

CHAPARRAL MIDDLE SCHOOL

General Information, School Rules, & Expectations
2026-2027

280 Poindexter Avenue
Moorpark, CA 93021
Website: <https://cms.mrpk.org>

Phone: 805-378-6302
Attendance: 805-378-6302 Option 1
Attendance Email: cmsattendance@mrpk.org

Rotating Schedule: Class periods, except 4th & 5th periods, will meet at varying times throughout the week.
Homeroom meets only once/week on Friday morning.

M Tu W Th Schedule: Periods 4 & 5 do not rotate	Monday	Tuesday	Wednesday (Panther Time)	Thursday	Friday
			3 9:00-9:47		HR 9:40-9:50
9:00-9:55	1	2	6 9:52-10:38	6	1 9:55-10:34
10:00-10:52	2	3	Panther Time 10:43-11:16	1	2 10:39-11:18
10:57-11:49	3	6	1 11:21-12:07	2	3 11:23-12:02
11:49-12:29 Grade 6	Lunch Gr. 6	Lunch Gr. 6	Lunch Gr. 6 12:07-12:47	Lunch Gr. 6	Lunch Gr. 6 12:02-12:47
12:34-1:26 Grade 6	Period 4	Period 4	Period 4 12:52-1:38	Period 4	Period 4 12:52-1:32
11:54-12:46 Grades 7/8	Period 4	Period 4	Period 4 12:12-12:58	Period 4	Period 4 12:07-12:47
12:46-1:26 Grades 7/8	Lunch Gr. 7/8	Lunch Gr. 7/8	Gr. 7/8 Lunch 12:58-1:38	Lunch Gr. 7/8	Lunch Gr. 7/8 12:47-1:32
1:31-2:23	5	5	5 1:43-2:29	5	5 1:37-2:16
2:28-3:20	6	1	2 2:34-3:20	3	6 2:21-3:00

CMS SCHOOL MISSION

"Chaparral Middle School is committed to equipping ALL students with the academic and social competencies needed for them to be productive members of the world in which they will live. We believe that students must be taught responsibility, how to make decisions, and the communication skills that will be needed for them to function in a global society. Learning must occur in an environment free from prejudice and harassment, and rich in mutual respect. It is our belief, then, that we must implement programs and create conditions that maximize learning success for ALL students. We are dedicated to helping students become their best."

Guidelines for Success

Chaparral Panthers have R.O.A.R.!



**Respectful
Opportunity
Achievement
Responsible**

DATES TO REMEMBER

First Day of School	August 19, 2026
NO SCHOOL – Labor Day	September 7
NO SCHOOL – Recess Day	September 21
1st Trimester Progress Reports	October 9
Progress Report Updates	October 23
NO SCHOOL – Inservice Day	October 26
NO SCHOOL – Veterans' Day	November 11
MINIMUM DAY – 1st Trimester Ends	November 13
Trimester 1 Report Card	November 20
NO SCHOOL – Thanksgiving Holiday	November 23 - 27
NO SCHOOL -- Winter Recess	December 21 – January 4
NO SCHOOL – Martin Luther King Day	January 18
2 nd Trimester Progress Reports	January 22
NO SCHOOL -- Inservice Day	January 25
Progress Report Updates	February 11
NO SCHOOL -- Recess Day	February 12
NO SCHOOL – President's Day	February 15
MINIMUM DAY – 2 nd Trimester Ends	March 5
NO SCHOOL – Inservice Day	March 8
Trimester 2 Report Card	March 12
NO SCHOOL -- Spring Recess	March 22- March 29
3 rd Trimester Progress Reports	May 7
Progress Report Updates	May 21

NO SCHOOL– Recess Day	May 28
NO SCHOOL – Memorial Day Weekend	May 31
MINIMUM DAY	June 4
MINIMUM DAY 8 th Grade Promotion Ceremony	June 10
MINIMUM DAY and Last Day of School	June 11
Trimester 3 Report Card	June 17

GENERAL INFORMATION

PANTHER SPIRIT: The emblem of Chaparral Middle School is the Panther. The Panther represents the pride we have in self, family, school, and community. Green and white are Chaparral's school colors. Every Thursday is "College Wear Day" where you can join in by wearing college apparel. Every Friday is "Spirit Day" where you are encouraged to wear green and white to earn "Spirit Points" for your class. Classes compete to earn the most spirit points.

PARENT HANDBOOK: The Parent Handbook contains valuable information regarding district policies and practices. Electronic copies of the Parent Handbook are available on the Moorpark Unified School District website. Printed copies are available in the Chaparral office or can be mailed on request.

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

- Reading Counts Book
- ID card
- Three #2 Pencils
- Two Blue or Black Pens
- White lined paper, at least 20 sheets
- 3-ring binder (2" minimum) with divider tabs OR Accordion file with tabs
- Pencil pouch/holder
- Colored pencils
- Eraser
- Highlighter

Individual teachers may request additional supplies as needed for lessons/activities.

