

2020 Distinguished School
2016 Gold Ribbon Award
Member of Magnet Schools of America
School-Wide Enrichment Model and College Connection

CAMPUS CANYON COLLEGE PREPARATORY ACADEMY

SCHOOL POLICY

15300 Monroe Avenue
Moorpark, California 93021

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

Website: <http://www.mrpk.org/cc>

QUICK REFERENCE - WHO'S WHO

Principal	Susie Rossiter
Assistant Principal	Rosanna Salgado
Counselor	Jakeline Cortez
Office Manager	Margarita Vancini
Health Office Nurse	Yvonne Paul

OFFICE HOURS

7:30 a.m. – 4:00 p.m.

SCHOOL HOURS

Monday - Thursday
Grades 4 - 8: 8:15 - 2:40
Grades TK - 3: 8:30 - 2:40
(Campus Opens - 7:50)

Friday
All Grades: 8:50 - 1:05
(Campus Opens - 8:30)

MISSION STATEMENT

At Campus Canyon College Preparatory Academy, we are dedicated to providing a school community that develops student confidence, responsibility, and creativity as students achieve high levels of individualized learning. We cultivate student talents and interests in a challenging, collaborative environment using 21st Century Skills and the School-wide Enrichment Model.

Campus Canyon Cougars are....

Creative,
Collaborating,
Caring,
Persevering
Achievers

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Campus Canyon College Preparatory Academy

CALENDAR 2025-2026

CALENDARIO 2025-2026

Wednesday, August 20	First Day of School	Miércoles, 20 de agosto	Primer Día de Clases
Monday, September 1	No School - Labor Day Holiday	Lunes, 1 de septiembre	No hay Clases - Día del Trabajo
Monday, September 8	Grades 1 - 3 Back to School Night	Lunes, 8 de septiembre	Grados 1 - 3 Noche Regreso Escolar
Wednesday, September 10	Grades 4 & 5 Back to School Night	Miércoles, 10 de septiembre	Grados 4 & 5 Noche Regreso Escolar
Thursday, September 11	Grades 6 - 8 Back to School Night	Jueves, 11 de septiembre	Grados 6 - 8 Noche Regreso Escolar
Monday & Tuesday September 22 & 23	No School - Recess Day	Lunes & martes 22 & 23 de septiembre	No hay Clases - Día de Descanso
Thursday, October 2	No School - Recess Day	Lunes, 2 de octubre	No hay Clases - Día de Descanso
Friday, October 3	No School - Teacher Inservice Day	Viernes, 3 de octubre	No hay Clases - Día Laboral Maestros
Monday – Friday, October 13-17	Conference Week Grades TK-5 Regular Start / Dismissed at 1:05	Lunes – Viernes, 13-17 de octubre	Conferencias Grados TK-5º Comienzo Regular / Salida 1:05
Tuesday, November 11	No School ~ Veterans Day Holiday	Viernes, 11 de noviembre	No hay Clases ~ Día de los Veteranos
Friday, November 14	1 st Trimester Ends	Viernes, 14 de noviembre	1 ^o Trimestre Termina
Friday, November 21	Tri 1 Report Cards Mailed Home - Grades 6-8	Viernes, 21 de noviembre	Tri 1 Tarjetas de Calificaciones a Casa - Grados 6-8
November 24 - 28	No School ~ Thanksgiving Break	Noviembre 24 - 28	No hay Clases ~ Acción de Gracias
Friday, December 5	Report Cards sent Home	Viernes, 5 de diciembre	Tarjetas de Calificaciones a Casa
December 22 – January 5	Winter Recess	22 de diciembre – 5 de enero	Vacaciones de Invierno
Monday, January 19	No School ~ MLK Jr. Holiday	Lunes, 19 de enero	No hay Clases ~ Día Festivo MLK Jr.
Monday, January 26	No School - Teacher Inservice Day	Lunes, 26 de enero	No hay Clases - Día Laboral Maestros
Monday, February 16	No School ~ President's Day Holiday	Lunes, 16 de febrero	No hay Clases ~ Día de los Presidentes
Friday, March 6	2 nd Trimester Ends	Viernes, 6 de marzo	2 ^o Trimestre Termina
Monday, March 9	No School - Teacher Inservice Day	Lunes, 9 de marzo	No hay Clases - Día Laboral Maestros
Friday, March 13	Tri 2 Report Cards Mailed Home - Grades 6-8	Viernes, 13 de marzo	Tri 2 Tarjetas de Calificaciones a Casa - Grados 6-8
Friday, March 20	Tri 2 Report Cards sent Home - Grades Tk-5	Viernes, 20 de marzo	Tri 2 Tarjetas de Calificaciones a Casa - Grados Tk-5 a Casa
March 30 - April 6	Spring Break	30 de marzo al 6 de abril	Vacaciones de Primavera
Monday, May 25	No School ~ Memorial Day Holiday	Lunes, 25 de mayo	No hay clases – Día Conmemorativo
Wednesday, June 10	8 th Grade Promotion	Miércoles, 10 de junio	Promoción 8º Grado
Friday, June 12	Last Day of School	Viernes, 12 de junio	Ultimo Dia de Clases

***Due to unforeseen
circumstances, some
information detailed ahead
might change in order to
meet the needs of our
students during the
2025 - 2026 school year.***

CITIZENSHIP STANDARDS

OUTSTANDING CITIZENSHIP - Must meet the Satisfactory requirement plus:

- a) Shows enthusiasm about work
- b) Is courteous to teachers and students
- c) Demonstrates responsibility for actions and treats others with respect

SATISFACTORY CITIZENSHIP

- a) Is regular and punctual in attendance
- b) Obeys class and school rules
- c) Learns to ask for the floor during discussions and remain quiet at other times
- d) Works without disturbing others
- e) Respects school property and the property of other students
- f) Recognizes the rights of others

NEEDS IMPROVEMENT

- a) OCCASIONALLY disrupts classroom atmosphere
- b) Does not meet accepted social behavior with fellow students
- c) Does not meet expected expectations as a contributing member of the class

UNSATISFACTORY

1. Disrupts classroom atmosphere CONSISTENTLY
2. Shows intentional disrespect or disregard for teacher's effort to help him/her
3. Is discourteous and has a negative attitude towards school

GENERAL INFORMATION

PARENT HANDBOOK: Moorpark Unified School District provides each family a copy of the Parent Handbook. It contains valuable information regarding district policies and practices. This handbook is sent home, upon request, with the youngest sibling in the family or can be viewed online on the district webpage: www.mrpk.org

HOMEWORK POLICY: Homework is designed to develop positive attitudes and work habits and expand content knowledge. Classroom instruction and homework are based on California State Standards. Campus Canyon staff assigns relevant, challenging, and meaningful homework assignments that reinforce classroom learning objectives. Homework serves to develop individual study skills and responsibility while reinforcing skills and concepts. Students are responsible for the completion of all work assigned when absent from school and are encouraged to select a student "study buddy" in each class who agrees to obtain any assignments during his/her absence.

