



Moorpark Unified School District
PARENTS' RIGHTS AND RESPONSIBILITIES
 In Public Education under Federal and State Law

Dear Parent/Guardian:

School districts in California are required to annually notify pupils, parents, and guardians of their rights and responsibilities, pursuant to California Education Code Section 48980. You may review the entire **Annual Notification of Parents Rights & Responsibilities** as well as the complete **Parent Handbook** by going to www.mrpk.org. Hard copies of both publications are available in the front office of your child's school.

Please review this information carefully as it applies directly to you and your child's participation in our educational programs. Topics not covered in the **Parents' Rights and Responsibilities** may be found in the **Parent Handbook**.

In our ongoing attempt to serve you and our pupils in the most efficient and productive manner possible, we are providing this notice on a one-per-family basis. Therefore, it is important that you complete the "Acknowledgment of Receipt and Review" tear-off form below and return it to your *youngest* child's school by August 26th.

Best wishes for a productive and successful school year.

Juanita Suarez
 Assistant Superintendent
 Instructional Services

PLEASE COMPLETE, SIGN, DETACH, AND RETURN TO YOUR CHILD'S SCHOOL

ACKNOWLEDGMENT OF RECEIPT AND REVIEW

Education Code Section 48982 states: "The notice shall be signed by the parent or guardian and returned to the school. Signature of the notice is an acknowledgment by the parent or guardian that he/she has been informed of his/her rights but does not indicate that consent to participate in any particular program has either been given or withheld."

PLEASE PRINT

Names of all current MUSD Pupils in your family: _____

Name of Parent/Guardian: _____

Home Address: _____

Name of School: _____ Grade: _____

Signature of Parent/Guardian: _____ Date: _____

I would prefer to have the Parents Rights & Responsibilities sent to me in hard copy format.

**PLEASE READ THIS DOCUMENT AND COMPLETE AND RETURN THE ATTACHED
“ACKNOWLEDGMENT OF RECEIPT AND REVIEW” TO YOUR YOUNGEST CHILD’S SCHOOL**

**ANNUAL NOTICE TO PARENTS/GUARDIANS, EMPLOYEES, PUPILS, SCHOOL
& SCHOOL DISTRICT ADVISORY COMMITTEES, PRIVATE SCHOOL
OFFICIALS AND OTHER INTERESTED PARTIES.
2011-2012 School Year**

YOUR CHILD’S SAFETY

ASBESTOS MANAGEMENT PLAN

A complete, updated management plan for asbestos-containing material in school buildings is available at the District Office. (*Code of Federal Regulations, Title 40, Section 763.93*)

PESTICIDE WARNINGS

The District has implemented an Integrated Pest Management (IPM) program designed to effectively control pests using a combination of techniques and to prohibit the application of certain pesticides on school sites [E.C. 17612 and 48980.3]. Pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment may be used according to established regulations and treatment thresholds.

Pursuant to the Healthy Schools Act of 2000, the District is required to notify staff, parents, or guardian of the names of all pesticide products expected to be applied at the school facility during the upcoming year.

Note: The pesticides listed below are those that control insects, grubs and rodents. These products are used on an “as needed” basis and would be difficult to schedule. The applications are anticipated to be very small and confined to problem areas.

| Product Name | Purpose/Application | Active Ingredients |
|------------------------|---|---|
| Wasp and Hornet Killer | Wasps and hornets – aerosol spray for nest control | Tetramethrin cyclopropanecarboxylate 3-Phenoxbenzyl propanecarboxylate |
| Tempo | Ant spray - product to be applied in cracks, crevices, and landscaped areas | Cyflothrin |
| Fusilade II | Broadleaf and clover control in lawns | Fluazifop-p-butyl propanoate |
| Turflon* Ester | Weed control for non-Bermuda grasses | Triclopyr: 3, 5, 6-tricholor-2-pyridinyloxyacetic acid, Butoxyethyl ester |

Note: The pesticides listed below are used on a seasonal or scheduled basis. Large areas such as turf, slopes and athletic fields are treated when pupils are not present.

| | | |
|----------------------------------|---|---|
| Fumitoxin | Gopher and squirrel – tablets placed inside the burrowing animals tunnels. | Aluminum phosphide |
| Trimec | Broadleaf pre-emergent – fertilizer additive for weed control on lawns. | Phenoxy herbicide 2, 4-D |
| Roundup-Pro Surflan* A.S. XL* 2G | Weed control – these products can be mixed or applied separately for weed control in planters and fence lines | Glyphosate glycine in the form of isopropylamine salt Oryzalin: 3, 5-dinitro-N4N4-dipropylsulfanulamide |

