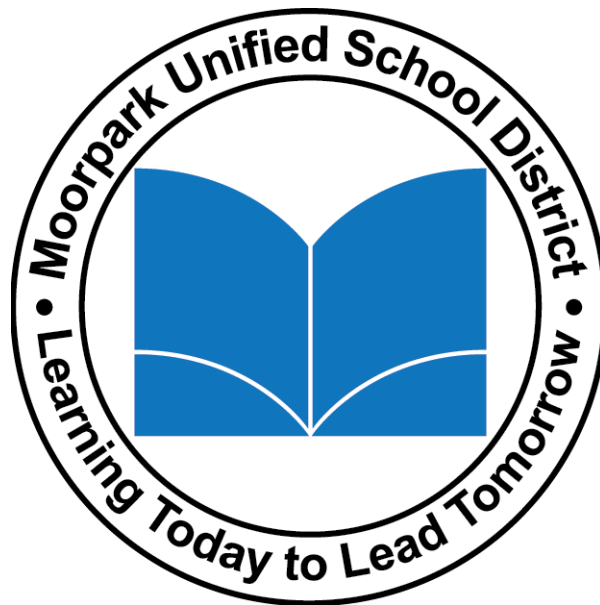


# **PARENT HANDBOOK**

**2024-2025 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**

**2024-2025**  
**SCHOOL YEAR**

Prepared by  
**Dr. Jane Wagmeister**  
**Assistant Superintendent**  
**Instructional Services**

*The Moorpark Unified School District prohibits discrimination, harassment, intimidation, bullying and sexual harassment based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, immigration status, marital status, parental status, family status, pregnancy status, race or ethnicity, religion, sex, sexual orientation or any other specified characteristic such as hairstyles or association with a person or a group with one or more of these actual or perceived characteristics in all educational programs, school related or school sponsored activities, school attendance or employment policies which may have an impact or create a hostile environment at school as required by Title IX of the 1972 Education amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the California Fair Employment and Housing Act, The Equity in Higher Education Act, and other applicable laws and regulations. For questions or concerns regarding discrimination, harassment, intimidation, bullying or sexual harassment, please contact the District's Discrimination, Equity, and Title IX Compliance Officers: Dr. Jane Wagmeister, Asst. Superintendent of Instructional Services, or Dr. Cathy Lasure, Assistant Supt. of Personnel Services, 5297 Maureen Lane, Moorpark, CA 93021, (805) 378-6300, [jwagmeister@mrpk.org](mailto:jwagmeister@mrpk.org) or [clasure@mrpk.org](mailto:clasure@mrpk.org).*

**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.**

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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

Amy Adams, President     Ute Van Dam, Vice President  
Robert Perez, Member     Dan Burchfield, Member  
Nathan Sweet, Clerk of the Board  
Dr. Kelli Hays, Secretary to the Board

Meetings of the Board of Education are generally held the second and fourth Tuesday of each month beginning at 5:30 p.m. unless otherwise noted below. Meeting agendas are posted in advance at each school site, the District Office and on the Internet at [www.mrpk.org](http://www.mrpk.org). Public comments are welcome and encouraged at each board meeting.

Regular Meetings: Agendas must be posted within 72 hours of meeting.

Special Meetings: Twenty-four-hour notice must be provided to members of legislative body and media outlets including brief general description of matters to be considered or discussed.

Emergency Meetings: One-hour notice in case of work stoppage or crippling activity, except in the case of a dire emergency.

Closed Session Agendas: All items to be considered in closed session must be described in the notice or agenda for the meeting. The body must orally announce the subject matter of the closed session. If final action is taken in a closed session, the body generally must report the action at the conclusion of the closed session.

Agenda Exceptions: Special procedures permit a body to proceed without an agenda in the case of emergency circumstances, or where a need for immediate action came to the attention of the body after posting of the agenda.

## DIRECTORY

### DISTRICT OFFICE (805) 378-6300 Fax (805) 529-8592

5297 Maureen Lane, Moorpark, CA 93021 - Office Hours: 8:00 a.m. - 5:00 p.m.

Dr. Kelli Hays	Superintendent
Juan Pablo Herrera	Assistant Superintendent/Business Services
Dr. Cathy Lasure	Assistant Superintendent/Personnel Services
Dr. Jane Wagmeister	Assistant Superintendent/Instructional Services
Mary "Denise" Berrington	Director of Maintenance, Operations & Facilities
Kelli Burns	Director of Classified Personnel
Melissa La Belle	Director of Curriculum and Instruction
Kelly Carrillo	Director of Child Nutrition
Cathleen Roberts	Director of Fiscal Services
David Roberts	Director of Information & Technology
Lilia Magaña	Director of Special Education

### ARROYO WEST SCHOOL

4117 Country Hill Road

Principal: Sally Wennes

Office Manager: Leticia Sanchez

### Grades TK-5

(805) 378-6308 Fax (805) 531-6611

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)

### CAMPUS CANYON SCHOOL

15300 Monroe Avenue

Principal: Susie Rossiter

Dean of Students: Stacey Lusche

Office Manager: Margarita Vancini

### Grades TK-8

(805) 378-6301 Fax (805) 531-6612

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)

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

240 Flory Avenue

Principal: Juanita Villa-Granados

Office Manager: Rosalba Duran

### Grades TK-5

(805) 378-6303 Fax (805) 531-6609

Office Hours:

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

School Hours: TK-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)

*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.*

### MOUNTAIN MEADOWS SCHOOL Grades TK-5

(805) 378-6306 Fax (805) 531-6624

4200 Mountain Meadow Drive

Principal: Teresa Johnson

Office Manager: Kim Dingbaum

Office Hours:

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)



**PEACH HILL ACADEMY** **Grades TK-5** **(805) 378-6307 Fax (805) 531-6450**  
 13400 Christian Barrett Drive  
 Principal: Vanessa Vega  
 Office Manager: Donya Krystkowiak

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)

**WALNUT CANYON SCHOOL** **Grades TK-5** **(805) 517-1722 Fax (805) 517-1726**  
 280 Casey Road  
 Principal: Theresa Garner  
 Office Manager: Rosaura Sandoval

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)

*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.*

**CHAPARRAL MIDDLE SCHOOL** **Grades 6-8** **(805) 378-6302 Attendance-Ext. 5185**  
 280 Poindexter Avenue  
 Principal: Tisha Glassman  
 Asst. Principal: Shannon Madsen  
 Office Manager: Juanita Spencer

Office Hours: 7:30 a.m. - 4:30 p.m.  
 School Hours: 9:00 a.m. - 3:20 p.m. (Mon-Thurs)  
 9:40 a.m. - 3:00 p.m. (Fri. late start teacher collaboration)

**MESA VERDE MIDDLE SCHOOL** **Grades 6-8** **(805) 378-6309 Attendance-Ext. 5385**  
 14000 Peach Hill Road  
 Principal: Erin Hanley  
 Asst. Principal: Rosanna Salgado  
 Office Manager: Leticia Hernandez

Office Hours: 7:30 a.m. - 4:30 p.m.  
 School Hours: 9:00 a.m. - 3:00 p.m. (Mon-Thurs)  
 9:40 a.m. - 3:00 p.m. (Fri. late start teacher collaboration)

**MOORPARK HIGH SCHOOL** **Grades 9-12** **(805) 378-6305 Attendance-Ext. 6325**  
 4500 N. Tierra Rejada Road  
 Principal: Zaid Bakoo  
 Office Manager: Nicole Padfield  
 Asst. Principals: Zasha Endres, Michael Paris,  
 Tara Thomas and Jason Umansky

Office Hours: 7:00 a.m. - 4:00 p.m.  
 School Hours: 8:30 a.m. - 3:30 p.m. (Mon-Tues-Thurs-Fri)  
 9:25 a.m. - 3:30 p.m. (Wed. teacher collaboration)

**HIGH SCHOOL @ MOORPARK COLLEGE** **Grades 9-12 (805) 378-6312 Fax (805) 378-1440**  
**Middle College (Alternative Education)**  
 7075 Campus Road  
 Principal: Dr. Shirleen Oplustic  
 Staff Secretary: Mariana Gaeta

Office Hours: 7:30 a.m. - 5:30 p.m.  
 School Hours: Gr. 9-10 8:30 a.m. - 4:30 p.m. (Mon - Fri)

**HOME INDEPENDENT STUDY** **Grades TK-12** **(805) 531-6420**  
 Asst. Supt.: Dr. Jane Wagmeister  
 TK-8: Mountain Meadows Elementary, Room 22  
 9-12: Moorpark High School, Room I-3

Contact (805) 378-6300, ext. 1510 for enrollment information.

