

# Student & Parent Handbook

## 2011 ~ 2012

Philosophy, Practices, Policies & Procedures



*A Heritage of Virtue, Wisdom, and Knowledge*

Temecula Preparatory School  
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[www.temeculaprep.com](http://www.temeculaprep.com)

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# I. Introduction:

Welcome to Temecula Preparatory School! We are excited that you have the opportunity to be a part of what we believe is one of the best educational institutions in this area of the country. The TPS academic program has been noted on several occasions both locally and nationally. We are committed to teaching the need for virtue and providing a strong classical education. In order to do this, we have developed a number of school policies and practices designed to help you succeed here at TPS. These policies and practices are set forth below for your review. If, at any time, you have questions regarding these, please feel free to contact us.

## Vision

*A Heritage of Virtue, Wisdom and Knowledge*

## Mission

*Temecula Preparatory School inspires students to become virtuous citizens, critical thinkers, and life-long learners through a classical\* education and understanding of human virtue.*

\*for a very good understanding of classical education, we strongly recommend parents and upper school students to read "The Core" written by Leigh A. Bortins published in 2010. This book provides excellent explanation for the TPS vision and mission.

**TPS Core Values:** In order to see that the school's vision and mission are accomplished, TPS is committed to the following ten important core values:

1. **A Strong Classical Culture:** Temecula Preparatory School operates as an effective educational community founded on virtue and classical education, maintaining an environment of high student achievement.
2. **Positive Student Relationships:** Teachers and staff build positive, nurturing relationships with students to improve student achievement, involvement, and life-long success.
3. **Student Support:** Students have numerous learning opportunities within the normal TPS day; and may receive additional assistance beyond regular classroom instruction to support their academic learning.
4. **Excellence:** There is a commitment to excellence in all things. However, excellence takes hard work, time, and sacrifice. When students achieve a level of excellence it is highly valued and celebrated.
5. **An Orderly Environment:** There is a strong effort to provide and support a safe, stable, and organized environment conducive to student learning.
6. **Strong TPS Community:** All members of the TPS community are active partners in the support of student achievement and TPS improvement, which includes an effective and responsible communication system.
7. **Proactive TPS Discipline:** There is policy, leadership, and staff support for an equitable Code of Conduct that supports students' understanding of rules and expectations for responsible behavior in support of a strong educational program.
8. **Good Citizenship:** TPS promotes social skills, conflict management, and virtuous conduct to create a positive learning environment. Respect for one another through valuing relationships, trust, communication, and collaboration is an expectation for all constituents.
9. **Being Purposefully Reflective:** TPS is not afraid to reflect back on the past for self-evaluation. Decisions made today must be made in light of the results of yesterday in order to better meet TPS' vision and mission. *"We should not look back unless it is to derive useful lessons from past errors, and for the purpose of profiting by dearly bought experience."* G. Washington
10. **Positive Change:** Change for the sake of change is not enough. However, change for the sake of vision and mission fulfillment is accepted and welcome.

## EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLR's)

### Docere

TPS students are analytical thinkers and problem solvers who:

- Acquire a classical foundation of core knowledge through absorption of the trivium.
- Make responsible decisions based on the study of traditional virtues.
- Use problem solving techniques to evaluate concepts and principles.
- Research and apply the diverse implementation of technology via primary sources and rhetorical theory.

### Disciplina

TPS students are clear and comprehensible communicators who:

- Listen, read, write, speak, and absorb.
- Exercise multiple disciplines through the expression and communication of classical methodology.
- Employ technology to communicate effectively to the global market.

### Virtus

TPS students are exemplary citizens who:

- Demonstrate standards of excellence in virtuous character, manners, and civility.
- Understand the principles of a democratic society, emphasizing American and Greco-Roman history.
- Exhibit responsible citizenship through the demonstration of learned virtues, integrity, and ethical service as instituted by a classical academia.

## II. Daily Routine Expectations:

### ARRIVALS AND DISMISSALS

#### Arrival

Class begins for grades K-12 at 7:30 a.m. (If your child is not in his/her classroom by 7:30 a.m., they are considered tardy). Please be aware that according to state law the only tardies which can be “excused” are doctor appointments or religious obligations. Parents may drop off students beginning at 7:10 a.m.

#### Kindergarten Dismissal

Kindergarten dismissal is at 1:00 p.m.

#### Dismissal

Dismissal of grades 1-12 is complete by 2:30 p.m. Please be aware that there is no supervision of children after 2:45 p.m. unless otherwise arranged through the TPS Child Care Program. ***We take this very seriously, thus the following policies have been established:***

- Siblings of students attending after school detentions or any after school activity or other after school activities may not be left at school to wait unsupervised.
- Parents may not presume the school will supervise their child(ren) after fifteen (15) minutes after dismissal.

