt out at any time by providing written notice to the school. Otherwise, pupil directory information can be disclosed without prior consent from the parent, to various groups which includes schools of intended enrollment, federal and state educational administrators, employers, prospective employers and military representatives. (*Education Code 69432.9*)

REQUIRED IMMUNIZATIONS FOR ENROLLMENT

All pupils must be immunized before entering school. Pupils entering a California school for the first time must provide a written immunization record of receipt of each required vaccine dose (or an exemption to the immunization requirements). The required immunizations are:

Poliomyelitis (TOPV) "Polio" - 4 doses, but 3 doses meet the requirement if the last dose was received on or after the 4th birthday

Diphtheria, Tetanus, Pertussis (Whooping Cough) "DTP"/"DT" - 5 doses, but 4 doses meet the requirement if the last dose was received after the 4th birthday. *Pupils entering 7th grade must have received the TDAP booster. All 7th through 12th grade pupils are required to submit proof of receiving the whooping cough booster (Tdap) before starting school.

MMR Measles-Mumps-Rubella - 2 doses of Measles and at least one dose of Mumps and Rubella. Usually both are given as MMR, both must be administered on or after the first birthday

Hepatitis B – 3 doses

Varicella (Chickenpox) – one dose, or documentation from health care provider that pupil has had the disease

The immunization record must show the date (at least the month and year) of receipt of each required dose. Parents/guardians, who do not have immunization records for their children, no longer have the option of simply filling in and signing the California School Immunization Record (PM286). They will be referred to a physician, nurse or Health Department to obtain a written immunization record for presentation at school entry.

Effective July 1, 2016, no child may attend California public or private schools without required immunizations; personal beliefs exemptions will no longer be accepted (Senate Bill 277). Medical exemptions that meet state requirements will be accepted.

Pupils who fail to complete the series of required immunizations within the specified time will be denied attendance until the series has been completed. **NO CHILD SHALL BE ADMITTED AS A PUPIL IN THIS SCHOOL DISTRICT UNTIL ACCEPTABLE IMMUNIZATION DOCUMENTS ARE RECEIVED.** (*Education Code 48216, Health-Safety Code Sections 120325, 120335, 120365, 120370 and 120375*)

The school district shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. The district may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any pupil whose parents have consented in writing. (*EC 49403*)

KINDERGARTEN REGISTRATION

Registration for Kindergarten is scheduled in January of each school year. The specific dates will be announced in correspondence sent home with K-5 pupils, in the local newspapers and on the MUSD website. Children entering Kindergarten for the first time must have reached their fifth birthday on or before September 1 of the current school year.

For Kindergarten registration, the following is required in addition to the items listed above.

- Health check-up verification (Child Health and Disability Prevention Program Report of Health Examination for School Entry). This check-up can be obtained from your family physician or through services provided by the Ventura County Health Department. CHDP forms for this purpose are available at the school sites. (*Health and Safety Code Sections 120475, 124085, 124100 and 124105*). A parent or guardian may file a written statement annually with the Principal that he/she will not consent to a physical examination of his/her child. However, if the school has good reason to believe that the child is suffering from a recognized contagious or infectious disease, he/she shall be sent home and shall not be permitted to return until the school authorities are satisfied that the disease no longer exists. (*Education Code Section 49451*)
- Dental check-up verification: A new law requires that pupils enrolled in kindergarten (or enrolled in first grade for the first time) submit proof of an oral health assessment performed by a licensed dentist or other licensed/registered dental health professional on or before May 31st of their first year in school. Oral Health Assessment/Waiver request forms are available in each school office. Families may qualify for no or low cost dental insurance, such as Healthy Families or DentiCAL. Parents should contact the health office at their child's school for further information (*Education Code 49452.8*).

TRANSITIONAL KINDERGARTEN

The Kindergarten Readiness Act, SB 1381, created Transitional Kindergarten, the first year of a two-year Kindergarten experience for those pupils who turn five between September 2nd and December 2nd. It also changed the Kindergarten entry date from Dec. 2 to Sept. 1. Transitional Kindergarten gives our state's young learners the gift of time to help them develop the social, emotional and academic skills they need to succeed in Kindergarten. A child, who completes one year in a Transitional Kindergarten program, shall continue in a Kindergarten program for one additional year. A child is eligible for Transitional Kindergarten if they have their fifth birthday between September 2 and December 2 (EC 48000(c)); however, parents of pupils born between July 1 and September 1 may also consider placement in the 2 year Kindergarten program.

SCHOOL CHOICE TRANSFER REQUESTS

Pupils residing within District boundaries may apply for enrollment in any District school offering classes appropriate for the pupil's grade level and any special needs. Admission to a school of choice may be granted if the demand for placement does not exceed the school's capacity. Each school's capacity is determined annually. When enrollment requests exceed capacity, a random and unbiased selection process is used with the following priorities:

1. A pupil currently residing within a school's attendance area shall not be displaced by another pupil. (*Education Code 35160.5*)
2. The Board of Education retains the authority to maintain appropriate diversity among District schools. (*Education Code 35160.5*)
3. Once enrolled, a pupil does not have to reapply for admission except when there is a grade level change to another school. However, the pupil may be subject to displacement due to excessive enrollment.

School Choice Transfer Request forms may be obtained at each school site or at the District Office. The District will not provide transportation to another school in the District under this choice provision.

The annual selection process for school choice is as follows:

1. Applications received according to the timeline shall be eligible for admission the following school year under the District's open enrollment policy described above. Applications received after the deadline may be considered if further openings exist.
2. Enrollment in a school of choice may be determined by lottery from the eligible applicant pool.
3. The Superintendent or designee shall inform applicants as to whether their applications have been approved or denied. If the application is denied, the reasons for denial will be stated.
4. Applicants who receive approval must confirm their enrollment within ten working days (days when the District Office is open).

Any complaints regarding the selection process should be directed to the District Office. If a transfer request is denied, the parent or guardian does not have an automatic right to appeal the decision.

RESIDENCY REQUIREMENTS:

INTERDISTRICT TRANSFERS

Parents of pupils who do not live within MUSD, but wish to have their children attend a school in the District, must first obtain approval from their district of residence. No district can guarantee approval of interdistrict transfers. Once approved, the Interdistrict transfer is good for a period of five years or until the pupil transitions to the next school level such as middle school or high school. **A new Interdistrict transfer is required whenever pupils transfer to a new school.* If either the selected district or the home district denies the transfer request, the parent or guardian may appeal the decision to the County Board of Education. There are specific timelines in the law for filing an appeal and for the County Board of Education to make a decision. The District will not provide transportation to a pupil who transfers into or out of the Moorpark Unified School District.

Parents of pupils who live within the Moorpark Unified School District boundaries may apply to have their children attend other school districts in the area on an Interdistrict transfer (*EC 46600*). Parents must initiate the request by first contacting MUSD. Once MUSD's approval is obtained, the request will then be sent to the desired district for approval.

A pupil may alternatively comply with residency requirements for school attendance in the school district, if he or she is any of the following: placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment of placement under the Welfare and Institutions Code; a pupil who is a foster child who remains in his or her school of origin; an emancipated pupil who resides within the boundaries of the school district; a pupil who lives in the home of a caregiving adult that is located within the boundaries of the school district; or a pupil residing in a state hospital located within the boundaries of the school district. *EC 48200, 48204.*

AB 2537 indefinitely extends the operation of the provision authorizing a school district to allow a student, who does not physically live but whose parent/guardian is physically employed for a minimum of 10 hours during the school week within the district's attendance boundaries, to attend school in that district. (A.K.A. Allen Bill)

AB 2659 prohibits a school district of residence from prohibiting the transfer of a student who is a child of an active military duty parent to a school district of proposed enrollment if that district approves the application for transfer.

SB 1455 (Block) provides that a student meets residency requirements for school attendance if the student's parent is transferred or is pending transfer to a military installation that is within the boundaries of the school district; parents have 10 days after the published arrival date provided on official documentation to provide prove of residence. Requires that the school accept applications by electronic means for enrollment and course registration for those pupils.

A pupil who has been determined by personnel of either the home or receiving district to have been the victim of an act of bullying, as defined in EC 48900(r), shall, at the request of the parent or legal guardian, be given priority for interdistrict attendance under any existing agreement or, in the absence of an agreement, be given additional consideration for the creation of an interdistrict attendance agreement.

PUPIL PLACEMENT

Class placement procedures in the Moorpark Unified School District are designed to accommodate the many special needs of pupils and establish a focused learning environment.

Specific teacher requests, while understandable from the parental viewpoint, cannot be honored. Information submitted by parents in writing regarding special learning needs of their children and particular social-emotional factors will, however, be considered by Principals when making placement decisions.

TRANSPORTATION

PUPIL DROP OFF AND PICK UP AT SCHOOLS

When picking up or dropping off pupils at schools, the pupils should be dropped off or picked up ONLY in the designated areas. Dropping off or picking up pupils in other areas may cause unsafe conditions. Drop off should occur no more than fifteen (15) minutes before the start of school.

PUPIL TRANSPORTATION ELIGIBILITY

Pupils who live at or beyond the following walking distances are eligible for transportation:

Kindergarten	1 mile
Grades 1-3	1 ½ miles
Grades 4-5	2 miles
Middle School	2 ½ miles

SCHOOL BUSES - PASSENGER SAFETY

Upon registration, parents or guardians of pupils not previously transported in a school bus shall receive written information on school bus safety. This requirement applies to pre-kindergarten, kindergarten and grades 1 to 6. (E.C. 39831.5)

BUS INFORMATION

Parents are legally responsible for their child(ren's) transportation to and from school. Bus transportation is an optional service and a privilege that is provided by the District to assist parents, not a right. Bus transportation is provided to pupils who live beyond the established walking distances. Use of District buses does not include service to and from private daycare facilities (e.g. YMCA). Bus schedules (times and locations) are published on the district website at www.mrpk.org prior to the beginning of school and are available at the school sites. All pupils being transported are under the authority of the bus driver while on the bus. The following is provided to ensure safe conduct for your child while at the bus stop and while on the bus:

1. Pupils should be at the bus stop 5 minutes prior to the scheduled bus arrival; buses must operate on a definite schedule and bus drivers will not wait for late arrivals. **Delaying the departure of the bus will result in disciplinary action.**
2. Pupils may not cross the street once the bus is in view. Pupils should not move toward the bus until it has come to a complete stop.
3. Upon entering the bus, pupils are to take the seat indicated to them by the driver. They may not exchange seats without the driver's permission.
4. All passengers must remain seated and face forward at all times. Standing, walking, or switching seats while the bus is in motion is prohibited.
5. Under special circumstances, such as childcare, permission to ride another bus will be granted only when written notification has been obtained from the parent or guardian, when it has been approved by the school office, and when there is available space.
6. Pupils should be courteous; no profane language or obscene gestures on the bus or at the bus stop is acceptable.
7. Alcohol, tobacco, matches, and lighters are strictly forbidden.
8. Pupils should not be destructive or tamper with bus equipment.
9. Fighting, pushing, tripping, kicking, slapping or spitting is not acceptable.
10. Bullying or intimidating pupils will not be tolerated. Any pupil caught bullying or intimidating another pupil will be taken to the school Principal, or school official and transportation privileges may be temporarily or permanently suspended.
11. Pupils should keep all parts of the body inside the bus.
12. Pupils may not throw anything inside or outside the bus.
13. Pupils should keep the bus clean.
14. For the safety for all bus riders, pupils must respect the bus driver and his/her directions at all times.
15. Pupils may not eat, drink, or chew gum on the bus.
16. Pupils should refrain from making excessive noise or disorderly conduct while on the bus (no yelling, screaming, playing musical instruments, playing music on an electronic device for all to hear, etc.).
17. No animals are allowed on the bus.
18. Windows are to be opened only with driver permission and shall not be lowered past the third notch (five inches) as directed by the California Highway Patrol.
19. All pupils requiring bus passes (ex. middle school pupils) are required to show the bus driver the bus pass or ride card upon entering the bus both to and from school. **Presenting a false or improper bus pass or expired ride card will result in disciplinary action.**
20. Pupils being discharged from the bus must wait until the bus driver has secured the bus, turned on the red crossover lights, gone out to the middle of the street to stop traffic, and (only when directed to do so by the driver) may cross the street.

