



TVCS

TEMECULA VALLEY CHARTER SCHOOL

A School Family for Your Family

2024-2025

Parent and Student Handbook Handbook

Temecula Valley Charter School 35755

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Dear Students and Parents,

Welcome to the TVCS family. This Parent/Student Handbook describes the policies and procedures that TVCS uses to create its unique educational environment. It is designed to provide information to support students and their families in achieving the best possible outcomes academically, physically and emotionally during their time here at TVCS. The policies and procedures are based on the school's charter which describes the school's philosophy, management, and structure. Please read the charter (available on our website at www.tvcscougars.com).

Temecula Valley Charter School is a California public charter school that received its original authorization from the Temecula Valley Unified School District in 1994 and since received its most recent five-year renewal in June 2018 extending its authorization through June 30, 2026. Normally, we re-authorize every 3 years, however, due to Covid, our authorization was extended. We enjoy the distinction of being one the oldest active charter schools in Riverside County and the state of California. For over 30 years, we have served students in the area while holding to a vision and mission of delivering a high quality educational experience in a whole child-centered family environment, with an emphasis on family involvement, experiential learning in the arts and sciences, and academic rigor.

Mission Statement

Temecula Valley Charter School is an alliance of parents, educators, and community members dedicated to providing a transitional kindergarten through eighth grade family centered atmosphere which endeavors to create a dynamic learning environment that meets or exceeds California State Standards and where all students can discover, experience, and celebrate their own worth. Temecula Valley Charter School will promote the growth of each child's character, knowledge, and understanding of themselves and their relationship to the world.

Vision

Temecula Valley Charter School will provide an innovative and enriching educational environment expecting all those involved in the learning community to grow and achieve holistically including academically, emotionally, socially, and artistically in order to promote personal excellence.

The TVCS vision and mission allows students, parents, and staff to know each other on a personal level. Our hands-on learning is a strategy that centers on opportunities for students to "think," "build," and "create" to reinforce educational concepts. All students receive instruction in Visual Arts, Performing Arts, and Physical Education as well as participate in hands-on experiments in the Science Lab on a regular basis. Middle school students have the opportunity to participate in Athletics, Performing Arts Groups, academic competition teams (eg. Mathcounts) and Leadership. TVCS Middle School features a collegial environment with an AVID program designed to begin to prepare our middle school students with the necessary skills for high school, college and career success.

TVCS is unique in that parents conceptualized and established this school on their own. Parental involvement is pivotal in the success of our school. TVCS encourages parents to participate in the classroom, on field trips, on committees and on the governing board, extending their talents and time to enrich the education of TVCS students. This is what makes us "different" from other neighborhood schools.

TEMECULA VALLEY SCHOOL ADMINISTRATION

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EDUCATIONAL VALUES

Developmental Education

Through the whole child developmental approach at TVCS, students are educated in a student-centered environment where teachers address and assess the needs of the whole child (academic, physical, social, and emotional). Each child's unique growth and progress are used to determine what he or she is ready to accomplish. Our school has two school psychologists and a mental health therapist on staff to support your student's unique learning and social-emotional needs.

Multi-Age Activities

Students of various ages, interests, and abilities are purposefully integrated into an assortment of learning activities. They work and learn together in collaborative relationships.

Enriched Curriculum

TVCS' curriculum is based on California State and Common Core Standards¹. It is enriched to meet each student's needs, and is enhanced to nurture high standards of student performance. We utilize multiple teaching practices including, but not limited to: thematic teaching, differentiated all access instruction, hands-on activities, learning centers, one-on-one instruction, and multi-age activities. Additionally, all students participate in weekly science instruction in the science lab and instruction in the visual and performing arts. Various after school activities provide enrichment opportunities for students.

Teamwork

Staff, parents, and students work together in an atmosphere of mutual respect and trust. Character development and conflict resolution skills are implemented at all age levels.

Parent Participation – Volunteer Program

Parent participation is a cornerstone of TVCS' success. Parental talents and skills are utilized both in and out of the classroom. Parent participation in the classroom affords our teachers the opportunity to provide many more hands-on, developmental, and enriching activities. TVCS offers a variety of opportunities for parental involvement that contributes to a positive school culture. All Volunteers must complete an Application and Screening Process. Please see this Handbook as well as our website for further details.

ADMISSION / ENROLLMENT

Admission

Temecula Valley Charter School offers grades TK-8. No student will be denied admission to the Temecula Valley Charter School based on ethnicity, creed, gender, or disability. Admission to TVCS is based on an enrollment lottery in which students are randomly drawn from the lottery pool.

If requests for admission exceed the number of positions available, admission priorities will be given in the following order:

- To continuing students
- To siblings of continuing students
- To students of the Temecula Valley Unified School District
- All other students interested in enrolling

The lottery for open seats is typically held in late winter/early spring and parents are welcome to observe the lottery process.

Enrollment

A Letter of Intent Form is provided for all currently enrolled families to determine the availability of seats for the lottery process. During the Open Enrollment period, applications shall be accepted online preceding the designated lottery date. Parent notification of the results of the lottery shall be made in the weeks following the lottery. After the random selection process a waiting list for future openings will be established in the same manner. Any person wanting to enroll after the lottery list has been determined may submit their children's names to the online waiting list.

ATTENDANCE

Attendance:

Regular attendance is essential to any school and drives the schools fiscal and academic well-being. A student who is frequently absent misses social interaction and direct instruction from his/her teachers even if work is “made up”. Any day or hour absent is a missed learning opportunity. In addition, TVCS loses funding for each absence.

Due to our commitment to quality education, we are concerned when a student misses school for any reason. Students who are excessively absent from school are not able to accomplish their educational goals. According to the California Compulsory Attendance Laws (Education Code 48200), parents and students are responsible for regular school attendance. TVCS defines regular school attendance as at least 95% of the time or more. We expect every student to be on time and present each and every day school is in session. If your child is not attending a field trip, they are expected to attend school where an alternative educational activity will be assigned.

A doctor’s release note must accompany the student when returning back to school from any doctor/dental/orthodontic appointment. A student who fails to attend school without a valid excuse is considered truant. Per the Student Parent Handbook and TVCS Attendance policies, parents/guardians will make every effort to schedule medical and dental appointments before or after school or during the time that school is not in session. Parents/Guardians will notify the school office before 8:00 a.m. if your child will be absent. Absences may also be reported through our TVCS website. The school will call to verify and code any absences not reported by you. Any 6th through 8th grade student who arrives after 8:10 a.m. and any TK through 5th grade student who arrives after 8:10 a.m., must report to the TVCS office to receive a tardy slip. Students are not considered “in attendance” or “present” until they are seated in their class. Tardies also count towards 95%+ attendance.

Students are subject to the absence/tardy policy. Excessive tardies/unexcused absences may result in suspension and/or expulsion of students.

If a student falls below 95% attendance rate and does not provide a doctor’s note verifying a valid reason for non-attendance (meaning serious illness), they will not be allowed to participate in field trips, assemblies, athletics, clubs, performance groups or other non-classroom activities until the next attendance period in which they achieve 95% (Cumulative) or above in attendance. Attendance periods operate monthly. Students with more than one tardy in any given attendance period will also not be allowed to participate in any of the above listed activities. If a student has requested and been granted an Independent Study day/s for any period of time during an attendance period and does not complete the independent study work assigned within specified timelines, these same rules apply. NO EXCEPTIONS

TEMECULA VALLEY CHARTER SCHOOL

Board Policy

Attendance and Truancy Policy

Board Action: APPROVED Effective Date: 2-11-2019

Attendance:

Regular daily attendance is important for academic success. It is crucial that you arrive at school on time and attend school on the days your program runs. Attendance in every class is vital to your academic success. Regular attendance is vital to a student’s success in school. The student who is frequently absent misses social interaction and direct instruction from his/her teachers even though written work can be made up. Any day or hour absent is a missed learning opportunity. Attendance is a key predictor of dropout students who create economic loss and jeopardize the future workforce since only 31% of dropouts keep a job for more than one year. In addition, the school loses funding for each absence, regardless of the reason; including illness or excused absences. For these reasons, TVCS is addressing total chronic absenteeism and working to raise parent awareness of the negative impact of poor attendance and support parents in removing obstacles to good attendance.

Because of our commitment to quality education, we are concerned when a student misses school for any reason. Students who are excessively absent from school are not able to accomplish their educational goals. According to the California Compulsory Attendance Laws (Education Code 48200), parents and students are responsible for regular school attendance.

Truancy is defined as an unexcused absence without a written excuse from parent/guardian or TVCS staff member. Truancy is also defined as excessive tardiness, even a few minutes is tardy.

Repeated violation of the truancy policy will result in further disciplinary action up to and including suspension and/or expulsion. When families choose to attend TVCS, it is assumed that they are serious about their educational experiences and will avoid missing classes or activities.

Attendance Records

School officials will keep an accurate record of attendance, including accurate attendance records for each class. Such records will be maintained by the classroom teacher, office manager and office clerk. Absences must be reported to the school office. Attendance records will be used to enforce the Compulsory Attendance Law. If truancy is suspected, the case must be investigated by school personnel and may be referred to local police and/or the local district attorney.

Absences:

Excused absences are those that are recognized by the state as legal excused absences:

Student is personally ill, and his/her attendance in school would endanger his/her health or the health of others (Three (3) or more days of absence for illness will require a doctor's note);
Serious illness in the student's immediate family necessitates absence; Death of family member necessitates absence,
Special/recognized religious holiday observed by student's faith

Appearance in court

Unexcused absences are those not defined above, including, but not limited to:

Unverified absence

Truancy

Absence due to leaving campus without permission

A tardy of five minutes or more

Absence due to taking an early vacation or extending a vacation.

Absence due to oversleeping

Absence due to transportation problems, including missing the bus

Absence due to not knowing it was a school day;

Family emergency without valid reason

School Excused Absences

Field Trips

Academic Events

School Office Appointments

Suspension

Athletes participating in athletic event

Tardy is Truancy

A tardy occurs when the student is not in his/her assigned seat when classes begin:

6th through 8th grade 8:00 a.m.

TK through 5th Grade 8:15 a.m.

Unexcused tardies are defined as arriving any time after a class/activity has begun or before class/activity has concluded without an excuse from a parent/guardian or TVCS staff member. Unexcused tardies occur when a student is more than 30 minutes late to his assigned seat when class begins, or leaving 30 minutes before class ends.

Repeated violation of the tardy policy will result in disciplinary action up to and including suspension and/or expulsion.