- If a child in grades K-6 is not picked up within 15 minutes of dismissal, the child will be taken to childcare and the parent will be billed the part-time rate.
- If a parent fails to pick-up their child(ren) at the appropriate time on a regular basis (more than 5 times in a semester) parent will be contacted to discuss the issue.
- If a parent continues to be late, their child(ren) will be considered abandoned and the proper authorities will be contacted. In addition, the family will be subject to removal from TPS pursuant to the Student Family Compact.

**Late Starts** 8:45 a.m. (every Monday)

**Kindergarten - Minimum Day** 11:00 a.m.

**1<sup>st</sup> through 12<sup>th</sup> Grade - Minimum Day** 11:30 a.m. – 12:00 p.m.

**EARLY DISMISSAL:** If it is necessary to have your child released early from school, you must call the office at least one hour ahead of time. A pass will be issued and sent directly to your student(s) with the dismissal time you are requesting. We cannot guarantee that your student will be ready for dismissal at the time you need them if you do not call in ahead of time. It can take approximately 20 minutes to locate a student and have them to the office if you arrive without notice during times when students are not located in their classrooms, such as lunch.

## **MORNING ACTIVITIES**

Welcome: At Temecula Preparatory School, an administrator or their designee will greet students at their appropriate gate between 7:15 and 7:30 am. ***School begins promptly at 7:30 a.m.*** (Please review Attendance and Absence policies.)

Flag Salute: Flag salutes will take place in the classroom at 7:30 a.m.

## **RECESSES AND LUNCHESES**

Each grade will receive a ten to fifteen minute nutrition break each morning. Students will have a 25-30 minute lunch break daily. We do not offer food services for break or lunch. Students may bring a snack and lunch from home. *Candy, caffeinated drinks and soft drinks are not allowed at school.* ***TPS is a closed campus.*** Lunches may not be ordered by outside vendors without prior administrative approval.

### III. Practices, Policies and Procedures:

#### ATTENDANCE AND ABSENCES

All students are expected to attend daily unless they are ill or a family emergency occurs. Students are to bring a note from parents the day they return to school after an absence. A call to our attendance line by the parent regarding an absence should be placed as soon as the parent is aware of the absence. ***Our attendance line can be accessed 24 hours a day by dialing the office telephone number 926-6776 and selecting the attendance option.*** The state does not provide funding for your child's education when he or she is not in school *for any reason.*

#### Tardies:

We realize that there might be an occasional instance when your child is tardy in the morning, but please avoid this whenever possible as **tardiness interrupts your child's and other student's instructional time.** Tardy accrual will be maintained for each period of the day for students in grades 7 – 12. Tardy accrual will be maintained for late morning arrivals for students in grades K – 6.

**For discipline regarding tardy issues see the TPS Code of Conduct Discipline Matrix.**

#### Absences:

An excused absence is one for which the student will be given makeup privileges and credit. Absences will be excused only for the following:

- Personal illness
- Family emergency
- Medical and dental appointments which cannot be arranged during non-school hours. Whenever possible, please make every effort to schedule appointments on non-school days or in late afternoon.

#### Truancies:

Truancies are a serious violation of California Education Code. Habitual truancies may lead to intervention by officials of law enforcement. Prior to law intervention, schools are compelled to develop a policy to encourage school attendance.

*Pursuant to Ed Code 48200, every child from the age of 6 to 18 is required to attend school regularly in order to make a successful transition to the next grade level and to graduate with a high school diploma. All enrolled students, regardless of age, will be held to the same school attendance rules. The Governing Board recognizes that a vigilant supervision of attendance to improve attendance rates and graduation rates and to reduce truancy and dropout rates is vital to the learning and achievement of children on the margins of the educational system. Improving student attendance and reducing the dropout rate is a school priority.*

All students are expected to attend all classes every day except for reasons that legally excuse school attendance. Failure to attend school will require school officials to determine if the absence is excused, unexcused, or truancy. This determination process will require the cooperation of parents and/or guardians.

A truancy will be issued to those students who make no effort to attend class or who are absent for any other reason than those listed above. Truancy accrual will be maintained for each period of the day regardless of whether there is a schedule change.

**For discipline regarding truancy issues see the TPS Code of Conduct Discipline Matrix.**

Please Note: To earn a *Perfect Attendance Award* (lower school only) each quarter, a student may not be tardy (including “excused” tardies) or absent any time during that grading period.