The driver, by law, is directly responsible for the safety and orderly conducts of the pupils in his/her care. Failure to observe the bus rules may draw the attention of the driver away from the main task of safely operating the bus and is considered misconduct. When a pupil is guilty of misconduct or violating the rules of the bus, the Transportation Department will report the incident, in writing, to the Principal, and the parent or guardian as follows:

- a. The first and second violation of the bus rules will result in a written warning.
- b. The third school bus conduct report will result in the suspension of the pupil's bus privileges for 3 days.
- c. A fourth conduct report will result in the suspension of the pupil's bus privileges pending a parent conference with the Transportation Supervisor or his/her representative.
- d. A fifth conduct report will result in a pupil's bus privileges being suspended for 2-6 weeks.
- e. A sixth conduct report will result in the suspension of a pupil's transportation privileges for the remainder of the school year.

*Depending on the severity of the violation a pupil may have his/her transportation privileges suspended immediately.

HOME-TO-SCHOOL TRANSPORTATION FEES

Although state law does not require home-to-school transportation, Moorpark Unified offers limited transportation for pupils in grades K-8.

A middle school pupil who lives more than 2 ½ miles from their middle school is eligible for transportation. Parents may apply for transportation by completing the application located on the District web-site or at the school office. The fees shall be \$194 per semester, which entitles pupils to ride either one way or round trip. Pupils who are eligible to receive reduced lunch prices shall pay \$97 per semester. Those who receive free lunch shall not be assessed a fee. Fees may be paid by cash or check to the school or district office with the application or through PaySchools on the "For Parents" tab of the District Web-site.

An eligible Flory or Walnut Canyon pupil is one who lives more than 1 mile from their school. Parents may apply for transportation and pay fees as noted above (for middle school pupils).

For all other elementary pupils living outside the established walking –distance (see eligibility above), transportation is provided.

For infrequent bus riders, a "one way pass" (entitles rider to 10 one-way trips) is available for \$15. No hardship fee waivers are applicable toward the purchase of a "one-way pass". One Way Ride Passes can be purchased at the District Transportation Office. No refunds are issued for un-used passes.

All pupils must show the bus pass each time they board their school bus. All pupils must pay a \$10 fee for the replacement of a lost bus pass.

S.B. 1072 – THE PAUL LEE SCHOOL BUS SAFETY LAW

In accordance with Education Code 39831.3(a)(4), the Moorpark Unified School District Transportation Services Department deploys the following departmental policy to ensure pupils are not left unattended on a school bus:

After each run (this means at each school site in the morning and after the last stop for each school in the mid-day and P.M.) all drivers will physically walk to the rear of the bus and check each row of seats to ensure that there are NO PUPILS still on board. This bus check shall include looking under the bus seats. Drivers will place a "BUS EMPTY" sign in the back window of the bus.

SCHOOL POLICIES AND REGULATIONS
ATTENDANCE

SCHOOL YEAR CALENDAR

<p>AUGUST 21-22 Inservice Days - No School 23 First Day of School 28 Inservice Day - No School</p>	<p>FEBRUARY 16 Recess Day - No School 19 Presidents' Day - No School</p>
<p>SEPTEMBER 4 Labor Day - No School 21 Recess Day - No School</p>	<p>MARCH 30 District Holiday - No School</p>
<p>OCTOBER</p>	<p>APRIL 2-6 Spring Break - No School 23 Inservice Day - No School</p>
<p>NOVEMBER 10 Veterans Day - No School 20-22 Recess Days - No School 23-24 Thanksgiving Holiday</p>	<p>MAY 25 Recess Day - No School 28 Memorial Day - No School</p>
<p>DECEMBER 22-29 Winter Recess - No School</p>	<p>JUNE 15 Last Day of School</p>
<p>JANUARY 1-5 Winter Recess - No School 15 M.L. King Jr. Day - No School 22 *Inservice Day - No School (except for Chaparral & Mesa Verde who will have a minimum day from 9 to 12:30)</p>	<p><i>*Mesa Verde and Chaparral Middle schools will be in session on January 22nd from 9 a.m. to 12:30 p.m. This additional minimum day will make up for last June's promotion day which did not meet the State's required daily minutes for a minimum day. MVMS and CMS pupils are expected to be at school this day as exciting instructional enrichment activities are planned.</i></p>

MINIMUM DAYS- (EC 48980c)

ARROYO WEST-FLORY-MOUNTAIN MEADOWS-PEACH HILL-WALNUT CYN - TK-5th Grade:

October 9-12, 2017 Parent-Teacher Conferences (*Check with schools for individual schedules*)
 November 9, 2017 Check with schools for individual schedules
 December 21, 2017 Check with schools for individual schedules
 March 29, 2018 Check with schools for individual schedules
 May 24, 2018 Check with schools for individual schedules
 June 15, 2018 Check with schools for individual schedules

CAMPUS CANYON - TK-8th Grade:

October 9-12, 2017 Parent-Teacher Conferences (*TK thru 5th Gr only*)
 December 21, 2017 Friday Schedule (All Grades)
 March 29, 2018 8:30 a.m. - 1:05 p.m. (*Grades TK-3 only*); 8:15-1:05 (*Grades 4-5*)
 June 13, 2018 8:15 a.m. - 12.25 p.m. (*Grade 8 only*)
 June 15, 2018 Friday Schedule (All Grades)

CHAPARRAL AND MESA VERDE – 6-8 Grade

November 17, 2017 9:40 a.m. - 1:30 p.m.
 *January 22, 2018 9:00 a.m. - 12:30 p.m.
 March 9, 2018 9:40 a.m. - 1:30 p.m.
 June 8, 2018 9:40 a.m. - 1:30 p.m.
 June 14, 2018 9:00 a.m. - 12:30 p.m.
 June 15, 2018 9:40 a.m. - 1:30 p.m.

MOORPARK AND COMMUNITY HIGH SCHOOLS – 9-12 Grade:

December 19-21, 2017 (1st Sem. Summative Exams) 8:00 a.m.-12:20 p.m.
 June 13-15, 2018 (2nd Sem. Finals) 8:00 a.m.-12:20 p.m.

LEGAL REQUIREMENTS

Studies show that there is a direct correlation between good school attendance and pupil achievement; therefore, we encourage parents to reinforce the importance of good school attendance and to make every effort to send your child to school on a regular basis. All children ages six to eighteen are legally subject to compulsory education. Schools receive state funding only for pupils who actually attend school. If it is necessary to keep your child out of school for reasons other than illness, we encourage you to send your child to school for at least a part of the day so that he/she will not miss out on important school assignments. We want to avoid the unnecessary absences that limit your child's opportunity to obtain good grades. No pupil may have his or her grade reduced or lose academic credit for any absence or absences excused pursuant to E.C. 48205 when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. (*E.C. 48980(j), 46014*)

The following State law applies to attendance (excerpts):

- (a) A pupil is excused from school when the absence is:
1. Due to his or her illness.
 2. Due to quarantine under the direction of a county or city health officer.
 3. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
PARENTS ARE ENCOURAGED TO SCHEDULE MEDICAL APPOINTMENTS AT TIMES THAT WILL RESULT IN NO LOSS OF INSTRUCTIONAL TIME.
 4. For the purpose of attending the funeral services of a member of the 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 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, attendance at a naturalization ceremony to become a U.S. citizen, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of pupil's religion, attendance at religious retreats (shall not exceed four hours per semester), or attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil'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.
 9. Following an absence, a pupil is required to bring a written note from home when returning to school. Illnesses, and doctor or dental appointments are considered excused absences.
- (b) A pupil absent from school under this section is 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, is given full credit. The teacher of any class from which a pupil is absent shall determine that tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) "Immediate family," as used in this section, has the same meaning as that set forth in Education Code Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

If any minor is a habitual truant, or is irregular in school attendance, the pupil may be referred to an attendance supervisor, a School Attendance Review Board (SARB) or the Ventura County District Attorney's Office. (*E.C. 48260 and 48263*). For pupils declared a ward of the court pursuant to Welfare and Institutions Code 602, school staff is required to report to the pupil's probation officer school attendance and/or behavior violations within ten days of the reported violation. (*E.C. 48267*)

KINDERGARTEN ATTENDANCE

Attendance is voluntary in kindergarten. Parents who wish to enroll their child(ren) in this level of education must keep in mind that they are committing to an educational program that requires attendance every day of the school year. Absences that do not meet the legal absence criteria for school children are not acceptable. The effect of poor attendance on children at this level is particularly serious because it comes at a time when a child is being introduced to the school system and inconsistent attendance may contribute to counter-productive habits and poor attitudes.

ABSENCES FOR RELIGIOUS HOLIDAYS

Observance of a religious holiday or ceremony, when an absence has been requested in writing by the parent/guardian and approved by the site administrator, is considered an excused absence for the purposes of allowing pupils to complete all assignments and tests missed during the absence. Upon satisfactory completion of the assignments or tests, full credit shall be given. The teacher shall identify make-up assignments and due dates. The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

ABSENCES FOR PLANNED TRAVEL

All children, at all grade levels, are encouraged to attend school every day except in case of serious illness. On an individual case basis, a pupil may be granted permission to complete school work on an Independent Study Contract while traveling or under other special circumstances. Documented completion of the contracted school work (comparable to that which would have been accomplished in school) may be accepted for attendance credit purposes. Requests for Independent Study Contracts should be submitted to the teacher or site administrator at least ten (10) working days prior to the trip. Absences of less than five days are not granted independent study. Completed work, as contracted, must be turned in for teacher assessment on the day the pupil returns to class in order for the attendance credit to be granted. Middle and high school pupils need to fill out an additional planned absence request to determine how the absence will affect the pupil's grade.

