



*Courage to Succeed!*

# 2019-2020

## Parent / Student Handbook

**Temecula Valley Charter School**

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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. 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](http://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 our authorization through June 30, 2023. We enjoy the distinction of being one of the oldest active charter schools in Riverside County. For over 20 years, we have served students in the area while holding to a vision and mission of delivering a high quality educational experience in a child-centered developmental environment, with an emphasis on parental participation. TVCS serves grades TK-8, focusing on parental involvement, small class size, foreign language instruction, and a hands-on learning curriculum.

### **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 academically, emotionally, socially, and artistically in order to promote personal excellence.

Partnership for Family Involvement in Education (PFIE) best describes the role and impact of parental involvement:

"It has become increasingly evident that parental involvement in education contributes to students' achievement in school. When families are involved in children's learning, at school and at home, everyone benefits – schools work better, families become closer, and students improve academically. For these reasons, families and schools across America are partnering up to take mutual responsibility for children's learning."

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, Physical Education, Computer Technology, and participate in hands-on experiments in the Science Lab on a regular basis. Middle school students have the opportunity to participate in World Languages and Leadership.

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**

Executive Director/Principal      Lois Hastings  
[lhastings@tvcscougars.com](mailto:lhastings@tvcscougars.com)

Dean of Students                      Allen Neuenschwander  
[aneuenschwander@tvcscougars.com](mailto:aneuenschwander@tvcscougars.com)

## EDUCATIONAL VALUES

### Developmental Education

Through the developmental approach at TVCS, students are educated in a child 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.

### 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 Standards<sup>1</sup>. 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, hands-on activities, learning centers, one-on-one instruction, and multi-age activities.

### Instruction in a Second Language

Grades 6-8 are provided the opportunity for instruction in thirty-two (32) world languages.

### 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.

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

In the event that, after applying the foregoing admission priorities, there are more applicants than space available, a public random lottery will take place in the spring within the priority category that has exceeded the spaces available.

### 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 Spring break. 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 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. 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.

Truancies are not acceptable at TVCS. 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:

6<sup>th</sup> through 8<sup>th</sup> grade 8:00 a.m.

TK through 5<sup>th</sup> 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.

After three (3) or more total days of *unexcused* absences, three (3) or more tardies (+30- minute period) or 5 or more tardies (not being seated when class begins up to 30 minutes), within a 2-week period, without a valid excuse on three occasions, or any combination thereof within a school year, will result in the school mailing the parent the 1st Truancy Letter asking for the parent's help with their student's attendance and warning of consequences for further truancy.

After five (5) total days of *unexcused* absences and/or tardy, or any combination thereof within a school year, the school will mail the 2nd Truancy Letter and invite the family to a meeting with the Executive Director/Principal or Designee. The intent is to create and implement a written plan for improving attendance.

After any *unexcused* absence and/or tardy, following a written plan for improvement OR 2<sup>nd</sup> letter notice if parent/guardian refuses to schedule a meeting to discuss a written plan for improving attendance, further disciplinary action may be taken.

After fifteen (15) or more days of *unexcused* absences and/or tardies may be referred to the District Attorney. Students who miss 5% 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 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. The school will call to verify and code any absences not reported by you. Any 6<sup>th</sup> through 8<sup>th</sup> grade student who arrives after 8:00 a.m. and any TK through 5<sup>th</sup> 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 suspension and/or expulsion of student.

## Attendance/Extra-curricular Activities

In order to participate in athletics and/or extra-curricular activities, students must demonstrate regular daily attendance. 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.

### Daily Bell Schedule

Gates Open: 7:45 a.m.

Middle School: **7:55 a.m. Warning Bell**

Middle School Tardy Bell: 8:00 a.m.

TK-5: **8:07 Warning Bell**

Elementary School Tardy Bell: 8: 15 a.m.

TK-5: 8:15 a.m. - 2:50 p.m.

Recess: TK-3: 9:45-10:00 / 4-5: 10:00 – 10:15 / Middle School: 10:20 –10:30

Lunch: TK-1 11:35 – 12:15 / 2-3<sup>rd</sup> 11:45-12:25 / 4-5<sup>th</sup>11:55-12:35 / Middle School: 12:20 – 1:00 Early

Release Wednesdays: Students are dismissed at 1:45 p.m. every Wednesday.