## **ADULT EDUCATION**

Principal: Sean Abajian

Contact (805) 378-6317 for enrollment information.

## **PRESCHOOL**

**(805) 378-6311 Fax (805) 517-2102**

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

Program Coordinator: Deonna Armijo Office Hours: 8:00 a.m. - 3:30 p.m.

Programs:

1) STATE, 2) FEE PAYING - [Visit ecc.mrpk.org/enrollment-information](http://ecc.mrpk.org/enrollment-information)

3) 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 (805) 378-6300 ext. 1530.

## **HEALTH SERVICES**

**(805) 531-6481 Fax (805) 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 at [www.mrpk.org](http://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 in hard copy upon request at every school site or on the District website at [www.mrpk.org](http://www.mrpk.org), (*E.C. 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 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](http://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 Dr. Jane Wagmeister, 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 Dr. Jane Wagmeister, Assistant Superintendent of Instructional Services within the same timeframe.

## **UNIFORM COMPLAINT PROCEDURES**

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, higher education, 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 *E.C. 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, sex, sexual orientation or any other specified characteristic such as hairstyles 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; 6) failure to comply with the requirements established through the Local Control Funding Formula related to the Local Control and Accountability Plan as described in EC sections 52060 through 52076 or sections 47606.5 and 47607.3; 7) noncompliance with physical education instructional minutes at specified grade levels; 8) inappropriate assignment of a pupil to courses without educational content or previously completed and received a grade sufficient for satisfying the requirements for high school graduation and admission into post-secondary education; 9) noncompliance with education provisions for pupils in foster care, who are homeless, or who are former juvenile court school pupils; and 10) failure to reasonably accommodate lactating pupils.

### **Complaints about Programs, Employees, Facilities, or Procedures- BP 1312.3**

Copies of the Uniform Complaint Procedure and Board Policy are located at each school site, as well as in the District Office and online at [www.mrpk.org](http://www.mrpk.org). The Governing Board recognizes that the Moorpark Unified School District is primarily responsible for compliance with federal and state laws and regulations.

To file a complaint, please contact the principal or office manager at your pupil's school site. A complaint about problems beyond the authority of the school principal shall be forwarded in a timely manner, but not to exceed 10 working days, to the Assistant Superintendent of Instructional Services for resolution. The complaint review shall be concluded within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to extend the timeline.

Unlawful discrimination complaints shall be filed no later than six months from the date of the alleged discrimination, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination.

The complainant has a right to appeal the decision of the Moorpark Unified School District with the California Department of Education by filing a written appeal within 15 days of receiving the review decision. The appeal to CDE must include a copy of the locally filed complaint and a copy of the District decision [*T5CCR 4632(c)*].

Your child has the right to report a hate crime or file a complaint to the school district if he or she is discriminated against, harassed, intimidated, or bullied on the basis of his or her actual or perceived nationality, ethnicity, or immigration status.

Moorpark Unified designates the compliance officers listed below to receive and investigate complaints of discrimination, harassment, intimidation, bullying, and sexual harassment and ensure compliance with the law.

Dr. Jane Wagmeister  
Equity & Title IX Compliance Officer  
Asst. Superintendent of Instructional Services  
5297 Maureen Lane  
Moorpark, CA 93021  
(805) 378-6300  
jwagmeister@mrpk.org

Dr. Cathy Lasure  
Equity Compliance Officer  
Asst. Superintendent of Personnel Services  
5297 Maureen Lane  
Moorpark, CA 93021  
(805) 378-6300  
clasure@mrpk.org

It is the policy of the District that no person suffers any form of retaliation as a result of making a complaint. Civil law remedies may be available, as well as remedies through the complaint procedure.

*For the full text of MUSD's Uniform Complaint Procedures board policy and administrative regulation, please visit the Board Policies page at [www.mrpk.org](http://www.mrpk.org).*

## **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 (805) 378-6300.

## **Title IX – EC 221.61**

Title IX of the Education Amendments of 1972 is one of several federal and state anti-discrimination laws that ensure equality in educational programs and activities that receive federal funding. Specifically, Title IX protects male and female pupils and employees, as well as transgender pupils and pupils who do not conform to sex stereotypes, against discrimination based on sex, including sexual harassment. California law also prohibits discrimination based on gender, gender expression, gender identity, and sexual orientation. Under Title IX, pupils may not be discriminated against based on their parental, family, or marital status, and pregnant and parenting pupils may not be excluded from participating in any educational program, including extracurricular activities, for which they qualify. For more information about Title IX, or how to file a complaint of noncompliance with Title IX, contact Dr. Jane Wagmeister, Assistant Superintendent of Instructional Services, 5297 Maureen Ln., Moorpark, CA, 93021, [jwagmeister@mrpk.org](mailto:jwagmeister@mrpk.org), 805-378-6300, and/or visit [www.mrpk.org](http://www.mrpk.org).

## **NON-DISCRIMINATION POLICY**

The Moorpark Unified School District desires to provide a safe school environment that allows all pupils equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Moorpark Unified School District, at any district school or school activity, prohibits unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any pupil by anyone, based on the pupil's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other specified characteristic such as hairstyles or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school. (BP 5145.3)

For the full text of MUSD's Non-Discrimination/Harassment board policy and administrative regulation, please visit the Board Policies page at [www.mrpk.org](http://www.mrpk.org).

### Complaints Concerning State and Federally Funded Programs

Moorpark Unified School District Board Policy 1312.2, the Uniform Complaint Procedure, applies to state and federally funded programs. This policy applies to the following programs: Adult Education, After School Education and Safety, Agriculture Career Technical Education, American Indian Education Centers and Early Childhood Education Program Assessments, Bilingual Education, California Peer Assistance and Review Programs for Teachers, Career Technical and Technical Education; Career Technical; Technical Training (State), Career Technical Education (Federal), Child Care and Development, Child Nutrition, Compensatory Education, Consolidated Categorical Aid, Course Periods without Education Content, Economic Impact Aid, Education of Pupils in Foster Care, Pupils Who Are Homeless, Former Juvenile Court Pupils Now Enrolled in A School District, and Pupils of Military Families, Every Pupil Succeeds Act / No Child Left Behind (Titles I-VII), Local Control and Accountability Plans (LCAP), Migrant Education, Physical Education Instructional Minutes, Pupil Fees, Reasonable Accommodations to a Lactating Pupil, Regional Occupational Centers and Programs, School Safety Plans, Special Education, State Preschool, Tobacco-Use Prevention Education. If you feel there has been some violation of this policy or you would like more information, contact Dr. Jane Wagneister ([jwagneister@mrpk.org](mailto:jwagneister@mrpk.org)), Assistant Superintendent of Instructional Services, or Dr. Cathy Lasure ([clasure@mrpk.org](mailto:clasure@mrpk.org)), Assistant Superintendent of Personnel Services, 5297 Maureen Lane, Moorpark, California, (805) 378-6300.

### Equal Educational Opportunity

The Moorpark Unified School District ensures that its programs and activities are available to all persons without regard to immigration status, gender, gender identity or expression, nationality, ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability or any other specified characteristic. Complaints of unlawful discrimination or harassment in its programs or activities shall be investigated pursuant to the Uniform Complaint Procedures. (Title 5 4960, E.C. 200, 220 and 234.1) Any such complaint should be filed within six months of the alleged violation and should be filed with Dr. 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 Dr. 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.