Excused tardies include only the following:

- Medical, dental, optical or other health-related appointment (with note from the office where appointment was scheduled)
- Unforeseen circumstances and family situations
- Circumstances discussed with the school ahead of time, and pre-approved by a school administrator
- All late arrivals other than those described above will be considered unexcused

Excessive Excused and Unexcused Absences and Tardies

Ten (10) or more days of excused absences within a school year are considered excessive and shall require a doctor's note to excuse subsequent absences.

Three (3) or more tardies, not seated in class at the time class begins, within a two (2) week period, is considered excessive.

Three (3) or more consecutive days of illness shall require a doctor's note upon return to school. A pupil who is absent from school without a valid excuse three (3) full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to administration. Administration will make contact with the parent via phone or email.

After five (5) or more total days of absences (excused or unexcused), five (5) or more tardies for more than any 30-minute period or 5 or more tardies, not seated when class begins, will result in the school mailing the parent the 1st Notification Letter asking for the parent's help with their student's attendance.

After ten (10) total days of absences and/or tardies, not seated when class begins, the school will mail the 2nd Notification Letter and invite the family to a meeting with the child's teacher(s). The intent is to create and implement a written plan for improving attendance.

After any unexcused absence or 3 more tardies following a written plan for improvement OR 2nd letter notice if parent/guardian refuses to schedule a meeting to discuss a written plan for improving attendance, your student may be dropped from the school's roster and you would need to re-enroll. Admission will be based on availability at the time of re-enrollment.

After fifteen (15) or more days of unexcused absences and/or tardies may be referred to the District Attorney.

After fifteen or more days of combined excused and unexcused absences or excessive tardies (15 or more), the school will mail a 3rd Notification Letter inviting the family to meet with Administration to review and revise the written plan for improved attendance. Students who miss 5% (8.75 days/175) or more of school for any reason, may be subject to retention.

Regular attendance is essential to any school. A doctor's release note must accompany the student when returning back to school from any doctor/dental/orthodontic appointment. A student who fails to attend school without a valid excuse is considered truant.

Per the Student Parent Handbook and TVCS Attendance and Truancy Policy 4009 and Absence Procedure 4009.1,

parents/guardians will make every effort to schedule medical and dental

appointments before or after school or during the time that school is not in session. Parents/Guardians will notify the school office

before 8:00 a.m. if your child will be absent. The school will call to verify and code any absences not reported by you. Any 6th

through 8th grade student who arrives after 8:00 a.m. and any TK through 5th grade student who arrives after 8:15 a.m., must report to the TVCS office to receive a tardy slip. Students are not considered "in attendance" or "present" until they are seated in their class.

Students are subject to the absence/tardy policy. Excessive tardies/unexcused absences may result in involuntary withdrawal of student.

Independent Study Contracts

Parents will notify TVCS 48 hours in advance, whenever possible, for extended absences in order to allow the teacher time to prepare an Independent Study Contract. Participation in Independent Study contracts attempts to assist students with extended absences to not fall behind in his or her work during the absences. Independent Study contracts are only available for a maximum of 10 days at a time and a total of 10 days per year. Students are required to adhere to all terms of the Independent Study Contract. Students must complete 100% of the Independent Study assignments. Assignments must be turned in upon the student's return to campus in order to receive credit. Again, any independent study contracts not completed within specified

timelines will limit a student's ability to participate in field trips, assemblies, athletics, clubs, performance groups or other non-classroom activities. If a student chooses not to participate in a field trip or other activity, they should still attend school to receive instruction in another classroom and obtain credit for attendance.

Attendance/Extra-Curricular Activities

In order to participate in athletics and/or extra-curricular activities, students must demonstrate regular daily attendance at or above 95%. Students may not participate if "same-day" absence is:

1. Unexcused;
2. Due to illness;
3. Due to early release for any other purpose other than to attend routine doctor or dental appointment;
4. Due to discipline; OR
5. For any reason that violates the Health and Safety section of the Parent/Student Handbook.

Positive Attendance Awards:

Students achieving 100% attendance will receive recognition on a quarterly basis. Additionally, students receiving 98% attendance will receive recognition and rewards on at least a twice yearly basis.

Closed Campus

TVCS operates under a closed campus policy. This means that students are not permitted in unauthorized areas around the campus or to leave campus from the time that they arrive until the time they complete their last scheduled class. Leaving the campus during school hours, without prior approval from the school staff, for any reason, is a violation of the closed campus policy. Any student who leaves the campus at any time during the day without this prior approval being granted from the school administration will be subject to disciplinary action as it pertains to the school discipline policy.

DAILY BELL SCHEDULE

Regular Days: Elementary students arrive by 8:10 (this is the final bell) and are dismissed at 2:50 p.m. Wednesdays: Students are dismissed at 1:17 p.m. every Wednesday. Middle School students arrive in class by 8:10 and are dismissed at 3:00PM.

Minimum Days: Students TK-8 are dismissed at 11:45 p.m. (These *Minimum Days* are noted on the school calendar.) The complete bell schedule can be found on our website and is subject to change.

Morning playground supervision begins at 7:40 a.m. *Students may not be dropped off before the gates open. There is NO SUPERVISION before this time.*

Child Drop-off/Pick-up Procedures & Parking Areas

Safety is our main priority!

We are fortunate to have campus supervisors and a crossing guard to assist us with safety. It is imperative that students and parents adhere to their directives at all times. Students must be picked up during their designated dismissal time. There is NO SUPERVISION after this time.

Parking

TPS and TVCS have agreed to share the lots to assist all parents in the drop-off/pick-up process. The loop is a loading zone only. PARKING IN THE LOOP IS PROHIBITED. Parents must respect the TVCS/TPS marked reserved parking spots for students and staff and park only in unmarked spots.

When driving through the "loop":

- DO NOT Exit the vehicle (only students are to get in and out);

- DO NOT Double park
- Pull forward as far as possible to make room for other parents and have your child prepared to exit on the passenger side of the vehicle.
- Obey all traffic signs. Specifically, but not limited to: *No Cell Phone use in the loop, No Left Turn on Abelia*

If you would like to walk your child to class or need additional time to get them ready, parking is available in the parking lot. No child is to be picked up or dropped off in the parking lot. Children must be escorted by a parent or guardian to the crosswalk.

Do not use Abelia Street for student pick-up or drop-off.

During school hours, special events, and for evening activities both TVCS and TPS lots may be used by parents of students attending either school.

Late Student Pick Ups

Monday, Tuesday, Thursday and Friday -- pick up time is 2:50 p.m. Wednesday -- pick up time is at 1:17 pm.

Students who are not picked up in a timely manner will be escorted to the office where they will remain until the parent arrives. TVCS does not provide after school care. Supervision will not be provided after 3:00pm. Parents/Guardians of any student in the office after pick-up time will be contacted immediately. Parents arriving after 3:00 p.m. must come into the office to sign out their child.

A written warning will be sent to any family who has had 2 late pick-ups. A subsequent late pick-up will result in contact from Administration to determine what action will be taken.

Permission to Leave Campus

Students must stay on campus from the time they arrive at school until the time they are dismissed to go home. If a child needs to leave early for any reason, even for lunch, a parent or adult listed on the emergency contacts must sign him or her out in the school office. Routinely checking your children out of school prior to dismissal will result in a loss of important instruction and hours taken work against positive attendance records.

Drop Off and Pick-Up

During the 2024-2025 school year, TVCS is offering 2 drop off locations. First, grades 4th-8th may be dropped off at a gated entrance at the top of the playground off Abelia Street. Parents of students TK-3rd grade are encouraged to continue to utilize the loop for drop off of younger students.

HEALTH AND SAFETY

Illness

If your child becomes ill and needs to go home, the health office staff will notify the parent/guardian or the person designated on the emergency contacts . Please keep your emergency information up to date. You are required to notify the school if your child has contracted anything contagious. Notification of illnesses present in your child's classroom (i.e. chicken pox, head lice, etc.) will be sent in accordance with board policy. Children are not permitted at school if they have vomited in the past 24-hours and/or until they are fever free without medicine for 24-hours.

Access to Mental Health Services

Good mental health is critical to children's success in school and life. Mental health includes the ability to cope with life's challenges. School-employed professionals like school psychologists, school counselors, and school nurses can support students with educationally related mental health services as well as provide information to families and access to community mental health services. TVCS utilizes a multi-tiered system of support (MTSS) in order to meet

the full continuum of student needs. You can contact your child's teacher, school administration, the school psychologists, or the school counselor to access mental health services. (951) 294-6775

Medications at School

If your child needs to take any medication at school, prescription and/or over-the-counter, please contact the school health office. Students will not be given medication at school unless an *Authorization for Medication* form is completed and signed by the child's physician and submitted to the school office. All medication (including otc) must be brought to school in the original packaging and must be signed in/out by both the health clerk and the parent. Students should never bring medication to school under any circumstance.

Supportive Devices

Students needing a cast, splint, walking boot, crutches, scooter or any other supportive devices will need a doctor authorization. Details to be included on the form should be the duration the device needs to be worn or used and any physical limitations. If an ace bandage is needed and applied by a parent, a note to the Health Office will suffice. These notices should be provided to the school health office on the first day in which the child will be attending school with one of these devices. Advanced notice is very helpful.

LOST & FOUND

Please write your child's name on the inside of all articles of clothing, backpacks, lunchboxes, and other personal property. Periodically during the year, unclaimed items will be donated to charity.

SPORTS

TVCS provides an opportunity for middle school students to participate in a variety of interscholastic team sports including flag football, volleyball, basketball, golf, track, cross country, cheerleading, baseball, softball and soccer. Sports are an optional activity. Parents are invited and encouraged to volunteer to help as coaches or assistants. Periodic grade checks and attendance records determine student eligibility to participate. There is a fee for participation in each sport, which the student is expected to either fundraise or donate. All athletes should complete a sports physical and provide this documentation to the Athletic Director prior to beginning practices for any sport. Students participating in multiple sports may utilize the same physical for all sports played throughout the course of the school year.

NOTE: During Extra-Curricular Activities ALL Non-participating students and siblings must be accompanied by a supervising adult to attend practices and/or games. TVCS will not provide supervision for, nor assume any liability for any non-participating students. The supervising adult must check into the office and receive a visitor badge in order to be on campus. If unsupervised students are found on campus they will be brought to the office and the parent contacted.

PLAYGROUND

Playground equipment is examined yearly for safety. For the safety of everyone, non-enrolled siblings are not permitted to play on the playground or the playground equipment at any time (even after school). TVCS students may NOT play on the playground before or after designated school hours. Parents are solely responsible for supervising their non-enrolled TVCS children while on campus at all times. This includes, but is not limited to, during any TVCS sponsored event outside of school hours, Open House, parent/teacher conferences and all sporting and extra-curricular events. Non-enrolled students are not permitted to attend campus events which occur during the day including Field Day, classroom events etc...The exception to this rule is nursing babies.