VERIFICATION OF ABSENCE

When pupils who have been absent return to school, parents must explain the reason for the absence. This may be done in person, by telephone, or in a written, signed note that includes the dates and reason for the absence. Absences for confidential medical appointments shall be exempt from this requirement and may be verified by the pupil or the pupil's physician. Phone calls must be made within two school days after the last day of absence in order for the absence to be excused. The Principal may require parents to provide written verification from a doctor or medical practitioner when a single absence for medical reasons exceeds three calendar days. In addition, after 6 full days of illness, during any time of the school year, parents must provide a verification of illness for absences from a medical doctor. The doctor's verification of the absence must state that the child was medically unable to attend school because of illness. Once a request for medical verification is sent to parents, any additional absences without a doctor's note will be considered Truant (See Truancy below). For Moorpark High School absence verification, parents may call a special attendance line at 531-6444. Pupils age eighteen or older may provide their own excuses for absence if the parent has signed the "Rights of Eighteen Year Old" in the presence of a school official.

In order for a child to be released from school early for medical or dental appointments, parents must check the child out from the school office. If someone other than the parent is to pick up the child to take him/her to the appointment, the name must be included in a note to the school or on the emergency card. By law, a child cannot be released to anyone other than the parent or guardian without written permission. For specific attendance regulations, refer to Board Policy 5113.

READMISSION AFTER ACCIDENT/INJURY

Pupils returning to school with casts, crutches, stitches, elastic bandages, or slings as a result of an accident or injury must provide a physician's verification for permission to return to school. The pupil may not participate in P.E., noon-time activities, recess, or be on the playground before or after school until written release by a physician is received. Forms are available in all school Health Offices.

ARRIVING ON TIME

It is extremely important that pupils arrive at class on time both for the development of their own good work habits and to avoid disrupting the learning of other pupils. State law provides that "Any pupil subject to full-time education or to compulsory continuation education who is absent from school without valid excuse more than three days or tardy in excess of 30 minutes on each of more than three days in one school year is truant."

TRUANCY

A truant is defined as a pupil who is absent from school three full days in the same school year without good reason or without permission from home or school. In addition, being tardy for more than any 30 minute period during the school day without a valid excuse is also defined as truancy. Any pupil who is truant in any combination of full day and period absences and tardies shall be reported to the Superintendent or designee.

HABITUALLY TRUANT AND INSUBORDINATE PUPILS

Consistent attendance contributes greatly to the overall academic success of pupils and, therefore, is strongly encouraged. Pupils who are frequently absent, even if those absences are excused, are jeopardizing their opportunity for achievement. If any minor pupil has irregular attendance, is habitually truant or tardy, or is habitually insubordinate or disorderly during attendance at school, the pupil may be referred to the Moorpark School Attendance Review Board (S.A.R.B.). The administrator making such referral shall notify the pupil and his/her parents or guardians, in writing, about the reason for such referral. The notice shall indicate that the pupil and parents or guardians of the pupil will be required, along with the referring person, to meet with SARB to consider further action. The Board is composed of school and community service personnel who attempt to assist parents and pupils in developing strategies to improve attendance. S.A.R.B. also has the authority to recommend appropriate alternative modes of education. Pupils who are in violation of the District's attendance policy may receive a letter from S.A.R.B. advising them of their standing.

State law provides that parents may be prosecuted by the District Attorney for their child's excessive unexcused absences. The parent or guardian who fails to comply with the full-time pupil attendance law is guilty of an infraction and may be subject to the following:

1. Penalties for an infraction against the parent may include a fine of \$100 or \$500 (fines collected may be used by SARB to fund these classes), parenting classes, community service.
2. Penalties for a misdemeanor against the parent may include: a fine up to \$2,500, up to one year in jail, up to 3 years of probation, parenting classes, community service.

PHYSICAL EDUCATION EXCUSES

All physical education pupils are expected to participate in physical education activities on a regular basis unless written permission to be excused is presented in advance. Such written excuses will include a statement of reason for the request. Excuses will be honored if signed by:

- a. a parent or guardian
- b. a medical doctor, health advisor, or religious practitioner
- c. school authority (principal, nurse, health staff, or physical education teacher)

An excuse written by a parent/guardian or school authority will be honored for one day only. No more than three such excuses in sequence will be acceptable. A request to be excused for more than three days must be written by a medical doctor, health advisor or religious practitioner.

All requests for physical education excuses shall be made in advance, and there shall be no provision for consideration of requests to be retroactive.

Readmittance to physical activity when questionable shall only be approved when a written authorization is received from a medical doctor. (Authorization from a medical doctor may be received by phone or fax via the Health Office staff and followed up with a written authorization.)

DISCIPLINE

LAWS RELATING TO CONDUCT OF PUPILS, PARENTS AND PUBLIC

The Board of Education and staff of the District believe that all persons are accountable for their behavior and conduct while attending school and school-sponsored activities. This accountability extends to any actions of pupils at any time, which are related to school attendance. Pupils are obligated to follow the directions of their teachers and other members of the school staff. Failure on the part of a pupil to follow school and District rules, or the specific directions of a member of the school staff, can result in disciplinary action. The following laws reflect upon behavior and conduct:

1. Any parent, guardian or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts classwork or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. Any violation is punishable by a fine of not less than five hundred dollars (\$500) and not more than one thousand dollars (\$1,000) for the first conviction or by imprisonment in the county jail for a period of not more than one year or by both the fine and imprisonment (*EC 32210, 44811*). This section does not apply to any lawful employee concerted activity, including, but not limited to, picketing and the distribution of handbills.
2. Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor, and shall be punished by a fine of not more than five hundred dollars (\$500).
3. Any person who is not a pupil or a parent or guardian of a pupil of the public school, or an officer or employee of the school district maintaining the public school, or who is not required by his or her employment to be in a public school building or on the grounds of the public school, and who has entered any public school building or the grounds thereof during school hours, and who is requested either by the principal or designee of the principal to leave the grounds, shall leave and shall not return for at least 48 hours.
4. A pupil who defaces, damages, or destroys any school property or willfully or negligently injures another pupil or school employee may be suspended or expelled, according to the nature of the offense. A pupil who verbally or through other communication attacks and/or threatens other pupils or District employees may be suspended or expelled.
5. The parent or guardian of any minor whose willful misconduct results in injury to or death of any pupil or any person employed by or performing volunteer services for a school district or who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school district, or personal property of any school employee shall be liable for all such damages so caused by the minor. The liability of the parent or guardian shall not exceed \$10,000, adjusted annually for inflation. The parent or guardian shall also be liable to a school district for all property belonging to the school district loaned to the minor and not returned upon demand of an employee of the district authorized to make the demand.
6. The Moorpark Unified School District may withhold the grades, diploma and transcripts of any pupil responsible for willfully cutting, defacing or otherwise injuring the District's real or personal property or who has willfully not returned upon reasonable demand, school property loaned to the pupil until the pupil or the pupil's parent/guardian has paid for the damages. The District shall notify the parent or guardian, in writing, of the pupil's alleged misconduct before withholding the grades, diploma, or transcripts. The pupil and parent/guardian shall be entitled to a hearing to determine whether the pupil's grades, diploma and/or transcripts should be withheld.
7. Every minor over 16 years of age or adult who is not a pupil of the school, including but not limited to any such minor or adult who is the parent or guardian of a pupil of the school, who comes upon any school ground or into any schoolhouse and there willfully interferes with the discipline, good order, lawful conduct, or administration of any school class or activity of the school, with the intent to disrupt, obstruct, or to inflict damage to property or bodily injury upon any person, is guilty of a misdemeanor, and is punishable by a fine not less than one hundred dollars (\$100) nor more than one thousand dollars (\$1,000), or by imprisonment in the county jail for not more than six months, or both.

8. Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to their child and/or school records. The only exception is when signed restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. Any pupil release situation, which leaves the pupil's welfare in question, will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, law enforcement will be contacted and an officer requested to intervene. The school will make every attempt to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up a child.
9. The use by any person, including a pupil, of any electronic listening or recording device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. Any person, other than the pupil, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation shall be subject to appropriate disciplinary action. – EC 51512

The Board of Education and District staff shares with parents the need for each pupil to be granted the right to attend school in an atmosphere that is free of disruption. Parents are encouraged to assist the school in advising and counseling their children and to help them develop a respectful, constructive attitude toward the school program, school personnel, other pupils, and themselves. Parents should emphasize the importance of school and the value of education.

PUPIL RIGHTS

Pupils enjoy the same rights as adults with regard to questioning by police officers. Those rights include constitutional protection involving the right against self-incrimination and the right of privacy. The Moorpark Police Department has provided the following Miranda Advisement statement, which an officer must read to a pupil who is placed under arrest:

Miranda Advisement

1. You are suspected of committing (specify crime).
2. You have the right to remain silent.
3. Anything you say may be used against you in a court of law.
4. You have the right to talk to a lawyer and have him present with you before and while being questioned.
5. If you cannot afford to hire a lawyer, one will be appointed to represent you before any questioning, at no cost to you.

Obtaining Waiver

1. Do you understand each of these rights I have explained to you?
2. Having these rights in mind, do you wish to talk to me (us) now?

As noted above, the Miranda Advisement statement must be read to a pupil when placed under arrest; therefore, a pupil has the right to have an attorney present during questioning. If an officer simply intends to question a pupil for purposes of gathering information, the pupil may be questioned without being informed of his/her rights. In either situation, the parent will be informed by school authorities. The police, however, are not obligated to wait for parents in the case of a simple questioning.

QUESTIONING AND APPREHENSION

The schools and local law enforcement agencies have a tradition of working cooperatively for the welfare of pupils. Local police officers have been available to schools for presentations in individual classrooms and lending immediate assistance in cases of lost children, trespassers on school campus, traffic problems, and emergency situations. The presence of police officers on campus is viewed by staff and pupils as positive.

In 1991, the Board of Education adopted a revised policy regarding the responsibility of administrators and law enforcement officers when the need to question and/or apprehend a pupil is evident. There were further revisions made in 1993. The policy, which is available for review in the District Office, clearly states the responsibility of school administrators when requests are made by a police officer to question a pupil or to remove a pupil from the campus. Police officers have the right to enter a school campus for purposes of questioning pupils or apprehending a pupil suspected of committing a crime.

With the exception of suspected child abuse, the parent will be notified by a site administrator about the questioning of a pupil, unless specifically directed not to do so by the officer. An administrator will remain with the pupil during questioning unless the police officer asks the administrator to leave.