The purpose of homework:

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

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

- Providing a suitable place to study with the appropriate & necessary materials
- Checking to see if homework is completed
- Offering to clarify directions and answering questions
- Encouraging the student to do their best work
- Checking the student's agenda book daily

SCHOOL SUPPLIES: The following supplies are strongly suggested for student success:

Agenda Book (grades 3-8)	Wide lined paper, at least 20 sheets
Independent Reading Book	Pencil pouch/holder
ID Card	Colored pencils
Three #2 Pencils	Eraser
Two Blue or Black Pens	Highlighter
Accordion file with tabs OR 3-ring Binder (2" min) with divider tabs	Individual teachers may request additional supplies as needed for lessons/activities.
Parents are encouraged to periodically check their student's supplies to ensure they have what they need.	

ID CARD: You will be issued a photo ID card at the beginning of the year. This card identifies you as a Campus Canyon student and therefore must be carried every day at school and to all MUSD functions/events. Students will be asked to show their ID for various reasons, such as: library use, school activities/sporting events, buses, lunch line, etc. If a student loses their ID, they will be required to purchase a new one from the office.

PHYSICAL EDUCATION: Physical Education is a required subject for all students. Campus Canyon's physical education curriculum is based on the state framework and standards. All students are expected to participate, which requires **tennis shoes** (with laces) and appropriate **physical education clothing for grades 6-8.** Only our 'Campus Canyon Logo' is permitted on PE clothes, no exceptions. Campus Canyon offers PE clothes for a set donation. A student's physical education grade is based upon class work, homework, and tests/quizzes. Students may be excused from participation due to illness accompanied by a parent or guardian-signed note. A parent or guardian-signed note is good for **one** day only, after 3 school days, a doctor's note is required. P.E. lockers and a school lock are provided for each student for use during PE class only.

TEXTBOOK/LIBRARY: Students must have their ID card to use the library. Students are responsible for the books/materials issued to them. Lost, stolen, or damaged books/materials must be replaced by the parents/student through the library. We hold our students responsible for the books issued to them. If a student loses a book/material, the school must be reimbursed for the cost of a replacement copy (at current prices.) If the books/materials are found, the money will be refunded. Library books may be checked out for two weeks and be renewed for an additional two weeks. Each student is responsible for all library and school materials charged to his/her name. **Any student who has an overdue library book or owes library fines 4 may lose privileges to participate in school functions (dances, movies, field trips, assemblies, year-end activities, promotion, etc.)** Failure to abide by library rules will result in the loss of library privileges.

CAFETERIA: All food served in the cafeteria is in total compliance with state and federal nutrition. **Lunch** is a 40 minute period each day where students have 20 minutes to eat and 20 minutes to play. Campus Canyon is a CLOSED campus; students are not allowed to go home for lunch. Parents should make checks for lunch food credit payable to **Moorpark Unified School District.** Food credit amounts are placed on the student's Campus Canyon ID Card. **Students must have their ID Card with them to use their credit.** If a student is moving from the area, his/her unused monies are refundable. All unused money at year end will be rolled over for the next school year.

- Students may eat only at the lunch tables (food is not allowed outside the lunch table area)
- Directions of campus lunch & playground personnel must be followed.
- Good table manners and good behavior are expected.
- Show pride in C³PA – keep our lunch area clean!
- Asking or forcing other students to give up their food or money is not allowed.
- Certain areas are off limits to students during lunch. Students are expected to comply when directed away from those areas.

CLASSROOM INTERRUPTIONS: In the interest of maximizing instructional time, and maintaining an environment conducive to learning, phone interruptions regarding messages, forgotten lunches or homework, etc. must be left in the office. Early check-out calls to the classroom will be made as soon as the parent/guardian or release contact listed in Q is **present in the office.** Balloons and flower arrangements for

students are NOT allowed at school. For birthday treat bags, **no outside food**, parents should make prior arrangements with the teacher. You are NOT allowed to order food for delivery at any time.

GRAFFITI TOOLS AND MARKERS: Graffiti tools such as paint, markers, permanent markers, slap stickers, etc., are not allowed on campus and will be confiscated from the student. Students in possession of such items may be suspended from school and/or cited by the police and held liable for the cost incurred for the damage.

SCHOOL SPIRIT DAYS: Every Friday is considered Spirit Day. Our school colors are royal blue and white. Our mascot is the Cougar. Campus Canyon T-shirts and sweatshirts may be purchased through the PTSA organization in the fall and throughout the year. Each week students are encouraged to wear a college t-shirt or sweatshirt on "Where Are You Going Wednesdays."

FIELD TRIP/ACTIVITY POLICY: Teachers and staff support the co-curricular activities/field trips of other teachers and departments that may result in a student being absent from their class. However, there will be those activities/field trips that a student may not be allowed to participate in as a result of unsatisfactory conduct and/or not meeting the criteria of the eligibility list (e.g., 'Caught Being Good' park trip. All teachers will be notified by the activity/field trip sponsor of the students participating in the activity/field trip at least one week in advance of the activity/field trip. A student ID is required on the trip.

HOME /SCHOOL COMMUNICATION

QPARENT CONNECTION: Parents may access grade, attendance, and other personalized information about their students attending MUSD schools through the district's online Parent Connection service. Parents must pick up their personal log-ins and passwords in person from the Campus Canyon office.

PROGRESS REPORTS: Progress reports will be sent home to parents near the middle of each trimester. The reports will indicate the student's grade status at that particular time while the student still has an opportunity to make improvements. **These are not final grade cards.** Students are expected to have parents sign the agenda book (page 2) to show that they have received the progress report and have reviewed it.

PROGRESS REPORT - Middle School: Following the progress reports, progress report updates will be issued before the end of each trimester for each subject in which you are earning a grade of D or F, or honors class in which you are earning a C. These notices will be mailed home and will serve as notification to your parents of any areas in which your performance is deficient.

REPORT CARDS: Report cards are issued three times during the school year, once per trimester. Each report card reflects work students have done during that trimester. Standards based report cards are used in K-5 while course letter grades are given in grades 6-8. In all grades, comments regarding students' conduct and study skills are given. If parents do not receive a report card within a reasonable time, they should contact the school office.

NEWSLETTER & SCHOOL WEBSITE: Newsletters are issued once a month via printed copy, website, or email. The newsletter is a valuable source of information for parents and students. The newsletter alerts the families to programs, events, and deadlines that may be approaching. The website includes school calendars, teacher webpages and informational links to state, district and other education related websites. We recommend that families check the school website regularly for news about upcoming school events.

FLYERS: Occasionally, additional information is sent home as a flyer or handout. Some may require parent signatures and need to be returned. Students are responsible for delivering this communication to parents.

PHONE DIALER: A phone dialer system is in use for all schools in the district. It is used to notify parents, by phone, of emergency situations affecting the schools, their students' absences on a daily basis, and other important reminders.