SOCIAL MEDIA

Student OR Parents/Guardians/Relatives who maintain personal blogs (i.e. web sites that contain online personal journals with the writer's reflections and comments including Facebook, Twitter, LinkedIn, and other similar social networking interfaces) or who post messages on the blogs of others are legally responsible for anything they post. This includes blogging about TVCS, its business, employees, and associates. Students OR Parents/Guardians/Relatives who blog should think carefully before blogging about TVCS and should avoid comments that violate School policies, including the Policy Against Sexual and Other Harassment, or that are false, malicious, obscene, or that might reveal confidential, proprietary, or trade secret information. Students OR Parents/Guardians/Relatives are prohibited from posting photos, videos or any information about TVCS students or staff on any

social media site or application. Nothing in this policy should be construed to limit any enumerated rights under the state and Federal Constitution.

Posting, transmitting, publishing or displaying harmful or inappropriate content on the internet that is threatening, defamatory, harassing, obscene, disruptive or sexually explicit or that could be construed as any form of harassment against a student or students, parents, employees of TVCS, the administration or Board of Directors is strictly prohibited.

Behavior or conduct committed by students or parents may be referred to local law enforcement. In addition, student's committing any such behavior or conduct may result in their suspension or expulsion. Parents/Guardians committing any such behavior or conduct may result in their prohibition from TVCS property and events.

Students are prohibited from engaging in personal social media activities, including but not limited to posting, blogging, using Instagram, Twitter, Facebook, or any equivalent platform during school hours. Do not use your TVCS email, if any, or address or register on social media websites, blogs, or other online tools for personal use. Students OR Parents/Guardians/Relatives should not post or repost any comment, opinions, photograph, etc. that is negative, does not adhere to the vision and mission of TVCS or could damage the School's reputation in any way.

Do not hold yourself out as a spokesperson for TVCS. This includes posts on any TVCS titled Instagram, Twitter, Facebook, or any equivalent platform, including but not limited to pages entitled "TVCS Class of". Only upon receipt of written permission, granting authorization to speak on behalf of the School are permitted to do so. If you publish social media content related to a student's education, attendance, etc. or a parent/guardian's participation at the School or subjects associated with TVCS, you must ensure it is clear that you are not speaking on behalf of TVCS and that your views do not represent those of TVCS, other families, students, employees, customers, suppliers, staff or other people working on behalf of TVCS. Any individual posting, blogging, using Instagram, Twitter, Facebook, or any equivalent platform must include the following disclaimer if they engage in any social media, "The postings on this site are my own and do not necessarily reflect the views of anyone else, or any employee of TVCS."

Failure by a student to adhere to this policy will result in discipline, including suspension and/or expulsion. Failure by a parent/guardian to adhere to this policy will result in permanent prohibition from TVCS campus and events.

Monitoring, Collection and Storage of Social Media Data

The School is required by law to adhere to Education Code Section 49703.6 regarding the monitoring, collection, storage and analysis of student social media data and postings. Pursuant to Ed Code section 49703.6, if School considers adopting a program either independently, or through a third party, designed to gather or maintain any student social media data and/or postings in its records for purposes of monitoring, collection and/or storage, the School shall first notify parents of the proposed program and provide an opportunity for public comment at a regularly scheduled public meeting before the adoption of the program.

In the event School adopts a program they shall do the following:

1. Gather or maintain only information that pertains directly to school safety or to pupil safety.
2. Provide a pupil with access to any information about the pupil gathered or maintained by the School that was obtained from social media, and an opportunity to correct or delete such information.
3. Destroy information gathered from social media and maintained in its records within one year after a pupil turns 18 years of age or within one year after the pupil is no longer enrolled in the School, whichever occurs first.
4. Notify each parent or guardian of a pupil subject to the program that the pupil's information is being gathered from social media and that any information subject to this section maintained in the School's records with regard to the pupil shall be destroyed in accordance with this policy.

a. The notification shall include, but is not limited to, all of the following:

- i. An explanation of the process by which a pupil or a pupil's parent or guardian may access the pupil's records for examination of the information gathered or maintained pursuant to this section.
- ii. An explanation of the process by which a pupil or a pupil's parent or guardian may

request the removal of information or make corrections to information gathered or maintained pursuant to this section.

5. If the School contracts with a third party to gather information from social media on an enrolled pupil, School will require the contract to do all of the following:

- a. Prohibit the third party from using the information for purposes other than to satisfy the terms of the contract.
- b. Prohibit the third party from selling or sharing the information with any person or entity other than the school district, county office of education, School, or the pupil or his or her parent or guardian.
- c. Require the third party to destroy the information immediately upon satisfying the terms of the contract.
- d. Require the third party, upon notice and a reasonable opportunity to act, to destroy information pertaining to a pupil when the pupil turns 18 years of age or is no longer enrolled in the School, whichever occurs first. The School shall provide notice to the third party when a pupil turns 18 years of age or is no longer enrolled in the School.

The School recognizes that Ed Code section 49703.6 defines the following:

- "Educational Purposes" as means for purposes that aid in instruction in the classroom or at home, or in classroom administration.
- "Social media" means an electronic service or account, or electronic content, including, but not limited to, videos, still photographs, blogs, video blogs, podcasts, instant and text messages, email, online services or accounts, or Internet Web site profiles or locations.
- "Social media" shall not include an electronic service or account used exclusively for educational purposes or primarily to facilitate creation of school-sponsored publications, such as a yearbook or pupil newspaper, under the direction or control of a school, teacher, or yearbook adviser.

School Property, Textbooks and Supplies

Students have access to chromebooks, computers, laptops, tablets, textbooks, curriculum, and furniture.

Some classes may allow students to take computers, chromebooks, and textbooks home for homework. Each student is responsible for the care and return of all TVCS property they are assigned.

Students have access to hardcover textbooks in core classes. Many classes allow students to take textbooks home for reading or homework. Each book is assigned a number, and each student is responsible for the care and return of the books they are assigned. These books are expensive, and must be treated with care and respect. Absolutely NO WRITING, HIGHLIGHTING, or "TAGGING" may be done in any textbook with pencil, pen, or marker. Doing so will constitute vandalism. All textbooks must be returned to TVCS in good condition at the end of the school year or when a student leaves TVCS for any reason. California law allows a charter school to charge parents for the cost of any damage or loss caused by their child to any school property, including textbooks. If a textbook is damaged, lost or stolen, TVCS will charge parents as follows:

- Writing, highlighting, or defacing in a textbook: \$50.00
- Lost or stolen textbooks: \$75.00

School Debts

Records, report cards and other documents may be withheld if a student has an outstanding debt arising from vandalism or to cover the replacement cost of public school or school district books, supplies, or property loaned to a pupil that the pupil fails to return or that are wilfully cut, defaced, or otherwise injured at TVCS. . Any outstanding debt may be paid through the Administration office. Ed. Code 60010(h), EC48904 (a)(1), EC48904(b)(1); EC 49014.

Photographs

Photographs and videos will be taken throughout the school year to record special events as well as daily activities. Photos will be displayed at PTC, on the website, and used to create our yearbook. Photos will not be released to outside individuals (such as the newspaper) without signed consent from parents/guardians.

TECHNOLOGY/ELECTRONICS USAGE

There is growing evidence that unrestricted use of smartphones by pupils at elementary and secondary schools during the school day interferes with the educational mission of the schools, lowers pupil performance, particularly among low-achieving pupils, promotes cyberbullying, and contributes to an increase in teenage anxiety, depression, and suicide.

In compliance with California Assembly Bill 272 (“AB272”), TVCS implements a “Smartphone/Electronic Device” ban policy in order to promote pupil achievement and healthy social development. Smartphone/Electronic Devices are defined as cell phones, smart phones, IPODs, MP3 players, portable video game players or any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment. TVCS prohibits any use and/or any display of cell phones, smart phones, IPODs, MP3 players, portable video game players or any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment while the pupils are on campus, attending school sponsored activities, or under the supervision or control of TVCS employees. It is a violation of school policy for a cell phone to be turned to the “on” position or in “airplane mode” during school time. School time is considered to be from the moment a student steps onto TVCS property/campus (in the parking lot and certainly when within the gates of the school) to the moment they leave (outside the school’s gates and not in the parking lot), while attending school-sponsored activities, or under the supervision or control of TVCS employees.

Middle school students will place their phone in their designated cell phone cubby upon entering their homeroom class. At the end of 7th period, teachers will place cell phone storage cubbies outside in the middle school corridor for students to retrieve their cell phones. If parents choose to send their elementary students with cell phones, these phones must be stored in the student’s backpack at all times. All cell phones and electronic devices must be turned off while on the school campus during school hours unless expressly directed by a teacher to use the device for instructional purposes. If a student needs to contact a parent while at school (if they are ill, need a lunch, forgot homework, etc.) they must use the office phone to call a parent. Improper use or use during school hours will result in the phone being confiscated and turned in to the office where it will remain until a parent comes in to pick it up. All student cell phones will be in driver possession while on field trips (refer to field trip policy.) All forms of electronic devices not properly stored pursuant to this Policy will be immediately confiscated by school personnel. Parents will be called to retrieve the item. Students may face school disciplinary action, including detention, if found in possession of these types of devices on any portion of the school property is a violation of this Policy. Repeated instances (more than two (2)) of possession of these types of items will result in suspension or expulsion.

Notwithstanding the above prohibitions, a pupil shall not be prohibited from possessing or using a smartphone under any of the following circumstances:

1. In the case of an emergency, or in response to a perceived threat of danger.
2. When a teacher or administrator of the school district, county office of education, or charter school grants permission to a pupil to possess or use a smartphone, subject to any reasonable limitation imposed by that teacher or administrator.
3. When a licensed physician and/or surgeon determines that the possession or use of a smartphone/cellphone is necessary for the health or well-being of the pupil.
4. When the possession or use of a cell phone is required in a pupil’s individualized education program.
5. TVCS and TVCS school personnel are not responsible for lost, stolen or damaged items that are prohibited pursuant to this Policy.

STUDENT DELIVERIES

Parents/Guardians may drop off items to the office for their own child or children during school hours. Students in grades TK-5th will be notified of the delivery or the item will be delivered to the child's classroom.

Deliveries of any kind, for students in grades 6th-8th, will not be delivered and students will not be notified by the office if a delivery is made. Please communicate with your child, prior to the start of school, if you intend to drop something off for them. It is the responsibility of students in grades 6th-8th to check for delivered items in the school office during non-instructional times (such as break and lunch) of the school day.