Scissors or Sharpies are not to be brought to school. If needed, the classroom teacher will provide them.

SCHOOL ARRIVAL TIME: Classes begin on time every morning. You should not arrive on campus earlier than 8:00 am as supervision before that time is not provided.

PANTHER PROCLAMATION: The bulletin is read to you after the pledge of allegiance to inform you of special notices, deadlines, and upcoming school events. The bulletin is posted in classrooms and on the Chaparral website.

COUNSELORS: Counselors are available for consultation and guidance throughout the school year. We encourage you and your parents to consult the counselor any time you have concerns relating to class programs, academic progress, or any area relating to classes, grades, or other concerns. Students wishing to see a counselor should email their counselor. Parents wishing to schedule an appointment should email the counselor or call the main office.

I.D. CARD: You will be issued a photo I.D. card at the beginning of the year. This card identifies you as a Chaparral student and, therefore, must be carried every day at school and to all MUSD functions. You will be asked to show your I.D. for various reasons, such as library use, school activities, buses, lunch line etc. If you lose your I.D., you will be required to purchase a new one.

TEXTBOOK/LIBRARY: You must have your current I.D. card to use the library. You are responsible for the books/materials issued to you and must replace lost, stolen, or damaged books/materials. Library books may be checked out for two weeks and be renewed for an additional two weeks. Failure to abide by library rules will result in the loss of library privileges.

LUNCHES: Snacks and lunches served in the cafeteria are in compliance with state and federal nutrition standards. Complete lunches are available daily in the cafeteria. The cafeteria will use your I.D. number to account for student lunches. Your parents may call the cafeteria @ (805) 378-6302 for details. Your I.D. number is required in the cafeteria.

DELIVERIES: In order to minimize classroom interruptions, the office will not deliver lunches, money, or other items to you during class time. Students who are expecting deliveries should pick them up from the office at lunch. **You are NOT allowed to order food for delivery at any time. For student safety, passing items through the gate or the fence is prohibited.**

HOME/SCHOOL COMMUNICATION

Q PARENT CONNECT: Parents may access grade, attendance, and other personalized information about their students attending Moorpark Unified schools through the district's online ParentConnect service. To obtain their login and password, they should go to the Q Parent Connect login portal <https://mrpk.vcoe.org/parentconnect/> and click on "Need your Login Information?" After supplying the requested information, their log in will be emailed to them. Your parent's current email address must be on file with the school. They may call the Chaparral office if they need further assistance.

CHANGE OF ADDRESS/EMERGENCY INFO: Your parents are expected to update your family's contact information in Q (phone numbers, emails, emergency contacts, etc.) each year before school starts and throughout the year as needed. AN UP-TO-DATE LOCAL EMERGENCY PHONE NUMBER IS REQUIRED FOR EACH STUDENT TO BE USED IN CASE THE PARENT CANNOT BE REACHED

PROGRESS REPORTS: Progress reports are available on Q near the middle of each trimester. The reports will indicate your grade status at that particular time while you still have an opportunity to make improvements. **They are not final grades.** You are expected to have your parents sign your agenda book (page 2) to show that they have received the progress report and have reviewed it with you.

REPORT CARDS: Report cards are available three times during the school year, once per trimester. Each report card reflects work you have done during that trimester. Letter grades are given as well as comments regarding your conduct and study skills. If your parents do not see your report card within a reasonable amount of time, they should contact the office to determine the reason.

CHAPARRAL WEBSITE: A wide range of information may be accessed from the Chaparral website (<https://cms.mrpk.org>), including calendar, student bulletins, teacher pages, the newsletter, and email links. There are also links to district and other education related websites.

EMAIL/TEXT MESSAGING DIALER: Parent Square is in use for all schools in the district. It is used to notify parents by email of important announcements including emergency situations affecting the school.

HEALTH SERVICES

There is a health office located in the main office that is staffed by a Health Technician and supervised by a credentialed school nurse. If you become ill or are injured after you arrive at school, you are to report to your teacher who will then determine if you should go to the health office. A student infected with any contagious disease (including "pink eye," lice, etc.) cannot remain in a public school. If you have a communicable disease, such as measles, mumps, or chicken pox, your parent should contact the school health technician, with a doctor's note, for a date when you may be readmitted.

UNDER CALIFORNIA LAW, WHEN EITHER PRESCRIBED OR OVER-THE-COUNTER 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. THE PARENTS SHALL FURNISH THIS MEDICINE IN THE ORIGINAL LABELED CONTAINER.

