



Temecula Student Center K-12 Student & Parent Handbook

2019-2020

WELCOME FROM THE PRINCIPAL

Welcome to our 2019-2020 school year at Temecula Student Center!

This handbook will provide you with an excellent resource for school policies and procedures that we follow on a daily basis. Our goal is to ensure that all students are safe and benefit from an optimal environment for learning. As you read through the pages, please let us know if you have questions or concerns.

Volunteers are truly at the foundation of our school and its success. We encourage you to become a part of your child's education by volunteering at our school. We have a volunteer policy and look forward to you becoming a part of our TSC Family!

At TSC, we strive to ensure every student's success through personalized learning and mastery-based grading and instruction. We value our partnership with our parents, teachers, staff, and students. We thank you in advance for being an essential part to this team in preparing our children to reach their goals.

Sincerely,

Ben Taylor, Ed.D.
Principal, Temecula Student Center
Springs Charter School

FORWARD

To Students:

This handbook has been prepared by the administration of the Temecula Student Center of Springs Charter Schools. It is for your guidance in understanding some basic policies around which your school functions. If parents or students have questions, please feel free to contact Ben Taylor, K-12 principal, as well as Kim Ballantyne, K-12 assistant principal. Please read carefully and help our school be its best by following our school policies and procedures.

To Parents:

The home is the greatest influence on a child during the formative years; from these influences, the child develops his/her first habits and obtains most of their attributes and ideals. The influence of a good home environment cannot be duplicated within the classroom; therefore, it is imperative that the home and school work together as a cohesive team for the maximum development of your child. Please make every effort to encourage your student to attend school not only regularly, but punctually. Inadequate academic progress is often attributed to irregular attendance, while tardiness tends to develop the wrong habits and attitudes toward life and responsibilities. The purpose of this handbook is to supply

you and your child with information about Springs Charter Schools and the Temecula Student Center. Frequent references to this handbook will acquaint you with the functions of our school. Please feel free to communicate with the teachers and administration when you deem necessary. We are here for you. The cooperation of the school patrons, based on the knowledge of the functions of the school, will result in a more efficient and successful school year.

SPRINGS CHARTER SCHOOLS' MISSION & VALUES

Our mission is to empower students by fostering their innate curiosity, engaging their parents, and promoting optimum learning by collaboratively developing a personalized learning program for each student. Springs Charter Schools was created and is operated by parents. We understand that every child is on a personalized educational journey. Our talented teachers work hard to incorporate a rich diversity of skills development, curriculum, and extracurricular activity into each day. And our staff works hard to direct our school's resources where our students need them most.

We value

- Parent choice and involvement
- Using the community as the classroom
- Fostering a child's innate creativity
- Collaborating to achieve goals
- Building relationships
- Personalizing learning

As a charter school, we are part of the solution to a better education system. We are dedicated to ensuring that we leave no student behind!

Temecula Student Center
 Bell Schedule 2019-2020
 43040 Margarita Road, Temecula, CA 92592
 (951) 225-7400



Da Vinci Academy - Elementary School (K-5th)				
Grade Level	MONDAY, TUESDAY, THURSDAY, FRIDAY Kindergarten 9:00-2:45 1st-5th 9:00-3:00			WEDNESDAY Kindergarten 9:00-12:30 1st-5th 9:00-12:45
	Lunch	Break #1	Break #2	Break
Kindergarten	10:40-11:10	10:25-10:40 (A)	12:55-1:10 (A)	10:20-10:40 (A)
1st	10:40-11:10	11:10-11:25 (A)	1:15-1:30 (A)	10:45-11:05 (A)
2nd	11:00-11:30	10:45-11:00 (A)	1:35-1:50 (A)	11:10-11:30 (A)
3rd	11:15-11:45	11:45-12:00 (A)	1:55-2:10 (A)	10:20-10:40 (B)
4th	11:20-11:50	11:05-11:20 (B)	1:25-1:40 (B)	10:45-11:05 (B)
5th	12:25-12:55	12:10-12:25 (B)	2:00-2:15 (B)	11:10-11:30 (B)

(A) = Playground A | (B) = Playground B

Da Vinci Academy - Middle School (6th-8th)							
6th Grade				7th and 8th Grades			
M, T, TH, F	Wednesday (Electives)	M, T, TH, F	Wednesday (Electives)	M, T, TH, F	Wednesday (Electives)	M, T, TH, F	Wednesday (Electives)
Block 1	9:00-10:45	Block 1	9:00-10:08	Block 1	9:00-10:25	Block 1	9:00-10:08
Break	10:45-11:00	Block 2	10:08-11:16	Block 2	10:25-11:50	Block 2	10:08-11:16
Block 2	11:00-12:45	Advisory	11:16-11:36	Break	11:50-12:05	Advisory	11:16-11:36
Lunch	12:45-1:15	Break	11:36-11:51	Block 3	12:05-1:30	Break	11:36-11:51
Block 3	1:15-2:20	Block 3	11:51-1:00	Lunch	1:30-2:00	Block 3	11:51-1:00
Block 4	2:20-3:25			Block 4	2:00-3:25		

Real World Academy (9th-12th)			
Monday, Tuesday, Thursday, Friday		Wednesday	
Period 1	9:00-10:25	1st CTE Block CTE Classes & Tutoring	9:00-11:00
Period 2	10:25-11:45		
Lunch	11:50-12:20	Break	11:00-11:15
Period 3	12:20-1:35	2nd CTE Block CTE Classes & Tutoring	11:15-1:15
Period 4	1:35-2:55		
Period 5: I-Can Power Hour	2:55-3:25		

Wednesday is an optional home study day for K-8th grade students (must commit to home study for the entire semester).