***It is the responsibility of the student or parent to retrieve missed school work upon their return to school.*** Please do not request homework on the day that your child is absent as it is very difficult for teachers to get together school work the same day. The days allowed for makeup work for excused absences will equal the number of days absent. Work must be made up within that time period or the student will receive a grade of zero.

If a student misses **more than 20 days of school** during the year, regardless of the semester in which the absences occur, his or her promotion for the next year may be questionable.

An Independent Study Program may be attained when a child will be missing 1 or more days of school. An ISP is for families who wish to have their student’s school work collected for them when they will be absent from school for 1 day to 2 weeks of school for a planned absence. The school office needs one week notice in order to process an ISP.

## **CULTURAL STANDARDS**

***Virtuous Behavior at all times and in all places:***

1. Respect all others and respect their property.
2. Observe the dress code.
3. Come to class prepared.
4. Be attentive at all times.
5. No food or drink allowed in class (except water). No gum allowed on campus.
6. Remain seated during class time.

## **CARE OF SCHOOL PROPERTY**

Students are responsible for all textbooks, library and classroom books, and all other school property issued to them during the school year. All lost or damaged books must be paid for replacement purposes.

## **COMMUNICATIONS**

1. *Temeculaprep.com:* TPS maintains a website that allows parents and students to access daily information about school programs, events, policies, and procedures, and various necessary documents.

2. *Aeries.net:* Aeries.net is a web based tool provided by the school that will allow daily access to information about class homework and student grades. This tool will be implemented this fall and more information will be provided to you so that you can navigate through this site utilizing it in the most effective way.

3. *E-Mail Blasts:* Regular email blasts are sent to all parents or groups of parents regarding important updates, changes, and information about school events and activities. It is vital that the school has a current email address for each parent. Please check with the office to ensure your email address is on file.

3. *Newsletter:* The “Vision” is published monthly during the school year and will be sent home with your student. Both faculty and administration may report timely information about the school and upcoming events.

4. *Parent-Teacher Conferences:* If a parent wishes to communicate with a teacher, a parent may contact them by phone or e-mail. The contact information will be provided by the faculty during Back to School Night. Make sure to include the student's name and purpose for the contact. This allows the teacher to prepare any necessary information.

5. *Auto Dialer:* TPS' "auto dialer" is a communication tool which allows us to call or leave automated messages regarding attendance and important school information via telephone.

Annual Parent-Teacher conferences for grades 1-12 are scheduled after the end of the first quarter. Spring conferences and any kindergarten conferences are optional at the request of either the teacher or parent.

## DRESS CODE: 2011-12 TPS Uniform Policy

### ***PLEASE READ CAREFULLY – THIS IS THE NEW UNIFORM DRESS CODE:***

All portions of the official TPS school uniform must be purchased from Tri-Lakes Sportswear. [26499 Jefferson Avenue, Murrieta, CA 92562-6981 (951) 696-8400 [www.trilakessportswear.com](http://www.trilakessportswear.com) ]

All pieces of the school uniform can and must be purchased directly from the Tri-Lakes store in Murrieta or on-line, with the exception of the uniform tennis shoes. Tennis shoes must be solid white or solid black leather or canvas tennis shoes. The style of tennis shoe is open for you to find a shoe that is either more affordable or better meets your child’s physical needs. Please make sure to read this policy in its entirety before purchasing shoes.

The school uniform includes the following:

REGULAR DAY UNIFORM - GIRLS	REGULAR DAY UNIFORM – BOYS	ASSEMBLY UNIFORM - GIRLS	ASSEMBLY UNIFORM - BOYS
Canvas or Leather Tennis Shoes: solid white or solid black	Canvas or Leather Tennis Shoes: solid white or solid black	TPS Plaid Jumper or Skort	Khaki Pants
Khaki or Navy Blue – pants, shorts, or skorts	Khaki or Navy Blue – pants or shorts	Blouse: White (long/short sleeve)	Oxford Shirt: White [long/short sleeve]
Polo Shirts: Red, White, Blue, Green (long/short sleeve)	Polo Shirts: Red, White, Blue, Green (long/short sleeve)	TPS Tie – banded plaid or crossover plaid	TPS Tie: K through 6 <sup>th</sup> Gr. – Banded Logo 7 <sup>th</sup> through 12 <sup>th</sup> Gr. – Signature Logo
Belt: Navy Blue Canvas or Navy/Black Reversible Leather	Belt: Navy Blue Canvas or Navy/Black Reversible Leather	* Shoes, socks, or tights are the same as regular daily uniform wear	* Shoes, socks, and belt are the same as regular daily uniform wear
Socks: Solid White	Socks: Solid White	<b>COLD WEATHER WEAR - GIRLS</b>	<b>COLD WEATHER WEAR - BOYS</b>
Tights: (young women only) Plain navy blue opaque tights without patterns of any kind.		Navy blue pullover, cardigan or sweater vest	Navy blue pullover, cardigan or sweater vest
		Navy blue nylon jacket	Navy blue nylon jacket
		Official TPS letterman’s jacket for 9 <sup>th</sup> through 12 <sup>th</sup> grade ONLY	Official TPS letterman’s jacket for 9 <sup>th</sup> through 12 <sup>th</sup> grade ONLY
		Senior Sweater: Navy blue Senior pullover sweater (Seniors ONLY)	Senior Sweater: Navy blue Senior pullover sweater (Seniors ONLY)