### Victim of a Violent Crime

A pupil who becomes a victim of a violent crime while in or on the school grounds must be offered the opportunity to transfer to a safe public school within the school district, including a public charter school, within ten calendar days. If there is not another school within the area served by the district, the district is encouraged, but not required, to explore other appropriate options such as an agreement with a neighboring school district to accept pupils through an interdistrict transfer. Primary examples of violent criminal offenses in the Penal Code include attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, and hate crimes. For more information, please contact Dr. Jane Wagmeister, Assistant Superintendent of Instructional Services at (805) 378-6300.

### Prohibition Concerning Sexual Harassment

Moorpark Unified School District is committed to maintaining a safe school environment that is free from harassment and discrimination. The Moorpark Unified School District prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any pupil by anyone. The District also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment. (BP 5147.7)

The district strongly encourages any pupil who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another pupil or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

### Instruction/Information

The Superintendent or designee shall ensure that all district pupils receive age-appropriate information on sexual harassment. Such instruction and information shall include:

- What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
- A clear message that pupils do not have to endure sexual harassment under any circumstance
- Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
- A clear message that pupil safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
- A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a pupil, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on pupils
- Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
- Information about the rights of pupils and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
- A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a pupil who is the complainant or victim of sexual harassment and/or other pupils during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment.

### Complaint Process and Disciplinary Actions

Sexual harassment complaints by and against pupils shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying pupils and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

Upon investigation of a sexual harassment complaint, any pupil found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For pupils in grades 4-8, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any pupil shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

For the full text of MUSD's Sexual Harassment board policy and administrative regulation, please visit the Board Policies page at [www.mrpk.org](http://www.mrpk.org).

### Human Trafficking Prevention Resources – EC 49381

The governing board will work with their schools that maintain grades 6 to 12, inclusive, to identify the most appropriate methods of informing parents and guardians of pupils in those grades of human trafficking prevention resources. For information about human trafficking, a Face Sheet for Schools is located on the VCOE.org website. To report suspected human trafficking or to receive assistance, call your local police department, the REACH Team (805) 261-1212, or the National Human Trafficking Resource center at 1-888-373-7888.

### **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 go to [www.facilitron.com](http://www.facilitron.com).

### **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. 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 ensure 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](http://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 assessed the status of the campus and determined that 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 ensure 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 parent 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. All food and beverages provided to pupils by Nutrition Services meet or exceed State and Federal laws that public school districts are required to follow. This year complete breakfast and lunch meals will be available to all students at no cost. A-la-carte items are also available for purchase at secondary schools.

The district participates in the National School Lunch and Breakfast program. Parents/Guardians interested in applying for meals may do so online or by completing an application and submitting it to any of the district’s schools or the district office for processing. Meal applications will be available the first week of July. Written eligibility notification will be provided. Although complete meals will be available to all students at no cost, families that meet the income criteria or free/reduced price meals may receive additional benefits such as adjusted bus transportation fees, loan of an internet hot spot, or reduced exam fees with the written notification of eligibility for meals.

All sites have a computerized meal system. Pupils are issued individual ID numbers when they first enroll in the District. Pupils use the same ID number until they graduate.

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 encourage your pupil to eat a school lunch and/or breakfast, pack a meal from home, or send your 6th - 12th grade pupil to school with money for a-la-carte items.

The USDA is an equal opportunity provider and employer. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to the USDA by:

1. Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
2. Fax: 202-690-7442; or
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## 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	GRAD E	CONTACT	PHONE #
Bus Schedule	TK-8	Transportation Office	(805) 378-6300, Ext. 1450
Attendance	TK-5	Arroyo West	(805) 378-6308
	TK-5	Flory Academy	(805) 378-6303
	TK-5	Mountain Meadows	(805) 378-6306
	TK-5	Peach Hill Academy	(805) 378-6307
	TK-5	Walnut Canyon	(805) 517-1722
	TK-8	Campus Canyon	(805) 378-6301
	6-8	Chaparral Middle School	(805) 378-6302, Ext. 5185
	6-8	Mesa Verde Middle School	(805) 378-6309, Ext. 5383
	9-12	Moorpark High School	(805) 378-6305, Ext. 6325
	9-12	High School @ Moorpark College	(805) 378-6312
School Work	TK-5	Your child's teacher	Phone school or email 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 email school
	6-12	School counselor	
Interdistrict and Intradistrict Transfers	TK-12	Assistant Superintendent, Instructional Services	(805) 378-6300
How to become an active participant at your child's school	TK-12	School Office Staff, PTA,	Phone school office
		PTSA or Parent Booster Group	Call or email 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

A pupil's emergency information will be used to contact parents in the event of a medical emergency. It is important for parents to note on their child's emergency information 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 (*E.C. 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 (*E.C. 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 (805) 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 healthcare 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, his/her parent/guardian shall be called to pick the student up from school and the student shall wait in the nurse's office until they are picked up. The parent/guardian of any such pupil shall be given information about the treatment of head lice and encouraged to begin treatment of the student immediately and to check all members of the family. The parent/guardian shall also be informed that the student 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 student's return to school, the school nurse or designee shall check the student for active head lice. If it is determined that the student remains infected with head lice, the school nurse or designee shall contact the student'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.

## **MENSTRUAL EQUITY FOR ALL ACT**

*AB 230, Reyes – Effective for 2024-2025 School Year*

In compliance with the Menstrual Equity for All Act of 2021, Moorpark Unified School District (MUSD) ensures that all public schools maintaining any combination of classes from grades 3 to 12 provide an adequate supply of free menstrual products. These products are accessible at all times in the following restrooms:

1. All women's/girls' restrooms
2. All-gender restrooms
3. At least one men's/boys' restroom

The Act aims to:

1. Increase access to menstrual products
2. Combat period poverty
3. Reduce stigma and taboo around menstruation
4. Help students feel secure during their menstrual cycles

Schools are required to post notices in restrooms where menstrual products are available, informing students about the law. MUSD has fully implemented this requirement and posted notices in all applicable restrooms.

A state grant funds the implementation of this law, ensuring compliance across schools.