Unless it is for a school approved function, deliveries may not be made for groups of students. Additionally, students may not arrange to have food delivered through Grubhub/Instacart or other means. Parents should avoid sending their students food through delivery services.

LUNCH, RECESS AND CAMPUS RULES

Parent volunteers should report any discipline issues that occur during the lunch period to a TVCS employee.

Lunch:

- Students are to stay in the designated lunch area until dismissed to the playground.
- Students remain seated until they are excused to play. To be excused, they must: Raise their hand and pick up all trash on and around the table.
- Students may take out play equipment from the ball rack only after they have eaten lunch.
- Playground equipment may not be used at the eating table area. Food must not be consumed on the playground areas.
- Students must stay in full view of supervisors. Students are not allowed in corridors without a pass from the teacher.
- Students are not allowed inside classrooms when the teacher or supervising adult is not present.
- No soda and/or candy is allowed at snack or lunchtime.
- Students should resolve their own conflicts whenever possible by using the following steps before approaching an adult: stop and think, talk honestly, listen, and discuss; or ignore the situation.
- Unresolved conflict should be brought to the attention of the playground supervisors.
- Public displays of affection (PDA) are inappropriate in school. Examples of this include but are not limited to: Kissing, excessive and/or aggressive touching, hugging or physical contact, holding hands, sitting on another student's lap, and putting legs across another student's lap.

COMMUNICATIONS

1. tvscougars.com: TVCS maintains a website that allows parents and students to access daily information about school programs, events, policies, procedures, and various necessary documents. The calendar is intended for parents to keep apprised of school activities and events. Each teacher will have a class website available through the TVCS website.

2. Aeries Parent Portal: Aeries is a web-based tool provided by the school that will allow daily access to information about class homework and student grades.

3. Email Blasts/Parent Square: Regular email blasts and/or Parent Squares are sent to all parents or groups of parents regarding important updates, changes, and information about school events and activities. It is vital that the school has a current email address for each parent. Please ensure your email address is current.

4. Automated Calling & Texting System: System that allows TVCS to notify parents of unverified absences, school events, and important/emergency announcements in a variety of ways.

5. Parent-Teacher Communication: If a parent wishes to communicate with a teacher, a parent may contact him/her by phone or email. Make sure to include the student's name and purpose for the contact. This allows the teacher to prepare any necessary information.

6. Annual Parent-Teacher Conferences: Conferences are available for grades TK - 8th at the end of first quarter.

FIELD TRIPS

Our extensive field trip program is part of what makes TVCS unique. It is only with the assistance of our parent volunteers that TVCS is able to provide these wonderful experiences for our children. However, our student's protection is our first priority. Our goal is make each trip a safe and meaningful experience for everyone involved. For ALL Participants, field trips begin and end at TVCS, 35755 Abelia Street, Winchester, CA. There are no exceptions. Willful violation of this policy and any of the following policies will result in prohibition from participation in field trips.

Parents also understand and agree to the following:

- The number of participants/chaperones in a field trip is at the sole discretion of TVCS.
- No field trip participant may arrive late to a field trip location and be removed early from a field trip location prior to the conclusion of the field trip. Any exceptions require prior written approval from the Executive Director or designated administrator.
- Parents not receiving prior approval and officially chaperoning may not attend a field trip.
- Parents may not appear at a field trip location without prior approval.
- Any participating parent/guardian agrees they will supervise and ensure the safety of ALL students. At the sole discretion of the Executive Director or Designee, any and all parent/guardian participants must be in compliance with the Volunteer Assistance Policy and Volunteer Screening Process.
- Children who are not students of TVCS are not permitted to participate in any field trip.
- Parents agree their role is at the sole direction of the supervising Teacher.

To participate in a field trip the following MUST BE MET:

- Obtain Live Scan FBI and DOJ fingerprinting and criminal background check and provide Reports from said assessments from both the FBI and DOJ background checks to the Administration no less than one (1) month prior to the field trip and within the pre-payment period of any field trip requiring prepayment.
- Obtain and submit to the Administration a Megan's Law assessment no less than two (2) weeks prior to the field trip.
- Obtain and submit to the Administration a TB screening report no less than two (2) weeks prior to the field trip.
- TB screening and Megan's Law documentation must be renewed annually.
- All parent/guardian participants must be in compliance with the Volunteer Assistance Policy and Volunteer Screening Process.
- Submit to the student's teacher a permission slip no less than two (2) weeks prior to a field trip.

Field Trip Driver participants must also do the following:

- Obtain from the Department of Motor Vehicles (DMV) a DMV (H6) 10 year driving history record.
- Provide a copy of a California issued driver's license;
- Provide a copy of California required automobile insurance with minimum coverage requirements: \$5,000/individual medical; \$50,000 property damage; \$100,000/\$300,000 bodily injury;
- Field trip drivers and chaperones must be parents/legal guardians only; and
- All information must be available and updated upon request of TVCS.

All paperwork must be submitted to the Administration no less than two (2) weeks prior to field trip. If any of the aforementioned requirements are not met a parent/guardian will not be permitted to participate in a field trip.

NO EXCEPTIONS.

Permission Slips:

- **TURN YOUR PERMISSION SLIPS IN ON TIME!** It is **ESSENTIAL** that the coordinator has **ALL** slips by the due date to be able to organize drivers, seating arrangements, order tickets, etc. Late permission slips can cost the class extra money or result in canceled field trips if there is not enough time to make the necessary arrangements. Please fill in all blanks as it is a legal contract and must be complete.
- Parents are required to sign and return a permission slip including any fees due a minimum of two (2) weeks prior to the field trip for each field trip their child attends. Students without signed permission slips will not be allowed to attend. An alternative classroom placement will be made for the duration of the field trip.
- Overnight trips often require additional paperwork. A due date for all forms and fees will be provided and must be followed.
- Being a field trip coordinator is one of the busiest jobs at our school. Please give your coordinators the support that such an important volunteer job warrants. If you have any special requests, put them in writing and turn them in with your permission slip on the due date. Please be reasonable with your requests. Requests will be considered but not guaranteed.
- Seating arrangements can only be changed by the teacher.

While attending a field trip, parents/guardians must abide by the following:

- Arrive prepared for the entire trip. Drivers must arrive 30 minutes prior to departure to receive any special instructions. Participants are not permitted to stop for gasoline, lunch, or any other personal errands along the route to or from the destination.
- Ensure that all students use their seat belts at all times. Children under the age of 8 or under 4'9" must ride in a booster seat.
- Obey all the traffic regulations and **RESTRICT YOUR CELL PHONE CALLS FOR EMERGENCIES ONLY**. Students may not use cell phones or any other electronic device on fieldtrips.
- For long distance field trips, students may be allowed to call to let parents know the estimated return time. All student cell phones will be in driver possession while on fieldtrips.
- Field trip drivers, teachers and Temecula Valley Charter School will not be liable for any lost, stolen or damaged cell phones while on field trips.
- No student will sit in the front seat of a vehicle while on a field trip unless they are a middle school student and their parent is driving the vehicle.
- If there should be a problem in the vehicle or on the field trip, please inform the teacher. Any discipline deemed necessary should be handled by the teacher.
- You must stay on the route predetermined by the field trip coordinator and teacher. Drivers will caravan to and from the event for safety purposes.
- No siblings, additional family members, or friends are allowed on field trips.
- The number of chaperones will be determined by the teacher and field trip coordinator when reviewing the adult to child ratio for each trip. Once the number of chaperones needed is determined and chaperones assigned, additional chaperones will not be permitted to attend.
- Only those persons with prior approval to drive or chaperone are permitted to attend.
- No electronic and/or recording devices (other than cell phones and cameras when used at appropriate times), including drones, are allowed on field trips. This includes students and parents.
- No alcohol or smoking products are permitted at any time while on a field trip or while traveling to and from a field trip.
- Field trip participants are not permitted to leave a field trip venue during the scheduled field trip time.

**Failure to adhere to any requirement stated in this Handbook may result in the loss of privilege to participate in field trips or other school events.

Overnight field trips are optional and are at parent expense.

DRESS CODE

Students

Staff have the discretion to decide whether questionable items are inappropriate or disruptive to the learning environment. Should a student violate this rule, appropriate clothing will be offered, or the parent may be called to provide an alternative. All dress guidelines apply to adults on campus as well. As adults, it is our duty to set a good example for the students.

- When standing upright with arms down at sides, clothing must cover the chest, back, torso, stomach, and lower body from hip to where the thumbs rest on the leg. Tops must have a minimum two finger width strap, and at no time may any part of a student's buttocks or undergarments be exposed.
- No crop tops, spaghetti straps, tube tops.
- Shirts with inappropriate symbols, graphics, words or offensive content are not allowed. Whether clothing is deemed offensive is at the sole discretion of TVCS.
- Students' clothing must be in proportion to their size. Excessively loose, sagging, or tight clothing is not allowed.
- Athletic shoes must be worn for physical education (P.E.), unless a student has a specific medical condition that prevents their use.
- If sandals are worn to school, they must have a back strap, excluding middle school students who are allowed to wear flip flops.
- Shoe heels may be no more than 2" in height
- Students may not wear excessive jewelry or make-up. Excessive is at the sole discretion of TVCS. No jewelry with spikes may be worn at school.
- Appropriate hats are welcome outside, but must be removed while indoors.

General Requirements

Grooming: Hair must be neat, clean, and out of the eyes. Students may not wear spiked hair, faux hawk or Mohawk cuts. Students may have tastefully colored hair and hair extensions in one natural shade (black, brown, auburn, blonde and natural red hair color) and natural colored highlights. For the purpose of this policy, rainbow colors are not considered natural hair colors.

Skin: Clean with no visible body piercings or tattoos, other than ear piercings. When applicable, faces are to be clean-shaven without sideburns below the middle of the ear.

Jewelry/Accessories/Piercings: All jewelry must be conservative, minimal, appropriate for school, and safe. Students may wear up to two stud earrings on each earlobe, up to ½ inch below the ear; one (1) necklace, one (1) bracelet on each arm, and one (1) watch. Hoop earrings are not allowed due to safety concerns. Gauge earrings, cartilage or any other piercing other than ear, ear cuffs, and more than two pairs of stud earrings, are prohibited.

Underclothes: No article of underclothing is to ever be visible while at school or while representing TVCS at a remote location. Only a plain white tee shirt that is visible at the neck is allowed.

Blankets: Blankets are not considered clothing for the purposes of the dress code and may not be brought to school for cold weather wear due to safety and health concerns.