**Assembly Attire:** The assembly attire for all students must be listed in the Tri-Lakes TPS catalogue and purchased through Tri-Lakes. All assembly attire must be worn on designated assembly attire days. Such attire may be worn on regular uniform attire days as well. Sweatshirts and jackets are not part of assembly attire, however the navy blue pullover, cardigan or sweater vest listed in the Tri-Lakes TPS catalogue and purchased through Tri-Lakes may be worn as part of assembly attire.

**No Substitution Policy:** There can be no substitute clothing for school uniforms. Any item that is not specifically described in the “Uniform Grandfather Clause” set forth below or that is not purchased from Tri-Lakes Sportswear (with the exception of the tennis shoes as outlined above and below) will be considered a uniform violation no matter how close the item is to the Tri-lakes model.

**Uniform Grandfather Clause:** Any items previously purchased from Dennis Uniforms that match those items set forth above as the 2011/2012 TPS Uniform Policy can be worn in place of items purchased from Tri-Lakes. However, they must have been purchased from Dennis Uniform and they must match the items for the uniform policy, they cannot be items outside the policy such as sweatshirts. Items outside the current policy are not allowed.

### **Other Uniform Considerations:**

#### **Boys:**

- **Pants and Shorts:** Must be worn appropriately at the waist, be of appropriate-size, and be worn with uniform belt. No baggy or “low riding” pants or shorts allowed.
- **Shirts:** Long sleeve shirts are not to be worn under polo shirts. Polos must be buttoned at least to the second from the top button and fit appropriately (modestly). Shirts must be tucked in at all times. A properly tucked shirt will allow entire belt to be seen without lifting shirt or arms. Ties are not to be worn with polo shirts.
- **Hair:** Must be neat, clean, off the collar, and out of the eyes. Traditional hair cuts only; no spiked hair, Mohawk cuts, pony tails, or dyed hair is allowed. Administration reserves the absolute right to determine what constitutes a “traditional haircut.”
- **Skin:** Clean with no visible body piercings or tattoos. When applicable, faces are to be clean shaven without sideburns below the middle of the ear.

#### **Girls:**

- **Skorts and Jumpers:** Clothing must fit appropriately. Excessively tight fitting items are not allowed. The hems of skorts and jumpers should be no more than 3 inches above the knees.
- **Pants and Shorts:** Must be worn appropriately at the waist, be of appropriate size, and be worn with uniform belt. No baggy or “low riding” pants or shorts allowed.
- **Shirts:** Long sleeve shirts are not to be worn under polo shirts. Polos must be buttoned at least to the second from the top button and fit appropriately (modestly). Shirts must be tucked in at all times. A properly tucked shirt will allow entire belt to be seen without lifting shirt or arms.
- **Hair:** Must be clean, neat, and out of the eyes. May have tastefully colored hair in one natural shade with natural colored highlights. Administration reserves the absolute right to determine what constitutes tasteful and natural.
- **Skin and Piercings:** Clean with no visible tattoos or body piercings, other than ears. Students with pierced ears are allowed to wear conservative earrings only. No hoops for safety reasons. Multiple earrings may not be worn to school. All jewelry must be conservative, appropriate for school, and safe. Students will be asked to remove any jewelry that does not fit these requirements. Administration reserves the absolute right to determine what constitutes conservative, appropriate and safe.
- **Make-up and Nails:** Young women in grades K-6 may not wear any make-up or nail polish. Young women in grades 7-12 may wear makeup in soft, modestly applied colors. Clear lip balm and clear, colorless nail polish are acceptable. French manicures or light, natural, colored polish on natural nail lengths are also

acceptable. No colored polish allowed. Glitter or sparkling makeup or glosses are not allowed. Administration reserves the absolute right to determine what constitutes soft, modestly applied, conservative and natural.