TEMECULA STUDENT CENTER ADMINISTRATIVE AND FRONT OFFICE CONTACTS

Ben Taylor	Principal K-12	benjamin.taylor@springscs.org
Kim Ballantyne	Assistant Principal K-12	kimberlee.ballantyne@springscs.org
Jennifer Trochowski	Site Facilitator	jennifer.trochowski@springscs.org
Christie Christensen	Program Facilitator	christie.christensen@springscs.org
Andrea Fox	Mentor Tech K-8	Andrea.Fox@springscs.org
William Heredia	Program Facilitator 9-12	william.heredia@springscs.org

SCHOOL VISITATIONS

Parents, guardians, and community members are welcome to visit the school. If you desire to meet with an administrator or staff member, please call ahead for an appointment, as most drop-in requests are difficult to accommodate. **Classroom visitations require a 24-hour advance notice to ensure that someone will be available to accompany you.** All visitors must check-in at the front office and show a current photo ID before a guest pass is issued. We respect our instructional time; therefore, it is important not to disturb teachers and students during class time. In order to maintain a safe and orderly learning environment, students' friends or visitors without specific school business are not allowed on campus at any time during school hours.

COMMUNICATIONS

In this age of information, The Temecula Student Center administration has found it beneficial, timely, and cost effective to use technology to communicate with parents on a regular basis. Email and phone systems are used to communicate regular and emergency information to students and parents. The Springs website (www.SpringsCharterSchools.org) is a great place to find out information about school programs, departments, testing, the student calendar, bell schedules, maps, student leadership, event pictures, contact information for all staff and much more. We also utilize Canvas and Oasis to communicate grades, assignments, class policies, and student information to our families.

CLASSROOM OBSERVATION GUIDELINES

Observation Requirements

Request an appointment with a teacher, program facilitator or vice principal, to observe a classroom. Please sign in at the front desk when you arrive.
 Please do not bring children during your classroom observation.
 Observations may be up to 30 minutes per visit; one visit per month.

When observing, please do the following:

- Please sit quietly in the back, out of the way of the teacher and other students. Please do not sit with your child or step in to assist your child or other children during class time – unless you are there as a teacher’s aide and you’ve been asked to do so.
- We ask that you do not work on a computer. Also, please do not write notes that pertain to other children – as the confidentiality of another student must be considered.

- Please relax and enjoy your visit. If you have questions, please make an appointment with the teacher at another time. The teacher probably won't say much to you during class because time won't permit and adults talking may distract the children working.
- Please know that if your concern is your child possibly not adjusting well to a new school or classroom – it is more likely that your child will adjust more quickly if you are not there.

If you would like to spend more time in a classroom, other than a short time observing, please see the front office for paperwork on volunteer requirements such as TB testing and fingerprinting. Please take any questions you may have to the front office.

PARENT/TEACHER COMMUNICATION

Often, parents want to contact a teacher and should do so via telephone or email. All of this contact information can be found on the Temecula Student Center website under "Temecula Staff". You should expect messages to staff to be returned in a 24-hour time-period, which is a professionally accepted standard. We appreciate your patience in this regard.

SECURITY

We have staff, protocols, and systems in place to assure a safe environment for all students and staff. The Temecula Student Center is a closed campus; students may not leave campus during school hours without the appropriate authorization. All visitors are required to provide picture ID, sign in at the reception desk into Rapto, and receive a guest sticker. Administrators, staff, and campus attendants supervise the campus during school operating hours. Students and vehicles parked on school property are subject to search based upon reasonable suspicion and safety issues. Administration reserves the right to determine the basis for reasonable cause for search. All students, staff and community members are encouraged to utilize the We-Tip hotline (7 days/week, 24 hours/day) to report suspicious campus activity or crime information at 1-800-78-CRIME.

LATE WORK POLICIES

We make it a priority to teach students the value of responsibility and turning in work when it's due. We understand that situations do arise. Please make sure you communicate with your teacher as soon as possible.

ATTENDANCE EXPECTATIONS

Expected Behavior

Good attendance is expected at the Temecula Student Center and a key to academic success. Students are expected to be on time and prepared for each class. We need parent assistance in ensuring that this occurs and in following procedures properly and in a timely manner.

Calling in Absences

To report an absence, please call the front office. Please contact us on or before the day of your student's absence and leave the following information: a) the student's name (spell the last name), b) date of absence, c) reason for absence, d) your name and relationship to student, and e) a contact

phone number.

Picking Up a Student Early

Please come to the receptionist desk and present picture identification to sign your student out. Students will not be released to any individual not listed on the Emergency Card (filled out annually during registration). Students will not be called out of class prior to the parent's arrival. **Please understand, if you wish to pick up your student after school, it may take longer due to staffing and dismissal procedures.**

Tuancy

Tuancy is defined as: a "student who is found off campus or out of bounds during class time without a valid excuse or any student who is out of class later than ten minutes without a hall pass or readmit". The consequences for truancy include, but are not limited to: Detention, On Campus Detention (OCD), parent meetings, or suspension.

The Temecula Student Center rules are based on a few simple considerations: respect, courtesy and safety. Students should occasionally review the rules, as they will be held responsible for knowing and following them at school and school related events. Progressive discipline consequences will be assigned to students who repeatedly fail to follow these established rules which could ultimately lead to suspension from school.

ABSENCES

Students are expected to be in school each day unless they are ill or have a death in the family. The school should be called to inform them of the absence and all work that is missing must be completed. Students should check Canvas for missed assignments. All students excused from school before regular dismissal time must have a parent or parent's designee come into the office and sign the student out. **Parents are urged to take children home early *only* in the case of illness or emergency. Time lost in the classroom is difficult to recover. Please know that when a student is dismissed early, this greatly interferes with instruction. Teachers must stop instruction to give out homework assignments and prepare the student to leave. This takes time away from all of the other students and may affect your student's grades.** Attendance notices will be sent to parents/guardians to inform you of days your child has missed from school. These notices will be sent out when your child has missed three (3), five (5), and seven (7) days. On the fourth (4) and all subsequent absences, students will be assigned to a "Catch-Up" period. The purpose of the "Catch-Up" period will be to attempt to recover lost content from instruction on the day(s) the student was absent. All excessive absences will be submitted to the Director/Assistant Director to assess and schedule a meeting with student and parent. The school will schedule a meeting with parent and student when a student has eight (8) or more excused or unexcused absences. The purpose of the meeting will be to discuss attendance problems with the student and their families and come up with an intervention plan to keep the student successful in school. If this plan does not succeed another meeting will be scheduled to discuss whether this is the appropriate learning environment for the student. Any student who misses school must present a written excuse, email, or phone call by his/her parent/legal guardian.