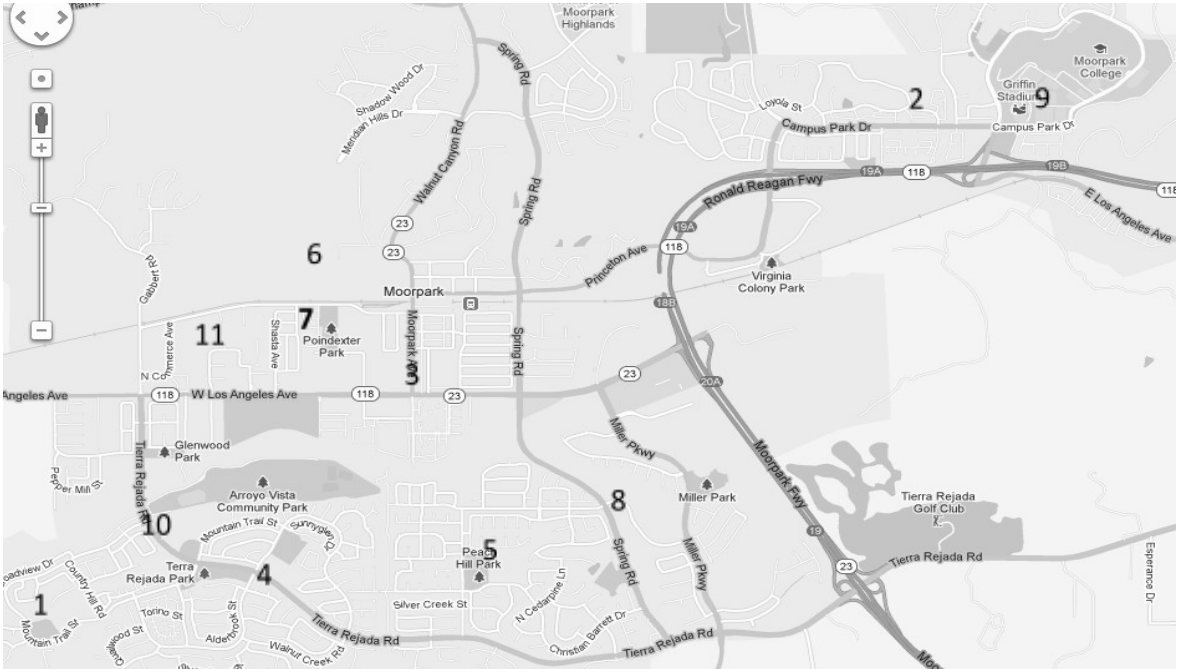
## **SUICIDE PREVENTION PLAN**

California Education Code (EC) Section 215, as added by Assembly Bill 2246, (Chapter 642, Statutes of 2016) mandates that the Governing Board of any local educational agency (LEA) that serves pupils in grades kindergarten to twelve, inclusive, adopt a policy (Moorpark Unified School District Board Policy 5141.52) on pupil suicide prevention, intervention, and postvention. Please visit MUSD's Virtual Wellness Center ([www.mrpk.org](http://www.mrpk.org)) for MUSD's complete Suicide Prevention Plan, resources for mental health/wellness and additional social emotional supports. For additional resources regarding youth suicide prevention, go to the California Department of Education (CDE) Youth Suicide Prevention Web page <https://www.cde.ca.gov/ls/mh/suicideprevres.asp>.

## ENROLLING IN SCHOOL

Transitional Kindergarten through 8th grade pupils are registered by their parents online at [www.mrpk.org/enrollment](http://www.mrpk.org/enrollment). The MUSD Enrollment Center is located at 5297 Maureen Lane. Phone (805) 378-6300, ext. 1525. Hours of operation are Monday through Friday from 9:00 a.m.-4:00 p.m. Appointments are available upon request. These hours are subject to change so check the MUSD website for updates. High school pupils should contact Moorpark High School or The High School at Moorpark College directly for registration. Preschool pupils are prescreened at the Early Childhood Center (805) 378-6311.

### 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. The High School @ Moorpark College, 7075 Campus Road, 805-378-6312
10. Moorpark High School, 4500 Tierra Rejada Road, 805-378-6305
11. District Office and Enrollment , 5297 Maureen Lane, 805-378-6300

## **NEW PUPIL ENROLLMENT**

Enrollment forms are available on our website at [www.mrpk.org/enrollment](http://www.mrpk.org/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 6<sup>th</sup> and 9<sup>th</sup> 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 9<sup>th</sup> 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. (*EC 49073*)

## **RELEASE OF DIRECTORY INFORMATION**

Directory Information includes one or more of the following items: pupil's name, address, telephone number, e-mail address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent public or private school attended by the pupil.

Directory information does not include a child's citizenship status, immigration status, place of birth, or any other information indicating national origin. The district will not disclose such information without your consent or a court order.

The groups to which school officials may provide directory information include school personnel with legitimate educational interests, schools of intended enrollment, federal and state educational administrators, those who provide financial or pupil aid, employers, prospective employers, representatives of organized parent groups, military representatives, and representatives of news media. No information may be released to a private profit-making entity other than employers, prospective employers and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations.

Directory information may be disclosed without prior consent from the parent or legal guardian unless the parent or legal guardian submits a written notice to the school to deny access to his/her pupil's directory information.

At the beginning of each school year, all parents/guardians shall be notified as to the categories of directory information the district plans to release and the recipients of the information. Parents/guardians shall also be informed of their right to refuse to let the district designate any or all types of information as directory information, how to refuse release, and the period of time within which a parent/guardian must notify the district in writing that he/she does not want a certain category of information designated as directory information. The deadline for refusal to release directory information is August 30.

## **RELEASE OF GENERAL INFORMATION**

No information or documents regarding the citizenship or immigration status of pupils or their family members shall be collected, except as required by state or federal law or by a court order. Pupil records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable pupil and maintained by the district, required to be maintained by an employee in the performance of his/her duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a pupil record. Pupil records include the pupil's health record.

The following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest or other legally authorized purpose:

1. Parents/guardians of a pupil age 18 or older who is a dependent child as defined under 26 USC 152 (*Education Code 49076; 34 CFR 99.31*)
2. Pupils who are age 16 or older or who have completed the 10th grade (*Education Code 49076; 34 CFR 99.31*)
3. School officials and employees, consistent with the definition provided in the section "Definitions" above (*Education Code 49076; 34 CFR 99.31*)
4. Members of a school attendance review board (SARB) who are authorized representatives of the district and any volunteer aide age 18 or older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred pupil (*Education Code 49076*)
5. Officials and employees of other public schools, school systems, or postsecondary institutions where the pupil intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the pupil is already enrolled, as long as the disclosure is for purposes related to the pupil's enrollment or transfer (*Education Code 49076; 34 CFR 99.31*). Unless the annual parent/guardian notification issued pursuant to Education Code 48980 includes a statement that the district may disclose pupils' personally identifiable information to officials of another school, school system, or postsecondary institution where the pupil seeks or intends to enroll, the Superintendent or designee shall, when such a disclosure is made, make a reasonable attempt to notify the parent/guardian or adult pupil at his/her last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult pupil an opportunity for a hearing to challenge the record. (*34 CFR 99.34*)
6. The Pupil Aid Commission, to provide the grade point average (GPA) of all district pupils in grade 12 and, when requested, verification of high school graduation or its equivalent of all pupils who graduated in the prior academic year, for use in the Cal Grant postsecondary financial aid program. However, such information shall not be submitted when pupils opt out or are permitted by the rules of the Pupil Aid Commission to provide test scores in lieu of the GPA. (*Education Code 69432.9, 69432.92*) No later than October 15 each year, the Superintendent or designee shall notify each pupil in grade 12, and his/her parents/guardians if the pupil is under age 18 years, that the pupil's GPA will be forwarded to the Pupil Aid Commission unless he/she opts out within a period of time specified in the notice, which shall not be less than 30 days. (*Education Code 69432.9*) Pupils' social security numbers shall not be included in the submitted information unless the Pupil Aid Commission deems it necessary to complete the financial aid application and the Superintendent or designee obtains permission from the pupil's parent/guardian, or from the adult pupil, to submit the social security number. (*Education Code 69432.9*)
7. Federal, state, and local officials, as needed for an audit, evaluation, or compliance activity related to a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35 (*Education Code 49076; 34 CFR 99.3, 99.31, 99.35*)
8. Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program pursuant to item #7 above (*Education Code 49076*)
9. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (*Education Code 49077; 5 CCR 435; 34 CFR 99.31*) Unless otherwise instructed by the court, the



Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult pupil at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order. (*Education Code 49077; 5 CCR 435; 34 CFR 99.31*)

10. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition. (*Education Code 49076*)
11. A district attorney's office for consideration against a parent/guardian for failure to comply with compulsory education laws (*Education Code 49076*)
12. Any probation officer, district attorney, or counsel of record for a minor pupil for the purposes of conducting a criminal investigation or an investigation in regards to declaring the minor pupil a ward of the court or involving a violation of a condition of probation, subject to evidentiary rules specified in Welfare and Institutions Code 701 (*Education Code 49076*) When disclosing records for these purposes, the Superintendent or designee shall obtain written certification from the recipient of the records that the information will not be disclosed to another party without prior written consent of the pupil's parent/guardian or the holder of the pupil's educational rights, unless specifically authorized by state or federal law. (*Education Code 49076*)
13. Any judge or probation officer for the purpose of conducting a truancy mediation program for a pupil or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681 (*Education Code 49076*) In such cases, the judge or probation officer shall certify in writing to the Superintendent or designee that the information will be used only for truancy purposes. Upon releasing pupil information to a judge or probation officer, the Superintendent or designee shall inform, or provide written notification to, the pupil's parent/guardian within 24 hours. (*Education Code 49076*)
14. A foster family agency with jurisdiction over a currently enrolled or former pupil; short-term residential treatment program staff responsible for the education or case management of a pupil; or a caregiver who has direct responsibility for the care of a pupil, including a certified or licensed foster parent, an approved relative or non related extended family member, or a resource family, as defined (*Education Code 49076*)