#### **All Students:**

- **Athletic Wear:** P.E. clothes will be provided through Tri-Lakes for grades 7<sup>th</sup> through 12<sup>th</sup> grade.
- **Cold Weather Wear:** Jackets worn to school must be listed in the Tri-Lakes TPS catalogue and purchased through Tri-Lakes. No other jacket, coat, or rainwear is permissible. Any sweater listed in the Tri-Lakes TPS catalogue and purchased through Tri-Lakes may be worn as cold-weather wear as well. Sweatshirts are not considered “jackets” regardless of the logo, even if TPS related.
- **Field Trip Attire:** Unless otherwise directed, the uniform green polo shirt must be worn for off campus field trips.
- **Free Dress:** If and when “free dress” is granted to students, all items of clothing worn must be clean and neat (no dirt or holes) and must promote virtue in style (modest) and in message (logos or phrases). Administration reserves the absolute right to determine what constitutes clean, neat, and virtuous in style and message.
- **Hats:** Baseball caps may be worn for sun protection purposes during breaks, lunches and P.E. only. Such caps must be listed in the Tri-Lakes TPS catalogue and purchased through Tri-Lakes. No other hat or cap is permissible. Inappropriate hats will be confiscated. Hats for cold weather may also be worn, however, such hats must be listed in the Tri-Lakes TPS catalogue and purchased through Tri-Lakes. No other hat or cap is permissible. All hats must be removed inside the classroom.
- **Jean Days:** If and when a “jean day” is granted to students, all items of clothing worn for the school uniform must remain the same. The only exception is to the pants which can be blue denim jeans only. These jeans must be clean and neat (no dirt or holes) and must promote virtue in style (modest) and in message (logos or phrases). Administration reserves the absolute right to determine what constitutes clean, neat, and virtuous in style and message.
- **Tennis Shoes:** In allowing shoes to be purchased elsewhere, we are trying to help parents with costs; however, not at the expense of the uniform policy. Therefore, we recommend, but do not require, that shoes be purchased from Tri-Lakes. However, if indeed shoes are purchased outside Tri-Lakes, they must be solid black or solid white. If you are in doubt, please visit the Tri-Lakes store to ensure you know what acceptable is; there can be no stripe, design, lettering – regardless of size – that is anything but white-on-white or black-on-black. There are no exceptions.
- **Underclothes:** No article of underclothing is to ever be visible while at school or wearing the TPS uniform at a remote location.

**PLEASE NOTE: In any and all cases concerning interpretation of school’s uniform policy, the school administration reserves the absolute right to determine what constitutes proper compliance with the policy.**

**For discipline regarding violations of the dress code see the TPS Code of Conduct Discipline Matrix.**

## ENROLLMENT

Temecula Preparatory School is a public charter school with both a Lower School (K-6th grade) and an Upper School (7<sup>th</sup>-12<sup>th</sup>). The only major expense to the parents is the cost of school uniforms. According to our charter, there is no academic requirement for admission. However, to ensure proper class placement, assessment may be administered to new students as applicable (grades 1-12) prior to their enrollment or at the beginning of the school year. Continuing students shall have first priority for reenrollment and their siblings shall have preference. Enrollment for siblings depends on space availability. Spaces remaining shall be filled by a lottery drawing during April of each school year allowing for students within TVUSD to have priority over other lottery students. Any prospective students not enrolled may remain in lottery, but parents must fill out a new application each year.

## ENROLLMENT PRIORITIES

Temecula Preparatory School is a charter school implicitly designed to meet the goals set forth by the Hillsdale Academy model. As each school year comes to a close, Temecula Preparatory School will be reviewing the TPS Student & Family Compact for families who have not complied with its requirements and expectations. As per Education Code 47605, enrollment priorities will be as follows:

- Category 1:           Returning families who have fulfilled and maintained their responsibilities as outlined in the TPS Student/Family Compact*
- Category 2:           Children of TPS employees*
- Category 3:           Non-enrolled In-district resident siblings of Category 1*
- Category 4:           Non-enrolled Out of district siblings of students enrolled and attending TPS prior to April 12, 2005 (Grandfather Clause)*
- Category 5:           New In-district resident applicants*
- Category 6:           Out of district resident applicants*
- Category 7:           Currently enrolled families who did not fulfill their responsibilities, including repeat suspensions, as outlined in the TPS Compact*

In the event that there are not enough openings to accommodate all of the categories, a random selection process by category shall determine which students shall be enrolled for the following year. The first group to be pulled will be from Category 2, then Category 3, and so on.