EXPECTED BEHAVIORS

Rules and regulations are approved at each school by a school advisory committee in an effort to maintain an atmosphere conducive to learning. The standards of behavior relative to Pupil behavior and discipline prescribed by the Board of Education are consistent with State law and regulations set by the State Board of Education.

All pupils must comply with the standards of behavior and follow instructions from school employees. School employees are expected to treat pupils in a respectful manner when exercising authority over pupils. It is the belief of the District that an atmosphere of mutual respect and cooperation is best suited for a healthy school climate. Pupils and employees are expected to meet the standards of behavior at all times.

Extracurricular activities are considered part of the educational program. Standards of behavior also apply to participants/spectators as representatives of their schools/community and will be enforced at extracurricular events. Disrespectful behavior, taunting and any verbal or offensive communication will result in the exclusion of Pupil or adult spectators from school facilities and grounds.

DUTIES OF PUPILS

Every Pupil shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of teachers and others in authority; observe good order and deportment; be diligent in study; be respectful to teachers and others in authority; be kind and courteous to schoolmates; and refrain entirely from the use of profane and vulgar language (*5 CCR 300*).

IN-SCHOOL SUSPENSION

In-School Suspension (ISS), offered at the K-12 grade levels, is a positive alternative to out-of-school suspension. ISS is established to maintain a structured learning environment for the suspended pupils and to provide guidance for pupils whose disruptive behavior forces temporary removal from the regular classroom.

The main purpose of ISS is to teach pupils to accept the consequences for their actions, give them time to evaluate their behavior, and become actively involved in finding positive alternatives to their irresponsible actions.

Pupils may be assigned to ISS for one to two days. The length of time is determined by the severity and/or frequency of the disruptive actions. During the time spent in ISS, pupils are in attendance at school and will be given class assignments in order to continue progress toward educational objectives.

Suspension or Expulsion – EC 48900

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

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person;
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind).
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) 1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
- (2) (A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager, or a communication, including, but not limited to, any of the following:
- (i) A message, text, sound, video or image.
 - (ii) A post on a social network Internet Web site, including, but not limited to:
 - (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
 - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - (iii) An act of cyber sexual bullying.
 - (I) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
 - (II) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
 - (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
- (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from, a school sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's misbehavior as specified in *EC 48900.5*.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

(E.C. 48900.2) Committed sexual harassment (Applies only to pupils in grades 4 through 12)

(E.C. 48900.3) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. (Grades 4 through 12 only)

(E.C. 48900.4) Engaged in harassment, threats, or intimidation against pupils and school personnel. (Applies only to pupils in grades 4 through 12)

(E.C. 48900.5) The pupil's presence poses a danger to persons or property or threatens the educational process

(E.C. 48900.7) Terroristic threats against school officials or school property, or both.

*Law enforcement may need to be notified pursuant to *E.C. 48902* regarding possible violation of P.C. sections 245, or 626.9, or 626.10.

If it becomes necessary to suspend a pupil, the parent or guardian has the following rights and obligations:

1. Parents are to respond to the principal's request to attend a conference concerning the suspension without delay.
2. Parents and pupils have the right to inspect the school's records concerning the suspension.
3. The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension.
4. A teacher may require the parent/guardian of a pupil whom the teacher has suspended to attend a portion of a school day in his/her child's classroom. When a teacher makes this requirement, the principal shall send the parent/guardian a written notice that the parent/guardian's attendance is required pursuant to law. *(Education Code 48900.1)*

In addition to the above, amended by SB 166 CHP.116, Statutes of 2001 Section 48915(c)(5), the code provides that a pupil shall be recommended for expulsion for possession of an explosive. (Explosive is defined as a destructive device, Section 921 of Title 18 of the U.S. Code.)

A pupil may be recommended for expulsion for any of the reasons enumerated in Education Code 48915, and pursuant to the expulsion procedures identified in Education Code 48918 and 48918.5

A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h) (Possessed or used tobacco, or any products containing tobacco), of Education Code Section 48900 (Grounds for suspension or expulsion). *(E.C. 49079)*

After the Board of Education has expelled a pupil, the parent/guardian and/or pupil have the right to appeal the decision to the County Board of Education if he/she believes the District did not follow proper procedures in conducting the hearing.

Pupils who wish to re-enter the District after an expulsion must apply to the Board of Education for readmission. The letter of expulsion includes readmission criteria.

SAFE SCHOOL ZONE

Learning in a safe and secure environment is a basic right for every pupil. If there is reasonable cause to suspect the possession, use, or sale of alcohol or drugs on school premises, or during school-related activities, a pupil may be immediately suspended from school and all school activities pending the outcome of an investigation. This may result in a recommendation to the Board of Education that the pupil be expelled from the Moorpark Unified School District.

Any pupil found to possess a weapon, defined as a firearm, replica of a firearm, paintball gun, air soft gun, knife of any size/type, or explosive device, including all fireworks, will be immediately suspended and may be recommended to the Board of Education for expulsion. Refer to Suspension or Expulsion, pages 28-30.

The District is committed to providing a safe environment for pupils, staff, and visitors on campus. The Superintendent shall consult with local law enforcement, insurance carriers, and other appropriate individuals and agencies to address the security of school campuses. Any person specified in Penal Code 626.9(1)-(o) and 30310 is authorized to possess a firearm and/or ammunition on school grounds. School grounds include, but are not limited to, school buildings, fields, storage areas, and parking lots.

STANDARDS OF DRESS

The Board of Education of the Moorpark Unified School District believes that appropriate dress and grooming contribute to an environment that is conducive to learning. Therefore, the Board expects pupils to wear clothing that is suitable for the school activities in which they participate. Each school may set a policy related to the type of sun-protective clothing, including, but not limited to, hats, that pupils will be allowed to use outdoors, and specify the types of clothing and hats that may be deemed inappropriate. Hats, caps and other head coverings shall not be worn indoors unless there is a specific, approved reason for such wearing. For specific dress code language, refer to BP 5132. Furthermore, sunscreen use by pupils during the school day will be allowed without a physician's note or prescription. (*E.C. 35183 & 35183.5*)

There are three major reasons for establishing a standard of dress:

1. A concern for safety and health.
2. To assure that clothing does not distract from or become more important than learning.
3. To assure that clothing reflects common social decency.

Restrictions on freedom of pupil dress will be imposed whenever a pupil's appearance reflects any of the following categories:

- a. Is unsafe either for himself/herself or others.
- b. Is disruptive to school programs or the educational process.
- c. Is suggestive of or displays ideas related to drugs, alcohol, sexual activity, gang ideology, or obscene language.

Pupils who appear at school dressed in violation of the code will be asked to change clothing if they have appropriate clothing at school. Parents may be requested to take a pupil home for a change of clothing or bring appropriate clothing to the school.

Please refer to the pupil Agenda Book, parent bulletin, school website or opening letter from each school for more specific dress requirements. Variations depend upon grade levels and special activities.

DRESS REQUIREMENTS FOR PHYSICAL EDUCATION IN GRADES 6-12

Pupils in grades 6-12 are required to "dress out" by wearing uniforms or clothing appropriate for physical education classes. P.E. uniforms can be purchased at the school or you can supply your own. If you choose to supply your own, consult the individual school's P.E. department for specifications. Any pupil for whom purchasing a uniform would be a financial hardship should see the school counselor who will provide alternative methods for meeting this requirement. This is accomplished with strict confidentiality.

LUNCH TIME CAMPUS REGULATIONS

The campuses of all schools in the District are closed campuses. Pupils may not leave the school grounds unless they are checked out by a parent, guardian or an adult listed on the pupil's emergency form. Pupils in grades **11 and 12 who maintain a 2.0 GPA are allowed** to leave campus for lunch with parent/guardian permission. Pupils must show their ID cards with the lunch pass logo to leave campus. A lunch pass application with a parent/guardian signature must be on file in the Attendance Office. The lunch pass application form must be signed in the presence of a school official. Forms are located in the Attendance Office. (Neither the school district nor any officer or employee thereof shall be liable for the conduct nor safety of any pupil during such time as the pupil has left the school grounds pursuant to this section.) (*EC 44808.5*)

COMPUTER AND INTERNET ACCEPTABLE USE POLICY

(*EC 51870.5*), *Penal Code Section 313*)

Internet access is available to pupils and staff in the Moorpark Unified School District for use as an educational tool. We are pleased to bring this access to the District and believe the Internet offers vast, diverse, and unique resources to both pupils and staff. Our goal in providing this service to staff and pupils is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Moorpark Unified School District has taken precautions to restrict access to inappropriate materials. However, on a global network, it is impossible to control all materials and it is possible that a user may discover inappropriate information. The District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Moorpark Unified School District guidelines are offered to provide awareness of the responsibilities pupils must accept. In general, this requires efficient, ethical and legal utilization of the District's network resources. If a Moorpark Unified School District user violates any of these provisions or posted classroom and District rules, his or her account may be suspended or terminated, future access may be denied, and the user may be subject to other District disciplinary options. In addition, pursuant to State of California law, any unauthorized access, attempted access, or use of any state computing and/or network system is a violation of Section 502 of the California Penal Code and/or other applicable federal laws, and is subject to criminal prosecution.

In order to be allowed access to the Internet, all pupils and the pupil's parent/guardian must read and sign the District's "Computer and Internet Acceptable Use Agreement." All rules regarding appropriate Internet use are outlined in the agreement. The signatures indicate that the party or parties who signed have read the terms and conditions carefully and understand their significance. Each school site will keep a record of signed agreements, which include:

- | | | |
|----------------------------------|------------------------------|---|
| 1) Conditional Privileges | 5) No Warranties | 9) Procedures for Use in a Lab or Library |
| 2) Acceptable Use | 6) Security | 10) Encounter of Inappropriate Materials |
| 3) Network Etiquette | 7) Vandalism | 11) Penalties for Improper Use |
| 4) Misuse of the District System | 8) No Expectation of Privacy | 12) Duration of Agreement |

Pupil expression on District or school Internet web sites and on-line media shall generally be afforded the same protections as print media. However, numerous court cases have found that the First Amendment rights of public school pupils are not necessarily the same as the rights of adults in other settings and must be applied in light of the special circumstances of the school environment. As such, pupils' freedom of expression shall be limited in order to maintain an orderly school environment and to protect the rights, health and safety of all members of the school community. Pupils are prohibited from making any expressions or distributing or posting any materials that are obscene, libelous or slanderous. Pupils are also prohibited from making any expressions that so incite pupils as to create a clear and present danger of the commission of unlawful acts on school premises, the violation of school rules, or substantial disruption of the school's orderly operation. This means that the schools may impose discipline for conduct that occurs outside the school when the off-campus conduct poses a direct threat to the safety, welfare or discipline of other pupils or staff. Off-campus pupil expression, including but not limited to pupil expression on off-campus Internet web sites, shall be subject to discipline when such expression poses a direct threat to the safety of pupils or school personnel. Conduct by a pupil outside of class which, for any reason materially disrupts class work or involves substantial disorder or invasion of the rights of others, is not protected by the constitutional guarantee of free speech.