ATTENDANCE

Regular attendance is essential to successful school achievement. Good attendance and progress in school are positively correlated. 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). Three days of absence or three tardies in excess of 30 minutes is considered a truancy. **If a student will be absent for the entire day or is coming in late, the parent/guardian must call the attendance line at (805) 378-6301 and choose option #1.** Leave your name, child's name, the date, and the reason for the absence. Legally excused absences are for illness, doctor, or funeral services for a family member. **Parents are encouraged to schedule medical appointments at times that will not result in loss of instructional time. Any absence not cleared by a note or phone call from a student's parent or guardian within 48 hours will result in the absence being considered a truancy.**

Students who are **absent without parent or guardian permission are truant.** Once students arrive on campus, they are not to leave or they will be considered truant. Class work missed due to the truancy may not be made up. A parent or guardian will be notified of any verified truancy, and a parent or guardian/student conference will be held. Documentation of the reason for a student absence is a mandated part of attendance accounting and is directly related to our state funding. If the absence will be three days or more, please call the office and let us know.

When coming to school late or returning to school after an absence, students are required to report to the office with either a **NOTE** from a parent or guardian or a prior phone call.

The note must include the following information:

1. Current Date
2. Date(s) of absence
3. Reason for absence (i.e.-flu, measles, and bronchial infection. "Ill" is not acceptable under the reporting mandate.)
4. Parent/Guardian signature

PLANNED ABSENCE/PLANNED VACATION: Family vacations should be planned during established school recess days and holidays. A parent who plans to take a student out of school for more than five (5) days **must contact the attendance clerk at least ten (10) days prior to the absence.**

MOVING: It is important that parents and students keep the office informed of any change of address or telephone number. **Please notify the office immediately, in writing, of any changes that should be made to a student's emergency card.** Before a student transfers to another school, the parents or guardian must notify the office of his/her new address. On a student's last day of attendance, he/she must report to the attendance clerk by 9 a.m. to receive a withdrawal form and further instructions. Before we can send school records to another school, the student must clear all obligations including the return of library books and textbooks and paying off any outstanding fees.

CHANGE OF ADDRESS/EMERGENCY INFO: It is important that you keep the office informed of any change of address or telephone number.

CLOSED CAMPUS: Campus Canyon is a closed campus. Students cannot leave the grounds at any time during the school day except in the company of a parent. Parents must sign students out through the school office before leaving and sign in upon their return to school during the same school day. **Students may be released only to those adults listed on the emergency form. We require a valid picture ID.**

HEALTH SERVICES

AN UP-TO-DATE LOCAL EMERGENCY PHONE NUMBER IS REQUIRED FOR EACH STUDENT TO BE USED IN CASE THE PARENT CANNOT BE REACHED.

PRESCRIPTION MEDICINE: UNDER CALIFORNIA LAW, WHEN PRESCRIBED MEDICATION MUST BE GIVEN DURING SCHOOL HOURS, PROPER FORMS ARE TO BE FILLED OUT BY THE PARENTS AND THE DOCTOR. THE FORMS MAY BE OBTAINED FROM THE OFFICE. THIS MEDICINE SHALL BE FURNISHED BY THE PARENTS IN THE ORIGINAL LABELED CONTAINER. Inhalers and EpiPens are allowed to be carried by a student with the doctor's permission. It is requested that a back-up inhaler/pen be kept in the health office.

NON-PRESCRIPTION MEDICINE: (OVER THE COUNTER MEDICINE): The same form as mentioned above, signed by the parent and physician, stating how the medicine is to be used, is required for dispensing **ALL** prescription and over the counter medication must accompany a supply of the medicine in the manufacturer's or pharmacy container. ANY AND ALL MEDICINES AND/OR PRESCRIPTION MEDICATIONS ARE TO BE TURNED IN TO THE HEALTH OFFICE OR THE MAIN OFFICE AT THE BEGINNING OF THE SCHOOL DAY. **Students are not to be in possession of any medication while on campus.**

IMMUNIZATIONS: It is a State Law that every new student must show proof of his/her current immunization for Polio, Diphtheria, Pertussis, Tetanus, Measles, Mumps and Rubella upon enrolling in any school. **Before** entering 7th grade, all students must show proof of immunization for Hepatitis B. All students, 7 – 12 grade, are required to have a Tdap booster, in order to attend school. **If proof is not provided, the student will not be admitted to school.**

HEALTH PROBLEMS: The school should be notified of **any** physical individual health problem that could affect a student's well-being and/or general health. If a student must be placed on a limited P.E. program, he/she must provide the school with the physician's request explaining the student's exact limitations. Students will be required to participate in a full P.E. program if the physician's request has not been received in the Health Office. 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 accepted. A request to be excused for more than three days must be written by a medical doctor, health advisor, or religious practitioner. A physician's request for non-participation must be received by the school nurse before the student may be excused from P.E. for more than one day.

READMISSION AFTER ACCIDENT/INJURY: This requirement applies to any major medical situation and any condition requiring a cast, crutches, wheelchair, stitches, elastic bandages, or slings. Students returning to school under these conditions must provide a physician's verification of permission to return to school and may not participate in PE, lunchtime activities, recess, or be on the school ground before or after school until a written release by a physician is received.

INSURANCE: School insurance does not cover student injury. An insurance company not connected with the school, offers an accident policy that gives coverage for regular and summer school sessions. Parents have the opportunity to purchase this insurance.

MEDICATION may be given to students in the health office only under the following conditions:

- A parent must personally bring the medication to the health office in the original prescription bottle along with a written statement from a physician detailing method, dosage, and time. Students may not carry medication.
- The parent must sign the "Request for Medication at School", form which is available in the health office.
- Under no circumstances may "over the counter" medication be administered to students without a physician's prescription. Children may not possess medication of any kind at school.

Students with stitches, casts, splints, crutches or slings may be allowed to attend school with a **note from the physician**. These students will be required to report to the office during outdoor play periods. A medical release will be needed when restrictions are no longer in effect. This includes classrooms, patio areas, playground, and lunch area before, during, and after school.

SCHOOL SAFETY

The safety of our students is our primary concern. Please follow a few simple procedures to assure that our students are safe at all times:

- Before school, all students must enter campus through the front door.
- After school, all gates are open for the departure of students.
- All visitors and volunteers must check in through the office, before and after school.
- A Volunteer form must be completed with a copy of your driver's license in order to help in the classroom or to go on a field trip. ALL volunteers must comply with California Education Code Section 49406 (m).
- No one will be permitted on campus without a visitor badge and completion of the sign in sheet in the office.

VISITORS: All visitors, guests, and parents must sign in at the main office and receive a badge to be worn during the visit. Meetings with school personnel must be scheduled at least 24 hours in advance and for a time that does not interfere with the educational process. Non-students are not permitted to loiter on or around the school grounds or in school buildings. They will be escorted off campus and may face other consequences.

PERSONAL PROPERTY: You assume responsibility for loss or damage to any of your personal property. The school endeavors to protect all personal property such as bikes (which will be locked up in the bike rack area), but is not responsible for them. **LARGE SUMS OF MONEY AND ARTICLES OF REAL OR SENTIMENTAL VALUE SHOULD NOT BE BROUGHT TO SCHOOL.** You should not bring personal objects onto the campus unless they are related to your instructional program. Campus Canyon administration will not look for and/or conduct investigations regarding non-authorized personal property.