After the random selection process, a waiting list for future openings will be established from the TPS lottery, selected randomly by the end of each April.

## FIELD TRIPS

Whenever students are traveling away from school, they are subject to the same rules, regulations, and virtues observed on campus. As in the classrooms, the teacher(s) will judge what acceptable or unacceptable behavior is. ***Unless otherwise directed, students are to wear their green polo shirts or assembly attire when leaving school on a field trip.*** The teacher will notify both parent and student which type of clothing is to be worn. They **must** have a permission slip signed by a parent or guardian to participate on the field trip. *Parents who are chaperoning must have completed a parent volunteer packet, obtained through the school and **must be cleared to participate.***

## FINANCIAL OBLIGATIONS

**Returned Checks:** Any check returned for Non-Sufficient Funds, Stopped Payment, Account Closed or any other reason, will be assessed a fee of \$25 in addition to the amount of the check. TPS reserves the right to refuse checks from any family who has more than one check returned.

**Release of Transcripts and Student Records:** All financial obligations to the school must be met prior to the release of student records. ***Official transcripts fees are \$5 for an official copy and unofficial copies are free. Request for official copies will be made through and paid for via online service.***

## GRADING POLICY

Grades K-2: In kindergarten through second grade, we strive to create a healthy environment for each child. Evaluations of each student's progress will be made quarterly using the following designations:

E	Excellent
G	Good
S	Satisfactory
N	Needs Improvement

Grades 3-12: Report cards will be sent home quarterly. Students will receive number/letter grades for all assignments. The grading scale is:

A+	100%	B+	89-88%	C+	79-78%	F	69%
A	99-93%	B	87-83%	C	77-73%		
A-	92-90%	B-	82-80%	C-	72-70%		

## DEAN'S LIST AND HONOR ROLL

### Grades 3 - 6

Dean's List – Student must achieve straight A's (90% - 100%) in all subjects.

Honor Roll – Student must achieve all A's (90% - 100%) or B's (82% - 89%)

### Grades 7 - 12

Dean's List – Student must achieve a GPA of a 4.0 and above

Honor Roll – Student must achieve a GPA between 3.5 to 3.9

## HEALTH SERVICES

If a student has a fever or displays other symptoms of illness, the parent/guardian **on the emergency card** will be notified. The student must then be picked up, as soon as possible, both for his/her protection as well as that of other students and staff. Please be aware that TPS does not have a nurse.

Please note:

- It is essential that home addresses, phone numbers and emergency contacts be kept current. Please notify the office immediately of any changes.
- Medications are given **only** with written authorization from the parents **and** physician. Forms are available in the office and must be filled out prior to the child needing the medication.
- Students who need to take prescribed medication, including inhalers, must have a “Medication Authorization” form signed by the parent and physician *before* the medication can be brought to school and administered to the student at school. The medication and form must be left in the health office and the *original pharmacy label must be on the item*. The school cannot administer medicine, including any over the counter medications without the aforementioned form being filled out.
- If for any medical reason, a student needs special accommodations, please contact the office and provide a doctor’s note with the medical explanation.

**If your child has any special health needs, please inform the office as soon as possible.**

## HOLIDAY AND BIRTHDAY POLICY

### For Grades K-6:

*Halloween:* There is no formal observation of Halloween at Temecula Preparatory School. Uniforms are to be worn to school on that day.

*St. Valentine’s Day:* All students are encouraged to exchange valentines with their classmates. Each child should bring a sufficient number of valentines for all members of his/her class.

*Birthdays:* Students may present a book to the school library in honor of their birthday. A name plate bearing the child’s name and date of birth will be placed in the book, which is then placed in the library for circulation. Birthdays will be celebrated in the classroom monthly. The room parent will notify parents when the celebration will take place for each month. Please keep birthday treats simple. Please bring birthday treats to the office, not to the classroom. **No balloons or flower bouquets please.** Please do not bring party invitations to school unless **all** classmates are invited. If the guest list is small and does not include everyone, please mail those invitations. *This is an issue of civic virtue concerning the consideration of others and the failure to respect this request will be addressed by administration.*

### For Grades 7-12:

Holidays are not celebrated during the school day.

## **HOMEWORK**

The amount of “homework” each student is expected to complete each evening varies according to grade level. The term “homework” refers to the following:

- any and all assignments
- any and all project preparation
- any and all pencil to paper work

The term “homework” does not refer to any additional reading, reviewing, studying, and quiz/test preparation that students are assigned. An appropriate amount of time must be allotted for students to comfortably accomplish all work.