TARDINESS & EARLY DISMISSALS

Uninterrupted class time is extremely important to student learning. All students arriving to school after class has begun must report to the office for an admission slip to class. Students with excessive tardies will be assigned lunch detention and other progressive discipline measures.

As tardiness interrupts our instructional day, so do early dismissals. Students will be allowed to be signed out early three (3) times. On the fourth (4) and all subsequent early dismissals, students will be assigned to lunch detention and other progressive discipline measures unless. If you have legitimate reasons for pulling your student from school early, please discuss the matter with administration.

ABSENCES: EXCEPTIONAL CIRCUMSTANCES

A parent can request an Exceptional Circumstances Contract NOT to exceed ten (10) school days. Requests must be received at least ten (10) school days in advance of the absence by the Temecula Student Center principal/assistant principal and teacher. Each contract will be developed on an individual basis and the requirements of the curriculum at the particular time of the absences.

Short term Exceptional Circumstances Contract may extend for not less than five (5) days and not more than ten (10) consecutive school days. Only one (1) Exceptional Circumstances Contract per school year is recommended. If more than one (1) is needed, a meeting with all parties will be held to discuss. The parent must notify the school administrator of intentions to go on a trip or to be absent for other non-medical reasons at least ten (10) school days prior to the absence. Students whose achievement is below grade level standards, based on multiple measures in language arts or math may not be eligible for an Exceptional Circumstances Contract.

We discourage the issuance of an Exceptional Circumstances Contract more than once a year. If there are extenuating circumstances they will be addressed on an individual basis.

Students who have previously been granted an Exceptional Circumstances Contract and have not successfully completed a previous Exceptional Circumstances Contract, are not eligible for subsequent Exceptional Circumstances Contract. A parent or student may appeal this policy and circumstances will be considered on an individual basis.

Temecula Student center is not obligated to provide students with an Exceptional Circumstances Contract. The availability of an Exceptional Circumstances Contract must be agreed upon by mutual consent of the principal/assistant principal, teacher, parent/guardian, and student. A parent or student may appeal this policy to River Springs Charter School chief education offices and circumstances will be considered on an individual basis.

There are no Exceptional Circumstances Contracts issued the first twenty (20) school days of the school year. No Exceptional Circumstances Contract will be given for the last twenty (20) school days of the school year.

Finally, students are discouraged from missing school during the school year. It is difficult to duplicate the classroom learning experience where group activities and in-class participation are essential to the understanding of the lessons presented. Therefore, it is essential that parents and students understand and acknowledge these arrangements are not the ideal learning experience for your student and cannot replace the student being in class each day.

CAMPUS RULES

Students are to exhibit acceptable standards of behavior at all times on campus and during school activities.

- To ensure student safety, The Temecula Student Center is a **closed** campus. Students are not permitted to leave campus at any time. This includes break and lunch periods. Parents must check students out of school.
- Food and drinks are not permitted in the classroom, offices, or hallways at any time. Bottled water is permitted if capped and stored out of sight. At lunch, keep our center beautiful and throw away all trash and utilize recycling cans.
- Skateboards, roller blades, scooters and bicycles are not to be ridden on campus at any time (day or night). These items will be confiscated. These items may be locked in the bicycle rack during school hours.
- School related publications, posters, and announcements may only be distributed with prior administrative approval and only in designated posting areas.
- No sharpie pens or any other type of permanent marker may be carried by students on campus at any time
- The Temecula Student Center is a GUM FREE campus.
- The Temecula Student Center does the very best we can to be a PEANUT & TREE NUT FREE campus.
- While we support a warm social environment, public displays of affection between students have no place during school hours. Public displays of affection will be limited to side hugs, fist bumps, high fives, other celebratory handshakes. Extended full body contact, holding hand, and kissing are not allowed.
- Any cell phones or other electronics that are visible during the school day will be confiscated. We do not allow the students to use these devices while learning is underway, unless designated by the classroom teacher. If a phone call is necessary, students may do so at the front office with proper adult supervision.
- We enjoy celebrating special events (birthdays, holidays, etc), however, in order to maintain a healthy school environment, no food distributions will be allowed for birthday celebrations. If small goodies (non-food items) are wanted to mark a celebration, they will need to be distributed to the students at the end of the day. However, for full class celebrations, food items will be permitted (with teacher approval and vetted against the federal guidelines for Smart Snack Standards).
- Food delivery services (GrubHub, etc) are not permitted to be used by students while on campus.

HEALTH INFORMATION

State law requires that all children entering elementary school be immunized against Polio, DTP, MMR, Hepatitis B, Varicella, and Hepatitis A. State law requires that all children entering the seventh grade be immunized against Whooping cough (Tdap).

MEDICATIONS

If it is necessary for your child to take medications at school (either prescription or non-prescription drugs), please be advised of the following legal requirements. Printed forms for medication at school are available from the school office and online at springscs.org. In order for students to take medication at school, the school must receive:

- Written statement from the physician detailing the amount, time, and method by which medication is to be taken along with the Springs Medication Authorization form completed.
- Written statement from the student's parents or guardian indicating permission for the school to assist the pupil in matters set forth in the physician's statement
- Medicine must be provided to the school in the original pharmaceutical container.
- All medicine must be checked in through the front office with the appropriate paperwork.

DISCIPLINE POLICY

Philosophy of Student Discipline

At Temecula Student Center, we believe that all students have unique needs. Just as academic skills are addressed on an individual basis, we believe that behavior needs present a learning opportunity for any given child. As academic expectations are communicated to students in a variety of methods, expected student behaviors must be taught and reinforced like any other skill to all students.

