

ANNUAL NOTIFICATIONS FOR ALL EMPLOYEES

About Board Policy Notifications

The Governing Board believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing their job performance. School Districts are required by federal and state law, education code and board policy to provide employees with annual notifications.

Please refer to the school district's web site for all annual notifications www.mrpk.org. Important information is also summarized on these web pages concerning discrimination, harassment, intimidation, and bullying in the workplace. Information concerning Title IX is also available.

If you have any questions concerning annual notifications for employees, please contact the district office at (805)378-6300:

CLASSIFIED PERSONNEL: Kelli Burns, Director of Classified Personnel

CERTIFICATED AND ALL OTHER PERSONNEL: Dr. Cathrine Lasure, Assistant Superintendent for Personnel.

Nondiscrimination in District Programs and Activities

The Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identify or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

The district designates the position and person identified below as its coordinator for nondiscrimination in employment to coordinate the district's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the district's nondiscrimination policies.

The coordinator may be contacted at:

Dr. Cathrine Lasure

Moorpark Unified School District

5297 Maureen Lane

Moorpark, CA 93021

(805)378-6300

CLasure@mrpk.org

Title IX and Nondiscrimination, Harassment, Intimidation, Bullying

Title IX is a federal law that was passed in 1972 to ensure that male and female students and employees in educational settings are treated equally and fairly. It protects against discrimination based on sex (including sexual harassment). In addition, Title IX protects transgender students and students who do not conform to sex stereotypes. State law also prohibits discrimination based on gender (sex), gender expression, gender identity, and sexual orientation. The district designates the position and person identified below as its Title IX Coordinator.

The Title IX Coordinator may be contacted at:
Moorpark Unified School District
Dr. Melissa LaBelle, Assistant Superintendent of Instruction
5297 Maureen Lane
Moorpark, CA 93021
(805)378-6300
MLabelle@mrpk.org

Sexual Harassment Policy

The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.

Any district employee or job applicant who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to his/her supervisor, the principal, district administrator or Superintendent. A supervisor, principal or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.

The district's designee for complaint or other inquiries is:
Dr. Cathrine Lasure
Moorpark Unified School District
5297 Maureen Lane
Moorpark, CA 93021
(805)378-6300
CLasure@mrpk.org

UNIFORM COMPLAINT PROCEDURES

The Moorpark Unified School District has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

Complaint procedures are submitted, evaluated and resolved through the Uniform Complaint Process. Please refer to the board policy and administrative regulations below. All school personnel must take immediate steps to intervene when safe to do so when he or she witnesses an act of discrimination, harassment, intimidation, or bullying. Reports should be made immediately to the school site principal. For non-school site facilities, please report immediately to your supervisor.

The district's compliance officer may be contacted as follows:
Dr. Cathrine Lasure
Moorpark Unified School District
5297 Maureen Lane
Moorpark, CA 93021
(805)378-6300
CLasure@mrpk.org

Filing of Complaints

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

All complaints shall be filed in accordance with the following:

1. A written complaint alleging district violation of applicable state or federal law or regulations governing 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 may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)
3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by a person who alleges that he/she personally suffered the unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged unlawful discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
5. When the complainant or alleged victim of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.
6. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)