Examples of personal objects that do NOT belong at school include, but are not limited to:

- Balloons and bouquets
- iPods, MP3 players, itouch, ipads, electronic readers, DS games, Bluetooth and wireless speakers, and other electronic devices described below (see Cell Phones/Electronic Devices)
- Cameras (including those on cell phones) to protect students' safety/privacy,
NO PICTURE TAKING IS ALLOWED AT SCHOOL
- Skates or shoes with skates in them
- Glass containers
- Toys or playing/magic/trading cards and other distracting items
- Laser pointers – 1st time - may be a suspendable offense
- Aerosol containers
- Permanent markers – 1st time - may be a suspendable offense
- Weapons – 1st time - suspendable offense
- Look alike weapons or other dangerous objects as determined by school administration – 1st time - may be a suspendable offense
- Merchandise or food to sell
- Energy drinks and candy

IF YOU CHOOSE TO BRING THESE ITEMS ON CAMPUS, YOU ARE SUBJECT TO DISCIPLINARY ACTION, WHICH MAY INCLUDE SUSPENSION AND/OR EXPULSION FROM SCHOOL.

Elementary School Cell Phone Policy

Students are not permitted to use electronic devices while on campus, including before school and at lunch. Electronic devices must be turned off and put away, except when deemed medically necessary. Devices must also remain powered off and stored away on school buses and vans. See the Transportation Handbook for additional rules.

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 district employee will:

1. First Offense: Direct the student to turn off the device, put it away, and issue a warning
2. Second Offense: The employee will confiscate the device and return it to the student at the end of the class period or activity.
3. 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.
4. 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.
5. 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. **Mobile** communication devices are not permitted to be used in bathrooms, locker rooms, or health offices. Filming during a medical emergency, i.e., when paramedics are on campus providing treatment to students or staff, is not permitted.

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 be required to search for and/or conduct investigations regarding electronic devices.

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 or other disciplinary action.

Middle School Cell Phone Policy

Students are not permitted to use electronic devices while on campus, including before school, during passing periods, and at lunch. Electronic devices must be turned off and put away, except where deemed medically necessary. Electronic devices must also be powered off and stored away on school buses and vans. See the Transportation Handbook for additional rules.

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.

At the beginning of each class period, students are required to place their powered-off electronic devices in the designated storage locker or pocket chart, where devices will remain for the duration of the class. At the end of the period, students may retrieve their devices and must immediately store them in their backpacks, keeping them powered off.

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

1. **First Offense:** Students will be issued a referral to the assistant principal's office. MUSD Employee has the option of using one of the following:
 - a. Send the student with the device to be turned in to the AP
 - b. Deliver the device themselves to the AP
 - c. Call for a campus supervisor to pick up the device and deliver it to the AP
 - d. The student can pick up the device after school in the AP's office.

2. **Second or More Offenses:** See first offense for options to deliver the device to AP's office. Only parents will be able to pick up the device after school in the AP's office.
3. Multiple violations will result in a parent conference with the administration and may lead to the loss of electronic device privileges on campus.

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. Mobile communication devices are not permitted to be used in bathrooms, locker rooms, or health offices. Filming during a medical emergency, i.e., when paramedics are on campus providing treatment to students or staff, is not permitted.

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 be required to search for and/or conduct investigations regarding electronic devices unless.

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 or other disciplinary action.

SAFE PASSAGE TO AND FROM SCHOOL: Safety is a major area of concern to us. This includes student safety on the way to and from school. **All school rules are in effect the entire time going to and from school.** Only cross streets in designated crosswalks. Obey all traffic signals. Students should not walk, bike, scooter, or skateboard in the streets. Parking lots are also dangerous. Shortcuts through shopping center parking lots and the school parking lots are not recommended. Never walk alone or accept a ride from or approach a stranger. If approached by a stranger, inform your parents and the office immediately. The arroyos, flood channels, and railroad tracks are dangerous. **Do not go into, attempt to cross, or play near the streams or railroad tracks.** Nothing should ever be thrown into the street or at cars, people, bicycles, etc.

BUS TRANSPORTATION: Your parents are legally responsible for your transportation to and from school. Bus transportation is a privilege and an optional service, provided by the district to assist parents with their responsibility. Failure to observe district rules may result in denial of transportation. All students being transported are under the authority of the bus driver and must obey his/her directions. Transportation is provided to get you to and from your home. Transportation is not provided to transport you to your friends' houses in a different neighborhood, the park, the market, etc. **The phone number of the district transportation department is (805) 378-6344. There is a ridership fee for bus service.**

Bus riders will:

- Line up as directed by the adult in charge.
- Enter the bus safely, quietly, and quickly (no pushing, running, etc.)
- Remain seated while the bus is moving.
- Remain seated until the bus is stopped and the door is opened.
- Comply with all directives given by the bus driver and any other responsible adult on duty.
- Keep all parts of the body inside the bus.
- Cross the street only in the areas designated by the bus driver.

Please notify your child's teacher or the office when your after-school transportation plans change.

DISASTER PREPAREDNESS/EMERGENCY

All students and staff participate in monthly fire/emergency drills. You are expected to behave in a manner consistent with the purpose of these drills. You are to be quiet, attentive, and obey all directions. Drills are essential in preparing students to respond appropriately in the event of a real emergency. Should an emergency situation occur while students are at school, there are established procedures in place to protect them and our staff members. In addition, a system exists for releasing students to the adults listed on the emergency form that allows a safe and controlled release. Student safety is our primary concern. **Please notify the office immediately of any changes in emergency contact information.**

STUDENT RECOGNITION

Students are recognized for behaviors that demonstrate the qualities found in our motto and in our citizenship standards. Following is a brief description of some of the positive recognitions currently in place at Campus Canyon.

COUGAR PRIDE: Cougar Pride recognizes one student from each class K-5 each month and two students per grade level in grades 6-8. Students are chosen by their teachers as outstanding students of that month. Students are recognized at our Cougar Pride Assemblies.

The following criteria are used for the selection of the Cougar Pride student:

- Receiving passing grades in all subjects on the most recent report card or progress report.
- Outstanding behavior at all times.
- Outstanding attendance.
- Positive Involvement in school and community activities.
- Displaying one of the nine Character Traits

TERRIFIC KIDS GRADES 3-5: Students are recognized by Moorpark Kiwanis for demonstrating the following characteristics: thoughtful, enthusiastic, respectful, responsible, influential, friendly, inquisitive, and caring.

CAUGHT BEING AN ALLY (TK - 8): Allyship is an action where someone helps or stands up for someone who is being teased or bullied or who is the target of bias. This can include being kind and caring to our friends and being a true ally to them as they navigate social situations or have made statements in your class that promote anti-bias or injustice.