Such individuals shall have access to the pupil's current or most recent records of grades, transcripts, attendance, discipline, online communication on platforms established by schools for pupils and parents/guardians, and any individualized education program or Section 504 plan developed and maintained by the district (*Education Code 49069.3*)

15. A pupil age 14 years or older who is both a homeless pupil and an unaccompanied minor as defined in 42 USC 11434a (*Education Code 49076*)
16. An individual who completes items #1-4 of the caregiver's authorization affidavit pursuant to Family Code 6552 and signs the affidavit for the purpose of enrolling a minor in school. (*Education Code 49076*)
17. A caseworker or other representative of a state or local child welfare agency or tribal organization that has legal responsibility for the care and protection of a pupil, provided that the information is directly related to providing assistance to address the pupil's educational needs. (*Education Code 49076; 20 USC 1232(g)*)
18. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a pupil with disabilities who is suspended or expelled for committing an act violating Penal Code 245 (*Education Code 48902, 49076*)

When disclosing such records, the Superintendent or designee shall obtain written certification by the recipient of the records as described in item #12 above. (*Education Code 49076*)

19. Designated peace officers or law enforcement agencies in cases where the district is authorized by law to assist law enforcement in investigations of suspected criminal conduct or kidnapping and a written parental consent, lawfully issued subpoena, or court order is submitted to the district, or information is provided to it indicating that an emergency exists in which the pupil's information is necessary to protect the health or safety of the pupil or other individuals (*Education Code 49076.5; 34 CFR 99.1-99.67*)

In such cases, the Superintendent or designee shall provide information about the identity and location of the pupil as it relates to the transfer of that pupil's records to another public-school district or California private school. (Education Code 49076.5)

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult pupil unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. *(Education Code 49076)*

In addition, the parent/guardian or adult pupil may provide written consent for access to be granted to persons, agencies, or organizations not afforded access rights by law. The written consent shall specify the records to be released and the party or parties to whom they may be released. *(Education Code 49075)*

Only a parent/guardian having legal custody of the pupil may consent to the release of records to others. Either parent/guardian may grant consent if both parents/guardians notify the district, in writing, that such an agreement has been made. *(Education Code 49061)*

Unless the District is providing information for a legitimate educational purpose under the Family Educational Rights and Privacy Act (FERPA) and the California Education Code or directory information, MUSD shall notify parents or guardians and eligible pupils, and receive their prior consent, before it releases a pupil's personally identifiable information.

## **REQUIRED IMMUNIZATIONS**

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 4<sup>th</sup> birthday

Diphtheria, Tetanus, Pertussis (Whooping Cough) "DTP"/"DT" - 5 doses, but 4 doses meet the requirement if the last dose was received after the 4<sup>th</sup> birthday. *\*Pupils entering 7<sup>th</sup> grade must have received the TDAP booster. All 7<sup>th</sup> through 12<sup>th</sup> 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) – two doses, 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. *(E.C. 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. (*E.C. 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 TK-5 pupils, in the local newspapers, social media 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.

- 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 31<sup>st</sup> 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 (*E.C. 49452.8*).

### **UNIVERSAL TRANSITIONAL KINDERGARTEN**

The Kindergarten Readiness Act, SB 1381, created Transitional Kindergarten, the first year of a two-year Kindergarten experience. 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 fourth birthday between September 2 and June 2 and June 3 thru September 1 as space allows (*EC 48000(d)*).

## **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 on the district website, school sites 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:**

A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted, must enroll in school in the school district in which the residence of either the parent or legal guardian is located.

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.

Students in military and migrant families may remain in their school of origin and shall have waived residency restrictions due to the frequency of movement of their families. Connect with the enrollment office for more information on the protections afforded these students per California laws.

*EC 48200, 48204.*

## **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.* A pupil who has completed grade 10 by June 30, may remain enrolled within the district of enrollment through grades 11 and 12 without any revocation from the desired district, and must be treated the same as any other resident pupil. 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.

*AB 2537* indefinitely extends the operation of the provision authorizing a school district to allow a pupil, 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 pupil 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 pupil meets residency requirements for school attendance if the pupil'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 proof of residence. *SB 1455* 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 (30) minutes before the start of school.

### **PUPIL TRANSPORTATION ELIGIBILITY**

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

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

### **SCHOOL BUSES - PASSENGER SAFETY**

Upon registration, parents/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'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. Transportation service will not begin until a completed Transportation Form has been returned to the Transportation Department. Service for a new student may take up to one week to add into current schedules. 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](http://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. In accordance with current public health mandates, face coverings may be required while riding the bus. Pupils should be at the bus stop at least 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. Pupils 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 Transportation 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 shall not throw anything inside the bus.
13. Pupils should keep the bus clean.
14. For the safety of 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 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 conduct 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 Director and/or site Principal.
- 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.

**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

<b>AUGUST</b> 15-20 Inservice Days - No School 21 First Day of School	<b>JANUARY</b> 1-3 Recess /Holiday - No School 20 MLK Jr. Day - No School 27 Inservice Day - No School
<b>SEPTEMBER</b> 2 Labor Day - No School	<b>FEBRUARY</b> 17 Presidents' Day - No School
<b>OCTOBER</b> 3-4 Recess Day - No School	<b>MARCH</b> 10 Inservice Day - No School 21-28 Spring Recess - No School
<b>NOVEMBER</b> 1 Inservice Day – No School 11 Veterans Day - No School 25-29 Recess/Holiday - No School	<b>APRIL</b> 18 District Holiday - No School 21 Recess Day - No School
<b>DECEMBER</b> 23-31 Winter Recess - No School	<b>MAY</b> 26 Memorial Day - No School
	<b>JUNE</b> 13 Last Day of School

### MINIMUM DAYS- (E.C. 48980c)

**ARROYO WEST-FLORY-MOUNTAIN MEADOWS-PEACH HILL-WALNUT CYN - TK-5<sup>th</sup> Grade:**

- October 14-18, 2024 Parent-Teacher Conferences (*Check with schools for individual schedules*)
- October 31, 2024 Friday Schedule (All Grades)
- March 20, 2025 Friday Schedule (All Grades)
- April 17, 2025 Friday Schedule (All grades)

**CAMPUS CANYON - TK-8<sup>th</sup> Grade:**

- October 14-18, 2024 Parent-Teacher Conferences (*TK thru 5<sup>th</sup> Gr. only*) *Check with school for schedule*
- October 31, 2024 Friday Schedule (All Grades)
- March 20, 2025 Friday Schedule (All Grades)
- April 17, 2025 Friday Schedule (All grades)
- June 11, 2025 Check with school for individual schedule (*Grace 8<sup>th</sup> only*)
- June 13, 2025 Friday Schedule (All grades)

**CHAPARRAL AND MESA VERDE – 6-8 Grade**

- November 15, 2024 Check with schools for individual schedules
- March 7, 2025 Check with schools for individual schedules
- June 6, 2025 Check with schools for individual schedules
- June 12, 2025 Check with schools for individual schedules
- June 13, 2025 Check with schools for individual schedules

**MOORPARK HIGH SCHOOL – 9-12 Grade:**

- December 18-20, 2024 (1st Sem. Summative Exams) Check with school for schedules
- June 11-13, 2025 (2nd Sem. Summative Exams) Check with school for schedules



## ATTENDANCE 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) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

- (1) Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- (5) For the purpose of jury duty in the manner provided for by law.
- (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor.
- (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at a religious retreat, 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 is 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 of the school district.
- (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) For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
- (10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
- (11) For the purpose of participating in a cultural ceremony or event.
- (12) (A) For the purpose of a middle school or high school pupil engaging in a civic or political event, as provided in subparagraph (B), provided that the pupil notifies the school ahead of the absence.
- (12)(B) (i) A middle school or high school pupil who is absent pursuant to subparagraph (A) is required to be excused for only one school day-long absence per school year.
- (ii) A middle school or high school pupil who is absent pursuant to subparagraph (A) may be permitted additional excused absences in the discretion of a school administrator, as described in subdivision (c) of Section 48260.
- (13) (A) For any of the purposes described in clauses (i) to (iii), inclusive, if an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, has died, so long as the absence is not more than three days per incident.