The sum total of time students should be spending on “homework” is as follows:

### **Grades K-2:**

- Up to sixty (60) minutes per evening five (5) days a week.
- Up to thirty (30) minutes per evening five (5) days a week for additional reading and/or study time.

### **Grades 3-6:**

- Up to seventy-five (75) minutes per evening five (5) days a week.
- Up to forty-five (45) minutes per evening five (5) days a week for additional reading and/or study time.

### **Grades 7&8:**

- Up to ninety (90) minutes per evening five (5) days a week.
- Up to sixty (60) minutes per evening seven days a week for additional reading and/or study time.

### **Grades 9-12:**

- Up to one-hundred and twenty (120) minutes per evening five (5) days a week.
- Additional reading is ninety (90) minutes per evening seven days a week and/or study time.

It is the philosophy of Temecula Preparatory School to require homework from students throughout the school year, at least five nights a week, depending upon the assignment.

Teachers often assign homework to be completed over the course of several days or over a week. It is the school's belief that this assists students with time management and planning. Parents are advised to monitor assignments to prevent last-minute frustration. Providing a quiet environment and regular time for completing homework is essential. Reading is essential to learning and is not to be counted as part of the homework minutes.

The following are general guidelines regarding the daily homework assignments:

No homework shall be assigned over the Thanksgiving, Winter, or Spring breaks unless approved by the Headmaster in advance.

## PERSONAL PROPERTY

*Lost or Stolen Items:* Temecula Preparatory School is **NOT** responsible for lost or stolen items. Keep this in mind when assisting your child(ren) with the selection of personal property he or she desires to bring to school.

*Electronics, Games and Toys:* Students are not allowed to bring electronic equipment (radios, walkmans, CD players, I-pods, MP3 players, video games, laser lights, pagers, computers, personal game devices, etc . . .) to school or on campus. This includes before and after school and at any school-related function such as games, dances, field trips, etc. If found, these items will be confiscated and sent to the office. The student's parent will be required to pick the item up from the office in order for it to be released. If a teacher is requiring students to use some form of electronic equipment for a class, the teacher is to inform the office ahead of time. However, that equipment may not be used outside the time allotted in the class. If it is found that there is unauthorized use of the equipment, it will be confiscated.

*Lost and Found:* Please label everything that is sent to school. Unmarked items not claimed will be placed in lost and found for a period of four weeks. If they are not claimed, they may be discarded, sold at campus "recycle" sales, or donated to charity.

*Telephones:* Cell phones are allowed on campus physically if they are kept off and out of sight. We strongly recommend that parents and students communicate during non-school hours to confirm personal plans and/or arrangements and advise the school in writing when necessary. Urgent calls home are "evaluated" on an individual basis as to necessity. If there is a need to use a cell phone while on campus, students may ask a faculty or staff member permission to make a call. A detention will be issued if students use the cell phones on campus without permission. In addition, the phone will be confiscated for unauthorized use.

## PROGRESS REPORTS

Progress reports will be sent home to students half way through each grading quarter *on an as needed basis*. In short, if students are failing, or are in danger of failing a progress report will be sent home. Otherwise it is the responsibility of the parent to know the student's grades through the use of aeries.net.

## VISITORS

For the protection of the students and the security of the school, visitors and parents on campus *must* check in with the office first. For the purpose of campus wide security, visitors and parents who will be visiting any other part of the school will be given a visitors tag for identification while on campus. **It is against our school policy for visitors or parents to go directly to classrooms before, during, or after school without checking through the office first.** PLEASE NOTE: *There are no exceptions to this rule, including individuals on campus for volunteer service.*

## VOLUNTEERS

Temecula Preparatory School encourages parents/guardians and other members within our school community to share their time, knowledge, and abilities with the school in line with our mission to provide a classical education to our students. This service can be done through our PTO, Parents and Teacher Support, or PATS.

TPS recognizes that volunteer assistance within the school enriches the educational program, enhances supervision of students, and contributes to school safety while strengthening the school's relationships with

parents and friends. TPS also encourages parents and friends to serve as mentors regarding virtuous behavior to help support and motivate our students.

In light of this desire to work with parents and staff members as volunteers, the school strongly encourages parents and staff member to become involved with the parent and teacher organization known as “PATS” (Parent and Teacher Support).

## IV. School Discipline

### SCHOOL DISCIPLINE POLICY

The primary goal of Temecula Preparatory School is to leave a heritage of students who understand the need for virtue, have the wisdom to know when something is or is not virtuous, and have the knowledge to make a positive impact on the world around. TPS has developed a discipline policy with this mission in mind. We seek to provide an atmosphere of civility in which due respect is given to teachers, staff, and individual students as well as institutional and private property. Good conduct on and off campus promotes good education and good citizenship. Thus, students are expected to adhere to the general rules of the school as well as those established by each teacher within his or her classroom.