TRIMESTER HONOR ROLL AWARDS – Grades 6-8:

“Principal’s Award”	4.0 Grade Point Average & excellent citizenship
“Gold Honor Roll Award”	3.5 – 3.99 Grade Point Average and all S or O citizenship & effort marks
“Silver Honor Roll Award”	3.0 – 3.49 Grade Point Average and all S or O citizenship & effort marks
“Citizenship Award”	Outstanding (O’s) in citizenship in all classes

TRIMESTER HONOR ROLL AWARDS - Grades 4 and 5:

4th Grade - Silver Honor Roll	5th Grade – Silver Honor Roll																																		
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DRESS FOR SUCCESS

DRESS CODE: Recognizing the relationship between personal dress and personal attitude, we encourage each student to dress in such a way as to demonstrate pride in oneself and one's school. It is the intent of this policy to create a school environment that does not distract or interfere with the learning process and ensures the safety of all students.

Personal appearance should not disrupt the educational process, call undue attention to the individual, violate federal, state, or local health and obscenity laws, or affect the welfare and safety of the student or classmates.

The guidelines listed below have been established for all students with the idea to promote student safety and guidance in their choice of dress.

Specific dress rules include but are not limited to:

- Shirts/tops are required at all times. Shirts/tops must have straps/sleeves. The bottom of the shirt, should be long enough to touch the top of the pants/skirt/shorts
- See-through tops must be worn with a full coverage shirt underneath.
- Shorts and skirts must be appropriate length.
- Clothing which allows underwear to be exposed is not allowed.
- Pants, short or long, must stay up without a belt.
- Footwear is required at all times. (PE and Science lab days only closed toed)
- Clothing/apparel containing offensive or obscene symbols, signs, slogans or words degrading any cultures, gender, religious or ethnic values may not be worn on school grounds or at any school sponsored activity.
- Clothing/apparel containing language or symbols oriented toward violence, sex, drugs, alcohol, tobacco or vandalism may not be worn on school grounds or at any school sponsored activity.
- Gang related emblems or paraphernalia, personal possessions displaying identified gang-style clothing or identified tagging crew writings are not permitted on school grounds or at any school sponsored activity.
- Hats that display the following cannot be worn to school or any other school sponsored activity: offensive or obscene symbols, signs, slogans or words degrading any cultures, gender, religious or ethnic values, symbols oriented toward violence, sex, drugs, alcohol, tobacco, vandalism, gang related emblems or paraphernalia, gang-style, tagging style or old English style writings, tagging crew drawings, or phrases. Teachers may prohibit hats in class at their discretion.
- You should not wear clothing or hair styles that can be hazardous or present a “clear or present” danger to your health and safety in such school activities such as lab work, physical education, and art.

Note: The school staff shall have the authority to identify and disallow attire that disrupts the academic process.

Consequences for violation of the above rules are as follows:

- Students will be required to remove the inappropriate item of clothing or piercing. Students will need to replace the inappropriate clothing with either P.E. clothing or school-provided clothing.
- All confiscated items of clothing and personal possessions will be held in the office. Confiscated items will need to be picked up by a parent or guardian at the end of the day.
- Tattoos and similar markings on the skin which have been identified by law enforcement officials as being typical of gangs or gang-related must be covered at all times while on the school campus or involved in school activities.
- Continued violations of the school dress code will be considered defiance of authority and can result in detention and/or possible suspension from school.

STUDENT BEHAVIORAL EXPECTATIONS

Students are expected to behave so that teachers may teach and students may learn. Inappropriate behavior that is disruptive to the learning process will not be allowed. Self-discipline provides the foundation for successful learning. There are consequences for making poor behavior choices. Individual class rules, rewards and consequences will vary slightly, but support and reinforce the school behavioral expectations. Classroom, playground, and lunch rules and procedures are explained within the first few days of school with the students. Teachers review these rules and procedures with parents at Back to School Night.

At Campus Canyon we focus on:

- Providing clear behavioral expectations to students.
- Using a positive approach to discipline and making any consequences meaningful
- Making any disciplinary incidents a learning experience for students.
- Providing students with strategies to help resolve conflicts.

It is our hope that parents will support this plan. **To demonstrate support, parents are asked to review all rules and policies in this agenda book with their student(s) and sign the form found on page 2.**

VERBAL HARASSMENT: Verbal harassment includes, but is not limited to, name calling, comments of a derogatory nature regarding a person's gender, ethnic group identification, race, national origin, religion, sexual orientation or mental or physical disabilities.

SEXUAL HARASSMENT: Sexual harassment is a form of discrimination. It means that someone is treated differently because of his or her gender. It is behavior or words that are: (see policy BP5145.8 pg.18-19)

- directed at a person because of his or her gender
- are uninvited, unwanted, and unwelcome
- causes a person to feel uncomfortable or offended
- creates an environment that makes learning difficult
- may be repeated or may be very offensive on a one-time basis

BEHAVIORAL EXPECTATIONS: Excellent behavior is expected of all students. These are the expectations for all students at all times. Teachers may have additional rules. The following are school wide expectations:

- Students will be in their seats and prepared for class **before** the tardy bell rings.
- Students will cooperate willingly with adults
- Students will show pride in our school but putting any trash in receptacles
- Students will respect others:
 - Students will keep hands and feet to themselves.
 - Students will speak at appropriate times.
 - Students will only make positive statements about others.
 - Students will use only appropriate language
- Students will behave so that all can learn.
- Students will deliver all communications, i.e. report cards, progress reports, detention slips, letters, etc., between school and home, obtain the appropriate signatures, and return it on the day it is expected.

In the classroom or on the school grounds, **STUDENTS ARE TO COMPLY WITH THE REQUESTS/INSTRUCTIONS OF ALL ADULT STAFF MEMBERS.** This includes campus supervisors, office personnel, instructional aides, cafeteria staff and custodial/maintenance staff as well as the teachers, substitute teachers and administrators. **WILLFUL DISOBEDIENCE, DEFIANCE, AND DISRESPECT TOWARD ANY ADULT ON CAMPUS WILL NOT BE TOLERATED.** Abusive language or obscene gestures toward any adult will not be tolerated. It is unlawful for students and parents to menace or threaten school employees and/or the private property of school employees. Violators may be subject to criminal prosecution in addition to possible suspension from school.

ON THE CAMPUS GROUNDS:

- The parking lots are off-limits to students from 7:30am - 3:30pm. Unless accompanied by an adult.
- Students must cross streets only at the crosswalk
- Students will enter the school only through the office and side door.
- No gum is allowed on campus.
- Students should use the available designated areas to participate in organized lunchtime sports, socialize with friends, or find a quiet spot to read.
- No running is allowed on campus except during organized activities.
- No climbing on or jumping off planters, trees, tables, and chairs is permitted.
- All bikes, scooters and skateboards will be parked in a designated area. They may not be ridden on school grounds. **State law requires students to wear helmets.**
- Any student riding a bike, scooter or skateboard to school must wear a helmet. **Any student not wearing a helmet will lose their privilege to ride these items to school and may be ticketed by police.**
- It is unlawful to deface or damage **any** school property. Parents will be held financially responsible for any such damage.
- Spitting is not allowed. It is unsanitary and rude.
- Public displays of affection are **not** allowed.
- Misbehavior by a student during disaster/ emergency drills may result in disciplinary actions.
- Lighters, matches, and explosive devices are not allowed on campus.
- Possession/use of controlled substances (alcohol, tobacco, e-cigarettes, and drugs) is not allowed.
- The use of electronic devices, cell phones, iPods, etc., at school is prohibited.