Dress Code Enforcement

No list of dress and appearance guidelines can be written that will anticipate all potential dress and grooming extremes.

In the case of questionable dress or grooming that is not specifically covered in the list above, administration will make the final decision. Appropriate action will be taken at the time, and when necessary, contact will be made seeking parental cooperation and assistance.

Administration retains the sole discretion to make the final determination whether clothing, jewelry, accessories, and/or appearance meet acceptable standards. All school certificated and classified personnel shall be responsible for reporting violations of dress code. When a violation occurs, students will be required to change into proper attire. Continued violations of dress code will be considered defiance and will be referred to administration for disciplinary action.

Parent Dress Code

Proper grooming and attire has a positive impact on the learning environment. Students are impressionable. Grooming and dress that disturbs, interferes with, or detracts from the educational process will not be allowed. Since each parent/guardian/visitor is a role model to

our impressionable students, TVCS requests parents/guardians/visitors appear properly and neatly groomed and wearing appropriate clothing whenever on TVCS property. Parents/Guardians/Visitors are expected to dress neatly in a manner consistent with the vision and mission of TVCS. Appropriate clothing should be worn during school hours.

Parents/Guardians/Visitors must refrain from the following dress:

- Transparent clothing
- Inappropriately revealing clothing
- Clothing with language or graphics that are vulgar, sexually explicit or offensive.

STUDENTS WITH DISABILITIES; SPECIAL EDUCATION

TVCS takes its legally mandated Child Find responsibilities seriously. TVCS will be responsible for the development of assessment plans for students with suspected disabilities. The assessment plan will describe the types of assessments that may be used to determine the eligibility of students for special education instruction and services. Assessments will be conducted, within legal timelines, after receiving the parents' written consent.

PTC shall conduct an Individualized Education Program (IEP) team meeting that includes required team members within mandated timelines for each student assessed to discuss results, determine eligibility, and (if eligible) specify special education instruction and services. PTC will make decisions regarding eligibility, goals, program, placement, and exit from special education through the IEP process according to federal, state, county and District timelines. In the event that TVCS is unable to provide an appropriate placement or services for a student with special needs at TVCS will contact the SELPA to discuss placement and service alternatives. TVCS will support movement of students with disabilities into less restrictive environments and increase interactions of students with disabilities with non-disabled students. Assessment and standardized testing procedures shall be implemented, including guidelines for modifications and adaptations, to monitor student progress.

TVCS shall provide planned staff development activities and participate in available appropriate SELPA trainings to support access by students with disabilities to the general education classroom, general education curriculum, integration of instructional strategies and curriculum adaptations to address the diverse learner, and interaction with non-disabled peers.

TVCS will ensure that the teachers and other persons who provide services to a student with disabilities are knowledgeable of the content of the student's IEP. The Charter School will maintain responsibility for monitoring progress towards IEP goals for the student with special needs. TVCS will ensure that it makes the necessary adjustments to comply with the mandates of state and federal laws, including IDEA and Section 504 of the Rehabilitation Act of 1973, regarding discipline of students with disabilities. Discipline procedures will include positive behavioral interventions. Prior to recommending expulsion for a student with disabilities, TVCS will hold a manifestation determination meeting. PTC will collect data pertaining to the number of special education students suspended or expelled.

Procedural Safeguards/Due Process Hearings

In the event that a parent or guardian of a student attending TVCS initiates due process proceedings, TVCS shall, whenever possible, work in an attempt to resolve the matter at an early stage (informal settlement or mediation).

FOSTER YOUTH / HOMELESS STUDENTS

The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all homeless school-aged children to the same free and appropriate public education that is provided to non-homeless students. A homeless student is defined as a person between the ages of birth and twenty-two who lacks a fixed, regular, and adequate nighttime residence and may:

- Live in a emergency or transitional shelter; abandoned building, parked car, or other facility not designed as a regular sleeping accommodation for human beings;
- Live "doubled-up" with another family, due to loss of housing stemming from financial problems (e.g., loss of job, eviction or natural disaster);
- Live in a hotel or motel;
- Live in a trailer park or campsite with their family;
- Have been abandoned at a hospital;
- Be awaiting foster placement in limited circumstances;

- Reside in a home for school-aged, unwed mothers or mothers-to-be if there are no other available living accommodations; or
- Be a migratory or abandoned, runaway, or throwaway youth that qualifies as homeless because he/she is living in circumstances described above.

A homeless student may attend his/her school of origin (the school that the student was last enrolled or attended when housed) or the school of residence. PTC shall ensure that transportation is provided, at the request of the parent/guardian/unaccompanied homeless youth, to and from the school of origin, if feasible.

The law requires the immediate enrollment of homeless students. Schools cannot delay or prevent the enrollment of a homeless student due to the lack of school or immunization records. It is the responsibility of the new school to request all necessary documents from the previous school and refer parents to all programs and services for which the student is eligible. Referrals may include, but are not limited to: free nutrition, special education services, tutoring, English Language Learners programs, Gifted and Talented/ Magnet programs, preschool, and before and after school services. Unaccompanied youth have these same rights.

Family Educational Rights and Privacy (FERPA)

The privacy of school records is protected by federal and state laws which cover nearly every type of pupil record maintained by local schools or school district central offices. Such records might include information about attendance, health, grades, behavior, athletic ability, or activities in class. The law generally prohibits the release of pupil records information without written consent of the parent, or adult student (18 years or older). Records or information maintained by any school official exclusively for personal reference or use are not considered pupil records and are not subject to Federal and State privacy laws.

Unless otherwise prohibited by law, any natural parent, adopted parent, or legal guardian may have access to and review the pupil records of their child. Also, students who are 16 years and older (or have completed the 10th grade) have the right to access their records. School and District employees and officials who have a legitimate educational interest have a right to access pupil record information without the consent of the parent or student. A legitimate educational interest is defined as a need for the employee/official to access pupil record information in order to perform his/her job duties. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. In general, other individuals or agencies may be authorized to access, review and /or obtain pupil records by court order, parent/guardian consent, or by statute.

Directory information is routine information maintained by school districts about students. It is this special category of pupil record information that does not require the same level of confidential treatment as pupil record information. Under the law, a school district may identify certain categories of information as directory information and may provide directory information to certain individuals, officials and organizations identified by the district as those who have a legitimate need to know. Parents and/or adult students have the right to limit or deny the release of any portion of directory information. Additionally, parents and/or adult students may deny the release of directory information to any designated recipient. Any and all of the following items of directory information relating to a pupil may be released to a designated recipient unless a written request is on file to withhold its release as indicated in the Information Release Form submitted to the school.

- Name, Address, Telephone, Date of birth, Dates of attendance, and Previous school(s) attended

Pupil Records

Parents shall have the right and opportunity to examine all school records of his or her child and to receive copies within five (5) business days after the request is made by the parent, either orally or in writing. TVCS shall comply with a request for school records without unnecessary delay and in no case more than five (5) business days after the request is made orally or in writing. The parent shall have the right to a response from the public agency to reasonable requests for explanations and interpretations of the records. If a school record includes information on more than one pupil, the parents of those pupils have the right to inspect and review only the information relating to their child or to be informed of that specific information. TVCS shall provide a parent, on request of the parent, a list of the types and locations of school records collected, maintained, or used by TVCS. TVCS may charge no more than the actual cost of reproducing the records, but if this cost effectively prevents the parent from exercising the right to receive the copy or copies, the copy or copies shall be reproduced at no cost.

Pupil Records and Law Enforcement

TVCS is a small charter school and designates local outside law enforcement as school officials with legitimate educational interests and may have access to students' education records when required.

Law enforcement unit records are records that are: (1) created by a law enforcement unit; (2) created for a law enforcement purpose; and (3) maintained by the law enforcement unit. Law enforcement unit records are not protected by FERPA because they are specifically excluded from

the definition of “education records” and, thus, from the privacy protections afforded to parents and eligible students by FERPA. Therefore, investigative reports and other records created and maintained by law enforcement units that meet this definition are not considered “education records” subject to FERPA and may be released subject to school policy, State law, and other applicable laws.

When members of a school’s law enforcement unit are school officials with access to students’ education records (or to Personally Identifying Information contained in those records), they may not re-disclose the records or Personally Identifying Information they receive as school officials under FERPA without appropriate consent or except as permitted under FERPA, such as if the re-disclosure is to other school officials, or under the health and safety emergency exception. It is, therefore, advisable for law enforcement units to maintain law enforcement unit records separately from education records.

Schools may provide local or other law enforcement officials with directory information, as described herein, if TVCS maintains a directory information policy under FERPA that permits disclosure to local or other law enforcement officials, unless the parent has opted out of such a disclosure.

EMERGENCY RESPONSE

In the event that there is an emergency, parents should remember that schools are among some of the safest buildings in the community. Schools also have extensive Fire Life Safety Systems that include fire alarms that are designed to protect students and staff. In general, schools will respond to emergencies by moving students to the safest possible location. During fires or earthquakes, students will be moved out of the classrooms to a safe assembly area, usually the school field or play yard. During an emergency, parents who want to pick up their children may be asked to go to the entrance gate located on the school’s perimeter. This is the specific location that schools will use to release students. Please remember that students will only be released to a person whose name is listed on the student’s Emergency Card.

During a threat of violence, students will be sheltered in a locked classroom away from anything that can hurt them. During an emergency when the campus must be protected, parents will not be able to pick up their children until the school campus is declared to be safe by the Police or Sheriff’s Department. Parents need to understand that the students are being sheltered in a secure classroom for their safety and will be released only when it is safe to do so.

Emergency Preparedness

TVCS works diligently to make sure that students and staff are prepared for an emergency. It has a detailed Emergency Plan that provides guidance for the school staff in an emergency. Our school conducts emergency drills that meet or exceed the state mandated requirements and accommodate persons with disabilities.

Regular drills are a part of a school’s activities. Our school conducts the following types of drills:

- Fire Drill
- Earthquake or Emergency Drill
- Protected Campus or “Lockdown” Drill
- Duck, Cover and Hold Drill

Parents are asked to make sure that their students actively participate and take these drills seriously. These drills make the public schools the safest place for students during an emergency. In addition to conducting regular drills, each school stocks emergency supplies to sustain students and staff. These supplies include the following: water, food, first aid supplies, search and rescue supplies and sanitation items. These supplies are checked regularly by school staff and inspected by Office of Environmental Health and Safety inspectors.