Common Area Expectations

Behavioral expectations have been developed for several areas of the buildings and school grounds. These expectations are consistent at all times of the school day and for all grade levels. All adults are expected to monitor and model appropriate student behaviors in these areas. Expectations will be taught, reviewed, and reinforced by supervising adults. If behavior continues, staff will handle the situation in accordance with our progressive discipline procedures.

Behavior Levels

We identify student misbehavior using a leveled approach. The intention is to maintain consistency and fairness in levying.

- **Level I** – Minor issues that are resolved by the supervising adult; behavior is seen as a 'learning opportunity' and expected to be corrected with no additional interventions; office referral is only needed if student fails to correct behavior (mostly classroom managed behavior)
- **Level II** – Common school misbehaviors needing redirection; again seen as a learning opportunity to be handled between the student and supervising adult; in some cases office referral and parent notification is required (mostly managed with teacher, parent, and counselor).

- **Level III** - Severe misbehaviors with potentially strong consequences including school suspensions and legal involvement; supervising adult is not expected to engage in any 'learning,' but rather immediately refer student to the office and ensure the safety of staff and students; (Managed through Administration).

DISCIPLINE POLICY

Office Referral

In some cases, student behaviors do not get corrected, or are so severe enough to inhibit a safe and purposeful learning environment. By referring a student to the office, the teacher is seeking additional resources to assist in the correction of the behavior. At this point, parents and school administration join the teacher in attempts to meet the behavioral needs of the student. The following process will be used for all office referrals:

- Student referred to the office by supervising adult
- Student completes reflection questions related to incident
- Referral form returned to teacher for comments
- Parental contact by student to explain incident and schedule detention
- Referral form returned to Program Facilitator then placed in file
- Student conference with Assistant Principal when necessary
- Follow-up phone call from office when necessary

Harassment and Bullying Complaints

At Temecula student Center, bullying or harassing behaviors are not healthy nor appropriate and will not be tolerated. If students experience harassment or bullying, please notify a staff member immediately. Our administrative team will investigate and respond to the complaint and levy appropriate consequences. In addition, our school puts an emphasis on social and emotional learning. We discuss, teach, and celebrate appropriate character and behavior. We believe that being proactive when it comes to harassment and bullying is an important first step in eliminating these behaviors from school.

Expulsion

In accordance with Springs policies, a student may be expelled for serious offenses against the school, staff, or other students. The principal and assistant superintendent will recommend the expulsion of the offending student.

BEHAVIOR & CONSEQUENCE MATRIX

Discipline System

The River Springs Charter Discipline System is designed to create a safe, respectful, cooperative community. There are three types of violations: Level I, Level II, and Level III.

Level I Violations:

Level I violations are actions that negatively impact River Spring's achievement culture and community of safety, respect, and cooperation. Level I violations include, but are not limited to:

Violation of Dress Code Policy	This includes, but is not limited to, violations of dress code, hat being worn in the building, inappropriate language/designs being worn, etc.
Obscene/Abusive/Inappropriate/Disrespectful Language	This includes spoken, written, and body language that is disrespectful, inflammatory, or offensive to generally accepted community standards including religious or ethnic epithets. Inappropriate language includes rolling eyes, sucking teeth, talking back, silently mouthing words, defiantly folding arms, pouting, avoiding eye contact, slouching in chair, etc.
Disruptive Behavior	<p>Students are expected to follow the rules that individual teachers have established for student conduct in their classrooms. No student’s behavior can be permitted to disrupt the learning of others. Violations include:</p> <ul style="list-style-type: none"> ● Disruptive behavior, including disruptive outbursts, talking while others are talking, throwing objects, and inappropriate gestures and sounds. ● Sleeping in class or putting head on desk ● Being unprepared, e.g. not having proper supplies and books ● Leaving class without permission ● Wearing headphones except for approved instructional purposes ● Horseplay that includes, but not limited to, pushing shoving, kicking, or other physical contact, knowingly taking another’s property done in a playful and/or confrontational manner.
Gum & Food Contraband	Gum chewing is prohibited in the building and on school grounds. There is no eating and/or drinking (other than water) allowed in class. Food and Lunches should be stored in backpacks and then taken to and eaten in the lunch/break area only.
Environment	River Springs is committed to maintaining a professional and healthy environment. Students are required to maintain a clean school environment by picking up after themselves at lunch/break, disposing of paper in hall/class, retrieving

	lost/unwanted personal items, and respecting all school property.
Bicycle, Skateboard, etc.	Bicycles, Skateboards, etc. can be viable means of transportation to and/from school, however are not permitted to be ridden on school grounds. These items should be properly locked up outside in front of the school during classtime.
Lapse of Integrity	Attempt to deceive or mislead by verbalizing intentions that misrepresent a student’s actions when questioned by school personnel.
Student Personal Electronics	Students are not permitted to use mobile phones, iPods or music devices, video game devices, laser pointers, etc. in class or in the hallways. All devices shall be completely turned off or put in airplane mode, and secured in the student’s backpack during school hours. Using such devices during school hours is prohibited. Such devices should never be visible within class or in the hallways. Once confiscated, teachers immediately give the device to the Program Facilitator. Confiscated items are only returned to the student after school for the first incident of violation. If multiple personal electronic device violations occur, the confiscated items will only be returned to the parent/guardian and only during an appointment or routine time dedicated to such matters. River Springs does not accept any responsibility for loss of student’s electronic equipment due to theft or other loss. In addition, River Springs will not be responsible for damage or loss of a nuisance device that is confiscated by staff.