(i) To access services from a victim services organization or agency.

(ii) To access grief support services.

(iii) To participate in safety planning or to take other actions to increase the safety of the pupil or an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be

in such close association with the pupil as to be considered the pupil's immediate family, including, but not limited to, temporary or permanent relocation.

(B) Any absences beyond three days for the reasons described in subparagraph (A) shall be subject to the discretion of the school administrator, or their designee, pursuant to Section 48260.

(14) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.

(b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which 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 one school day 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) For purposes of this section, the following definitions apply:

(1) A "civic or political event" includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls.

(2) "Cultural" means relating to the practices, habits, beliefs, and traditions of a certain group of people.

(3) "Immediate family" means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

(4) "Victim services organization or agency" has the same meaning as defined in paragraph (7) of subdivision (g) of Section 230.1 of the Labor Code.

*(Amended by Stats. 2023, Ch. 846, Sec. 1.5. (AB 1503) Effective January 1, 2024.)*

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 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 school 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 school administrator at least ten (10) working days prior to the trip. Independent Study for travel or special circumstances must not exceed 15 days. Completed work, as contracted, must be turned in for teacher assessment when the pupil returns to school in order for the attendance credit to be granted. Middle and high school pupils need to fill out a 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 (805) 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, their name must be included in a written and signed note from the parent to the school or be listed as an emergency contact for the pupil. 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 a written release by a physician is received. Forms are available in all school Health Offices.

## **ARRIVING ON TIME AND LEAVING EARLY**

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 "A pupil subject to compulsory full-time education or to compulsory continuation education who is **absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year**, or any combination thereof, shall be classified as a 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 Unified School Attendance Review Board (SARB). 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. SARB 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 SARB 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; there is no provision for retroactive requests.

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.

## **PREGNANT AND PARENTING PUPILS**

The Moorpark Unified School District will treat both the pregnant teen mother and the teen father with the same accommodations, regardless of sex. The teen parents may not be excluded from any class or extracurricular activities, solely on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or postpartum recovery. Physical and emotional ability to continue may only be determined by physician or nurse practitioner.

Parental leave for eight weeks for preparation of birth of infant, post-partum for mental and physical health needs of the teen parents and to bond with infants, or any additional medically approved time to protect the infant or parents is allowed. Any additional time due if deemed medically necessary, as prescribed by physician or nurse practitioner. The pregnant and parenting teens are not required to take all or part of the leave to which they are entitled. Leave will be approved by the district, as excused absence, with a unique code similar to independent study. However, no work is required during the leave. Upon return, the parenting teens are entitled to return to the school courses that they were enrolled in before taking leave. Make up plans and re-enrollment will be worked out with the school counselor or administrator to achieve an opportunity to fully participate in all activities, as before leave. If needed, a parenting teen may enroll for a fifth year of instruction if on course for graduation requirements. If parenting teens were enrolled in an

alternative school setting, a return to that environment is to be available as needed to achieve graduation. A pupil shall not incur any academic penalties due to using these available accommodations. An illness for a sick child does not require a doctor note for the custodial parenting teens; the mother or father will be excused by the attendance supervisor.

## **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 (*E.C. 32210, 44811*). This section does not apply to any lawful employee 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/guardian of a pupil of the school, or an officer or employee of the school district, or who is not required to be in a public school building or on the grounds of the public school, and who has entered 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 on 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 school 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. – *E.C. 51512*

The Board of Education and District staff share 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 campuses, traffic problems, and emergency situations. The presence of police officers on campus is viewed by staff and pupils as positive.

The Board of Education adopted BP 5145.11 regarding the responsibility of administrators and law enforcement officers when the need to question and/or apprehend a pupil is evident. The policy, which is available for review on the district website at [www.mrpk.org/boardpolicies](http://www.mrpk.org/boardpolicies), 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 school 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*).

## **BULLYING**

The Moorpark Unified School District is committed to the prohibition of discrimination, harassment, intimidation, and bullying. Annual training will be provided to all staff who work with pupils, to prevent bullying and cyberbullying. You may find a list of education web pages describing the staff training at [www.cde.ca.gov/ls/ss/se/bullyres.asp](http://www.cde.ca.gov/ls/ss/se/bullyres.asp). If you or your child should experience any bullying on campus, at school events, or on the way to or from school, please contact your school principal to assist you in identifying and stopping this behavior.

## **IN-SCHOOL SUSPENSION**

In-School Suspension (ISS), offered at the TK-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 – E.C. 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 the use or possession by a pupil of the pupil's 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 paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph is inoperative on July 1, 2020.
- (3) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
- (4) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2025.
- (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, 287, 288, or 289 of, or former Section 288a 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 purposes 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 preinitiation 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 the pupil’s physical or mental health.
    - (C) Causing a reasonable pupil to experience substantial interference with the pupil’s academic performance.
    - (D) Causing a reasonable pupil to experience substantial interference with the pupil’s 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, of 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 website, including, but not limited to:
      - (I) Posting to or creating a burn page. “Burn page” means an internet website 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) (I) An act of cyber sexual bullying.
      - (II) 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 in this subclause, 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.
      - (III) 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, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil’s exceptional needs.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a 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 a school activity or school 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 is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.

(w) (1) 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.

(2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community.

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 *E.C. 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 *E.C. 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, airsoft 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.

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.

## **SAFETY**

### **NEW CALIFORNIA LAW REGARDING SAFE STORAGE OF FIREARMS**

The purpose of this memorandum is to inform and to remind parents and legal guardians of all students in the Moorpark Unified School District of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.

To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please take some time to review this memorandum and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; or (3) unlawfully brandishes the firearm to others.
  - Note: The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.
- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor never actually accesses the firearm.
- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.
- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.

Note: Your county or city may have additional restrictions regarding the safe storage of firearms. Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable. Gun violence restraining orders (GVROs) allow guns to be removed from the home temporarily - and prevent further purchases - when

someone is at risk of harming themselves or others. Families or teachers can apply to a court for a GVRO directly, and anyone can ask law enforcement for a GVRO to remove firearms from individuals who may be violent or in crisis. 1 See California Penal Code sections 25100 through 25125 and 25200 through 25220. 2 See California Penal Code section 25100(c). 3 See California Civil Code Section 29805. 4 See California Civil Code Section 1714.3.

## **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 or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section. (*E.C. 44808.5*)

## COMPUTER AND INTERNET ACCEPTABLE USE POLICY

(E.C. 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 responsibility's 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 greatly restricted, 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 |
| 1) Acceptable Use                | 6) Security                  | 10) Encounter of Inappropriate Materials  |
| 2) Network Etiquette             | 7) Vandalism                 | 11) Penalties for Improper Use            |
| 3) Misuse of the District System | 8) No Expectation of Privacy | 12) Duration of Agreement                 |

Pupil expression on District or school Internet websites and online 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 websites, 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 classwork or involves substantial disorder or invasion of the rights of others, is not protected by the constitutional guarantee of free speech.

## **CELL PHONE POLICY**

Elementary and middle school students are not permitted to use electronic devices while on campus, including before school and at lunch. High School students are allowed to use their electronic devices before school, during lunch, and after school, provided that such device(s) do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as filming another student(s) or cheating on assignments or tests. Electronic devices must be turned off and put away, except where deemed medically necessary.

Students are not required to have an electronic device on campus; phones are available for student use in the administration office. Please review this policy before your student brings an electronic device on campus.

An electronic device is defined as any cell phone, smart watch, gaming or other device capable of transmitting or receiving voice or data communication, as well as any electronic device capable of storing information, taking pictures, or creating videos.