ACADEMIC REQUIREMENTS AND ASSESSMENTS

DISTRICT WIDE

REPORT CARDS

In grades TK-5, report cards are sent home three times per year at the end of each trimester – December, March and June. There are also three progress updates that are sent home during each trimester – October, February and May. Along with the October progress update, Goal Setting Conferences are available during conference week. In grades 6-8, report cards are sent home three times per school and progress reports are given mid-way through each trimester. An update is sent if a pupil is receiving a D or F in any class. For grades 9-12, report cards are sent home two times per year. Progress reports are sent home only if a pupil is receiving a D, F or I grade in any class.

HOMEWORK

Homework is designed to develop positive attitudes and work habits that expand content knowledge. Classroom instruction and homework are both based on California Grade Level Content Standards. It is the intention of the Moorpark Unified School District staff to assign relevant, challenging and meaningful homework that reinforces classroom-learning objectives. Homework also serves to develop individual study skills and responsibility while strengthening academic skills and knowledge of concepts.

The purposes of homework:

- To practice and reinforce concepts introduced in class
- To prepare for subsequent lessons
- To establish study habits
- To assess learning and understanding
- To participate in research activities
- To help pupils learn to budget and prioritize time

Although parental support is encouraged, the work should be performed by the pupil. Parental support of homework should include:

- Providing a suitable place to study
- Providing appropriate and necessary materials
- Checking to see if homework is completed
- Offering to clarify directions and answering questions
- Encouraging the pupil to do his/her best work
- Checking the agenda book daily

Assignments will be thoroughly explained and timelines for completion clearly understood by pupils. The rationale for homework assignments can be found in each teacher's course syllabus or lesson plans. Homework is considered a regular part of the daily school routine. Parents can assist teachers by supporting the need for homework assignments and providing feedback about time spent, difficulty, and progress made.

Homework for all pupils in grades 1 through 5 should be limited to those days in which school is open and should not require weekend or holiday study except in the case of long-term assignments such as term papers or projects. Exceptions to this may be required of pupils who have not completed work to the extent that they are at risk of failing or receiving a less than satisfactory grade.

At the secondary level, assignments to be completed outside of class may require work during weekends and holidays. Reasonable limitations are placed on the number of assignments each quarter. Extracurricular school activities need to be considered and assignments given sufficiently in advance to allow time for out-of-school responsibilities and schedules.

The following are Board adopted guidelines for homework assignments:

- Grades 1-3 Homework assignment(s) on a regular basis, approximately 30 minutes daily or 2 hours weekly
- Grades 4-5 Homework assignment(s) on a regular basis, approximately 60 minutes daily or 4 hours weekly
- Grades 6-8 Homework assignment(s) on a regular basis, approximately 25 minutes daily or approximately 2 hours weekly per class
- Grades 9-12 Homework assignment(s) on a regular basis, approximately 30 minutes daily or approximately 2½ hours weekly per class

Individual school sites or school departments may request an exemption from the minute/hour standards if there are special circumstances, consistent with current policy, which would warrant such a request. Advanced Placement, Academic Decathlon and Honors classes are exempt from the minute/hours standards. Standards in these classes are established by the teacher at the beginning of each year, approved by the principal, and clearly communicated to pupils and parents.

PHYSICAL EDUCATION IN GRADES 1-6

A course of study for all pupils in grades 1-6 shall include physical education, with an emphasis upon the physical activities that may be conducive to the health and vigor of body and mind. The total amount of time required for physical education is no less than 200 minutes each 10 schooldays, exclusive of recesses and the lunch period, Education Code 51210(g). If you have any questions regarding your child’s P.E. instructional minutes, please contact your child’s teacher or principal. If more information is needed, please contact Donna Welch, Assistant Superintendent of Instructional Services at (805) 378-6300. A complaint form may also be found on the district’s website @ www.mrpk.org, on the parent page under general information.

DISTRICT ADOPTED BENCHMARK STANDARDS

In the core subject areas of Math and Language Arts, standards have been established which must be mastered by each pupil by the end of each school year. Failure to meet these standards may prevent a pupil from taking a more advanced class or from being promoted to the next grade.

The standards are not intended to limit the curriculum. They are derived from a full range of objectives that also include introductory and review objectives. Copies of the standards (grades TK-5) are available on the District website (www.mrpk.org) and are given to parents, and standards (grades 6-12) are in course management plans given to parents at the beginning of the school year.

TESTING

California Assessment of Student Performance and Progress (CAASPP): The CAASPP Program includes the Smarter Balanced Assessments, which are computer-based tests in English Language Arts and Math. In addition, the California Science Test (CAST) was piloted during the 2016-17 school year. The Smarter Balanced Assessments are aligned with the new California State Standards. In October 2013, Assembly Bill 484 was passed and outlines which state assessments are required during the 2017-18 school year. The following table below indicates the tests to be administered at each grade level (*Education Code 52052, 60640*).

Smarter Balanced Summative Assessments - Computer-based online tests	
English Language Arts	Grades 3-8, 11
Math	Grades 3-8, 11
California Alternate Assessment (CAA) - Computer based online tests	
English Language Arts	Grades 3-8, 11
Math	Grades 3-8, 11
California Science Test (CAST) - Computer-based online test	
Science	Grades 5, 8 and one high school grade TBD
California Alternate Assessment in Science (CAA-Science)	
Individually-administered performance-based assessment	
Science	Grades 5, 8 and one high school grade TBD

The Smarter Balanced Summative Assessments measure pupil performance on the California Content Standards in English Language Arts/Literacy and Math and identify pupil performance in one of four achievement levels: standard exceeded, standard met, standard nearly met, or standard not met.

The California Alternate Assessment measures pupil performance in English Language Arts and Math. The CAA is administered to pupils whose IEP teams have determined that the pupils' cognitive disabilities prevent them from taking the online CAASPP Smarter Balanced assessments.

The CAST measures pupil performance on the California Science Content Standards. There will be no CAST scores for this field test year 2017-18.

The CAA-Science also measures pupil performance on the California Science Content Standards. The CAA-Science assesses the performance of pupils with significant cognitive disabilities. There will be no CAA-Science scores for this field test year 2017-18.

All of the tests in the CAASPP Program are administered in English.

The state is developing a new accountability and continuous improvement system that includes multiple measures of school success. This information is displayed on the new California School Dashboard website at www.caschooldashboard.org.

These standardized test results are only one of the tools that Moorpark Unified uses to measure pupil achievement. Other methods of monitoring pupil progress include District benchmark assessments, pupil grades, classroom tests and projects.

Psycho-Educational Tests: These tests to determine eligibility for special education services are administered by a multi-disciplinary assessment team to individual pupils who have been referred. The tests can only be administered upon prior parent notification and written parental approval.

CELDT AND ELPAC:

According to federal and state laws, all pupils whose primary language is not English and who are in the process of learning English must be tested every year until they become proficient in English. The tests used in California to meet this requirement are the California English Language Development Test (CELDT) for initial assessment and the English Language Proficiency Assessments for California (ELPAC), for annual assessments. By measuring their increasing mastery of the English language, the CELDT and ELPAC assist the schools to accurately place and provide appropriate support for pupils. Use of the CELDT and ELPAC is required by federal and state law and is not optional.

PHYSICAL FITNESS TEST (PFT):

All pupils in grades five, seven, and nine are required to take the PFT. Pupils who are physically unable to take the entire test battery are to be given as much of the test as conditions permit. (*Education Code* Section 60800 and the *California Code of Regulations, Title 5, Section 1041*). As a high school graduation requirement, pupils must successfully complete two years of P.E. Additionally, pupils must satisfactorily meet at least 5 out of 6 of the PFT testing areas or they will have to continue taking P.E. until the requirement has been met.

PROMOTION AND RETENTION CRITERIA

Education Code section 48070.5 requires the Board of Education to adopt a policy regarding the promotion and retention of pupils between the following grades:

- (1) Between second grade and third grade (2 to 3)
- (2) Between third grade and fourth grade (3 to 4)
- (3) Between fourth grade and fifth grade (4 to 5)
- (4) Between the end of elementary grades and the beginning of middle school grades (5 to 6)
- (5) Between the end of middle school grades and the beginning of high school (8 to high school)

The identification of pupils who should be retained and who are at risk of being retained in their current grade level will be based on the Standardized Testing and Reporting Programs, the pupil's grades, and other indicators of academic achievement as follows:

- a) District-level benchmarks: completion of at least 75% of designated benchmarks
- b) Grades: attainment of final class grade of D or above
- c) Pupil portfolios: meets minimum requirements for grade level standards in Reading, Language Arts, and Math
- d) SBAC: a score of 25% or above (Total Reading, Total Language, Total Math)

A pupil must accomplish 3 out of 4 of these indicators to be considered for promotion to the next grade level.

Pupils may be required to take remedial summer school classes in order to meet promotion or graduation requirements. Summer school is not offered at all grade levels or at all school sites. Contact your child's school counselor for information on summer school classes, locations and dates.

A full and complete copy of this Board Policy may be obtained at your local school site or by contacting the office of the Assistant Superintendent of Instructional Services at 378-6300 ext. 1501.

PROMOTION CEREMONIES

All 8th grade pupils are required to meet both academic and behavior standards as published in the pupil agenda book, as well as distributed in the "Promotion Activities" packet during a spring assembly. All pupils and parents must sign the agenda book during the first week of school, as well as return a signed "Promotion Activities" acknowledgement form. Pupils who do not meet the academic and behavior standards or violate this agreement will lose all 8th grade promotion privileges. Pupils not meeting these standards may earn back the privilege of participating in the promotion ceremony only by filing an appeal form that must be approved by the Principal.

SUMMER SCHOOL

The District Summer School program offers pupils the opportunity to remediate academic deficiencies and, in certain instances, to advance in course work. For specific course offerings, summer school brochures should be obtained from your child's school counselors.

COMMUNITY SERVICE LEARNING

Service learning offers a unique opportunity for pupils to get involved with the community in a tangible way. While providing service, pupils not only learn about democracy and citizenship, they become contributing citizens and community members. To promote service learning as a life-long habit, there is a graduation requirement for all pupils to complete forty hours of service. This requirement is pro-rated for pupils who enroll after 9th grade. Pupils will be expected to complete 10 hours of service for each year enrolled at Moorpark High School. Fifteen hours may be earned in middle school, providing proper documentation of this service is submitted to and certified by the middle school.