Level II Violations:

Level II Violations involve actions that **significantly** impact River Spring’s achievement culture and community of safety, respect, and cooperation. Level II violations include, but are not limited to:

Level II Violation	Description
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Physical Aggression	Physical Contact (e.g. hitting) involving one or more offenders where no student is injured and the incident does not elevate to a level III Violation (i.e. Simple Assault)
Pre-fight	Physical contact (e.g. pushing, shoving) that ends very quickly or is easily stopped by an adult or other student
Threats, Provocation	<u>Threats</u> are words and/or actions that are intended to taunt, provoke, or do emotional harm. <u>Provocation</u> are words and/or actions intended to provoke a violent reaction, including poking, “getting in his/her face”, violation of personal space, aggressive gestures, etc.
Facilitating Violence	Watching, encouraging or instigating a pre-fight/fight before school, during school, or after school is prohibited. It is our belief that bystanders play a role in escalating violence; therefore anyone watching a fight has an obligation to de-escalate the situation by staying calm, remaining nonpartisan and getting help.
Major Insubordination	This includes ignoring any and all direction, walking/running away from a staff member, and refusal to cooperate in any manner of a staff member’s request - escalating to a scene which disrupts the larger community (multiple staff members may be required to address the behavior)
Insubordination	This includes failure to comply with directions of teachers and other school personnel such as leaving class without permission.
Constant Disruption	Behavior that continuously interrupts the learning environment of the class - the actions have been addressed multiple times and the student has exhausted all interventions found within the Classroom Discipline Cycle.
Major Disrespect towards staff	this includes, but is not limited to, any non threatening word and/or actions that are directed towards a staff member in either an overtly loud, profane, or demonstrative manner.
Plagiarism, Forgery, Cheating	Plagiarism is using, without permission, the ideas and writings of another; wither word for word, or in substance, and representing as one’s own. Forgery is the signing of a document in another’s name. Cheating includes deceit, fraud, or deception (i.e., copying another’s assignments, assisting another to cheat by lending one’s own work; giving or receiving aid during a testing period).

Cutting Class	River Springs Charter School is a closed campus. Cutting includes all scheduled or rostered activities as well as leaving the building without permission.
Gambling	Gambling includes betting or wagering for money, favors, or fun. The severity of the disciplinary action will be based upon circumstances of the infraction.
Damaging or Stealing (misdemeanor)	Damage to or stealing of any property (belonging to peers, staff and/or schools) of \$50.00 or less.

Level III Violations:

Level III Violations involve actions that are very serious violations of our code of conduct, and/or are criminal violations of California law. When a criminal violation occurs, River Springs is required to report the incident to the state and it will become part of the student’s permanent record. Level III violations include, but are not limited to:

Level III Violation	Description
Firearm, Weapon or Dangerous Instrument	Any person found on school property or school-sponsored event in possession of a firearm, weapon, or dangerous instrument must immediately be reported to the Principal. Law enforcement official shall be informed.
Terrorist Threats/Acts	Terrorist threats/acts mean a communication/act to commit violence, terrorize, evacuate building, or otherwise cause serious public inconvenience or safety risk. Depending on the nature of the incident, law enforcement officials may be informed.
Drug, Alcohol or Tobacco Possession, Use, or Illicit Activity	<p><u>Drug Possession:</u> Illegal/inappropriate drug-possession, use, or illicit activity (selling, storing, producing, or purchasing) on school grounds, or at school-sponsored events is absolutely prohibited. Such activities will result in immediate suspension and possible meeting with the Chief Education Officer.</p> <p><u>Tobacco Policy:</u> Students may not possess or use any product containing tobacco while on school property or at a school-sponsored event. The use of tobacco is defined as the possession and/or use of cigarette, pipe, cigar, vipe, chewing tobacco, snuff, or related tobacco product and paraphernalia.</p> <p><u>Violations:</u> This violation includes drug, alcohol, or tobacco possession, use, or illicit activity on school grounds or school-sponsored event. Illicit activity</p>

	means the intent to use, sell, store, or purchase illegal substances and paraphernalia. School administrators will report the incident to the police and provide all information concerning the matter to law enforcement authorities.
Theft	theft means withholding, taking, or removal of personal school property (including tests) without the owner’s consent. Depending on the nature of the incident, law enforcement officials may be informed
Arson and/or Possession of fireworks and other explosive devices	Arson means the malicious burning of another’s property. Students may not possess or use fireworks or the paraphernalia needed to explode them - matches, lighters - on school property or school-sponsored event. Depending on the nature of the incident, law enforcement officials may be informed.
Vandalism	Vandalism includes intentional or reckless damage to, or attempt to damage, the property of another, or the causing of damage while committing an act contrary to this code or to the law. Depending on the nature of the incident, law enforcement officials may be informed.
Bullying	<p>Intentional electronic, written, verbal, or physical act, or series of acts:</p> <ul style="list-style-type: none"> (1) directed at another student or students; (2) which occurs in a school setting; (3) that is severe, persistent, or pervasive; and (4) that has the effect of doing any of the following: <ul style="list-style-type: none"> (i) substantially interfering with a student’s education (ii) creating a threatening environment ; or (iii) substantially disrupting the orderly operation of the school and school setting (5) Based on a student’s race, color, national origin, sex, disability, or religion <p>Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.</p> <p>Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.</p>

Disorderly conduct	Reckless behavior that could cause injury, including throwing objects (tables, chairs), pulling fire alarms, etc.
Threatening Staff Member	Physical, verbal, written, or electronic threat (e.g. internet), or intimidation) is to unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack; stalking
Fighting	Violence included physical aggression between two or more students that escalates into punching, wrestling, knocking down, or damaging or destroying property. This means physical aggression typically that lasts more than a few seconds and is not easily broken up.
Assault	An unlawful physical attack by one person upon another
Sexual Harassment	<p>Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature when:</p> <ul style="list-style-type: none"> • submission to such conduct is made a term of the student’s right to learning • such conduct interferes with an individual’s academic performance or creates an intimidating, hostile, or offensive educational environment. <p>Forms of sexual harassment include but are not limited to the following:</p> <ul style="list-style-type: none"> • Derogatory comments, jokes, or slurs; sexually-orientated sounds or remarks • Uninvited, unnecessary, or offensive touching, pinching, patting, grabbing, brushing against another person’s body, or impeding or blocking movement • Derogatory or offensive pictures, posters, cards, cartoons, graffiti, drawings, or gestures. <p>The severity of the discipline action will be dependent on the circumstances of the infraction, and could include removal from school. Repeated or serious violations may result in law enforcement involvement.</p>
Sexual Misconduct	This may include attempting or carrying out a sexual act with oneself or another person whether it is consensual or nonconsensual. Depending on the nature of the incident, law enforcement officials may be informed.