The Pesticide Use Notification Registry form will be sent home at the beginning of each school year. If you have questions concerning the application of pesticides, please contact the California Department of Pesticide Regulation Internet site at <http://www.cdpr.ca.gov>. [E.C. 17612]

SAFETY ISSUES

Each school shall annually report on the status of its school safety plan, including a description of its key elements in the annual School Accountability Report Card. [E.C. 32280]

HEALTH

MEDICAL SERVICES INFORMATION

School Districts do not provide insurance on individual pupils. However, you may purchase accident insurance through Moorpark Unified School District for medical and hospital services covering your child.

The insurance provides coverage for your child while on school grounds or in school buildings during the time your child is required to be there because of his/her attendance during a regular school day of the District; or while being transported by the District to and from school or other place of instruction; or while at any other school-sponsored activities and while being transported to, from, and between such places. A letter indicating the details of this insurance will be sent to you from your child's school. [E.C. 49472]

Medi-Cal for Children/Healthy Families offers no or low-cost medical, dental and vision care coverage programs for low-income families or families below certain levels with children under the age of 19. Some of the benefits covered under this program are prescription medicine, regular check-ups, physician and hospital services. Contact 1-888-747-1222 for more information.

MEDICAL SERVICES INFORMATION

School authorities may excuse pupils in grades 7-12 from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. [E.C. 46010.1 and Board Policy 5113(b)]

INSTRUCTION

INVOLVING USE OF ANIMALS

If your child chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative education project is possible, then the teacher may work with your child to develop and agree upon an alternative education project for the purpose of providing an alternate avenue for obtaining the information required by the class. The school will need a signed note from the parent or guardian indicating the child's objection. [E.C. 32255.4]

PUPILS WITH TEMPORARY DISABILITIES

A pupil with a temporary disability, which makes attendance in the regular or alternative education program in which the pupil is enrolled impossible, shall receive individual instruction provided by the District.

Pupils hospitalized with a temporary disability are defined as residents of the district in which the hospital is located. It is the primary responsibility of the parent or guardian to notify the school district of residence of the presence of the pupil in the qualifying hospital. [E.C. 48206.3, 48207, 48208 and 48980(b)]

RELIGIOUS BELIEFS

Whenever any part of the instruction of health, family life education, or sex education conflicts with the religious training and beliefs or personal moral convictions of the parent/guardian of any pupil, the pupil shall be excused from such training upon written request by the parent or guardian. [E.C. 51240]

SEX EDUCATION (HUMAN GROWTH AND DEVELOPMENT) COURSES

If instruction is offered in which human reproductive organs and their functions and process are described, illustrated, or discussed, the parent or guardian of minor pupils shall be notified in writing prior to such instruction. The parent or guardian shall also be notified in writing of the opportunity to inspect and review all written and audiovisual materials at reasonable times and places prior to the holding of such instruction. Parental permission must be obtained before pupils in grades K-6 will be included in Family Life/HIV-AIDS education programs. Pupils whose parents either do not give permission, or who do not return permission forms, will be provided with productive alternative learning activities. For pupils in grades 7-12, passive consent shall be applied to HIV/AIDS and sex education. No pupil shall receive instruction on sexually transmitted diseases, AIDS, human sexuality, or family life in an assembly setting by a teacher employed by the district or instruction in any setting by an outside agency or guest speaker unless the pupil's parents/guardians have been properly notified no fewer than 14 days before instruction is delivered. Parents, upon written request, may excuse their child whenever any part of instruction in health, family life, and sex education conflicts with their religious training and beliefs or personal moral convictions. For specific HIV/AIDS Prevention information, refer to the Parent Handbook. [E.C. 48980(a), 51201.5(d), 51240, 51550, 51553, 51554, 51555, and 51820]

CALIFORNIA HEALTHY KIDS SURVEY

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

SPECIAL EDUCATION

The District is part of the Ventura County Special Education Local Plan Area which has established written policies and procedures for a continuous child-find system that address identification, screening, referral, assessment, planning, implementation, review and triennial assessment for the purpose of identifying individuals with exceptional needs. Information regarding these policies is available from the District's Special Education Department.