ANY AND ALL MEDICINES AND/OR PRESCRIPTION DRUGS ARE TO BE TURNED IN TO THE HEALTH OFFICE OR THE MAIN OFFICE AT THE BEGINNING OF THE SCHOOL DAY. **You are not to be in possession of any medication while on campus.**

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

IMMUNIZATIONS: It is a State Law that every new student must show proof of his/her current immunization for Polio, Diphtheria, Pertussis, Tetanus, Measles, Rubella, and Hepatitis-B upon enrolling in any school. Each student entering 7th grade must show proof of a current booster for Polio, Diphtheria, Pertussis. If proof is not provided, the student **will not be admitted to school.**

HEALTH PROBLEMS: The school should be notified or informed of **any** individual health problem that could have an effect upon your well-being and/or general health. If you must be placed on a limited P.E. program, you (your parent) must provide the school with the physician's requests explaining your exact limitations. **You will be required to participate in a full P.E. program if the physician's request has not been received in the Health Office.**

READMISSION AFTER ACCIDENT AND/OR INJURY: This requirement applies to any major medical situation and any condition requiring cast, crutches, wheelchair, stitches, elastic bandages, or slings. Students returning to school under the conditions just stated must provide a physician's verification of permission to return to school and may not participate in P.E.,

noontime activities, or be on the school ground before or after school until 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. This company will furnish each student with a form listing the benefits covered. Parents have the opportunity to purchase this insurance if they wish.

SAFETY AND ENVIRONMENT

VISITORS: Visitors to Chaparral, including parents, must check in at the main office and receive a visitor sticker to be worn during their 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 are responsible for loss or damage to any of your belongings. 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. Chaparral 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
- itouch, ipads, AirPods, EarPods, 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, **UNAUTHORIZED PICTURE TAKING IS NOT ALLOWED AT SCHOOL**
- Skates or shoes with skates in them
- Glass containers
- Toys or playing/magic/trading cards or silly string or slime and other distracting items
- Laser pointers
- Aerosol containers
- Permanent markers
- Weapons
- Look alike weapons or other dangerous objects as determined by school administration
- Merchandise or food to sell
- Energy drinks, coffee drinks and candy

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

CELL PHONES/ELECTRONIC DEVICES: Chaparral Middle School prohibits the display, activation, and use of electronic signaling devices, including cell phones, during school (8:00 a.m.-3:20 p.m.) or at school sponsored events or activities. Any picture taking and/or video taking is prohibited (no cameras, cell phones, etc.). All other electronic devices such as: tablets, e-readers, etc. are strictly prohibited. The school assumes NO liability for the loss or damage of the device or its misuse by another person. The school will NOT investigate stolen cell phones or other prohibited electronic devices. The district will NOT reimburse for lost or stolen items or any other electronic device as described above. Cell phone security is the sole responsibility of the student. All confiscated electronic devices will ONLY be returned to Chaparral administration and ONLY to the student's parent or guardian. Lost or stolen items may be reported to the school; however, the school is not responsible for finding or replacing the lost or stolen items.

- 1st offense- Student warning
- 2nd offense- Teacher takes phone and returns phone at end of period
- 3rd offense- Office holds phone and student picks up phone at end of day.
- 4th offense- Office holds phone, parents pick up, parent conference

A violation occurs whenever a prohibited device is in plain view, turned on, or rings or vibrates, whether or not you intended to display the item. Devices should be stored safely in your backpack not in your pocket. Violations, as mentioned above, are subject to disciplinary action by administration. Any staff member witnessing a violation will ask you to surrender the device immediately. Your failure to comply with the request will be considered defiance and shall be treated as such, in addition to any other penalties under this policy. If you refuse to comply, you are subject to suspension from school.

PLEASE DO NOT USE YOUR CELL PHONE OR TEXT MESSAGE DURING A DISASTER OR SCHOOL EMERGENCY UNTIL AFTER THE PROPER PERSONNEL HAVE BEEN NOTIFIED (POLICE, FIRE, ETC.). Cell phone frequencies are limited and if they are jammed the school cannot contact the proper personnel in a timely manner.

SAFE PASSAGE TO AND FROM SCHOOL: In addition to education, safety is a major area of concern to us. This includes

your safety on the way to and from school. The arroyos, flood channels, and railroad tracks are dangerous. **Do not go into, attempt to cross, or play near the streams or railroad tracks!!** Only cross streets in designated crosswalks. Obey traffic signals. Stay on the sidewalks; do not walk in the streets. Parking lots are also dangerous. Shortcuts through shopping center parking lots and the school parking lots are not recommended. You are advised to go to and from school with others. Never walk alone or accept a ride from or approach a stranger. If approached by a stranger, inform your parents and the office immediately.

BICYCLES/SCOOTERS/SKATEBOARDS: Riding your bicycle, scooter, or skateboard to school is a privilege. Helmets are required by law. Bicycles, scooters, and skateboards may not be ridden on school grounds (including the parking lots) at any time and failure to comply may result in consequences. Bikes, scooters, and skateboards must be locked separately with your own lock (no sharing of locks) in the bike racks. (See "Personal Property".) Lost or stolen items may be reported to the school; however, the school is not responsible for finding or replacing the lost or stolen items.

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. There is a ridership fee for bus service. All students being transported are under the **authority of the bus driver and must obey their directions**.

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.

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. You can reach the Transportation Department at 378-6300.