MESSAGES & DELIVERIES

Please ensure travel, lunch, clothing, and other messages are arranged with your student before he/she arrives at school. Bouquets of flowers, balloons or other gifts should be delivered to the home and will not be accepted at the front office. While we join with you in the celebration of special occasions, these items are disruptive to the learning environment. Calling into or delivering messages and items to classrooms are disruptive to the learning environment. We appreciate your assistance in helping us to reserve this function for true emergencies. In addition, food deliveries from professional companies for students are not permitted.

CLOSED CAMPUS

The Temecula Student Center is a closed campus. During the break/lunch periods, students are to remain in the designated lunch area. All other areas are considered out-of-bounds and unauthorized. Students are not permitted off campus at any time unless a parent/guardian provides a written request. School personnel will verify all requests. Loitering before or after school is not permitted and students who disregard this rule will result in a parent & student conference.

FIELD TRIPS

We offer every student the opportunity to go on a variety of different field trips based on their grade level. Field Trips give the student a way to explore their community and really connect with the world around them. Field Trips are considered part of the regular school day and those who choose not to participate will have a home study day with an teacher-assigned alternate assignment.

If you would like to chaperone for a field trip, parents and guardians must complete a volunteer application through Raptor, which includes TB and Live Scan requirements. Because our chaperones receive a discounted price, they must be willing to ride the bus and watch and monitor a group of students. Siblings are not permitted on field trips. The teacher will use a lottery system to pick which chaperones will attend a particular trip based on the number of chaperones needed.

Your child's safety is our number one concern so if a charter bus is used the child must ride to and from the event on that bus. If a trip is parent driven, the parent must stay with the student for the entire trip. Unfortunately, siblings are not allowed on field trips.

TEMECULA STUDENT CENTER PERSONALIZED LEARNING PLANS (PLPs)

PLPs are Personalized Learning Plans. These plans allow students to set goals and track their progress through the year. These plans include goals for growth in humanities, math, and science, and other core subjects. In addition, students create goals for non-academic areas in which they would like to grow.

What is the purpose of Personalized Learning Plans (PLPs)?

PLPs create habits that develop over time with consistent support, guidance, reflection, and feedback. They are celebrated to affirm student effort and accomplishments. They are critical to transformation and change.

We hope to instill the following habits by using PLPs:

- I consistently support the teaching and learning environment through active and productive participation. I consistently support the learning of others in the classroom and school community. I provide constructive feedback and insight to others.
- I arrive to class on time with academic materials and ready to learn. I hold myself accountable for the culture and climate of the classroom and school community. I make no excuses for my behavior.
- I consistently produce work of high quality using multiple drafts, rubrics, learning targets, and exemplars and other performance standards to establish an ethic of excellence.
- I consistently work in cooperation with others, listen attentively to new ideas, make contributions that deepen understanding and provide alternative perspectives. I consistently follow through on all assigned tasks in groups. I share new information and ask questions to expand my thinking and understanding.

Why do we use PLPs?

- Accountability structure for students;
- Objective accountability for staff in assessing student growth and issues regarding habits of work and learning;
- Partnering with student parent and teacher to facilitate successful learning for each student.
- They communicate to students that positive values are critical to leading productive lives;
- Clear and consistent expectations for the values students will need to be successful;
- To deepen the Temecula Student Center culture relative around rigor and high expectations;
- To grow and nurture a common understanding and language around what we want students to know and be able to do

How & When do we use PLPs?

- Each TOR will develop PLP goals at the beginning of each semester with each student and parent/guardian. These goals will be given to each of the student's teachers
- Students are expected to reflect, think about and assess the values as they relate to ALL their classes.
- Teachers will meet with each student at least two (2) times before the end of the semester/course to discuss their progress around the goals set in homeroom, affirm growth, and discuss issues and challenges and plans to address them.
- Teachers and administration will communicate about student progress using the PLPs during conferences.

ONLINE GRADING PROGRAM

Canvas functions as our gradebook and course learning portal. Each parent has full access to their students' grades and progress at all times. In addition, semester report cards are mailed to the address listed on the student agreement. Parents are encouraged to monitor their students' grades via Canvas on a weekly basis. For assistance with Canvas, please contact Will Heredia at william.heredia@springscs.org.

ACADEMIC INTEGRITY POLICY

Personal integrity is essential to a quality education and a healthy academic environment. The pursuit of excellence in education at Temecula Student Center requires an atmosphere of academic honesty, as does the nature of our community. Included in our goal to help develop students' character and intellect, we strive to teach by example the importance of truth and trust in curricular, co-curricular, and extracurricular activities. In order to create and maintain a strong sense of personal honor and integrity in the Temecula Student Center community, every member should respect and support the philosophy and guidelines of the academic integrity policy.

Academic dishonesty includes, but is not limited to, the following:

- Copying or allowing another student to copy the following: homework, vocabulary lessons, worksheets, essays, research papers, test answers, or lab reports that will be graded (We acknowledge that teachers may give permission to work cooperatively on some assignments).
- Having in your immediate possession unauthorized materials (ex. cell phone, study notes, class notes, etc.) that could be of assistance during testing or another form of evaluation. It is the student's responsibility to remove all such material from close proximity to him/her during a test or another form of evaluation.
- Having material written on skin or clothing which is considered to be of assistance in completing a graded assignment.

Plagiarizing encompasses, but is not limited to, the following:

- Presenting as one's own, the works or the opinions of someone else without proper acknowledgement.
- Borrowing the sequence of ideas, the arrangement of materials, or the pattern of thought of someone else without proper acknowledgement through footnotes or endnotes.
- Some examples include having a parent or another person write an essay or do a project which is then submitted as one's own work; using the Internet to locate prepared essays or papers to submit as original work AND/OR failing to use proper documentation and bibliography.