Special Education services are available to meet the needs of pupils who have been identified as having one or more disabilities. Each district, special education local plan area, or county office shall establish written policies and procedures for a continuous child-find system and shall actively and systematically seek out all individuals with exceptional needs, ages 0 through 21 years. Parents have the right to initiate a written referral for assessment to determine whether their child is eligible and requires special education services.

Contact the Coordinator of Special Education for specific information about services for special education pupils. [E.C. 56300, 56301 and Individuals with Disabilities Education Act (IDEA)]

Whenever an assessment for the development or revision of the individualized education program is to be conducted, the parent of the pupil shall be given a 15-day notice in writing. A copy of the notice of parents' rights shall be attached to the assessment plan. The proposed assessment plan given to parents shall be in the primary language of the parent or other mode of communication used by the parent, unless to do so is clearly not feasible. [E.C. 56321]

Parents have the right to electronically record the proceedings of individualized education program meetings. [E.C. 56321.5]

Beginning at least one year before special education pupils reach the age of 18, they are to be informed of their rights that will transfer to them upon reaching the age of 18. A statement of this nature shall be included in the individualized education program. [E.C. 56345(a)(8)]

Section 504 of the Rehabilitation Act of 1973 requires districts to provide education and accommodations for pupils with identified disabilities even if they do not qualify for special education. Federal law also requires that a free and appropriate education in the least restrictive environment be offered to qualified handicapped pupils. [Individuals with Disabilities Education Act (IDEA)]

PUPIL ATTENDANCE

ABSENCES FOR RELIGIOUS INSTRUCTION

Parents may request, in writing, that their child be excused from school in order to participate in religious exercise or to receive moral or religious instruction. This request shall be limited to no more than four days per school month and the pupil must attend a minimum school day (240 minutes) in order to be excused under this provision. [E.C. 46014 and 48205]

ENROLLMENT OPTIONS

The governing board of each school district shall annually review the enrollment options available to the pupils within its district and each school district shall strive to make available enrollment options that meet the diverse needs, potential, and interests of California's pupils. [E.C. 48980(i)]

USC 11432 requires a school district to ensure that parents/guardians of homeless and foster pupils are informed of available educational and other related opportunities. If you believe you may be eligible, please inform the school office manager where your child is attending and fill out the necessary forms. The information will be forwarded to Mrs. Juanita Suarez, MUSD Homeless/foster liaison.

ATTENDANCE OPTIONS AND ALTERNATIVE SCHOOLS

California state law authorizes all school districts to provide for alternative schools. For information regarding attendance options available to your child, contact the school administrator at your local school. [E.C. 48980(h)]

Section 58500 of the Education Code defines an alternative school as a school or separate class group within a school, which is operated in a manner designed to:

- a) Maximize the opportunity for pupils to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- b) Recognize that the best learning takes place when the pupil learns because of his/her desire to learn.
- c) Maintain a learning situation maximizing pupil self-motivation and encouraging the pupil in his/her own time to follow his/her own interests. These interests may be conceived by him/her totally and independently or may result in whole or in part from a presentation by his/her teachers of choices of learning projects.
- d) Maximize the opportunity for pupils, teachers, and parents to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- e) Maximize the opportunity for the pupils, teachers, and parents to continuously react to the changing world including, but not limited to, the community in which the school is located.

[E.C. 58500 and 58501]

A copy of the "Notice of Alternative Schools" shall be posted in at least two places normally visible to pupils, teachers, and visiting parents in each attendance unit for the entire month of February in each year. [E.C. 58501]

INTRADISTRICT TRANSFER REQUESTS AND INTERDISTRICT ATTENDANCE PERMITS

For all current attendance options refer to the Parent Handbook. [E.C.31560.5(b) and 46600]

RESIDENCY BASED ON PARENT OR GUARDIAN EMPLOYMENT

Your child may have the option of attending school in the district where you or your spouse is employed, on a space available basis. If interested, an Interdistrict transfer must be obtained. There is no required appeal process for a transfer that is denied; however, if denied, the District will communicate, in writing, to the parent or guardian the specific reason for denying the transfer.

[E.C. 48980(h)]

COMPULSORY EDUCATION

Children between the ages of 6 and 18, not otherwise exempt, are subject to compulsory full-time education. [E.C. 48200]

A student is considered truant after three absences or three tardies of more than 30 minutes each time and the absences or tardies are unexcused. After a student has been reported as a truant three or more times in a school year, the student is considered a habitual truant. A student who is absent from school without a valid excuse for 10% or more of the schooldays in one school year, from the date of enrollment to the current date, is considered a chronic truant. Unexcused absences are all absences that do not fall within EC 48205.