Violations of this policy will be subject to progressive discipline. If a student uses an electronic device, a school or distinct employee will:

- First Offense: Direct the student to turn off the device, put it away, and issue a warning.
- Second Offense: The employee will confiscate the device and return it to the student at the end of the class period or activity.
- Third Offense: The employee will confiscate the device and issue a referral to the main office. The student can pick the device up after school in the main office.
- Fourth or More Offenses: The employee will confiscate the device and issue a referral to the main office. Only parents will be able to pick the device up after school in the main office.
- Multiple violations will result in a parent conference with the administration.

No student shall use an electronic device with a camera, video, or voice recording function in a way or under circumstances that can infringe the privacy rights of other students or staff.

Any student bringing an electronic device on campus does so at their own risk. The school or the district shall not be responsible for the loss, damage, or theft of any such device(s). Therefore, MUSD Administration will not look for and/or conduct investigations regarding electronic devices unless determined necessary by law enforcement.

Failing to comply with the surrender request shall be considered insubordinate and treated as such, in addition to all other penalties under this policy that could result in an in-school suspension.

## **STUDENT DEVICE LOAN AGREEMENT**

All students are provided with Chromebooks and the necessary accessories to keep them in good working order. Parents are responsible for its care and use and must take all reasonable precautions to safeguard the loaned equipment. Parents are responsible for the repair or cost of the replacement pursuant to Board Policy 6161.2, and/or Administrative Regulation 3260. If a parent does not agree to these terms they may opt out by returning the loaned device to the school within the first 48 hours of receiving the device. All equipment provided remains the sole property of the Moorpark Unified School District and is to be used for school-related work only, such as accessing classroom instruction, materials or accessing student enrichment resources. The equipment is to be returned at the conclusion of the loan period or as requested by district or school staff.

## **ALERT US**

Moorpark Unified School District offers Alert Us, a confidential tip line for students, staff and families to report issues such as bullying, self-harm, harassment and vandalism on school campuses.

Alert Us is a tool to help create and maintain a safe school environment. Posters and signs showing students and staff

how to make confidential reports will be placed at Moorpark Unified School District campuses.

Students and staff can report vandalism, graffiti, dangerous objects—such as weapons—drugs, bullying or other violent acts. Each school website, as well as Moorpark Unified’s website, has an Alert Us button to allow someone to make a report. These reports will be reviewed by principals, district leadership and MUSD’s school resource officer for response and resolution.

MUSD students who make false threats directed at any of our schools, other students or any MUSD employee will face disciplinary consequences such as suspension or expulsion and could face additional legal consequences.

## **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, January and May. Along with the October progress update, Goal Setting Conferences are available during conference week.

In grades 6-8, trimester report cards are available three times per school and progress reports are available mid-way through each trimester. Report cards and progress reports are available digitally in Q Parent Connect. An update is sent home if a pupil is receiving a D or F in any class.

In grades 9-12, semester and quarter report cards are available digitally in Q Parent Connect at the end of every mark reporting term. 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 Dr. Jane Wagmeister, Assistant Superintendent of Instructional Services at (805) 378-6300. A complaint form may also be found on the district’s website at [www.mrpk.org](http://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](http://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.

### AVAILABILITY OF PROSPECTUS

Each school must annually compile a prospectus of the curriculum to include titles, descriptions and instructional goals for every course offered by the school. Please contact your school principal for a copy of the prospectus. (*E.C. 49063, 49091.14*)

### TESTING

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

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

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 Next Generation California Science Content Standards.

The CAA-Science also measures pupil performance on the Next Generation California Science Content Standards. The CAA-Science assesses the performance of pupils with significant cognitive disabilities.

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

Pursuant to *E.C. 61615*, parents/guardians may annually submit to the school a written request to excuse their child from any or all CAASPP assessments.

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

### **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 test used in California to meet this requirement is the English Language Proficiency Assessments for California (ELPAC). By measuring their increasing mastery of the English language, the ELPAC assists the schools in accurately placing and providing appropriate support for pupils. Use of the 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. (*E.C. 60800 and CCR, 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**

*E.C. 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 (805) 378-6300.

### **PROMOTION CEREMONIES**

All 8<sup>th</sup> 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 8<sup>th</sup> 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 counselor.

### **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 for a non-profit organization. This requirement is pro-rated for pupils who enroll after 9<sup>th</sup> 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)**

Commencing grade 7, school personnel shall assist pupils with course selection or career counseling, exploring the possibility of careers, or courses leading to careers based on the interest and ability of the pupil and not on the pupil's gender. Parents or legal guardians are notified so that they may participate in such counseling sessions and decisions.  
(E.C. 221.5(d))

#### **Sophomore Counseling (Grade 10)**

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 will be out for 4 weeks or more 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 with the counselor.

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.

A pupil with a temporary disability may remain enrolled in the district of residence or charter school and may attend regular classes when not confined to the hospital setting, the total days of instruction may not exceed the maximum of five days with both school settings and attendance may not be duplicated. If necessary, the district of residence may provide instruction in the home for the days not receiving instruction in the hospital setting, depending upon the temporary doctor orders. The supervisor of attendance shall ensure that absences from the regular school program are excused until the pupil is able to return to the regular school program.

An honorary high school diploma which is clearly distinguishable from the regular diploma of graduation may be awarded to a pupil who is terminally ill, from the resident governing school board, a county office of education or a charter school.  
(E.C.48206.3, 48207 and 48208)

#### **HOME INDEPENDENT STUDY PROGRAM (Grades TK-8)**

The District offers a home independent study program for transitional 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 TK-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 Dr. Jane Wagmeister at (805) 378-6300. The District will also offer short-term Independent Study to TK-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 school 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 *E.C. 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. Passive consent 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.
- (b) 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 *E.C. 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 with 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.
- (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.

Instructional materials utilized for HIV/AIDS prevention education and comprehensive sexual health education are available for review in the main office of your child's school. For additional information regarding HIV/AIDS

prevention education and comprehensive sexual health education, please refer to MUSD board policy and administrative regulations 6142.8 (Comprehensive Health Education) and 6142.1 (Sexual Health and HIV/AIDS Prevention Instruction) located under the Board of Education tab on the MUSD website ([www.mrpk.org](http://www.mrpk.org)).

## **GIFTED AND TALENTED EDUCATION (GATE) PROGRAM**

Beginning in the 2023-2024 school year, all MUSD third grade students participate in a universal screening to determine GATE eligibility. Students who are in the fourth or fifth grade may be referred for GATE testing by their parents and/or teacher. The purpose of the GATE program is to provide additional opportunities outside the classroom setting to meet the intellectual needs of students who have been identified as gifted within MUSD.

It's important to note, however, that ever since Moorpark Unified—like many districts across California—moved away from its GATE program following the state's decision to no longer fund GATE as a Categorical Program, MUSD has remained committed to serving high-achieving students at every grade level.

Here's how:

At the elementary level, teachers tailor instruction for students based on their individual needs. Some students require more advanced work to keep them engaged in learning. High-achieving students are grouped together in class and provided enrichment and more challenging classwork. This is called differentiated instruction, and it will remain in place at all elementary schools. MUSD also uses the Multi-Tiered System of Supports (MTSS), which includes added staff that provides additional time for enrichment and interventions for extra targeted instruction based on students' learning needs. Through the MTSS model, students are able to get more personalized help in reading and math. The MTSS staff also supports an additional block of time for enrichment which is designed to provide small group instruction to deepen learning in areas such as STEM, Science, Literature, Art History, PE, and student leadership.

At the middle school level, high-achieving students in sixth to eighth grade are assessed for placement in honors classes. The honors classes at Chaparral Middle School, Mesa Verde Middle School and Campus Canyon have been created to serve the needs of these students.

Finally, at the high school, students in grades 9 to 12, 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.

Every student should have the opportunity to be challenged and engaged in their classroom. Doing so motivates and inspires students who have the capacity for excellence beyond that of their age group. The goal is to inspire gifted students to use their talents and intellect to realize their full potential within an enriching academic environment.

## **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 Student Study Team (SST) 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 pupil's 12th grade year to January 1st of the pupil's 11th grade year regarding the opportunity to opt out of having his/her grade point average be electronically submitted to the California Pupil 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 Rosalinda Silva, 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 I 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 5<sup>th</sup> 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.