WHAT PARENTS CAN DO TO BE BETTER PREPARED

Parents can be better prepared for an emergency by doing the following:

1. Visit TVCS to ask about procedures.
2. Make sure that your child’s Emergency Card is current and correct, as well as the designated adult who can receive your child in case you cannot be present.
3. Instruct your child to take all emergency drills seriously. Regularly review home and school emergency procedures with your child.
4. Prepare a Family Disaster Plan and review it regularly with everyone in your family.

5. Prepare a Disaster Supply Kit for your home, car(s) and work.
6. Eliminate the hazards from your home that could hurt you or your child in an emergency.
7. Contact the American Red Cross for disaster preparedness information. Visit the website: www.redcross.org
8. Get Community Emergency Response Training (CERT) from your local fire department.

WHAT PARENTS CAN DO DURING AN EMERGENCY

Parents need to be familiar with the school's emergency procedures. Knowing where to go to pick up your child will save time and reduce anxiety. Parents should remember that TVCS has emergency procedures in place to protect all students, and we will follow these procedures during an emergency. Parents should also remember that students look to them for guidance and support during an emergency; parents who are strong and calm can inspire students to do the same. This will go a long way to promote recovery and a return to normalcy. Parents who have questions about our school's emergency procedures are encouraged to contact the Executive Director or other site administrator.

Additional information regarding emergency procedures can be found in the School Safety Plan located on the TVCS website.

Medication Administration

California Education Code Section 49423 provides that any pupil who is required to take, during the regular school day, medication prescribed for him by an authorized health care provider may be assisted by the school nurse or other designated school personnel if the school receives:

1. A written statement from an authorized health care provider licensed by the State of California to prescribe medications detailing the method, amount, and time schedules by which such medication is to be taken; and
2. A written statement from the parent or guardian of the pupil indicating the desire that the school assist the pupil in the matters set forth in the health care provider's statement.

Students may not carry or use medication on campus without written consent. However, students may carry and self-administer certain medications (e.g., inhaled asthma medication or auto-injectable epinephrine medication) if the school receives the appropriate documentation.

This includes:

1. A written statement from the authorized health care provider detailing the name of medication, method, amount and time schedules by which the medication is to be taken and confirming that the pupil is able to self-administer the medication.
2. A written statement from the parent or guardian of the pupil consenting to the self administration, providing release for the school nurse or other health care personnel to consult with the health care provider of the pupil regarding any questions that may arise with regard to the medication, and releasing the school and school personnel from liability in the case of adverse reaction.

Authorization for Medication Form

If your child needs to take any medication at school, prescription and/or over-the-counter, please contact the school health office. Students will not be given medication at school unless an *Authorization for Medication* form is completed and signed by the child's physician and submitted to the school office. All medication (including otc) must be brought to school in the original packaging and must be signed in/out by both the health clerk and the parent. Students should never bring medication to school under any circumstance.

Supportive Devices

Students needing a cast, splint, walking boot, crutches, scooter or any other supportive devices will need a doctor authorization. Details to be included on the form should be the duration the device needs to be worn or used and any physical limitations. If an ace bandage is needed and applied by a parent, a note to the Health Office will suffice. These notices should be provided to the school health office on the first day in which the child will be attending school with one of these devices. Advanced notice is very helpful.

Certain Asthma Action Plans may be sufficient for students to carry and self-administer asthma medication at school. A pupil may be subject to disciplinary action if the medication is used in a manner other than as prescribed. The required forms are available from office personnel. School health personnel do not prescribe or give advice regarding medication.

Immunizations and Tuberculosis Clearance

New students will not be enrolled unless a written immunization record, provided by a health care-provider or the health department is presented at the time of enrollment and immunizations are up-to-date. Students who require additional vaccine doses at the time of enrollment or who lack a written record are no longer allowed a grace period. All students new to TVCS must show that they have received all currently required immunizations in order to be enrolled. However, in limited circumstances, some children who have not received one or more required immunizations (shots) may attend school while they catch up on these immunizations. If you have questions about such conditional admissions, please contact the school.

The immunization status of all students will be reviewed periodically. Those students who do not meet the State guidelines must be excluded from school until the requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of the health department. A doctor may exempt your child from some or all immunizations (for example, due to a medical condition).

All students will need proof of a Tdap shot for school.

All new students entering grades 6-8, who have never attended any school in California, must present documentation of the results of the Mantoux test done at some previous time. Students entering grades 6-8 from any other California school (public, private, or parochial) are exempt from the requirement.

Miscellaneous Health Information

- A student returning to school with sutures, casts, crutches, brace(s), or a wheelchair must have a health care provider's written permission to attend school and must comply with any safety procedures required by the school administration and health services personnel.
- A student returning to school following a serious or prolonged illness, injury, surgery, or other hospitalization (including psychiatric and drug or alcohol inpatient treatment), must have written permission by the health care provider to attend school, including any recommendations regarding physical activity.
- An excuse (less than 10 weeks) from a physical education class may be granted to a student who is unable to participate in regular or modified curriculum for a temporary period of time due to illness or injury. A parent's written request for an excuse will be accepted for up to 5 days; thereafter, a written request is needed from the student's health care provider.
- A current TVCS Emergency Information Card must be on file at the school so that parents can be notified promptly in case of accident or illness involving their child.
- School authorities may excuse any pupil in grades 7 and 8 from the school for the purpose of obtaining confidential medical services without the consent of the parent or guardian.
- TVCS is not required to provide protective materials. Students are also allowed to use sunscreen (over the counter) as an allowable sun protection measure for their outdoor activities while at school.

Communicable Disease Prevention

Communicable disease inspections may be conducted periodically. A student suspected of having a communicable disease will be excluded from school until guidelines for readmission are met. Guidelines for exclusion and readmission follow policies set forth by PTC, the state Department of Health and Department of Education. Guidance in addressing communicable diseases also comes from the Center for Disease Control and Prevention and national organizations. Temporary exclusion of a student from school generally occurs for communicable diseases, including, but not limited to, the following conditions: conjunctivitis ("pink eye"); skin infections (impetigo), strep throat, chickenpox, scabies, head lice, and pertussis ("whooping cough"). Exclusion may occur immediately or at the end of the school day, depending on the disease, its communicability and PTC, county and state policy. Readmission to school is based on condition and appropriate treatment.

An effort will be made to notify parents/guardians about school exposure to chickenpox, head lice, or other communicable diseases

that pose a risk to students. The parent/guardian of a student for whom chickenpox presents a particular hazard should contact the school nurse. Students at risk include those with conditions affecting the immune system and those receiving certain drugs for the treatment of cancers or organ transplants. Information on the treatment and prevention of head lice is available from the school nurse or school health personnel.

Non-Discrimination Statement:

TVCS is committed to providing a working and learning environment that is free from unlawful discrimination and harassment.

The School prohibits discrimination and harassment based on an individual's actual or perceived age, ancestry, color, disability (mental or physical), ethnic group identification, gender (including gender identity), marital status, national origin, race, religion (including religious accommodation), sex (actual or perceived, including pregnancy, childbirth, or related medical condition), sexual orientation, on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state, local law, ordinance, or regulation. Harassment based on any of the above-protected categories are a form of unlawful discrimination and will not be tolerated by the School.

Harassment is intimidation or abusive behavior toward a student or employee that creates a hostile environment and can result in disciplinary action against the offending student or employee. Harassing conduct may take many forms, including verbal remarks and name-calling, graphic and written statements, or conduct that is physically threatening or humiliating.

This nondiscrimination policy covers admission or access to, or treatment or employment in, all School programs and activities, including vocational education. The lack of English language skills will not be a barrier to admission to or participation in School programs or activities.

Additional information prohibiting other forms of unlawful discrimination or harassment, inappropriate behavior, and/or hate crimes may be found in other School policies that are available in the office. It is the intent of the school that all such policies are reviewed periodically to provide the highest level of protection from unlawful discrimination in the provision of educational services and opportunities.

The School prohibits retaliation against anyone who files a complaint or who participates in a complaint investigation.

Complaints

TVCS has a complaint policy and dispute resolution procedures and process for all manner of disputes. Please visit the website or ask an Administrator for the appropriate Form, Policy and/or Procedure that address your specific issue. TVCS maintains the following forms:

Policies/Procedures/Forms:

1. Complaint Policy and Dispute Resolution Procedure – all General, non-discrimination, non fee related complaints
2. Uniform Complaint Policies/Procedures/Form – complaints of discrimination or violations of state or federal law and regulations.
3. AB 1575 – Complaints regarding Pupil Fees
4. Title IX Complaint Policy/Form – complaints of discrimination or harassment based on sexual orientation or gender.
5. Workplace Violence Reporting Forms

For problems or complaints regarding staff, campus or operations, please call Executive Director/Principal, Dr. Charity Plaxton-Hennings. If you have a problem or complaint with your student's teacher, please call to set an appointment and discuss the situation with the teacher first. If the complaint is not resolved, please contact Mrs. Jill Warner, Vice Principal or Mark Poncy Dean of Students by email or by phoning the school office. If there is still no satisfactory resolution to your problem, you may bring the situation to Dr. Plaxton-Hennings.

PARENT PARTICIPATION

The collaboration of teachers, parents and students in an educational setting is shown to have many benefits to all parties involved, such as higher academic achievement and higher quality programs. Parent participation is an integral part of the education of our students. Parents are welcomed and encouraged to attend Back-to-School nights, Tea with the “ED”, drive on field trips, participate in classroom activities and special events and a variety of other volunteer opportunities that help provide a thriving educational, safe, and enjoyable environment for our students.

Visitors and Volunteers – Sign In

State law requires all visitors/volunteers to sign in at the office. TVCS requires all visitors/volunteers to enter campus through the front office. During school hours only, students and staff may enter through the gates. Each visitor/volunteer must scan their Driver’s License to obtain a badge. The volunteer/visitor badge must be prominently displayed at all times while on campus. The badge must be returned to the school office when visitors/volunteers sign out to leave. All visitors must have a clearly defined purpose and destination while on campus during school hours.

Loitering is not permitted. Visitors or Volunteers such as student teachers fulfilling educational requirements, prospective families, guest speakers or any other individual not designated by TVCS as parent/guardian or family members previously authorized by TVCS must be accompanied by a school staff member while on campus.

Parents/guardians are encouraged to volunteer in classrooms. From time to time TVCS invites parents/guardians to attend classroom activities and events. Notices and invitations will be provided prior to any such event or activity.

Parents working at the school must comply with certain requirements such as completing forms, acquiring evidence of TB Assessment clearance and passing a Megan’s Law check before they volunteer on campus or with students. If TB clearance is not obtained a TB skin test would be required from a medical doctor’s office.