Upon a pupil's initial classification as a truant, the school district shall notify the pupil's parent or guardian, by first-class mail or other reasonable means, that the pupil is truant and that the parent or guardian is obligated by law to ensure that their child attends school. Failure to comply with attendance regulations may result in disciplinary measures and/or a school transfer. [E.C. 48260 and 48260.5]

DISCIPLINE – CONDUCT OF PUPILS

LASER POINTERS

No pupil shall possess a laser pointer on any elementary or secondary school premises, unless possession is for valid instruction. This section further prohibits directing the beam of a laser pointer into the eyes of another, or the driver of a moving vehicle, or into the eyes of a guide dog. [Penal Code PC 417.27]

SCHOOL RULES

School rules establish a standard of conduct, which promote a safe, orderly, and positive school environment. Pupils are prohibited from conspiring to engage in any hazing activities. School rules and procedures regarding pupil discipline have been developed by representative school committees.

This information is communicated to pupils and parents/guardians annually and to new enrollees upon admission. Refer to individual school discipline plans for details. [E.C. 32051, 35291, 35291.5, 35291.7]

Parents or guardians may be required to attend a portion of a school day in his or her child's classroom if the pupil has been suspended by a teacher pursuant to Section 48910 for reasons specified in subdivision (i) (obscene act or profanity) or (k) (disrupted school activities or willful disobedience) of Section 48900.1. Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children that result in death or injury to other pupils, school personnel, or school property.

Parents are also liable for any school property loaned to the pupil and willfully not returned. Parents' or guardians' liability may be as much as \$10,000 in damages and another maximum of \$10,000 for payment of a reward, if any. [E.C. 48904]

If a school official releases your child from school to a peace officer for the purpose of removing him/her from the school premises, the school official shall take immediate steps to notify you or a responsible relative of your child, except when a pupil has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or guardian. [E.C. 48906]

The school principal or designee may search the person of a pupil (including backpack, purse, bag, etc.) or the pupil's locker if there is a reasonable suspicion to believe the pupil may have a concealed weapon, narcotics, stolen property, or contraband. [U.S. Supreme Court Case: *New Jersey v. T.L.O.* (1985) 469 U.S. 325]

NOTIFICATION TO TEACHER OF VIOLENT ACTS (EC 49079)

The District shall inform the teacher of each pupil who has engaged in or is reasonably suspected to have engaged in acts of Sexual Harassment (EC 48900.2); Hate Violence (EC 48900.3); Harassment, Threats or Intimidation (EC 48900.4); or Terroristic Threats against School Officials, School Property or both (EC 48900.7). The information provided will be based upon any records usually kept by the District that are received from a law enforcement agency regarding the pupil. The teacher shall hold the information in confidence for the limited purpose for which it is provided.

SEXUAL HARASSMENT POLICY – PUPILS

Pupils in grades 4 through 12 may be suspended or expelled for sexual harassment. A copy of the District's policy on pupil sexual harassment is duplicated below (1-9).

1. The District recognizes that harassment of pupils on the basis of sex is unlawful.
2. Employees and pupils will not engage in conduct constituting sexual harassment toward pupils. (If pupils engage in such discourteous conduct toward employees, such discourteous conduct will be dealt with through the regular discipline procedures for pupils). This Board Policy prohibits any act of sexual harassment as defined where such an 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 pupils found to have engaged in sexual harassment, up to and including dismissal for employees and suspension or expulsion for pupils.
3. 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 each pupil's academic status.
 - b) Submission to or rejection of such conduct is used as the basis for any academic decision affecting such pupil or any other decision regarding benefits, hours, services, programs or activities available at or through the school.
 - c) Such conduct has the purpose or effect of unreasonably interfering with a pupil's academic performance or creating an intimidating, hostile or offensive educational environment.
4. 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. Any pupil 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 pupil must make a complaint to the alleged harasser. If the principal or designee is the alleged harasser, the pupil should make the complaint to the Assistant Superintendent of Personnel Services. A pupil 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. 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 pupil will be received by a site administrator or designee and may be appealed to the Superintendent and, thereafter, to the Board of Education.
7. 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 pupils will be filed with site administrators and may be appealed to the Superintendent, and, thereafter, 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) If harassment occurred, take and/or recommend prompt and effective remedial action against the harasser;
 - f) Take reasonable steps to protect the complainant and other potential victims from further harassment if such harassment is determined;
 - g) Take reasonable steps to alleviate the effects of the harassment.
8. Any pupil wishing to make a complaint of sexual harassment shall immediately file a written complaint, except that no pupil is required to file any complaint with the alleged harasser.
9. All employees and pupils shall be notified of this Board Policy on a regular basis, and consistent with Education Code Sections 231.5 and 48980. The District shall communicate this policy to pupils 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 pupils need not endure any form of sexual harassment. To promote an environment free of sexual harassment, the principal or designee shall provide staff inservice and ensure pupil awareness.