IN THE CLASSROOM:

- Students enter the classroom quietly, take their seat and are ready to work when the bell rings.
- Students must remove hats and hoods when entering a classroom (or any other building).
- Students bring the supplies suggested by each teacher to each class every day.
- Students should use their Agenda Book each day to record **all** assignments and directions.
- Students should pay close attention to their teachers, and take appropriate classroom notes
- Each teacher may have different classroom expectations in addition to the school expectations
- Students must follow directions the first time they are given.
- The bell doesn't dismiss the students from class; **the teacher will dismiss the students.**
- Students are responsible for textbooks/school equipment that they use, lost or damaged, including this Agenda Book.

AT LUNCH (see also Page 5):

- Students may eat only in the lunch area (food is not allowed outside of the table area) and play in the designated areas. Good table manners and behavior are expected.
- Students should show their pride in Campus Canyon by cleaning up their eating area.
- Asking or forcing other students to give up their food or money is not allowed.
- Certain areas are off limits to students. Students are expected to comply when directed away from those areas. Failure to do so will be regarded as defiance of authority and suspension may result.
- Campus aides/supervisors are here for student safety and their directions are to be followed.
- Students are not permitted to bring any food or drinks for parties at lunch or after school that do not follow the district's nutritional guidelines.

PARENT TRANSPORTATION: Parents are reminded to use only the designated student drop-off areas when transporting a student to or from school. Please drive safely and be alert for students walking to school.

STUDENT BEHAVIOR CONSEQUENCES

Detentions, In School Suspensions and Suspensions are assigned by school administration. Infractions of school rules are investigated and consequences are determined fairly and quickly. As all behavioral incidents have different circumstances, **EACH** incident is handled individually. Classroom Behavior Plans or School Wide Behavior Contracts may be put in place for students that continue to have behavioral issues. Campus Canyon strives to keep parents notified regarding student behavior. We want to work together in correcting student behavior so that everyone can focus on learning.

DETENTION: Students may be assigned detention for various rule infractions that may take place both inside and outside the classroom.

IN SCHOOL SUSPENSION (ISS): A student may be assigned an in school suspension (ISS) by an administrator for a length of time ranging from one to several class periods. The student is expected to complete any assignments given during this time. A student may make up all missed classroom work without penalty but within the regular guidelines for making up work missed when absent. (see pg.8)

SUSPENSION FROM SCHOOL: Suspension shall be imposed only when other means of correction fail to bring about proper student conduct.

Students may be suspended from school for any of the following reasons:

- Caused, attempted to cause, or threatened to cause physical injury
- Willfully used force or violence on another person, except in self-defense
- Possessed, sold or otherwise furnished any firearm, knife, explosive or other dangerous object
- Possessed, used, sold, furnished or been under the influence of any controlled substance, alcohol or intoxicant
- Offered, arranged or negotiated to sell a controlled substance, alcohol or intoxicant and then provided a replica substance
- Attempted or committed robbery or extortion.
- Attempted or caused damage to school property
- Attempted or stole school or private property
- Possessed or used a tobacco product (including e-cigarettes)
- Committed an obscene act or engaged in habitual profanity or vulgarity
- Possessed, offered, arranged or negotiated to sell drug paraphernalia
- Disrupted school activities or willfully defied valid authority
- Knowingly received stolen school or private property
- Possessed an imitation firearm
- Attempted or committed sexual assault or committed a sexual battery
- Harassed, threatened or intimidated a student complainant or witness in a school disciplinary matter
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma
- Engaged in, or attempted to engage in, hazing
- Engaged in an act of bullying, including but not limited to, bullying by means of an electronic act
- Aided or abetted in the attempt or infliction of physical injury to another.
- Committed sexual harassment (grades 4-12)
- Attempted, threatened, caused or participated in hate violence (grades 4-12)
- Harassment, threats or intimidation creating an intimidating or hostile educational environment (grades 4-12)
- Made terroristic threats against school officials or property

Fifteen (15) suspended days will result in referral to the District "Placement Review Committee".

Twenty (20) suspended days will result in referral to the "Placement Review Committee" for expulsion.

The following offenses require suspension and recommendation for expulsion (48915c)

- Sale, possession or furnishing a firearm (except for imitation firearm)
- Brandishing a knife at another person
- Unlawfully selling a controlled substance
- Attempted or committed sexual assault or committed sexual battery
- Possession of an explosive

The following offenses – in addition to those listed above under "Suspension from School" may also lead to recommendation for expulsion for the current semester and the next semester:

- Causing serious injury to another person, except in self-defense
- Possession of a knife, or other dangerous object of no reasonable use to the pupil
- Unlawful possession of any controlled substance except for the first offense for the possession of not more than one avoirdupois (by weight) ounce of marijuana, other than concentrated cannabis, or the

possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician

- Robbery or extortion
- Assault or battery on any school employee

EXCLUSION FROM SCHOOL EXTRA-CURRICULAR ACTIVITIES: Participation in school activities such as assemblies, dances, sports, team activities and field trips is a privilege. Students earn the right to participate by following acceptable standards of behavior. Students lose their participation by doing the following:

1. Receiving one (1) suspension during a trimester eliminates participation in all extra-curricular activities that trimester.
2. Having a total of 3 suspensions during the school year eliminates the student from participating in all extra-curricular activities for the rest of that school year.
3. Students with 3 or more un-served detentions in a trimester will not be eligible to participate in school extra-curricular activities.
4. Students with two or more “U’s” (unsatisfactory citizenship) on the most current report card or progress report may not be eligible to participate in activities including but not limited to dances, athletic events, and/or other school activities for that trimester.
5. Students who have not attended 4 periods on the day of the activity will also be excluded from all school extra-curricular activities.
6. Students placed in ISS more than 3 times in the school year will not be allowed to participate in school extra-curricular activities.
7. Students wanting to participate in Outdoor School must meet the requirements listed in #1-5 above in order to attend.
8. Students who are ineligible to participate in school extra-curricular activities may have an opportunity to appeal their exclusion. An appeals committee will determine eligibility for each activity.

ACADEMIC HONESTY POLICY: Students shall not misrepresent examinations (tests), materials, research assignments, and/or homework assignments as their own, when in fact they are the work of someone else. Students shall not use notes or other aids including, but not limited to, iPods, cell phones, PDA’s or calculators during examinations unless their use has teacher approval. Using such aids during a test or quiz, or even having them out, may result in a score of zero on the examination.

Plagiarism is the act of stealing another’s words. Copyright laws protect printed materials from plagiarism. When you borrow someone else’s ideas and restate them as your own, you are plagiarizing.