For a first time offense, the student may be allowed to redo the assignment, but cannot receive full credit. For all subsequent offenses the student will receive "No Credit" on the assignment and will not have the opportunity to redo the assignment and requires a meeting with an administrator, teacher, parent, and student. If a student is caught cheating during an exam, he or she will receive "No Credit" for the assessment and not have the opportunity to redo the same exam. He or she will be required to meet with an administrator, teacher, and parent. Other consequences for both cheating and plagiarism may include suspension or expulsion.

EXTRA-CURRICULAR "No-Go List"

Students may be placed on a no-go list by an administrator for a number of various infractions. If placed on a no-go list, students may not be able to attend field trips, dances, spirit rallies, or any other non-classroom based activity. Refunds will not be given to students for missed activities while on the no-go list. Please see administration to inquire about any exceptions.

Any students who have two or more consecutive learning periods with Inadequate Progress (70%

completion) during the second semester, may not be allowed to participate in graduation ceremonies and/or end of the year celebration activities.

ADEQUATE PROGRESS PROCESS

All students are expected to complete 100% of the work assigned. For those who are not completing at least 70% of assigned work each learning period, a letter will be sent home and the process of instructional support will begin (a process we call MTSS). During the MTSS process, a team of educators and parents will meet to create a support plan for the student. The student will be responsible for completing at least 70% of the assigned work in each learning period or run the risk of removal from the school.

MTSS PROCESS

MTSS (Multi-Tiered Systems of Support) is an integrated approach to service delivery that encompasses general, remedial, and special education support. MTSS provides a proactive process and structure for school teams in designing, implementing, and evaluating educational interventions. MTSS is the process of aligning appropriate assessment with purposeful instruction for all students. First, universal screening measures are in place to help identify students who need additional support. Students requiring interventions to meet learning expectations will receive support through a systematic and purposeful process.

MTSS is a three-tiered intervention process focused on identifying and assisting struggling students in an effort to help them be successful in school. The process is based on the following principles:

- Teach all children effectively
- Intervene early
- Use a multi-tier model of service delivery
- Adopt a problem-solving methodology.

Please note that all requests for special education services must be submitted in written form to the site director or the special education department. Once submitted an MTSS II meeting will be held to go over requests. Students must qualify in certain areas to be a candidate for services.

TEMECULA STUDENT CENTER DRESS CODE

All students are expected to know the Temecula Student Center's dress code expectations. Parents, we need your support with this, so we ask that you review the Dress Code with your student prior to shopping for school-appropriate attire. School clothing should be appropriate for a variety of instructional or educational activities, therefore students should be properly/modestly dressed and should not cause attention or be offensive to others. Students who continuously violate the Dress Code will meet with a school administrator and progressive discipline will be levied.

NOTE: Students who are not appropriately dressed will be brought to the front office until someone can bring the student appropriate clothing. Our focus is on learning, and we do not want students to miss

instructional time, yet we need to make sure our students are dressed appropriately for instructional activities on campus.

INAPPROPRIATE CLOTHING

- Clothing that exposes undergarments (sagging or low cut pants, low cut tops and tops that show bra straps)
- Garments that, when standing, sitting or walking, show stomach, shoulders or back (whole or partially)
- Hats -All hats are not to be worn any time while in the building
- See-through or garments with netting
- Pajamas or slippers (except during Spirit Week)
- Garments with pictures, wording and/or symbols depicting the following:
- Tobacco, Alcohol, Drugs or associated paraphernalia
- Sexually explicit content or numbers, Lewdness or Obscenity (including nudity or nude silhouettes)
- Offensive Content (including foul language)
- Hate or Defiance
- Violence or Weapons (brass knuckles, grenades, guns/knives)
- SRH, Metal Mulisha, Iron Cross or German Helmets
- Gang affiliation or zip code affiliation
- Belt buckles with inappropriate symbols or initials
- Chains or spiked apparel or accessories
- Safety pins as jewelry or accessories
- Shoes, boots, or sandals deemed unsafe for hallways and stairwells.
- Tube tops
- Any top exposing any part of bra (including straps)
- Low cut tops that expose cleavage
- Tops that expose most to all of back (single strap, razor back and halter tops) **Skirts/shorts/skorts MUST BE 4" above the knee even if leggings or tights are worn underneath.** It is the administration's decision if any item is out of dress code. Instances will be dealt with on a case by case basis.
- Bandanas

MANDATORY ANNUAL STATE TESTING POLICY

As delineated in Part II of the River Springs Charter School, Measurable Pupil Outcomes, "all pupils of the school must demonstrate that they have attained the skills, knowledge, and attitudes as specified as goals in the school's educational program." Additionally, in Part III of the Charter, parents agree "...student progress will be assessed through the current state mandated assessment to..."

1. Language Development: All students whose Home Language Survey indicates a language other than English must take the California English Language Development Test (CELDT) annually until it is determined that they are English proficient.

2. Assessment testing: To remain enrolled in River Springs Charter School, students will annually demonstrate their attainment of skills in one of the following ways:
 - A. The student will take the California standardized grade level assessment (the CAASPP), administered in the local geographic area each spring by the school.
 - B. If the student does not complete the California standardized grade level assessment (CAASPP), the student will take the River Springs Charter School grade level assessment, a four-day examination administered at the Temecula office.

UNIFORM COMPLAINT PROCEDURES

When a student, parent/guardian or community member has a complaint alleging that a specific action, policy, procedure or practice is discriminatory or wishes to file a formal complaint in another area of concern, the district and River Springs follows the uniform complaint code. Complaints are made in writing and submitted either to Principal/Assistant Principal, or to the district office. All parties involved in the complaint shall be notified of the complaint. The usual procedure includes a meeting/hearing and notification of the decision made to all. The complainant is also notified of his/her right to appeal the decision at the next level.