Minimum Days: Students TK-8 are dismissed at 11:45 p.m. (These *Minimum Days* are noted on the school calendar.)

Morning playground supervision begins at 7:45 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 1:45

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.

### 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. Students are required to adhere to all terms of the Independent Study Contract. Student 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.

### 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 is discouraged.

## **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. A doctor's note is required if your child misses 3 or more consecutive school days. 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 supports (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.

### 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 and soccer. Sports are an optional activity. Parents are invited and encouraged to volunteer to help as coaches or assistants. Periodic grade checks determine student eligibility to participate. 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.**

### Playground

Non-enrolled siblings are not permitted to play on the playground or the playground equipment at any time. 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.

### 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.

### Technology/Electronics Usage

Students must leave cellular and electronic devices, including wearable electronic devices, in their backpacks or in an area of their classroom designated by their teacher. 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.)

### Lunch and Recess 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 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.

## 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, fields 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.

Violation of any of the following will result in prohibition from participation in field trips.

Any and all parents/guardians participating in field trips **MUST**:

- be fingerprinted for a criminal background/records clearance through **both** the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) and (2) provide the completed documentation / results from both DOJ and FBI background checks to the Administration no less than 1 month prior to any field trip and within the requisite prepayment deadline for those field trips requiring prepayment. "Participation" includes as either a driver or chaperone. TVCS is not responsible for, nor has control over, the fingerprint results.

Parents also understand and agree to the following:

- The number of participants 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 and RDC.
- Parents not receiving prior approval **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 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 cancelled 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 will result in the loss of privilege to participate in field trips.

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.**

- Shorts or skirts must cover to the mid-thigh (halfway between the top of the knee and the top of the leg).
- Straps must be at least 2" wide; no backless or off the shoulder clothing.
- Students' clothing must cover their undergarments and undergarment straps.
- Shirts must not have openings that show sides, midriff, bare backs or excessive skin.
- All shirts must cover the top of the pant, skirt, or short, with midriff covered at all times.
- 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.
- Closed-toe shoes must be worn for physical education (P.E.), unless a student has a specific medical condition that prevents their use. Tennis or other athletic shoes are preferred.
- 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.

## Parents

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 and staff, 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.

## 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 General Meetings, 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.

### Mandatory Orientation

Two mandatory parent meetings will be provided in August. One parent/legal guardian from each family must attend a meeting. All parents/legal guardians wishing to volunteer at TVCS must attend one of the meetings. These meetings are an essential component to your child's success at TVCS. Orientation Meetings are for adult attendance only. Please make off-site childcare arrangements prior to attending. TVCS **will not** provide any child care or supervision for any children during General Meetings. TVCS is indemnified from any and all liability for any and all actions or inactions taken by any unsupervised child(ren.)

### General Meeting

The general meeting will be held 2-4 times per year in the TVCS multi-purpose room. The meeting dates and times will be posted on the TVCS website and in the office. The purpose of the General Meeting is to foster communication. Board of Directors, parent representatives and members of the school administration often attend the General Meeting to answer questions and update parents on important issues. Occasionally, guest speakers are invited to present. Important school information is shared during the General Meetings. Parents are strongly encouraged to attend General Meetings. **GENERAL MEETINGS ARE FOR ADULT ATTENDANCE ONLY-please make off-site childcare arrangements prior to attending.** TVCS **will not** provide any child care or supervision for any children during General Meetings. TVCS is indemnified from any and all liability for any and all actions or inactions taken by any unsupervised child(ren.)

### 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. Notice 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 or RDC in their sole discretion.
- Parents/legal guardians whose volunteer privileges have been suspended or revoked by the TVCS Administration.

#### Fundraising

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

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

### **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.

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 knife<sup>1</sup> 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 explosive<sup>2</sup>. 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.

<sup>1</sup>“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 31/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

<sup>2</sup>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) 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.

At the time a pupil is assigned to a supervised suspension classroom, a school employee shall notify, in person or a pupil is assigned to a supervised suspension classroom for longer than one class period, a school employee shall notify, in writing, the pupil's parent or guardian.

#### **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 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.
- 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.
- 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.

\_\_\_\_\_  
Parent/Legal Guardian Name Printed      Date

\_\_\_\_\_  
Parent/Legal Guardian Signature

## **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