DISASTER PREPAREDNESS/EMERGENCY: All students and staff participate in monthly fire/emergency/lockdown 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 you to respond appropriately in the event of a real emergency. Should an emergency situation occur while you are at school, there are planned and practical procedures in place to protect you and our staff members. In addition, a system exists for releasing you to the adults listed on your emergency form that allows your safe and controlled release and also allows us to keep track of each of you. During a disaster situation, student checkout will be from the back parking lot gate. Your parents are asked to be patient and follow all the directions given to ensure your safety and that of your fellow students. Student safety is our primary concern. Please have your parent(s) update Q via ParentConnect or notify the office immediately of any changes in your emergency contact information.

CLOSED CAMPUS: Chaparral is a closed campus. Once you arrive on school property (including parking lots) you must remain on campus or disciplinary action will be taken. This means that you cannot leave the grounds at any time during the school day, including lunch, except in the company of your parent or other adult listed on your emergency form. Your parents must sign you out through the school office before leaving and sign back in upon your return to school if it is during the same school day. You may be released only to those adults listed on the emergency form. Visitors to the school must check in at the main office.

To ensure student safety, the passing of food, money, or other items through gates, fences, windows, etc. IS NOT ALLOWED. All items brought in for students must go through the main office.

MIDDLE SCHOOLS HOMEWORK POLICY

Homework is designed to develop positive attitudes and work habits and expand content knowledge. Classroom instruction and homework are based on California Content Standards. Chaparral Middle School staff assign relevant, challenging, and meaningful homework assignments that reinforce classroom learning objectives.

The purpose of homework:

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

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

- Providing a suitable place for you to study
- Providing appropriate and necessary materials

- Checking to see if your homework is completed
- Offering to clarify directions and answering questions
- Encouraging you to do your best work

MAKE-UP HOMEWORK: You are responsible for the completion of all work assigned when absent from school. This includes time away from class for a school trip or any other school business activity.

Choose a classmate “study buddy” in each class who agrees to obtain any assignment for you during your absence. In addition, check Canvas and Q Connect for assignments.

If you have been absent from school, you are 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 (as determined by the teacher, but usually one day per each day of excused absence), is given full credit. Make-up assignments and tests may not be identical to the assignments and tests you missed during the absence, but will be reasonably equivalent to them.

Academic and Homework Support Program: You are encouraged to take advantage of our lunch time, before school and after school homework support opportunities. You will be provided a quiet environment in which to work on homework and may ask for assistance as needed from the available teachers. This is a drop-in program so you may attend when you want but you will be asked to use the time for school work only. You will be expected to read or leave the room if you complete all your work before the end of the session.

ATTENDANCE

SCHOOL ATTENDANCE: Your school success is directly related to attendance. Your parents are reminded that routine medical/dental appointments, as well as vacations, should be scheduled at a time other than during school hours. They are strongly encouraged to plan your vacations in coordination with the school calendar.

ABSENCE REPORTING: When you are absent from school, your parents are to call the Attendance Clerk, 378-6302 Option 1, or email cmsattendance@mrpk.org on the day of the absence. A phone call or note from your parent explaining tardiness to school is also required. Tardies to school are excused only for medical reasons. If a phone call or personal contact with the attendance secretary has not been made, the absence/tardy is unexcused. Multiple unexcused absences including family vacations and tardies violate state law, may be categorized as trancies, and may result in disciplinary action from SARB, the School Attendance Review Board.

Information to include when your parent/guardian calls in an absence:

- Your name (last name spelled out)
- Their name and their relationship to you
- The date(s) of the absence
- The reason for the absence

The only excused absences are for your illness, your medical or dental appointments, or a death in your immediate family. Your parents may be asked to provide written verification from a doctor or medical practitioner for a single absence for medical reasons that exceeds three calendar days. (See Parent Handbook.)

In order to participate in school activities such as athletic events, school dances, field trips, performances, or other extra-curricular activities, you must be present at school the day of the event.

Your parents may request assignments for extended (3 days or more) excused absences by calling the Attendance Office, (805) 378-6302 Option 1, by 9:00 a.m. After requesting the homework, they should allow twenty-four (24) hours for teachers to respond to the requests. Your parents may pick up the assignments in the main office. If the homework has not been issued during the absence, it is your responsibility to ask for the missed work from each teacher when you return to school. You are expected to complete all assignments provided by the teachers for such absences.

While you may be given a book or written work to make up for an absence, nothing can replace the in-classroom presentations and discussions that occur when you are actually present in class. Any absence, even if “made up,” may affect your learning and grade.

EARLY RELEASE: When you must leave before the end of the regular day, your parent or other responsible adult (18 years or older) listed as one of your emergency contacts must come to the main office to sign you out. Please avoid being checked out less than 20 minutes prior to dismissal.

TARDIES: At Chaparral we expect you to be in your seats, ready to learn, when the bell rings. While there may be an occasion when you are late, habitual tardies will not be tolerated. If you arrive late to school, go directly to the office for a readmit slip regardless of the reason for your tardy. Repeated unexcused tardies will be referred to the Assistant Principal and could result in consequences such as detention.