PARENT CONCERN PROCESS

At Springs, we take your parent concerns very seriously. In order for us to address concerns in a timely fashion, we request you follow our school process:

Concern about the physical building/grounds:

- Step 1: contact your teacher. If your concerns or needs were not addressed or met;
- Step 2: contact the assistant principal. If your concerns or needs were not addressed or met;
- Step 3: contact the Director of Education (951-225-7717)

Concern about your child's classroom:

- Step 1: contact your child's classroom teacher. If your concerns or needs were not addressed or met;
- Step 2: contact the academy principal. If your concerns or needs were not addressed or met;
- Step 3: contact the Director of Education (951-225-7717)

Concern about the Academy Principal:

- Step 1: contact the Academy Principal. If your concerns or needs were not addressed or met;
- Step 2: contact the Director of Education (951-225-7717)

Concern with Academy Staff (other than the classroom teacher):

- Step 1: contact the Academy Principal. If your concerns or needs were not addressed or met;
- Step 2: contact the Director of Education (951-225-7717)

Concern about Special Education services at the Academy:

- Step 1: contact your child's special education teacher. If concerns or needs were not addressed or met;
- Step 2: contact the Academy Principal. If your concerns or needs were not addressed or met;

Step 3: contact the Director of Special Education (951-7708)

GENERAL POLICY FOR SCHOOL-SPONSORED EVENTS

Administrators and faculty members have full authority to admit, refuse admission to, or dismiss any student / guest from any event. All River Springs students bringing a guest to Springs' events are responsible for their guests conduct (guest pass must be on file). Participants at events are to be courteous, friendly, and polite. School regulations apply to students and visitors at all times during the event both on and off campus. All events will be scheduled at the discretion of administration. Students are not to loiter on or near campus after school events. At events at other sites, the same rule applies. Students or guests who do not display appropriate behavior at a school event will be required to leave. Parents will be contacted and required to pick up their son/daughter immediately. Until such time as they arrive, the student or guest will remain with the administrator in charge. Student may lose privileges of attending future events.

TECHNOLOGY/MEDIA POLICY

The Temecula Student Center is striving to improve the educational technology within its curriculum. Technology in the classroom can only be used with teacher permission and supervision, and for educational purposes only. With this improvement, also comes the responsibility to protect any and all copyrighted educational materials. It is against state and federal law as well as the Springs Charter School policy to copy, change, delete, compromise, or otherwise alter, for any reason, technological information or data. Such action will be considered a serious disciplinary concern and will be dealt with by the Temecula Student Center disciplinary procedures. These procedures may include suspension or expulsion from the Springs Charter School System.

INTERNET POLICY

The computer network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required and access is a privilege - not a right.

Before a student can access the Internet for research materials, the student must perform the following procedures:

1. Read the Computer Usage Policy
2. Read the Technology/Media Policy
3. Read the Internet Policy

It is presumed that users will comply with the Temecula Student Center standards and will honor the agreements they have signed. Network storage areas should not be considered private. Network administrators may review files and communications to maintain system integrity and insure that the users are using the system responsibly. Users should not expect that files stored on the district servers will always be private.

1. Student access to the Internet is only available under direct supervision of a teacher, instructional assistant, or other trained adult volunteer.
2. Filtering software: The Temecula Student Center has filtering software which allows the administration to filter out sites based on certain terms and keeps a detailed log of user activity.
3. The Temecula Student Center will use auditing procedures to determine whether education technology is being used for the purpose of accessing sexually explicit or other objectionable material. As outlined in school policy and procedures, the following are not permitted:

- Displaying or transferring of offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computer systems or computer net-works
- Violating copyright laws
- Using another's password
- Trespassing in another's folder, work, or files
- Intentionally wasting limited resources
- Using the network for commercial purposes

COMPUTER USAGE POLICY

Springs Charter School provides access to various computer resources and the Internet. These resources are available to enhance the learning process in a supportive school environment and to achieve quality learning outcomes for our students. The school employs technological protections that filter or blocks all Internet traffic that contains certain visual depictions deemed obscene, pornographic or harmful to minors in compliance with the Children's Internet Protection Act (CIPA) passed by Congress in October of 2000. More details on the school's CIPA filter may be found in Appendix A. The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyber bullying, and how to respond when subjected to cyberbullying. The school expects students to become familiar with these guidelines for use of the computers. For the benefit of all users, students are expected to observe the following:

Students may not:

- Use the computer & internet for anything other than educational purposes.
- Enter a computer room unless a teacher is present.
- Play games, use the internet for entertainment, personal email, or engage in activities other than those which are school related.
- Tamper with the computer system. It is forbidden to seek access to restricted areas of the

computer network.

- Swap around computer equipment unless expressly directed by a teacher (i.e. no changing of keyboards, mice or other equipment from one computer to another).
- Attempt to change or tamper with the computer in any way; this includes changing screen savers, desktop pictures, internet home pages, etc.
- Attempt to view blocked internet pages or bypass security in any way.
- Reveal any private information such as one’s own or another person’s address, phone number, etc.
- Attempt to retrieve, view or distribute any obscene, offensive, pornographic or illegal material.
- Threaten abuse or harass any other user.
- Bring the school into disrespect in any way whatsoever.
- Download or print information without permission from the teacher.
- Use chat channels outside of Moodle program.
- Send, view or print offensive, racist or sexist messages.
- Bring the school into disrespect in any way whatsoever.
- Download or print information without permission from my teacher.
- Use chat channels outside of Moodle program.
- Access personal email accounts.
- Bring food, beverages or gum into the computer lab at any time.

NOTE: Failure to comply with the policy will result in loss of computer & technology privileges

Student Acknowledgement

I will follow all rules as stated in the school’s computer usage policy. I realize that the use of school computer is a privilege, not a right. I further understand that if the school decides I have broken this agreement, I may be prevented from using the school’s computers for a period of time or indefinitely. If the infraction is deemed serious enough, I may also be removed from the Temecula Learning Center entirely.

Name (print)

Name (sign)