### **DUAL LANGUAGE IMMERSION PROGRAM**

The MUSD Dual Language Kindergarten Immersion Program is designed to foster bilingualism and biliteracy using a 50/50 language model. Spanish and English are each used for 50% of the instructional time, ensuring that students develop biliteracy and academic skills starting in kindergarten. This research-based, balanced approach supports simultaneous literacy development. The curriculum aligns with Common Core State Standards and is taught in both languages. This approach helps students build a strong academic foundation while becoming proficient in Spanish and English. Classrooms include native English speakers, bilingual students, and native Spanish speakers. This diversity creates a collaborative learning environment where students support each other and enhance their language skills. Through this immersive experience, students achieve academic excellence and gain valuable cultural insights, preparing them for a globalized world.

## **PRESCHOOL PROGRAMS**

All 3 & 4-year-old children must be potty trained or in the process of being potty trained (pull ups accepted and need to be provided by families) at our Early Childhood Center. Children enrolling need to turn 3 or 4 on or before December 1st and children turning 3 on or after December 2nd, may enroll on or after their 3rd birthday. Enrollment is done through our online portal located on the Moorpark Preschool Website.

### **1. California State Preschool Program – Part Day - *Free to eligible families***

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. Parent education topics/classes are offered. Nutritious breakfasts, lunches, and/or snacks are served daily. This program is free to qualifying families based on family size and income, a current aid recipient from a pre-approved means-tested government program, families experiencing homelessness, at-risk youth, and children with a current IEP. Please contact our preschool office or log onto our website to see if you qualify.

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

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

### **2. Fee Based Preschool Program**

3 & 4-year-old children are provided an enriching preschool experience, which emphasizes language development, socialization, nutrition, and hands-on learning experiences. Parent education topics/classes are offered. Nutritious breakfasts, lunches, and/or snacks are served daily. This program is separate from our California State Preschool Program.

Part time sessions: 8:00 a.m. to 11:00 a.m. and 12:00 –3:00

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

Locations: Part time –Flory ECC

Please visit the Moorpark Unified School District website at [www.mrpk.org](http://www.mrpk.org) and click on Schools, then click on Moorpark Preschools for more information or call (805) 378-6311.

## SECONDARY

### 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 the 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), Health Science Academy, Hospitality and Tourism, Photography, and Performing Arts including Instrumental, Theatre and Vocal, Multimedia. More information regarding these career pathways may be obtained by contacting Moorpark High School – (805) 378-6305.

### STANDARDS OF PROFICIENCY

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 CCR 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 at [www.chspe.net/](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.

## **FEDERAL PUPIL AID**

The Moorpark Unified School District will ensure that pupils prior to entering 12th grade will receive information on how to properly complete and submit the Free Application for Federal Pupil Aid (FAFSA) or the California Dream Act Application at least once. All family and pupil personal information will be protected according to state and federal privacy laws and regulations. FAFSA assistance is provided in the College and Career Center where counselors are available to meet with pupils.

## **GRADUATION REQUIREMENTS OF CHILDREN OF MILITARY FAMILIES**

If you are a military family, your child may qualify to be exempted from local graduation coursework requirements that are beyond the California state requirements. Please make an appointment with the school counselor to review your child's options for graduation. All coursework that was completed at another school outside of the Moorpark Unified School District will be issued full or partial credit.

## **MAXIMUM CREDITS**

For high school pupils, thirty (30) credits per semester is the normal pupil maximum. The school 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.

## **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**

Honor Graduates are pupils in grade 12 who have a minimum cumulative overall weighted grade point average of 4.0 at the end of grade 12 Semester 1.

## **THE HIGH SCHOOL AT MOORPARK COLLEGE**

The High School at Moorpark College is one of California's more than sixty-five Early and Middle College High Schools. HSMC offers a collaborative academic partnership between Ventura County Community College District (VCCCD) and Moorpark Unified School District.

HSMC is located on the Moorpark College campus and is integrated into the community college environment. The school merges high school and community college curricula and experience in a fashion that significantly enhances academic success and provides an empowering and viable path to improve students' lives. Students must maintain dual enrollment at HSMC and Moorpark College where they earn credit toward a high school diploma and Associate of Arts degree. Acceptance into the program is by application and is limited to 200 pupils. For interested pupils, contact Dr. Shirleen Oplustic, Principal - (805) 378-6312.

## 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	ADVANCED PLACEMENT COURSES	ADVANCED PLACEMENT COURSES
English 1,2	English 3 (Language & Composition)	English 4 (Literature & Composition)
French 3	French 4	Seminar
Spanish 3	Spanish 4	Spanish 5 Literature
World History	European History	American/ U.S. History
Physics	American Government	Economics Macro
Pre-Calculus	Calculus AB	Calculus BC
Math II	Statistics	Psychology
Chemistry	Biology	Chemistry
Biology	Physics 1, 2, C	Art History
	Computer Science Principles	Computer Science A
	Studio Art/ Drawing & Design	AP Studio Art: 2D 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:

- 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.
- 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)  
 Marching Band and  
 Cheerleading  
 ASB Pupil Government  
 Class Officers  
 Club Officers  
 Renaissance

Drama Productions  
 Choral Productions  
 Competitive Speech  
 Newspaper  
 Yearbook  
 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 (*E.C. 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**

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 attend 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). No disruption of school activities or verbal/physical assaults will be tolerated by visitors on campus (*E.C. 44810 and 44811*). Administration has the authority to direct non-pupils to leave campus (Penal Code Section 626.6).

## **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)

## **PARENT AND FAMILY ENGAGEMENT POLICY**

As a district that receives Title I funding, Moorpark Unified School District is required to annually develop, update, and distribute the district's Parent and Family Engagement Policy. Parents are invited to evaluate the content and effectiveness of the 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. This policy is available on the Instructional Services page of the district website and hard copies are available in school offices. (BP 6171(a))

## PARENT ENGAGEMENT

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	PTA or PTSA
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 *E.C. 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](http://www.mrpk.org), clicking on *For Parents* and selecting *Parent Handbook and Parent Rights*. You may also request a copy of all programs described in this publication 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.

If the parent's employer has 25 or more employees, the parent must be allowed to attend school meetings and events for your children, up to a maximum of 40 hours each year without discrimination or fear of job loss. Purposes to attend child-related activities include: enrollment in grades 1-12, to address child care or school emergencies, behavior or discipline problems that require immediate parent attention, sudden school closure, or natural disaster. (Parent" means a parent, guardian, stepparent, foster parent, or grandparent of, or a person who stands in.) If an employer discharges, threatens to discharge, demotes, suspends or otherwise discriminates against the parent, the employee may be entitled to reinstatement and reimbursement for lost income or benefits. See Labor Code 230.8 for more details.

## PUPIL 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 files 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.

## PUPIL RECORDS

A cumulative record, whether recorded by handwriting, print, tapes, film, microfilm or other means, must be maintained on the history of a pupil's development and educational progress. The District will protect the privacy of such records. Parents/guardians have the right to 1) inspect and review the pupil's educational record maintained by the school, 2) request that a school correct records which they believe to be inaccurate or misleading, and 3) have some control over the disclosure of information from educational records. School officials with legitimate educational interests may access pupil records without parental consent as long as the official needs to review the records in order to fulfill his/her professional responsibility. Upon request from officials of another school district in which a pupil seeks or intends to enroll, the District shall disclose educational records without parental consent (*E.C. 49063, 49069*).

Parents' request to access their pupil's educational records must be submitted in a written form to the school principal and the school will have five (5) business days from the day of receipt of the request to provide access to the records. Copies of pupil records are available to parents for a fee of 10 cents per page.

Any challenge to school records must be submitted in writing to the school principal. . A parent challenging school records must show that the records are 1) inaccurate, 2) an unsubstantiated personal conclusion or inference, 3) a conclusion or inference outside the observer's area of competence, 4) not based on the personal observation of a named person with the time and place of the observation noted, 5) misleading, or 6) in violation of the privacy or other rights of



the pupil. Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.

**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**