Short-term independent study: Students may request a short-term independent study contract for a period ranging from 1 to 15 school days, cumulative throughout the school year.

PLANNED ABSENCES: Your grades and achievement are typically affected by absences of more than three days. If it becomes necessary for you to be absent from school for three days or more, your parents should request a planned absence, in writing, at least two weeks prior to the absence whenever possible. You will then receive a planned absence form to circulate among your teachers. The teachers will assess the impact of the absence on your grades and will provide make-up work as appropriate. While planned absences for family vacations or other personal business are considered unexcused whether or not the planned absence form is submitted, going through the planned absence process does provide you and your parents the opportunity to assess the impact of the absence ahead of time and allows you to make up work where possible.

SCHOOL DRESS CODE

As a Chaparral student, you are expected to dress in such a way to demonstrate both pride in yourself and your school. This code applies anytime when on campus and/or at a school event.

Chaparral maintains a school environment that does not distract or interfere with your learning process and ensures the safety of all students, while at the same time is sensitive to current styles. Personal appearance should not disrupt the educational process, call undue attention to yourself, violate federal, state or local health and obscenity laws, or affect your welfare and safety or that of your classmates.

The guidelines below have been established in order to promote your safety and provide guidance in your 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/undergarments to be exposed is not allowed.
- Pants and shorts 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, weapons, sex, drugs, alcohol 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.
- Teachers may prohibit hats in class at their discretion.
- Articles of sun-protective clothing, including baseball hats and sun visors, must be worn as intended by the manufacturer.
- No clothing, hats, or personal items that advertise/depict violence, anti-social behavior, sexual offensiveness, cultural/ethnic offensiveness, profanity, or lawlessness will be permitted.
- Clothing, hats, and/or personal items that are found to be distracting to the educational process are not permitted at school.
- Blankets, slippers, and pajama bottoms

Clothing styles and fashion trends may vary and may change from year to year. Consequently, 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:

- You will be required to remove the offending item of clothing and replace it with P.E. clothing or school-provided replacement clothing. In some instances when replacement clothing is not available, your parents will need to bring other clothing to school.
- Continued violations will be considered defiance of authority and can result in detention and/or suspension from school.
- All confiscated items of clothing and personal possessions will be held in the Assistant Principal's office. You may take most items home at the end of the day. The Assistant Principal may require that your parents pick up some items.

BEHAVIOR EXPECTATION

SCHOOL CONDUCT: You are expected to behave so that teachers may teach and students may learn. Inappropriate behavior is disrupting the learning process and the overall school climate and will not be tolerated.

EXPECTATIONS: Excellent behavior is expected of all Chaparral Middle School students. School Wide behavior expectations establish an environment in which all students can learn. The school's policies support positive behaviors and provide for prevention and correction of misbehaviors. Teachers' expectations from class to class may differ slightly, but the following rules

are standard schoolwide:

- I will be in my seat or at my place and prepared for class before the tardy bell rings.
- I will cooperate willingly with adults.
- I will respect others
- I will keep my hands and feet to myself.
- I will speak at the appropriate time.
- I will only make positive statements about others.
- I will use only appropriate language and behavior.
- I will respect myself in all ways possible
- I will do my work.
- I will follow the rules.
- I will encourage a clean, safe and nonthreatening environment.
- I will show pride in my school by putting trash in trash cans.
- I will behave so that all can learn.
- I will deliver all communication between school and home, i.e. report cards, progress reports, detention slips, letters, etc., obtain the appropriate signatures, and return them on or by the expected due dates.

Students are to comply with requests and or instructions from any staff member. This includes **all adults** such as: campus supervisors, office personnel, instructional aides, and cafeteria staff and custodial/maintenance staff as well as the teachers, substitute teachers and administrators. Willful disobedience, defiance, abusive language, obscene gestures, and/or disrespect toward any adult on campus will not be tolerated. It is unlawful for you or your 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 suspension from school.

IN THE CLASSROOM:

- Each teacher may have different classroom expectations in addition to the school expectations. Students must learn to adjust to them.
- Students enter the classroom quietly, take their seat and are ready to work when the bell rings.
- Bring the supplies suggested by each teacher to each class every day.
- Pay close attention to teachers, take appropriate classroom notes, and get all instructions for each assignment.
- Students must follow directions the first time they are given.
- The bell does not dismiss the students from class; the teacher will dismiss the students.
- Removal of hats and hoods when entering a classroom will be at teacher discretion.

AT LUNCH:

- Students may eat only in the quad area and play in the designated lunch activity area.
- Students shall show their pride in Chaparral by cleaning up their eating area.
- Begging, stealing 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.
- Students are not permitted to bring any outside food or drinks for anyone other than themselves due to health and safety reasons.
- Students are not permitted to order food or receive deliveries from outside food vendors.