Only TVCS staff, students, approved visitors and volunteers, members of the Board of Directors and legal counsel may be on campus at any time. Siblings of enrolled students may be permitted on campus for special events and activities, community service projects that receive TVCS administration or Board of Director prior approval and emergency situations at the discretion of the Executive Director/Principal.

Volunteer Application and Screening Process

Parents/Guardians are encouraged to volunteer in classrooms. In order to participate as a volunteer, individuals must complete an application and screening process. Requisite forms are available on the website and in the Administration Office. Requirements include:

- FBI/DOJ Live Scan fingerprint and background check;
- TB risk assessment clearance or TB skin test;
- Raptor screening;
- Participation in Volunteer Induction Meeting;
- Completion of all Volunteer Participation forms;
- Execution of Code of Conduct and Confidentiality Agreement; and
- Adherence to Dress Code

Individuals excluded from Volunteering:

- Persons required to register as a sex offender;
- Persons convicted of serious or violent crime;
- Persons convicted of any discretionary non-violent felony or crime deemed as such by the Executive Director/Principal in their sole discretion.
- Parents/legal guardians whose volunteer privileges have been suspended or revoked by the TVCS Administration.

FUNDRAISING

As a charter school, which receives less state and federal dollars than traditional public schools, TVCS relies on fundraising to support our unique educational offerings such as field trips, activities, assemblies, and purchase needed curriculum and technology. Fundraising provides opportunities for numerous special events and activities, many of which are unique to TVCS. Family participation in fundraising efforts is encouraged and appreciated.

All fundraising activities must receive prior approval from the fundraising committee. All requests to collect money from TVCS families, or on behalf of TVCS, must be in writing and must receive prior approval by the Executive Director. No monies can be collected or reimbursements given on behalf of TVCS without prior approval. All requests for reimbursement must have original receipts attached.

STUDENT DISCIPLINE

TVCS is dedicated to building and maintaining a positive school climate. TVCS encourages positive student behavior, teacher skills and school culture. TVCS educators are continually trained and supported in their efforts to build relationships, manage behaviors and teach social skills. TVCS staff members are trained to recognize that children are learning and growing socially. Staff members will provide proactive teaching, corrective teaching and utilize de-escalation techniques and alternatives to suspension/expulsion whenever appropriate.

TVCS general School Rules:

- Be Safe
- Be Respectful
- Be Responsible

**Failure to adhere to any requirement stated in this Handbook may result in the loss of privilege to participate in field trips or other school events.

All student discipline issues must be referred to and handled by TVCS supervising staff.

Search and Seizure

Temecula Valley Charter School (TVCS) recognizes and has determined that the occurrence of incidents which may include the possession of firearms, weapons, alcohol, controlled substances, or other items of contraband prohibited by law, or TVCS rules and regulations, jeopardizes the health, safety and welfare of students and TVCS employees. Incidents which jeopardize the health, safety and welfare of students and TVCS employees may necessitate the search of students and their property, student use areas, student lockers and/or student automobiles and may necessitate the seizure of any illegal, unauthorized or contraband materials in the search.

The California Constitution requires that all students and staff of public schools have the inalienable right to attend campuses which are safe, secure, and peaceful. As such, TVCS adopts this policy outlining the search of students and their property, student use areas, student cubbies and/or automobiles on campus and the seizure of illegal, unauthorized or contraband materials in the search.

For purposes of this policy a Search Team Member includes the following positions: Executive Director/Principal, Assistant Principal, Admin Designee and/or Campus Security Lead

Student Searches

A student's person (e.g. jacket, pockets, hems, cuffs, socks, etc) and/or personal effects (e.g. backpack, purse, fanny pack, etc.) may be

searched if a school official has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or TVCS rules and regulations, including, but not limited to, possession of illegal, unauthorized or contraband materials. Illegal, unauthorized or contraband materials include those materials which are dangerous to the health or safety of students or school personnel, are disruptive or potentially disruptive, or which have been cited as unauthorized in school rules or regulations. These materials include, but are not limited to weapons, drugs and/or drug paraphernalia.

A search shall be conducted by a designated and authorized Search Team Member as determined by the Executive Director or his/her designee. Said search shall occur only when the reporting school official has stated articulable facts which support the school official's reasonable suspicion that a search is justified.

Articulable facts are such which would lead a person to have reasonable grounds to believe that a student had violated a school rule or the law. The facts should also indicate that a school rule or law was broken. In no case shall a search be conducted if predicated on mere curiosity, rumor or hunch. Safeguards within this policy will be implemented in order to assure an individual's reasonable expectation of privacy is not subject to the discretion of the official in the field.

Any search of a student and/or their personal effects shall be conducted by a Search Team Member of the same gender as the student or the same gender by which the student identifies when possible, and in the presence of another adult witness. The extent or scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the pupil and the nature of the infraction. For example, if a school official has reasonable suspicion to believe that a student has on his or her person an item imminently dangerous to the student or others, a more intrusive search of the student's person may be conducted. In no case shall a strip search be conducted by school officials. These types of searches are prohibited by law and require a student to remove or arrange some or all of their clothing, and undergo the inspection of parts of the student's body.

A search of a group of students where no particular student within the group is suspected may be conducted only if there is reasonable suspicion of conduct imminently dangerous to students, others or school property.

Student Use Areas

Student use areas, including, but not limited to, instructional and recreational space, are school property and remain at all times under the control of TVCS. However, students shall assume full responsibility for the security and the condition of these areas.

Periodic general inspections of instructional space and other areas of the school may be conducted by school officials as designated by the Principal for any reason at any time without notice.

Any public school ground utilized by any person contained therein or any other area that may be set aside for the personal use by any person remains under the exclusive control of TVCS. As such, vehicles may not be used to store illegal, unauthorized, or contraband materials.

The acceptance and use of the parking facilities for privately owned vehicles on the school campus by any person shall constitute consent by the person to the search of such vehicles by authorized school personnel and/or law enforcement.

TVCS retains the authority to patrol and inspect parking lots at any time. These inspections shall not be arbitrary, capricious, or discriminatory. Either all vehicles must be inspected or the vehicles to be inspected must be randomly selected.

Seizure of Illegal, Unauthorized, or Contraband Materials

If a lawfully conducted search yields illegal, unauthorized, or contraband materials, such materials shall be turned over to the proper legal authorities for ultimate disposition.

Suspension/Expulsion Policy

This Pupil Suspension and Expulsion Policy has been established to promote learning and protect the safety and well-being of all students at the Charter School. When a student commits one of the enumerated offenses described herein, it may be

necessary to suspend or expel a student from regular classroom instruction.

The Charter School will follow all applicable federal and state laws including but not limited to the California Education Code, when imposing any form of discipline on a student identified as an individual with disabilities or for whom the Charter School has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

Grounds for Suspension and Expulsion of Students

A student may be suspended or expelled for prohibited misconduct if the act is:

- A. related to school activity;
- B. related to school attendance occurring at the Charter School or any other school; or
- C. related to attendance at a Charter School sponsored event. A student may be suspended or expelled for acts that are enumerated below and occur at any time including but not limited to the following:
 - 1) while on school grounds;
 - 2) while going to or coming from school;
 - 3) during the lunch period, whether on or off the school campus;
 - 4) during, going to, or coming from a school-sponsored activity.

A. Enumerated Offenses

1. Discretionary Suspension and Recommendation for Expulsion Offenses

Students may be suspended from school or recommended for expulsion for any of the following acts when it is determined the pupil:

- a) Either:
 - 1) Caused, attempted to cause, or threatened to cause physical injury to another person.
 - 2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object.
- c) Caused or attempted to cause damage to school property or private property.
- d) Stole or attempted to steal school property or private property.
- e) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, the pupil is not prohibited from the use or possession by that pupil of his or her own prescription products.
- f) Committed an obscene act or engaged in habitual profanity or vulgarity.
- g) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- h) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties, except that a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel, nor shall these act constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
- i) Knowingly received stolen school property or private property.
- j) Possessed an imitation firearm. "Imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- k) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- l) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- m) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of

initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school sanctioned events.

- n) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
 - i) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
 - (1) Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student’s or those students’ person or property.
 - (2) Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
 - (3) Causing a reasonable student to experience substantial interference with his or her academic performance.
 - (4) Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
 - ii) “Electronic Act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - (1) A message, text, sound, video, or image.
 - (2) A post on a social network Internet Web site including, but not limited to:
 - (a) Posting to or creating a burn page. A “burn page” means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
 - (b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - iii) An act of cyber sexual bullying.
 - (1) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi- nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
 - (2) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
 - iv) Notwithstanding the above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
 - v) “Reasonable pupil” for purposes of this subsection means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a

person of his or her age with his or her exceptional needs.

- o) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- p) In addition to the reasons specified above, a pupil may be suspended from school or recommended for expulsion from school if the Executive Director/Principal or Designee determines that the pupil has committed sexual harassment as defined in Ed. Code section 212.5. The conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This enumerated offense shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.
- q) In addition to the reasons set forth above, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion from school if the Executive Director/Principal or Designee determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Education Code section 233.
- r) In addition to the grounds specified above, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion from school if the Executive Director/Principal or Designee determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.
- s) In addition to the grounds specified above, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.
 - 1) "Terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.
- t) "School property" includes, but is not limited to, electronic files and databases.
- u) For a pupil subject to discipline, the Executive Director/Principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior.

2. Shall Recommend for Expulsion Offenses

The Executive Director/Principal or designee shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the Executive Director/Principal or designee determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

- 1) Causing serious physical injury to another person, except in self-defense.
- 2) Possession of any knife or other dangerous object of no reasonable use to the pupil.
- 3) Unlawful possession of any controlled substance listed in Health and Safety Code section 11053 et seq. (except one ounce of marijuana or over the counter medications or medication prescribed to student).
- 4) Robbery or extortion.
- 5) Assault or battery (as defined in Penal Code section 240 and 242) upon any school employee.

3. Immediate Suspension and Mandatory Recommendation for Expulsion Offenses
 - 1) Possessing, selling, or furnishing a firearm, as defined below. E.C. 48915(c)(1)
 - 2) Brandishing a knife¹ at another person. E.C. 48915(c)(2)
 - 3) Unlawfully selling a controlled substance listed in Health and Safety Code section 11053 et seq. E.C. 48915(c)(3)
 - 4) Committing or attempting to commit a sexual assault or committing a sexual battery, as defined in the enumerated offenses above. E.C. 48915(c)(4)
 - 5) Possession of an explosive². E.C. 48915(c)(5)

B. Alternatives to Suspension or Expulsion

Suspension shall be imposed only when other means of correction fail to bring about proper conduct. The Charter School may document the other means of correction used and place that documentation in the pupil's record.