Form D must be completed for each service activity. At the high school level, all Form D's must be turned in to the College/Career Center no later than four weeks prior to the end of the school year. Only the 40 hours used to meet the graduation requirement need to be submitted for verification. Once a pupil has met the 40 hour requirement, no additional Form D's will be reviewed. Pupils will be expected to keep track of any additional service they complete for job or college applications on their own. To count for credit towards the graduation requirement, the service must meet the following requirements:

- Completed outside of school hours
- Not done for a grade or as part of a course requirement, nor for direct monetary benefit
- Not performed for a member of the pupil's family
- Not used to meet a service requirement for Scouts or other organization
- Verified by a supervising adult, other than the pupils' parents
- Under the supervision of/in collaboration with an organization on the Resource List. If pupils wish to volunteer with an agency not on the list, they must seek prior approval for this activity before submitting these hours
- Completed and submitted in the school year in which the service was performed

INSTRUCTIONAL FIELD TRIPS

Field trips are an integral part of learning experiences for pupils. Schools are encouraged to include them in the curricular planning whenever possible. In recent years, the number of field trips has been reduced due to lack of general fund money and has been supported primarily by parent donations, parent support groups, and special programs.

Before participating in a field trip, a pupil must return a completed field trip permission slip with the parent's signature. This slip will identify the particular trip, including the date, time, and method of transportation. It will also advise if there is a need for a bag lunch and drink. Additionally, it outlines the expectations of behavior on the part of the pupil. At the high school level, Pupil Activity Slips must also be submitted at least twenty-four hours prior to the planned activity. Pupil Activity Slips must be signed by all teachers of periods from which the pupil will be absent and submitted to the advisor of the event at least twenty four hours prior to the event.

SPECIAL PROGRAMS

COUNSELING:

Career Counseling (beginning Grade 7)

School personnel, when assisting any pupil with course selection or career counseling, shall affirmatively explore the possibility of careers, or courses leading to careers, that are non-traditional for that pupil's gender, beginning in grade 7. The purpose is to promote sex equity and to allow parents to participate in counseling session decisions. (*E.C. 221.5(d)*)

Sophomore Counseling

Moorpark High School pupils meet with counselors to explore and develop an educational plan, which encompasses sophomore through senior year options and post-secondary opportunities during the second semester of 9th grade.

Crisis Counseling

Crisis/bereavement counseling is encouraged and available after a crisis or natural disaster. When needed, such counseling is provided by Moorpark Unified School District personnel and community agencies.

ALTERNATIVE EDUCATION

HOME/HOSPITAL INSTRUCTION

If a child must miss school due to extended illness or an injury, parents are asked to speak with the Principal about the possibility of home instruction. The District provides home instruction during the school year for the purpose of continuing the educational process for pupils who are absent more than ten consecutive instructional days due to medical reasons. A doctor's verification of the pupil's inability to attend school and a request for home teaching must be filed in writing at the school site.

The decision to grant home instruction will be determined by the District Assistant Superintendent of Instructional Services. A parent or care provider is required to be in the home during scheduled instruction time. It is the primary responsibility of the parent or guardian of a pupil with a temporary disability to notify the school district of the pupil's disability and/or the pupil's presence in a hospital located within the district's jurisdiction. Within five working days, the district will determine whether the pupil will be able to receive individualized instruction. Pupils who are hospitalized with a temporary disability are considered residents of the school district in which the hospital is located. (*Education Code Sections 48206.3, 48207 and 48208*)

HOME INDEPENDENT STUDY PROGRAM (Grades K-8)

The District offers a home independent study program for Kindergarten through eighth grade to assist parents who choose to educate their children at home. This program is designed to meet the unique personal and educational needs of each participating family. Materials and support necessary to provide high quality instruction at home are provided. Our K-8 Home Independent Study program uses State-approved, District-adopted curriculum and materials and gives pupils access to library, computers, programs and activities at school sites. Pupils and their parents meet with a teacher on a weekly basis to collaboratively plan lessons and activities for the week. The teacher evaluates the pupil's work.

Attendance is granted based on successful completion of assigned work. The program offers pupils and their families an opportunity for flexible, individualized instruction, customized to the child's pace and learning style. To participate in this program, please contact Donna Welch at (805) 378-6300. The District will also offer short-term Independent Study to K-8 pupils under special circumstances (i.e., travel and chronic illness). Parents may contact their child's Principal for further information.

INDEPENDENT STUDY PROGRAM (Grades 9-12)

The District offers the Independent Study program in grades 9-12 as an alternative to classroom instruction. A pupil may enroll in Independent Study when it appears to be in the pupil's best interest and when there is signed agreement between the school, the parent/legal guardian and the pupil. At the secondary level, an instructor meets with pupils on a regular basis by appointment at a determined school site. Credit is granted based upon satisfactory completion of assignments within designated time periods.

INDEPENDENT STUDY PHYSICAL EDUCATION (Grades 7-10)

This is a program intended for the extraordinary athlete, in grades 7 through 10 only, who competes at a highly advanced level of competency and/or performance on an individual basis. Team sports and Dance are not approved sports for ISPE. An Independent Study P.E. program must develop proficiency, knowledge, and skills that cannot be achieved within an in-school program. The time spent in instruction must equal a minimum of ten hours per week of supervised, direct training. The pupil must have received physical education credit with a grade of C or better for the year preceding the period for which the request is made, and must maintain an overall 2.0 grade point average to continue in the program. Please contact Instructional Services at (805) 378-6300 for the ISPE enrollment application.

DRUG, ALCOHOL, TOBACCO PREVENTION EDUCATION

The District provides a program of Drug, Alcohol, Tobacco Prevention Education utilizing several curriculums including: Second Step (elementary), Project Alert (grades 6-8), the Glencoe Health Curriculum at grades 7 and 9, Too Good for Drugs and Violence in grade 9, and District-developed DATE - Drug, Alcohol, Tobacco Education units at grades 10-12. Instructional activities are designed to build pupils' self-esteem, develop interpersonal skills in relating to others, teach positive decision-making skills, and promote healthy drug/tobacco-free living. There is also an emphasis on involving parents and the community in providing guidance to pupils and supporting the "no use" message.

Intervention activities such as crisis counseling and support groups are available at all sites. Referral assistance is available to families for connections with public/private social service agencies and other community resources. Each site Principal is able to supply specific information.

Board Policy 5131.2 prohibits the possession, sale and use of tobacco or nicotine delivery systems, drugs or alcohol. Pupils involved in the possession, sale and/or use of tobacco or nicotine delivery systems, drugs or alcohol will be subject to disciplinary procedures up to and including suspension or expulsion.

State law mandates that school districts take all steps deemed practical to discourage pupils from using tobacco products. It is the intention of the Board of Education to provide a school environment that is consistent with District health curriculum standards, which discourage tobacco use. All campuses in the Moorpark Unified School District are tobacco-free environments. Smoking or use of any tobacco or nicotine related products, including vapor emitting devices, and disposal of any tobacco-related waste within 25 feet of a school playground, except on a public sidewalk located within 25 feet of the playground, is prohibited. No member of the public may use tobacco, or any product containing tobacco or nicotine while on District property, in vehicles operated by or on behalf of the District, or at school or District-sponsored events. Enforcement of this policy for parents and community members will include the following steps:

1. The person will be first asked to stop the use of the tobacco or nicotine product immediately.
2. If the person fails to cooperate with the request to cease using the tobacco product, the person will be asked to leave.

CALIFORNIA HEALTHY KIDS SURVEY

Since 1998, the California Healthy Kids Survey (CHKS) has been an anonymous, voluntary, and confidential pupil survey that local educational agencies have used in the planning, assessment, and evaluation of their alcohol, tobacco, other drug, and violence prevention efforts. Effective January 1, 2004, school districts have the option of administering the CHKS in grades 7 through 12 using either active or passive parental consent. We shall continue to obtain written parental permission prior to administration of the required 5th grade module of the CHKS. For grades 7-12, we have adopted the new Education Code section 51938(B), allowing for written parental notification and for a parent to opt his/her child out of participation, known as "passive consent." If parents desire to opt out their pupil from taking the survey, upon notification that the survey will be administered, they will be afforded the opportunity for inspection, and the ability to opt their child out of participation. The passive consent option shall also be applied to HIV/AIDS and sex education in grades 7-12.

HIV/AIDS PREVENTION EDUCATION & COMPREHENSIVE SEXUAL HEALTH (*E.C. 51930, 51931, 51937, 51938, 51939*) (Chapter 5.6 – California Healthy Youth Act)

- (a) The California Healthy Youth Act requires school districts to provide pupils with integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention education at least once in middle school and once in high school. It is intended to ensure that pupils in grades 7-12 are provided with the knowledge and skills necessary to:
 - 1. protect their sexual and reproductive health from HIV, other sexually transmitted infections, and unintended pregnancy;
 - 2. develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family;
 - 3. have healthy, positive, and safe relationships and behaviors. It also promotes understanding of sexuality as a normal part of human development.
- (c) "HIV/AIDS prevention education" means instruction on the nature of HIV/AIDS, methods of transmission, strategies to reduce the risk of human immunodeficiency virus (HIV) infection, and social and public health issues related to HIV/AIDS. For the purposes of this chapter, "HIV/AIDS prevention education" is not comprehensive sexual health education.
- (d) HIV/AIDS prevention education, whether taught by school district personnel or outside consultants, shall satisfy all of the criteria set forth in paragraphs (1) to (6), inclusive, of subdivision (b) and paragraphs (1) and (2) of subdivision (d) of Section 51933, shall accurately reflect the latest information and recommendations from the United States Surgeon General, the federal Centers for Disease Control and Prevention, and the National Academy of Sciences, and shall include the following:
 - 1. Information on the nature of HIV/AIDS and its effects on the human body.
 - 2. Information on the manner in which HIV is and is not transmitted, including information on activities that present the highest risk of HIV infection.
 - 3. Discussion of methods to reduce the risk of HIV infection. This instruction shall emphasize that sexual abstinence, monogamy, the avoidance of multiple sexual partners, and abstinence from intravenous drug use are the most effective means for HIV/AIDS prevention, but shall also include statistics based upon the latest medical information citing the success and failure rates of condoms and other contraceptives in preventing sexually transmitted HIV infection, as well as information on other methods that may reduce the risk of HIV transmission from intravenous drug use.
 - 4. Discussion of the public health issues associated with HIV/AIDS.
 - 5. Information on local resources for HIV testing and medical care.
 - 6. Development of refusal skills to assist pupils in overcoming peer pressure and using effective decision-making skills to avoid high-risk activities.
 - 7. Discussion about societal views on HIV/AIDS, including stereotypes and myths regarding persons with HIV/AIDS. This instruction shall emphasize compassion for persons living HIV/AIDS.
- (e) A pupil may not attend any class in comprehensive sexual education or HIV/AIDS prevention education, or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey or pupil health behaviors and risks, if the school has received a written request from the pupil's parent or guardian excusing the pupil from participation.