ON THE SCHOOL GROUNDS:

- You may not sell items (candy, gum, etc.) on campus unless it is part of a school-approved activity.
- Use the available designated areas to participate in organized lunchtime sports, socialize with friends, or find a quiet spot to read.
- No running on campus except during organized activities.
- Do not climb on anything including planters, tables, and chairs.
- All bikes will be parked in the bike racks. They must be locked individually. Do not ride bikes on any part of the school grounds. Helmets are required. It is the law.
- It is unlawful to deface or damage any school property. You or your parents will be held financially responsible for any such damage.
- We do not litter on this campus.
- Your misbehavior during emergency drills will result in disciplinary action.
- No gum chewing on campus allowed.

VERBAL HARASSMENT: Verbal harassment includes, but is not limited to, name calling, comments of a derogatory nature regarding a person's sex, ethnic group identification, race, national origin, religion, or mental or physical disabilities. See our board policy for more information.

SEXUAL HARASSMENT: Sexual harassment is a kind of discrimination. It means that someone is treated differently because of his or her gender. It is behavior or words that are:

- Directed at a person because of his or her gender
- Are uninvited, unwanted, and unwelcome
- Cause a person to feel uncomfortable or offended

- Create an environment that makes learning difficult
- May be repeated or may be very offensive on a one-time basis
- See our board policy for more information.

BULLYING: Bullying is defined as intentional, repeated hurtful acts, words, or other behaviors including, but not limited to, making threats, taunting, teasing, shoving, tripping, spreading rumors, shunning groups or individuals, or destroying the property of others, committed by one or more students against another. Bullying is a hindrance to both the educational process and the maintenance of a safe school environment. It will not be tolerated. See our board policy for more information.

CYBERBULLYING: Cyberbullying includes the transmission of communications, posting of harassing messages, direct threats, social cruelty, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation or friendships. See our board policy for more information.

ACADEMIC DISHONESTY: We maintain high expectations for student behavior and learning. You are expected to do your own work on all school assignments. Disciplinary action will be taken if you are "academically dishonest."

Cheating:

- Providing or receiving answers to or from others for homework, classwork or assessments.
- Communicating with another student during assessments.
- Using physical or digital notes without permission from the teacher.
- Taking an assessment for another student.
- Reusing work created previously and representing it as a first-time assignment.

Plagiarism:

- Copying another student's homework, classwork, or answers on an assessment.
- Using writing or ideas that are not your own without quoting and/or citing sources.
- Copying/pasting from an article found on the internet.

Consequences: If it is determined that you have violated the academic honesty policy, you will receive a score of zero on the assignment or examination and your teacher will work with administration to determine any additional disciplinary action.

BEHAVIOR CONSEQUENCES

SCHOOLWIDE BEHAVIOR PLAN: You are expected to follow your teachers' classroom management plans and schoolwide rules/expectations which may include the following progressive consequences:

- Formal warning
- Parent contact
- Next day detention, parent contact/signature required on notice
- Referral to administration
- Teacher suspension from class, parent conference, suspension letter, notification to administration, as required by Section 48910 of the Education Code.
- Progressive discipline continues

DETENTION: Students may be assigned detention for various infractions that take place both inside and outside of the classroom and to and from school and home. Teachers and school staff are authorized and may assign detentions. Students receiving detention will receive a notice to their parents that must be signed and returned to the main office. Detentions are held at lunch and/or after school from 3:30pm to 4:00pm.

- Students disrespectful to substitutes and/or other guests may receive a double detention and/or other progressive discipline.
- Assigned detention must be served as noted on the detention form.
- If the student does not show up for an assigned detention, it may be doubled.
- Students who are removed from detention may receive progressive discipline.
- Repeated failure to serve detentions may result in progressive disciplinary action in addition to serving all of the detentions missed.
- Three (3) detentions within 15 school days may result in progressive discipline.

SATURDAY SCHOOL: Saturday School will be assigned when you have unexcused absences that are considered truant, excessive tardies, failed to serve detention, frequent assignments to detention, in lieu of or in combination with suspension, or whenever this assignment is determined to be appropriate by the School Administration.

Saturday School is held on the school campus from 9:00 a.m. to 1:00 p.m. Late arrivals will not be admitted. Students assigned to Saturday School must serve all four hours to receive credit for attending. Should you be sent home from Saturday School for inappropriate behavior, you will not receive credit for attending.