Students are plagiarizing if they do the following:

- Using someone else’s ideas as your own.
- Using a slightly changed statement as their own, and not giving credit to the author
- Failing to use quotation marks around exact sentences, phrases, or even words that belong to another person;
- Using someone else’s examples without giving them credit;
- Citing facts and statistics that someone else has compiled; copying information from the Internet.
- Presenting evidence or testimony taken from someone else’s argument;
- Exchanging assignments with other students, either handwritten or computer generated, whether the student believes they will be copied or not.
- Using any form of memory aid or assistance during tests or quizzes without the permission of the instructor; also, it is the student’s responsibility to protect their papers from others;
- Use summaries/commentaries (Cliff Notes, Spark Notes, etc.) in lieu of reading the assigned materials; or
- Reusing their own work created previously for another class representing it as a first-time assignment.

When it is determined that a student has violated the academic honesty policy, the student will receive a score of zero on the assignment or examination and the teacher will work with the school administration to determine any additional disciplinary action.

*SPECIAL REQUIREMENTS FOR PARTICIPATING IN 8TH GRADE YEAR-END ACTIVITIES

For participation in the promotion ceremony:

1. You may not receive more than 5 fails (F's) during the 8th grade year and may not receive more than 2 fails (F's) during the last trimester.
2. No more than 1 suspension during the 8th grade year.
3. You may *especially* not have any suspensions during the last three (3) weeks of school.
4. You may not have more than 12 unexcused absences (3 tardies more than 30 min. = 1 absence).

For participation in the Promotion Activity:

1. You must meet "all four (4)" requirements for the ceremony participation. (see above)
2. You may not have more than 3 "U's" in citizenship during the school year (trimester 1 & 2 report card, and trimester 3 progress report).
3. Students must serve all detentions. A cutoff date will be given to students in their Promotion packet.
4. Students must clear all financial obligations (i.e. textbook, library, etc.), see promotion dates.

8th graders not meeting any of the above requirements may appeal to participate in the promotion ceremony and end of year activities. Each of these requirements, along with academic and disciplinary records, will be taken into consideration by the administration when allowing eighth graders to participate in various end of the year activities. Appeal forms will be available in the main office. Appeals must be turned in to the Principal.

MUSD POLICIES

NON-DISCRIMINATION, EQUAL EDUCATIONAL OPPORTUNITY AND GENDER EQUITY: The Moorpark Unified School District ensures that its programs and activities are available to all persons without regard to race, ancestry, ethnic group identification, national origin, religion, creed, age, sex, sexual orientation, color, physical or mental disability, marital or parental status. The District is committed to the law of equal educational opportunity. Complaints of unlawful discrimination or harassment shall be investigated pursuant to the Pupil Complaint Procedures. (BP 5145.3)

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

COMPLAINTS CONCERNING STATE AND FEDERALLY FUNDED PROGRAMS UNIFORM COMPLAINT PROCEDURES: The Universal Complaint Procedures specified in Board Policy 1312.3 shall be used to investigate and resolve any complaints concerning alleged violations of state or federal regulations governing any of the following educational programs: adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs.. (Title 5 4600) (BP 1312.3)

If you feel there has been some violation of this policy or you would like more information, you may contact the District Office, 5297 Maureen Lane, Moorpark, California, (805) 378-6300.

EQUAL EMPLOYMENT OPPORTUNITY: The Moorpark Unified School District is an equal employment opportunity employer which complies with all applicable federal and state non-discrimination laws. The District does not illegally 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, you may contact the District Office, 5297 Maureen Lane, Moorpark, California, (805) 378-6300.

PROHIBITION CONCERNING SEXUAL HARASSMENT: It is the policy of the Moorpark Unified School District that all persons (students and employees), regardless of their sex, should enjoy freedom from discrimination of any kind. Sexual harassment, including same-sex and sexual orientation harassment, as a form of sexual discrimination, is prohibited. Complaints will be investigated pursuant to Board Policy 4003 or 5145.7. (EC 212.6)

If you feel there has been some violation of this policy or you would like more information, you may contact the District Office, 5297 Maureen Lane, Moorpark, California, (805) 378-6300.

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

SERVICE LEARNING: School Board Policy #6142.4 states that a total of 40 Service Learning hours will be required for graduation from Moorpark High School. Students may earn up to 15 hours of credit toward the 40 hours of Service Learning in grades 6-8.

STUDENTS PREVENTION OF BULLYING MUSD Board Policy 131.4 (a)

Bullying and its negative effects erode pupils' ability to learn. Bullying is recognized as behavior that can span from minor offenses like name-calling, fights, and purposeful social exclusion to more serious criminal acts of libel, repeated physical attacks, and sexual harassment. In order to combat potential incidents that may negatively impact a pupil's opportunity to succeed academically and feel safe at school, the Moorpark Unified School District (MUSD) has taken the position that all pupils have a right to a safe and healthy school environment. The District, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

MUSD and Campus Canyon will not tolerate behavior that infringes on the safety of any pupil. A pupil shall not intimidate or harass another pupil through words or actions. Such behavior may include direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and intentional social isolation or manipulation.

To ensure that bullying does not occur on school campuses, MUSD will provide staff development training in recognizing bullying behaviors and the prevention of bullying, and will cultivate acceptance and understanding in all pupils and staff to develop each school's ability to maintain a safe and healthy learning environment. Teachers should discuss this policy with pupils in ways appropriate to their ages and should assure them that they need not endure any form of bullying. Counseling and other appropriate interventions shall be made available, as needed, to any child who has been the object of bullying.

Each District school should adopt a Code of Conduct to be followed by every pupil while s/he is on school grounds, when traveling to and from school or a school-sponsored activity, whether on or off campus, and during the lunch period. The Code of Conduct should include, but not be limited to, the following actions and consequences:

- Any pupil who engages in bullying may be subject to disciplinary action up to and including expulsion. (Refer to Board Policy 5144, Student Discipline.)
- Pupils are expected to immediately report incidents of bullying to the principal or designee.
- Staff shall promptly investigate each complaint of bullying in a thorough and confidential manner.

STUDENTS PREVENTION OF BULLYING Board Policy 5131.4(b)

The procedures for intervening in bullying behavior include, but are not limited to, the following:

- All staff, pupils, and parents will receive a summary of the policy prohibiting bullying at the beginning of the school year as part of the pupil handbook and/or information packet, as part of New Student Orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep confidential a report of bullying and the results of the investigation.
 - Staff members are expected to immediately intervene when they see a bullying incident occur.
 - People witnessing or experiencing bullying are encouraged to report the incident.

If the complainant, that pupil or the parent of the pupil believes the investigation or complaint was not resolved appropriately, the pupil or the parent of the pupil should contact the principal or the school office. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The Board of Education shall receive a report annually on pupil behavior that includes the number of incidents of bullying, the disciplinary responses, and strategies used to reduce the number of bullying incidents.