- (f) A pupil may not be subject to disciplinary action, academic penalty, or other sanction if the pupil's parent or guardian declines to permit the pupil to receive comprehensive sexual health education or HIV/AIDS prevention education or to participate in anonymous, voluntary, and confidential tests, questionnaires, or surveys on pupil health behaviors and risks.
- (g) While comprehensive sexual health education, HIV/AIDS prevention education, or anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks is being administered, an alternative educational activity shall be made available to pupils whose parents or guardians have requested that they not receive the instruction or participate in the test, questionnaire, or survey.

GATE PROGRAM AND OPPORTUNITIES FOR HIGH ACHIEVERS

Although the GATE program has been suspended for 2017-18, we will continue to serve currently identified GATE pupils and other high achieving pupils in the manner described below.

- At the elementary level, GATE/High Achieving pupils in K-5th grade are grouped in high ability clusters within the general classroom setting and provided differentiated instruction and additional challenge.
- At the middle school level, GATE/High Achieving pupils in 6th-8th grade are assessed for placement in honors classes. The honors classes at Chaparral Middle School, Mesa Verde Middle School and Campus Canyon were created to serve the needs of GATE and high achieving pupils.
- At the high school level, GATE/High Achieving pupils in 9th-12th grade may be placed in Honors, Pre-AP and Advanced Placement classes. Some examples include Pre-AP courses in English and Biology, Honors Math 1, 2 and 3, AP courses in Psychology, English, European and U.S. History, Statistics, Calculus AB and BC, Chemistry, Biology, Physics, Spanish and Studio Art.

PROGRAMS FOR CHILDREN WITH EXCEPTIONAL NEEDS

The Moorpark Unified School District provides a free and appropriate public education (FAPE) in the least restrictive environment (LRE) for children with disabilities from 3 through 21 years who reside within district boundaries. Eligibility for special education and related services is determined by an Individualized Education Program (IEP) Team and is based on the results of a multidisciplinary team assessment.

Individualized programs may be provided for the following categories of disabilities: 1) intellectual disabilities; 2) hard of hearing; 3) deaf ; 4) speech/language impaired ; 5) visually impaired; 6) autistic; 7) emotionally disturbed; 8) orthopedically impaired; 9) other health impaired; 10) specific learning disability; 11) deaf-blind; 12) multi-handicapped; 13) traumatic brain injury; 14) established medical disability (3-5 years only).

Parents are encouraged to discuss concerns regarding academic performance with respective teachers/principals. A conference may initiate an assessment by the PRIDE Team and a referral to special education for an evaluation. Special education assessments are completed within 60 calendar days following the receipt of written consent for assessment. Within this period of time, the IEP team will meet to determine eligibility and develop an individualized education plan, as appropriate. Parents are considered active participants in the IEP process and valued members of the team. Upon completion of an assessment, parents will be notified of their right to have an in-class observation of their pupil, under specified circumstances.

FEDERAL/STATE FUNDED PROGRAMS

The Moorpark Unified School District receives State and Federal funds to assist pupils with identified special needs. Each school elects a School Site Council (SSC), composed of school staff, parents, and pupils (at the secondary level), to participate in the development and ongoing evaluation of a school plan detailing how the funds will be used to supplement the core program that is offered to all pupils.

Plans may provide for supplemental extended day or pull-out programs, instructional assistants, resource teachers, special materials, pupil support services including counseling and tutoring, computer-assisted instruction, and staff development. The District also participates in a Migrant Education program for children of parents who work intermittently in agriculture.

Cal Grant Program

AB 2908 changes the notification to pupils from October 1st of the student's 12th grade year to January 1st of the student's 11th grade year regarding the opportunity to opt out of having his/her grade point average be electronically submitted to the California Student Aid Commission.

HOMELESS AND FOSTER YOUTH EDUCATION – 42 United States Codes 11432

The district provides a homeless and foster youth liaison to ensure parents of homeless and foster pupils are informed of educational rights and related opportunities available to their pupils. Families living in homeless or foster situations may contact Mrs. Donna Welch, Assistant Superintendent of Instructional Services at (805) 378-6300 for assistance regarding available support services.

The federal McKinney-Vento Homeless Assistance Act and Education Codes 48853, 49069 and 51225 ensure educational rights and protections for children and foster youth experiencing homelessness. This includes children who are living with a friend, relative or someone else because the family has lost their housing; children and youth staying in a motel or hotel due to lack of adequate alternative accommodations; children and youth living in an emergency or transitional shelter or a domestic violence shelter; and children and youth who are living in cars, parks, public spaces abandoned buildings, etc. It is the policy of Congress that pupils in homeless situations shall have access to the education and other services they need to ensure they have an opportunity to meet the same challenging State pupil academic achievement standards to which all pupils are held.

Services provided to pupils identified as homeless and foster include:

- 1) A district staff person to act as the educational liaison for pupils in homeless situations.
- 2) Pupils have the option of remaining in their school of origin to the extent feasible or transferring to the local school in the current attendance area when moving to a different address or community. The parent/guardian determines which school is in the child's best interest.
- 3) Pupils are immediately enrolled in school even if they do not have the documents required. The Liaison can request the necessary documents from previous schools or help to schedule required immunizations.
- 4) Pupils will be provided transportation to and from school at the parent's request.
- 5) Pupils will be provided free/reduced lunch. Pupils will be provided Title 1 services.
- 6) Pupils will be given priority enrollment in before and after school programs free of charge upon request. AB1567
- 7) Pupils may receive partial credit for courses previously completed in other schools.
- 8) Pupils may graduate with minimum state requirements with a possible 5th year/exemption from local graduation requirements.

SERVICES FOR ENGLISH LANGUAGE LEARNERS

The District has designed special instructional programs to meet the needs of pupils who are learning English. These programs are designed to promote the acquisition of English and academic content. Parents of English Language Learners can choose between several different programs for their children:

Structured English Immersion:

Pupils learning English are grouped together for instruction in English language development instruction. The focus of instruction is on teaching English language vocabulary and structure. Instructional activities in academic areas are delivered in English using special teaching strategies to ensure that pupils understand the content and can participate.

Alternative Program

This program provides instruction in both Spanish and English. This program will be offered to English Learner pupils whose parents have requested and been granted a Parental Exceptional Waiver, following the thirty-day placement in Structured English Immersion. Academic and literacy instruction occurs in Spanish and English with daily second language development.

English Language Mainstream

Pupils continue to receive additional and appropriate instruction in English language development at their proficiency level until they meet the requirements to be reclassified as fluent English proficient (FEP). This program teaches literacy and all areas of academic content in English.

PRESCHOOL PROGRAMS

All 3 & 4 year old children must be potty trained before beginning the program.

Children must be 3 or 4 by September 1

State Income Eligible Preschools

3 & 4 year-old children, who are State income-eligible, are provided an enriching preschool experience, which emphasizes language development, socialization, nutrition, and hands-on learning experiences. A parent education component is available. Nutritious breakfasts, lunches, and/or snacks are served daily. Families registering for the State Income Eligible program must meet income eligibility.

State Preschool $\frac{1}{2}$ day Program: Free to eligible families

Programming is 5 days per week: 3 hours per day: morning and afternoon classes are available.

Locations: ECC (Flory school site), Campus Canyon, Mountain Meadows and Walnut Canyon

Adult Education Preschool Program

Parent Participation Preschool:

Through the MUSD Adult Education Program, parents and children learn together. Parents receive parenting education and hands-on experiences with preschoolers. 3 & 4 year-old children enjoy a preschool experience, which is enriching, nurturing, and developmentally appropriate in addition to enjoying music, art, story time, sensory, snack, and outdoor activities together.

Fees: Fees are paid once a month. Please call or log onto our website for current fee information.

Location: Mountain Meadows Elementary School

Fee Based Preschools

3 & 4 year-old children are provided an enriching preschool experience, which emphasizes language development, socialization, nutrition, and hands-on learning experiences. A parent education component is available. Nutritious breakfasts, lunches, and/or snacks are served daily.

Part time sessions: 8:00 a.m. to 11:00 a.m. and 12:00 –3:00 (depending on location)

Fees: Please call or log onto our website for current fee information.

Locations: Part time –Flory ECC, Campus Canyon, Mountain Meadows and Walnut Canyon

Visit the Moorpark Unified School District website @ www.mrpk.org and click on the **Schools** tab and go to Preschool for further information, program fees and preschool locations. For additional information not listed on the website call (805) 531-6466.

SECONDARY/High School

HIGH SCHOOL COURSE REQUIREMENTS

The Board of Education, in compliance with the Education Code, has established the following requirements for graduation from District high schools:

English

8 semesters 40 credits

Social Science

8 semesters 40 credits

Mathematics

6 semesters 30 credits

Courses must include equivalent of a full year of algebra.

Three years of math instruction must be taken during high school years.

Science

6 semesters 30 credits

Physical Education

4 semesters 20 credits

Other courses may be applied to elective credit

Fine Arts, Foreign Language, or approved Career Technical Education course

2 semesters 10 credits

Electives

12 semesters 60 credits

Total required for graduation

230 credits

ADVANCED PLACEMENT EXAMINATION FEES

Funding assistance is available to assist with the cost of advanced placement examination fees for pupils enrolled in AP classes who may not otherwise be able to afford the cost of an AP exam. Counselors should be contacted for further information. (E.C. 48980(k), 52244)

HIGH SCHOOL COLLEGE AND CAREER PATHWAYS

The high school college and career pathways include AVID, Engineering Technology (STEM), Games and Simulations, Health Science Academy, Hospitality and Tourism, Moorpark Business Academy, Performing Arts including Instrumental, Theatre and Vocal, Visual and Media Arts-Studio and Visual and Media Arts-Technology, Manufacturing and Product Design.

More information regarding these career pathways may be obtained by contacting Moorpark High School – (805) 378-6305.

STANDARDS OF PROFICIENCY FOR THE CLASSES OF 2017-2018

To receive a high school diploma, District pupils must achieve at least minimum proficiency in reading comprehension, writing and mathematics. All adopted proficiency standards correspond with the goals of the course of study required for graduation. Pupils shall be assessed periodically to measure mastery of basic skills and shall be provided with additional instruction and opportunities to meet the District's proficiency standards.

Pupils with exceptional needs will be required to meet the regular District graduation standards to the extent that their conditions permit as stated on IEP requirements.

CALIFORNIA HIGH SCHOOL PROFICIENCY EXAM - 5 C.C.R. 11523

The California High School Proficiency Exam (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible pupils who pass the CHSPE are awarded a Certificate of Proficiency by the State Board of Education. A pupil who receives a Certificate of Proficiency may, with verified approval from the parent or legal guardian, leave high school early. The Certificate of Proficiency, however, is not equivalent to completing all course work required for regular graduation from high school. For more information, including administration dates and registration deadlines, visit the following website: <http://www.chspe.net/>.

AB 2656 (O'Donnell) prohibits the charging of examination application fees to a foster youth who is under 25 years of age.