SUSPENSION FROM SCHOOL: If you are suspended, you are not allowed on campus at all for the duration of the suspension. You may be suspended from school for any of the following reasons: BP 5144.1

- Caused, attempted to cause, or threatened to cause physical injury to another person
- Possessed, sold, or otherwise furnished any firearm, knife, dangerous object, or explosive
- Possessed, used, sold, furnished, or been under the influence of any controlled substance, alcohol or intoxicant of any kind
- Offered, arranged, or negotiated to sell any controlled substance, alcohol, intoxicant, or representation of items thereof
- Committed or attempted to commit robbery or extortion
- Caused or attempted to cause damage to school or private property
- Stole or attempted to steal school property or private property
- Possessed, or used tobacco, or tobacco products (including lighters)
- Committed an obscene act or engaged in profanity or vulgarity
- Offered, possessed, arranged, or negotiated to sell any drug paraphernalia
- Disrupted school activities or willfully defied valid authority
- Knowingly received stolen school property or private property
- Possessed an imitation firearm
- Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code
- Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma
- Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code
- Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed toward pupil or school personnel
- Aided or abetted the infliction or attempted infliction of physical injury
- As used in this section, "school property" includes, but is not limited to, electronic files and databases
- 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
- Pupil's presence causes a danger to persons or property, or threatens to disrupt the instructional process
- Pupil has made terrorist threats against school officials or school property, or both
- Committed sexual harassment as defined in section 212.5 of the California Education Code
- Caused, attempted to cause, threatened to cause, or participated in an act of hate violence
- Engaged in harassment, threats, or intimidation against school district personnel or pupils

One of the consequences of being suspended from school is exclusion from school activities at the school's discretion.

EXCLUSION FROM SCHOOL ACTIVITIES: Participation in school activities such as assemblies, dances, sports teams, and some field trips is a privilege. If you qualify you will be invited to participate in all such activities. If your behavior falls below acceptable standards, you may lose the opportunity to participate. A consequence of being suspended from school is exclusion from school activities at the school's discretion.

CITIZENSHIP STANDARDS

OUTSTANDING CITIZENSHIP - Must meet the Satisfactory requirement plus:

- a) Show enthusiasm about work
- b) Be courteous to teacher and students
- c) See involvement in a positive manner

SATISFACTORY CITIZENSHIP

- a) Be regular and punctual in attendance
- b) Obey class and school rules
- c) Learn to ask for the floor during discussions and remain quiet at other times
- d) Work without disturbing others
- e) Respect school property and the property of other students
- f) Recognize 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 obligations as sound functioning student in class

UNSATISFACTORY

- a) Disrupts classroom atmosphere CONSISTENTLY
- b) Shows intentional disrespect or disregard for teacher's effort to help him/her
- c) Is discourteous
- d) Has a negative attitude

REQUIREMENTS FOR PARTICIPATION IN THE "Best Last Day" ACTIVITIES

In order to participate in the end of the year activities, you must meet the following requirements:

1. No more than one (1) school suspension (pre-, in school- and out of school- suspension). No suspensions after a cutoff date as determined by administration (approximately 6 weeks prior to the end of school).
2. No more than three (3) "U" in citizenship during the current school year (trimester 1 and 2 report card, and trimester 3 progress report) and no more than one (1) in the last trimester.
3. No detentions the last two weeks of school.

SPECIAL REQUIREMENTS FOR PARTICIPATION IN 8TH GRADE YEAR-END ACTIVITIES

For participation in promotion ceremonies:

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.

For participation at the special year-end activities:

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 **three (3) "U's" in citizenship during the 8th grade year** (trimester 1 and 2 report card, and trimester 3 progress report).
3. No more than **one (1) school suspension** (pre-, in school- and out of school- suspension).
4. No more than two Saturday Schools for the school year
5. No detentions or suspensions after the 8th grade packet is presented to students.
6. All financial obligations (i.e. textbook, library, cafeteria, etc.) must be cleared. A cutoff date will be given to you in your promotion packet.

8th graders not meeting any of the above behavior requirements may appeal to participate in end of year activities. Each of these requirements, along with academic and disciplinary records, will be taken into consideration by the appeals committee when allowing eighth graders to participate in various end of the year activities.

TECHNOLOGY

ACCEPTABLE USE POLICY: You are expected to adhere to the district's Acceptable Use Policy (which you signed when you first enrolled in MUSD) with respect to the appropriate use of technology, including the Internet, while at school and when working on school related assignments. This policy applies to school and personal devices. Please contact the office if you need a copy of the policy.

- I will use technology resources responsibly.
- I will use the Internet and other technology resources for academic activities.
- I will store only educationally appropriate materials.
- I will not use MUSD technology for commercial purposes or to offer or provide products or services through MUSD technology.
- I will not use technology resources to violate MUSD policies, federal and/or state laws.
- I will not intentionally access and/or store inappropriate information, including, but not limited to the following: material that is obscene; child pornography; material that depicts, or describes in an offensive way, violence, nudity, sex, death, or bodily functions; materials that has been designated as for adults only; material that promotes or advocates illegal activities; material that promotes the use of alcohol or tobacco, school cheating, or weapons; or material that advocates participation in hate groups or other potentially dangerous groups.
- I will not participate in unacceptable behaviors including but not limited to: personal attacks, harassment or bullying another person; creation and transmission of offensive, obscene, or indecent material; creation of defamatory material; plagiarism; infringement of copyright laws, including software, published texts, and student work; political advocacy and/or religious proselytizing; transmission of commercial and/or advertising material; and creation and transmission of material which a recipient might consider disparaging, harassing, and/or abusive based on race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, and/or political beliefs.
- I will use technology resources safely.