Legal Reference Assembly Bill 79, Chapter 646, Statutes of 2001 EDUCATION CODE 35294.2 Policy Adopted: MOORPARK UNIFIED SCHOOL DISTRICT 10/12/04 Moorpark, California

EQUAL EDUCATIONAL OPPORTUNITY AND GENDER EQUITY: The Moorpark Unified School District ensures that its programs and activities are available to all persons without regard to race, ancestry, ethnic group identification, religion, creed, age, sex, color, physical or mental disability, marital or parental status. Complaints of unlawful discrimination in its programs or activities shall be investigated pursuant to the Uniform Complaint Procedures. (Title 5 4960) Any such complaint should be filed within six months of the alleged violation and should be filed with Assistant Superintendent for Instruction, 5297 Mauree Lane, Moorpark, California, (805)378-6309.(Title 5 4630b)

COMPLAINTS CONCERNING STATE AND FEDERALLY FUNDED PROGRAMS - UNIVERSAL

COMPLAINT PROCEDURES: The Universal Complaint Procedures specified in Board Policy 1312.2 shall be used to investigate and resolve any complaints concerning alleged violations of state or federal regulations governing any of the following educational programs: Adult Basic Education, Consolidated Categorical Aid Programs, Migrant Education, Vocational Education, Child Care and Development, Child Nutrition, or Special Education.(Title 5 4600) (BP 1312.2) If you feel there has been some violation of this policy or you would like more information, you may contact Assistant Superintendent for Instruction, 5297 Maureen Lane, Moorpark, California, (805) 378-6300.

EQUAL EMPLOYMENT OPPORTUNITY: The Moorpark Unified School District is an equal employment opportunity employer who complies with all applicable federal and state non-discrimination laws. The District does not illegally 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, you may contact the Assistant Superintendent of Personnel Services, 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. 5297 Maureen Lane, Moorpark, California, (805) 378-6300.**

PROHIBITION CONCERNING SEXUAL HARASSMENT: It is the policy of the Moorpark Unified School District that all persons (students and employees), regardless of their sex, should enjoy freedom from discrimination of any kind. Sexual harassment, as a form of discrimination, is prohibited. Complaints will be investigated pursuant to Board Policy 4003 or 5145.8. (EC 212.6) **If you feel there has been some violation of this policy or you would like more information, you may contact our District Office, 5297 Maureen Lane, Moorpark, California, (805) 378-6300.**

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

SEXUAL HARASSMENT–STUDENTS (Board Policy 5145.8)

- 1) **INTRODUCTION:** The District recognizes that harassment of students on the basis of sex is unlawful.
- 2) **PROHIBITED CONDUCT:** Employees and students will not engage in conduct constituting sexual harassment toward students (if students engage in such discourteous conduct toward employees such discourteous conduct will be dealt with through the regular discipline procedures for students). This Board Policy prohibits any act of sexual harassment as defined by the Board Policy where such act is related to any school activity or school attendance as allowed by law. The District will not condone or tolerate sexual harassment. The District will take appropriate disciplinary action against employees or students found to have engaged in sexual harassment up to and including dismissal for employees and suspension or expulsion for students.

- 3). **DEFINITIONS:** Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. It includes but is not limited to circumstances in which:
 - a). Submission to such conduct is made a term or condition of a student's academic status.
 - b). Submission to or rejection of such conduct is used as the basis for any academic decisions affecting such a student or any other decision regarding benefits, hours, services, programs or available at or through the school.
 - c). Such conduct has the purpose or effect of unreasonably interfering with a student's

- academic performance or creating an intimidating, hostile or offensive educational environment.
- 4) **FORMS OF SEXUAL HARASSMENT:** Forms of sexual harassment include but are not limited to the following:
 - a). Oral harassment such as derogatory comments jokes or slurs, graphic verbal commentary about an individual's body, and graphic verbal commentary of a sexual nature;
 - b). Physical harassment such as unnecessary, unwelcome or offensive touching, or impeding or blocking movement;
 - c). Visual harassment such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, objects, or gestures; and
 - d). Unwelcome sexual advances, requests, or demands for sexual favors, and other oral or physical conduct of a sexual nature.
 - 5) **RIGHTS OF A COMPLAINANT:** Any student wishing to make a complaint of sexual harassment should immediately report it to the principal or designee. However, there is absolutely no requirement that a student must make a complaint to the alleged harasser. If the principal or designee is the alleged harasser, the student should make the complaint to the Assistant Superintendent of Personnel Services. A student making a complaint of sexual harassment shall not suffer any reprisal for doing so. The District will promptly and thoroughly investigate all complaints of sexual harassment. The District also will take immediate and appropriate action to resolve such complaints. All incidents of sexual harassment will be remedied. Results of the investigation will be reported to the complainant, the parent or legal guardian of the minor complainant, the minor alleged harasser, the parent or legal guardian of the minor alleged harasser, the alleged harasser and, where appropriate, the supervisor of the alleged harasser.
 - 6) **RIGHTS OF THE ALLEGED HARASSER NAMED IN THE COMPLAINT:** The alleged harasser has a right to a prompt and thorough investigation of any complaint alleging sexual harassment. This investigation will be conducted in such a manner as to protect the confidentiality of the alleged harasser. Consistent with BP 1312.1, Complaints Concerning Employees, any complaint against an employee will be received and investigated (beginning at the Step 2 level) and may be appealed to the Board of Education. A complaint against a student will be received by a site administrator or designee and may be appealed to the Superintendent and, thereafter, to the Board of Education.
 - 7) **PROMPT AND THOROUGH INVESTIGATION:** Upon receipt of a complaint alleging sexual harassment, the District representative conducting the investigation shall do the following:
 - a). Inform the complainant and the alleged harasser of their rights under this Board Policy;
 - b). Authorize the investigation of the complaint and supervise and/or conduct the investigation of the complaint. The investigation, at a minimum, shall include interviews with the complainant, the alleged harasser, and other persons who reasonably may have relevant knowledge about the complaint, including possible witnesses or victims of prior similar conduct. Complaints against students will be filed with site administrators and may be appealed to the Superintendent and, thereafter, to the Board of Education. Consistent with BP 1312.1, Complaints Concerning Employees, any complaint against an employee will be received and investigated (beginning at the Step 2 level) and may be appealed to the Board of Education;
 - c). Take reasonable steps to protect the complainant from any retaliation for filing the complaint;
 - d). Review factual information gathered to determine whether the alleged conduct constitutes sexual harassment;
 - e). Report the results of the investigation to the complainant, the parent or legal guardian of the minor complainant, the minor alleged harasser, the parent or legal guardian of the minor alleged harasser, the alleged harasser and, where appropriate, the supervisor of the alleged harasser.
 - f). If harassment occurred, take and/or recommend prompt and effective remedial action against the harasser;
 - g). Take reasonable steps to protect the complainant and other potential victims from further harassment. If such harassment is determined;
 - h). Take reasonable steps to alleviate the effects of the harassment.
 - 8) **COMPLAINT PROCEDURES:** Any student wishing to make a complaint of sexual harassment shall immediately file a written complaint, except that no student is required to file any complaint with the alleged harasser.
 - 9) **DISSEMINATION OF POLICY:** All employees and students shall be notified of this Board Policy on a regular basis, and consistent with Education Code Sections 212.6 and 48980. The District shall communicate this policy to students in an appropriate manner consistent with their age. The District shall also distribute written information on how to report charges of sexual harassment and assurances that students need not endure any form of sexual harassment. To promote an environment free of sexual harassment, the principal or designee shall provide staff in-service and ensure student awareness.