[E.C. 200, 231.5, 231.5, 230, 48980(g), 48900.2, and Board Policy 5145.8]

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

PRIVACY AND INFORMATION RIGHTS

FERPA

The Family Education Rights and Privacy Act (FERPA) affords parents and pupils over 18 years of age (“eligible pupils”) certain rights with respect to the pupil’s education records. These rights are:

1. The right to inspect and review the pupil’s education records within 45 days of the day the school receives a request for access. Parents of eligible pupils should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible pupil of the time and place where the records may be inspected.
2. The right to request an amendment of the pupil’s education records that the parent or eligible pupil believes are inaccurate. Parents or eligible pupils may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible pupil, the school will notify the parent or eligible pupil of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible pupil when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the pupil’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or pupil serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a pupil seeks or intends to enroll.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office,
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-4605
[E.C. 49063, 49070, 49073]

PPRA

Protection of Pupil Rights Amendment (PPRA) affords parents and pupils who are 18, or emancipated minors, certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- ◆ *Consent* before pupils are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -
 1. Political affiliations or beliefs of the pupil or pupil's parents;
 2. Mental or psychological problems of the pupil or pupil's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the pupil or parents; or
 8. Income, other than as required by law to determine program eligibility.
- ◆ *Receive notice and an opportunity to opt a pupil out of* -
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a pupil, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from pupils for marketing or to sell or otherwise distribute the information to others.
- ◆ *Inspect*, upon request and before administration or use -
 1. Protected information surveys of pupils;
 2. Instruments used to collect personal information from pupils for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum (*E.C. 49063 and 49091.14*).

PUPIL RECORDS – DIRECTORY INFORMATION

Directory information may be released on pupils except when a parent or eligible pupil has notified the school, in writing, that such information shall not be released. Directory information may include the pupil's name, address, date and place of birth, dates of attendance, participation in school activities, weight and height for members of athletic teams, degrees and awards received, and the school most recently attended by the pupil. Certain groups are permitted directory information about pupils without parental consent. The groups to which school officials may provide directory information include school personnel with legitimate educational interests, schools of intended enrollment, federal and state educational administrators, those who provide financial or pupil aid, employers, prospective employers, representatives of organized parent groups, military representatives, and representatives of news media. The names and addresses of pupils enrolled in grade 12, or who have terminated enrollment prior to graduation, may be provided to a private school or college. [*E.C. 49073, 49073.5 and 49074*]

COMPLAINT PROCESS

COMPLAINTS ABOUT PROGRAMS, EMPLOYEES, FACILITIES OR PROCEDURES

Copies of the Uniform Complaint Procedure and Board Policy are located at each school site, as well as in the District Office. 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 time line. 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)]. Moorpark Unified designates the compliance officer listed below to receive and investigate complaints and ensure compliance with the law.

Mrs. Juanita Suarez, Assistant Superintendent of Instructional Services
5297 Maureen Lane
Moorpark, CA 93021
(805) 378-6300

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. [*California Code of Regulations, Title V, Sections 4600 through 4671 and Board Policies 1312.1 and 1312.2*]

DISCRIMINATION

Discrimination is not tolerated by the Moorpark Unified School District. The District does not discriminate on the basis of race, color, national origin, ethnic group identification, gender, age, religion, creed, physical or mental disability, marital or parental status, sexual orientation, or lack of English skills. We also do not discriminate in our employment practices.

[*Title VI, Civil Rights Act of 1964; Title IX, Educational Amendment Act of 1972; California Code of Regulations, Title V, Section 4900; and E.C. 40, 200, 250 and 260*]

Complaints concerning discrimination or violations of Title IX may be filed with the Non-Discrimination and Title IX Coordinator for the Moorpark Unified School District. Please contact:

Dr. Kelli Hays, Assistant Superintendent of Personnel
5297 Maureen Lane
Moorpark, CA 93021
(805) 378-6300