- I will not share my password with anyone.
- I will not give out my name, picture, address, e-mail, or any other personally identifying information online.
- I will only access social networking and collaborative websites, blogs, or post to Internet sites as it relates to educational purposes.
- I will use technology resources respectfully.
- I will not deliberately attempt to harm or destroy data on any system on the network or Internet.
- I will not damage equipment or inappropriately alter settings.
- I will not inappropriately alter any other users' files.
- I will not log in through another person's account or access another person's files.
- I will not attempt to gain unauthorized access to the MUSD network or to any other system using the MUSD network.
- I will not go beyond my authorized access.
- I will not circumvent (i.e., use proxies) MUSD Internet filters.
- I will not disclose names, personal contact information, or any other private or personal information about other students.
- I will not use the MUSD network to engage in any unlawful activity or to threaten the safety of any person.
- I will not use threatening, obscene, profane, lewd, vulgar, rude, inflammatory or disrespectful language.
- I will neither transmit nor post information that could cause disruption to my school or any other organization.
- I will use technology resources in a manner that respects the intellectual property of others.
- I will respect the rights of copyright owners in my use of materials.
- I will not install, store, or distribute unauthorized copyrighted software or materials.
- I will properly cite sources of material that are not my own.

MUSD POLICIES

BULLYING PREVENTION:

Chaparral's Bullying Rules:

1. I will not bully others.
2. I will try to help students who are bullied.
3. I will try to include students who are left out.
4. If I know someone is being bullied, I will tell an adult at school or an adult at home.

MUSD Board Policy 5131.2 (adopted 10/19/2018)

The Board of Trustees recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

Cyberbullying includes the creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Strategies for addressing bullying in district schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable district and school plans.

As appropriate, the Superintendent or designee may collaborate with law enforcement, courts, social services, mental health services, other agencies, and community organizations in the development and implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying.

Bullying Prevention

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

Such instruction shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district

students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences
2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims
3. Identify the signs of bullying or harassing behavior
4. Take immediate corrective action when bullying is observed
5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior.

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3 - Uniform Complaint Procedures.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Investigation and Resolution of Complaints

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3.

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

Discipline

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

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: Asst. Superintendent of Instructional Services or Dr. Cathrine Lasure, Assistant Supt. of Personnel Services, 5297 Maureen Lane, Moorpark, CA 93021, (805) 378-6300, clasure@mrpk.org.

MUSD Nondiscrimination/Harassment Policy- BP 5145.3

The Board of Education desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student'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, or genetic information, 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.

For the full text of MUSD's Nondiscrimination/Harassment board policy and administrative regulation, please visit the Board Policies page at www.mrpk.org.

MUSD Sexual Harassment Policy- BP 5145.7

The Board of Education is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board 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.

The district strongly encourages any student 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 student 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 students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. 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.
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student 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.
5. 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 student, 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 students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students 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
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students 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 students 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 students 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 student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students 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 student 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.

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. 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)].

Students have 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. Melissa La Belle
Equity & Title IX Compliance Officer
Asst. Superintendent of Instructional Services
5297 Maureen Lane
Moorpark, CA 93021
(805) 378-6300

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.

Moorpark Unified School District 2023-2024 Uniform Complaint Procedures (UCP)

Annual Notice:

The Moorpark Unified School District annually notifies students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process.

The Moorpark Unified School District is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all

programs and activities that are subject to the UCP.

Programs and Activities subject to the UCP:

- Adult Education
- After School Education and Safety
- Agricultural 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 Educational 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 Student 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

Pupil Fees

A pupil fee includes, but is not limited to, all of the following:

A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.

A security deposit, or other payment, that a pupil is required to make to obtain a book, class apparatus, musical instrument, clothes, or other materials or equipment.

A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees complaint may be filed with the principal of a school or our superintendent or his or her designee. A pupil fees and/or an LCAP complaint may be filed anonymously, however, the complainant must provide evidence or information leading to evidence to support the complaint.

A pupil enrolled in a school in our district shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

Additional Information

We shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in a school district, and pupils in military families as specified in *Education Code* Sections 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

Contact Information

The staff member, position, or unit responsible to receive UCP complaints in our agency is:

Dr. Cathy Lasure, Assistant Superintendent for Personnel
Moorpark Unified School District
5297 Maureen Lane
Moorpark, CA 93021
(805)378-6300
CLasure@mrpk.org

Complaints will be investigated and a written report with a decision will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with our UCP policies and procedures.

The complainant has a right to appeal our Decision of complaints regarding specific programs and activities subject to the UCP, pupil fees and the LCAP to CDE by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

We advise any complainant of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of our Uniform Complaint Procedures process shall be available free of charge.

California *Code of Regulations*, Title 5 (5 CCR) sections 4600 - 4687