However, a pupil, including an individual with exceptional needs, as defined in Ed. Code section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, upon a first offense if the principal or principal's designee determines that the pupil's presence causes a danger to persons or that the pupil committed any of the following acts:

- 1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- 2) Willfully used force or violence upon the person of another, except in self-defense.
- 3) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- 4) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- 5) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- 6) Committed or attempted to commit robbery or extortion.

Other means of correction include, but are not limited to, the following:

- 1) A conference between school personnel, the pupil's parent or guardian, and the pupil.
- 2) Referrals to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management and counseling.
- 3) Study teams, guidance teams, resource panel teams, or other intervention-related teams that assess the behavior, and develop and implement individualized plans to address the behavior in partnership with the pupil and his or her parents.
- 4) Referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program, or a plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a)).
- 5) Enrollment in a program for teaching prosocial behavior or anger management.
- 6) Participation in a restorative justice program.

¹ "Knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 1/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

² The term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.

A positive behavior support approach with tiered interventions that occur during the school day on campus.

- 7) After-school programs that address specific behavioral issues or expose pupils to positive activities and behaviors,

including, but not limited to, those operated in collaboration with local parent and community groups.

- 8) Performing community service on school grounds or, with written permission of the parent or guardian of the pupil, off school grounds, during the pupil's nonschool hours. "Community service" may include, but is not limited to, work performed in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs. Community service may not be assigned if a pupil has been suspended, pending expulsion, for any of the acts enumerated in the "Shall Recommend for Expulsion Offenses" or the "Immediate Suspension and Mandatory Recommendation for Expulsion Offenses." However, if the recommended expulsion is not implemented or is, itself, suspended by stipulation or other administrative action then community service may be assigned.
- 9) Performing community service on school grounds or, with written permission of the parent or guardian of the pupil, off school grounds, during the pupil's nonschool hours. "Community service" may include, but is not limited to, work performed in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs. Community service may not be assigned if a pupil has been suspended, pending expulsion, for any of the acts enumerated in the "Shall Recommend for Expulsion Offenses" or the "Immediate Suspension and Mandatory Recommendation for Expulsion Offenses." However, if the recommended expulsion is not implemented or is, itself, suspended by stipulation or other administrative action then community service may be assigned.

C. In-Class Suspensions

A pupil suspended from a school for any of the reasons enumerated in the "Discretionary Suspension and Recommendation for Expulsion Offenses" may be assigned, by the Executive Director/principal or designee, to a supervised suspension classroom for the entire period of suspension if the pupil poses no imminent danger or threat to the campus, pupils, or staff, or if an action to expel the pupil has not been initiated.

Pupils assigned to a supervised suspension classroom shall be separated from other pupils at the school site for the period of suspension in a separate classroom, building, or site for pupils under suspension.

The Charter School may continue to claim apportionments for each pupil assigned to and attending a supervised suspension classroom provided as follows:

- (1) The supervised suspension classroom is staffed as otherwise provided by law.
- (2) Each pupil has access to appropriate counseling services.
- (3) The supervised suspension classroom promotes completion of schoolwork and tests missed by the pupil during the suspension.
- (4) Each pupil is responsible for contacting his or her teacher or teachers to receive assignments to be completed while the pupil is assigned to the supervised suspension classroom. The teacher shall provide all assignments and tests that the pupil will miss while suspended. If no classroom work is assigned, the person supervising the suspension classroom shall assign schoolwork.

D. Alternative Education

Pupils who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within the County for their school district of residence. The school shall work cooperatively with parents/guardians as requested by parents/guardians or by the school district of residence to assist with locating alternative placements during expulsion.

E. Rehabilitation Plans

Students who are expelled from the Charter School shall be given a rehabilitation plan upon expulsion as developed by the administrative panel at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the pupil may reapply to the Charter School for readmission.

F. Readmission

The decision to readmit a pupil or to admit a previously expelled pupil from another school district or charter school shall be in the sole discretion of the Charter School Board following a meeting with the CEO or designee and the pupil and guardian or representative to determine whether the pupil has successfully completed the rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The CEO or designee shall make a recommendation to the Charter School Board following the meeting regarding his or her determination. The pupil's readmission is also contingent upon the Charter School enrollment capacity at the time the student seeks readmission.

G. Probation

The administrative panel, upon voting to expel a pupil, may suspend the enforcement of the expulsion order for a period of not more than one calendar year and may, as a condition of the suspension of enforcement, assign the pupil to a school, class, or program that is deemed appropriate for the rehabilitation of the pupil. The rehabilitation program to which the pupil is assigned may provide for the involvement of the pupil's parent or guardian in his or her child's education in ways that are specified in the rehabilitation program. A parent or guardian's refusal to participate in the rehabilitation program shall not be considered in the administrative panel's determination as to whether the pupil has satisfactorily completed the rehabilitation program.

The administrative panel shall apply the criteria for suspending the enforcement of the expulsion order equally to all pupils, including individuals with exceptional needs as defined in Cal. Ed. Code section 56026.

During the period of the suspension of the expulsion order, the pupil is deemed to be on probationary status.

The administrative panel may revoke the suspension of an expulsion order if the pupil commits any of the acts enumerated in Ed. Code section 48900 or violates any of the school's rules and regulations governing pupil conduct. When the administrative panel revokes the suspension of an expulsion order, a pupil may be expelled under the terms of the original expulsion order. Upon satisfactory completion of the rehabilitation assignment of a pupil, the administrative panel shall reinstate the pupil in the school and may also order the expungement of any or all records of the expulsion proceedings.

A decision of the administrative panel to suspend an expulsion order does not affect the time period and requirements for the filing of an appeal of the expulsion order with the Governing Board of the Charter School.

H. Expulsion Appeals

If a pupil is expelled, the pupil or the pupil's parent or guardian may, within 30 days following the decision of the administrative panel to expel, file an appeal to the Governing Board of the Charter School, which shall hold a hearing thereon and render its decision.

COMPLAINT POLICIES

TVCS has a complaint policy and dispute resolution procedures and process for all manner of disputes. Please visit the website or ask an Administrator for the appropriate Form, Policy and/or Procedure that addresses your specific issue. Policies/Procedures/Forms:

- 1.) Complaint Policy and Dispute Resolution Procedure – all General, non-discrimination or fee related complaints.
- 2.) Uniform Complaint Policies/Procedures/Form – complaints of discrimination or violations of state or federal law and regulations.
- 3.) AB 1575 – Complaints regarding Pupil Fees
- 4.) Title IX Complaint Policy/Form – complaints of discrimination or harassment based on sexual orientation or gender.

CODE OF CONDUCT

Any parent/guardian interested in participating in any TVCS activity, including but not limited to volunteering, field trips, special events, and athletics, or to be on campus for any reason must have a Code of Conduct and a Parent/Guardian Acknowledgement and Agreement form signed electronically and on file at the school prior to doing so.

As a parent/guardian of a student at TVCS I agree to:

- Not loiter while on campus, including the parking lot and loop. Schools are a place of work and learning.
- Not loiter in the TVCS Administrative Offices, including but not limited to the ED/Principal office and TVCS reception area. The Administration Offices, including the reception area, are reserved for those conducting official business. Those creating disruption or distraction of official day to day TVCS business will be asked to leave.
- Parents will make every attempt to schedule an appointment with Administration for any and all questions. Concerns should first be addressed to the Dean of Students or Vice Principal. If the issue is unable to be resolved, it will be referred to the Executive Director.
- Make sure my child/children attend(s) regularly, arrive(s) on time and remain(s) in school until dismissal.
- While on TVCS campus, maintain direct supervision of my non-enrolled TVCS child(ren) or any non-enrolled child(ren) under my care and control for events where their presence is permissible. At no time will I leave my non-enrolled child(ren) or any non-enrolled child(ren) under my care and control at TVCS. Non-enrolled children cannot attend on-campus events designed for enrolled students (eg. APEX, Field Day).
- Maintain positive and productive communication with school staff and be supportive of all efforts to maintain an outstanding educational program.
- Maintain a constructive attitude and refrain from making negative comments about TVCS, personnel, students or other parents/guardians/visitors/relatives.
- Read, sign, and return all papers when requested.
- Provide accurate, up-to-date telephone numbers, addresses and emergency information to the TVCS office.
- Drop off and pick up my child/children in the assigned area, following designated parking and safety procedures.
- Drop off and pick up at appropriate times and not leave my child unsupervised before or after school.
- Follow the school rules and dress code, for both my child/children and myself.
- Agree to not post, transmit, publish, or display harmful or inappropriate internet content that is threatening, obscene, disruptive or sexually explicit or that could be construed as any form of harassment.
- Prominently display above the waist at all times while on campus, your visitor/volunteer identification badge.
- Use only adult bathroom facilities.
- Never be alone with individual students without authorization of teachers and/or school authorities.
- Maintain discretion and not disclose confidential parent, student or staff information outside of school or any concerns that I may have with teachers and school administrators/staff outside of school, on social media or with third persons.
- Not operate my cell phone within the confines of the classroom or any other educational setting or lunch area while acting in the capacity of a volunteer or while supervising children engaged in a school sponsored activity or event.
- Provide my full attention if/when I agree to volunteer.
- Only to do what is in the best personal and educational interest of every child with whom I come into contact.

By placing my name below, I agree I have read, understand and will abide by the Code of Conduct outlined in this Parent/Student Handbook. Further, by placing my name below I also am declaring that I am not required pursuant to Penal Code 290.95 to disclose to school officials that I am a registered sex offender.

TVCS reserves the right to make necessary board approved changes to this handbook during the school year. Should changes be made to the current handbook, parents and staff will be notified by a school wide email.

PARENT/GUARDIAN ACKNOWLEDGMENT AND AGREEMENT

This is to acknowledge that my student and I have received a copy of the Temecula Valley Charter School Parent/Student Handbook and we understand that it sets forth the terms and conditions of student enrollment at TVCS, as well as the duties, responsibilities, and obligations of TVCS parents and students.

I understand and agree that it is our responsibility to read the Parent/Student Handbook in its entirety and to abide by the rules, policies, and standards set forth within, including the dress code and the code of conduct.

I further understand that the Parent/Student Handbook may be changed during the school year as necessary and that when we are notified of any changes, it is our responsibility to follow the revised policies.

I understand that volunteering is a privilege and that this privilege may be revoked.

Parent/Guardian Name Printed

Parent/Guardian Signature

Parent/Guardian Name Printed

Parent/Guardian Signature

Parent/Guardian Email Address

Date