MAXIMUM CREDITS

For high school pupils, thirty (30) credits per semester is the normal pupil maximum. The site Principal or his/her designee may approve any increase beyond the thirty (30) credit maximum up to forty (40) credits with the right to petition to the principal for additional credits through Adult Education, R.O.P., Work Experience and/or off-campus courses.

Community High School pupils may earn more than 40 credits per semester given the self-paced nature of the Community High School program and other opportunities for accelerated progress to meet the need for pupils to make up credit deficits.

GRADUATION CEREMONIES

All seniors are required to meet both academic and behavior standards and to document their awareness of those standards by filing a signed "Intent to Graduate" statement with the Principal. Pupils who violate this agreement will lose all senior graduation privileges. **Behavior** – Seniors may be allowed to earn back the privilege of participating in the graduation ceremony through completion of additional 20 hours of community service. **Academic** – Seniors must complete 230 credits in specific course work and meet the minimum proficiency requirements in order to participate in the graduation ceremony.

HONOR GRADUATES

Pupils completing the first 7 semesters of high school with a 4.0 or higher grade point average shall be designated as Honor Graduates.

COMMUNITY HIGH SCHOOL (ALTERNATIVE/CONTINUATION EDUCATION)

Community High School offers an alternate means of earning a high school diploma to pupils. An intensive program of personalized guidance and instruction is offered within a flexible, small school-within-a-school setting. Community High School emphasizes: (1) earning a high school diploma; (2) basic skills improvement; (3) the development of attitudes and related characteristics favorable to satisfactory employment and entrance into occupational training; and (4) vocational instruction and work experience.

Pupils, ages 16 to 18, may be referred to Community High School by the District, school, parent or pupil. Criteria considered for admission include: lack of required credits for graduation, trancies and tardies, necessity to work full-time and/or social/emotional/behavioral factors. Pupils may be transferred to Community High School on an involuntary or voluntary basis (BP 5124).

THE HIGH SCHOOL AT MOORPARK COLLEGE

The High School at Moorpark College offers a different way of teaching and learning for high school juniors and seniors who have been identified as GATE or high ability pupils, and who are not reaching their academic potential. In this academically challenging, integrated and interdisciplinary curriculum, pupils are taught in a thematic, learning community style, and are concurrently enrolled in both high school and college courses. Acceptance into the program is by application and is limited to 150 pupils. For interested pupils, contact Ruby Delery, Principal - 378-1444.

CLASSES FOR ADVANCED HIGH SCHOOL PUPILS

To challenge advanced pupils, the high school offers Honors, pre Advanced Placement, and Advanced Placement courses. All Advanced Placement and some Honors courses earn an extra grade point.

HONORS COURSES

Chemistry
English 2
French 3
Math I, II
Physiology
Pre-AP English 1
Pre-Calculus
Spanish 3
World History

ADVANCED PLACEMENT COURSES

English 3 (Language and Composition)
English 4 (Literature and Composition)
French 4
Spanish 4 *Spanish 5Lit*
European History *American/U.S. History*
American Government *Economics Macro*
Calculus AB *Calculus BC*
Statistics *Psychology*
Biology *Chemistry*
Physics 1, 2, 3 *Environmental Science*
Studio Art/Drawing & Design
Research

CURRICULAR, CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

Pupil Grade Point Requirement

A 2.0 grade point average is the minimum required for participation in co-curricular and extracurricular activities with the following contingencies:

- A. The grade point average is to be based upon the previous grading period and will include grades in all classes. A pupil must pass at least four (4) classes in the previous quarter to be eligible regardless of GPA.
- B. The purpose of this requirement is to limit those activities that might demand time outside of school hours. In-class activities shall not be affected. Examples of activities include, but are not limited to, the following:

Athletics (including support group pupils)	Drama Productions
Marching Band and Chorus	Choral Productions
Cheerleading	Competitive Speech
Pupil Government	Newspaper
Class Officers	Yearbook
Club Officers	Dance/Tall Flags

- C. Special Education pupils or pupils who are in other specially identified programs will be eligible if they are making satisfactory progress in their Individual Education Program (IEP) as determined by the school administration and teachers.
- D. A pupil shall be permitted to participate in sex-segregated school programs and activities and use facilities consistent with his or her gender identity, irrespective of the gender listed on the pupil's records (*EC 221.5, AB 1266*).

HIGHER EDUCATION AND CAREER TECHNICAL EDUCATION

The State of California offers community colleges, California State Universities (CSU), and Universities of California (UC) for pupils who wish to continue their education after high school.

In order to attend a community college you need only be a high school graduate or 18 years of age. In order to attend a CSU you have to take specific high school courses, have the appropriate grades and test scores, and have graduated from high school. For some colleges, test scores are not required if your GPA is 3.0 or above. In order to attend a UC you must meet requirements for coursework, GPA, and test scores, or rank in the top four percent at a participating high school, or qualify by examination alone. You may also transfer to a CSU or UC after attending a community college. For more information on college admission requirements, please refer to the following webpages:

www.cccco.edu – This is the official website of the California Community College system. It offers links to all of the California Community Colleges.

www.assist.org – This interactive site provides course transfer information for pupils planning to transfer from a California Community College to a CSU or UC.

www.csumentor.edu – This extensive online site offers assistance to pupils and their families on the CSU system, including the ability to apply online and links to all CSU campuses.

www.universityofcalifornia.edu – This massive website offers information regarding admissions, online application, and links to all UC campuses.

Pupils may also explore career options through career technical education. These are programs and classes offered by a school that are specifically focused on career preparation and/or preparation for work. The programs and classes are integrated with academic courses and support academic achievement. Pupils can learn more about career technical education by referring to the following webpage: www.cde.ca.gov/ds/si/rp

WORKING WITH TEACHERS

PARENT-TEACHER CONFERENCES TK-12

As needed, parent-teacher conferences are scheduled in grades TK-5 at the end of the first reporting period. In grades 6-12 conferences will be scheduled on an as-needed basis. These conferences provide an excellent method for parents to monitor their child's progress in school. Parents will be notified, in advance, of the date and time of the conference. Please be punctual about arriving for the conference at the designated time. If you cannot come at the scheduled time, please arrange an alternate time with the teacher.

OTHER CONFERENCES

Parents may be contacted by their child's teacher and asked to come to school for a conference. These requests are usually prompted by a need to discuss the child's progress in school work, behavioral problems, changes in instructional program, or to seek parental assistance.

If you have questions about your child's school work and adjustment to school, have information about your child's health that the school should know, or have general questions about classroom requirements, you may ask for a teacher conference. The best way to do this is to call the school and schedule a conference with the teacher. This will assure you of having time with the teacher who is free from other distractions. Remember, teachers cannot conduct conferences while they are teaching their classes. They cannot give parents their individual attention and provide for the instructional needs of their class at the same time. Parents of Middle School and High School pupils may contact the counselors at their respective schools to arrange conferences, as more than one teacher may be involved with your child's school experience.

BACK-TO-SCHOOL NIGHT

At the beginning of the school year, each school invites parents to visit their child's classrooms to receive information about the educational program offered. Parents are encouraged to attend and will receive information from the individual school prior to the event.

PARENT INVOLVEMENT

Moorpark Unified School District is committed to working with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities; advisory, decision-making and advocacy roles; and activities to support learning at home.

Parental involvement means the participation of parents in regular, two-way and meaningful communication involving pupil academic learning and other school activities, including ensuring that:

- parents play an integral role in assisting their child's learning;
- parents are encouraged to be actively involved in their child's education at school;
- parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

VISITING SCHOOLS

Parents of enrolled pupils are always welcome to visit their child's school to observe in the classroom. If you wish to visit a class, please make arrangements 24 hours in advance with the principal. While you are observing the classroom, the teacher will continue to carry on the planned instructional activities. Please do not attempt to engage the teacher in an extended conversation and do not bring young children and/or infants with you while in the classroom.

Parents of prospective pupils are encouraged to contact school office managers to sign up for scheduled classroom tours or orientation meetings that are usually provided during the spring semester.

All school visitors are required to sign in at the school office as soon as they arrive. (Penal Code Section 627.2). Administration has the authority to direct non-pupils to leave campus (Penal Code Section 626.6). No disruption of school activities or verbal/physical assaults will be tolerated by visitors on campus (*E.C. 44810 and 44811*).

PARENT VOLUNTEERS

Parents are encouraged to assist in their child's education by volunteering their services to participate in activities such as:

1. Becoming a member of a school or District committee or group, such as PTA
2. Assisting pupils in the classroom
3. Performing clerical duties (typing, filing) for the school office and the library
4. Preparing costumes for programs
5. Becoming a "Room Parent"
6. Assisting teachers with projects (some work can be done at home)
7. Assisting in classroom gardens

Parents must complete volunteer forms before volunteering in classrooms. Please do not bring young children or infants with you while working on campus or on field trips. (BP 6020)

TITLE I PARENT INVOLVEMENT POLICY

Parents of pupils participating in the Title I program are invited to be involved in the development of the District's Title I programs, activities and procedures shall be developed and agreed upon with parents/guardians of participating pupils. Title I parents are invited to evaluate the content and effectiveness of the Title I parent involvement policy and its implementation in improving the academic quality of the schools served by Title I on an annual basis. (BP 6171(a))

PARENT SUPPORT GROUPS

At both the District and site levels, there are multiple opportunities for parents to take an active role in their child's education. Contact your child's school or the District Office to become a member of any of the following:

District	Site
District English Learner Advisory Committee	English Learner Advisory Committee
Moorpark Education Foundation http://www.moorparkeducationfoundation.org	PTA or PTSA http://www.12thdistrictpta.org/moorpark.html
ASK – All Special Kids Special Education Advisory Committee	Athletics and Music Booster Clubs (secondary level)
	Title I Parent Annual Meetings (at school sites - funded by Federal program)
	School Site Council

PARENT RIGHTS AND RESPONSIBILITIES

School districts in California are required to annually notify pupils, parents, and guardians of their rights and responsibilities, pursuant to California Ed Code Section 48980. All families are provided a copy of the Annual Notification of Parent Rights and Responsibilities. You may review the Parents Rights & Responsibilities as well as the Parent Handbook by going to www.mrpk.org, clicking on *For Parents* and selecting *Parent Handbook and Parent Rights*. You may also request a copy of both publications from the office staff of your child's school. Please review this information carefully as it applies directly to you and your child's participation in our educational programs.

STUDENT RECORDS RELEASE

The District requires a court order to disseminate juvenile information to, or by, federal officials. The attachment of juvenile information, including all juvenile case file and information related to the juvenile, along with any other documents may not be given to, or provided by, federal officials without prior approval of the presiding judge of the juvenile court.

**IN THE EVENT OF AN
EMERGENCY**

CHECK THE MUSD WEBSITE

WWW.MRPK.ORG

OR

TUNE RADIO TO STATION

KHAY 100.7 FM

KVEN 1450 AM

KMLA 103.7 for Spanish

**FOR EMERGENCY INFORMATION
AND UPDATES**