When discipline is necessary the following procedures will be taken depending on the type of infraction:

1. **Reprimand or Policy Reminder:** the teacher provides reprimand/reminder to student in private.
2. **Detention:** a short time spent during or after school, during lunch, or at another time assigned by faculty or administration to contemplate conduct; can include written assignments or physical assignments such as cleaning various parts of the school campus
3. **Saturday School:** time spent at school on a set Saturday from 8:00 a.m. to 12:00 p.m. in order to make up for lost instructional time or to enforce the seriousness of a student’s misbehavior.
4. **Suspension:** a temporary removal from the classroom either in or out of school; suspending a student from school is reserved for serious offenses or the most consistent misbehavior; after a student accrues 20 days of suspension during a school year, he or she is referred to the TVUSD for an expulsion hearing. Normally, suspensions will be anywhere from one day long to 5 days long depending on the circumstances of the infraction.
5. **Exclusion:** a finding by the compact panel that a student/family has violated the compact agreement he/she/they have agreed to as part of being enrolled in Temecula Preparatory School, a charter school or a school of choice. This is not the same as an expulsion and students will not be barred from attending their home school.
6. **Expulsions:** will be referred to the Temecula Valley United School District Board of Trustees for a hearing in accordance with current policy. TVUSD has established a clear, consistent guideline for expulsion of students. Expulsion is an action taken by for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to him/herself or others.

When administration is considering the need to issue a suspension or expulsion for any major infraction by a student that student's parents will be contacted by school administration to inform the parents that such action may take place.

**Virtuous Behavior is expected at all times and in all places:**

1. Respect all others and respect their property.
2. Observe the dress code.
3. Come to class prepared.
4. Come to school in uniform.
5. Be attentive at all times.
6. No food or drink allowed in class (except water). No gum allowed on campus.
7. Remain seated during class time.

The primary goal of Temecula Preparatory School is to leave a heritage of students who understand the need for virtue, have the wisdom to know when something is or is not virtuous, and have the knowledge to make a positive impact on the world. Our discipline policy was developed with this mission in mind. We seek to provide an atmosphere of civility; respect is given to teachers, staff, students, and property. Students are expected to adhere to all school and classroom rules. Good conduct is expected on and off campus.

It is the responsibility of the classroom teacher or staff member to handle any of the following minor infractions. The classroom teacher has the discretion to administer the discipline they deem appropriate.

**Minor Infractions** may include, but are not limited to the following:

1. Leaving an assigned seat without permission
2. Speaking without permission
3. Being disrespectful to an adult or child
4. Public displays of affection
5. Lying or other forms of deception
6. Chewing gum on campus.

It is the responsibility of administration to handle any of the following major infractions.

**Major Infractions:** may include, but are not limited to the following:

1. Drug and alcohol involvement
2. Sexual misconduct
3. Fighting, physical harassment, threats, bullying, or "hazing"
4. Weapons of any kind
5. Extreme insubordination or continued minor infractions exhibiting insubordinate behavior
6. Smoking or possession of tobacco or smoking paraphernalia
7. Stealing, cheating, plagiarizing, or any forms of academic dishonesty
8. Defiance
9. Vandalism or graffiti
10. Habitual cursing or use of other offensive language
11. Dress Code violations

**When discipline is necessary for major infractions, the Code of Conduct Discipline Matrix will be enforced.**

**Suspended students will be excluded from all school-related extracurricular activities during the period of suspension at a minimum and maybe longer depending on circumstances reviewed by administration. Any student excluded or expelled from the school will be excluded from all school-related extracurricular activities.**

**Note:** While the purpose the Temecula Preparatory School Handbook is designed to provide clarity for all involved, the administration recognizes that not every behavior issue has been specifically designated in the handbook and reserves the right to discipline each and every case based on its unique and specific nature.

## **Dance Policy**

All Temecula Preparatory students in grades 7-12 are eligible to attend school dances for their specific grade level as long as they are in good standing with regard to the policies of the school. Students are expected to follow all school rules while in attendance at the dances and to follow the dress code policy for the dance. No students will be admitted to the dance after the first hour. Once at the dance, all students must remain until the published time for the end of the dance. To ensure that students understand and comply with these rules, a “Dance Contract” will need to be signed by each student attending the dance.

## **Dance Guest Pass**

All Upper School students wishing to attend a dance and bring a non-Temecula Preparatory School guest must fill out and submit a guest pass form and abide by all rules pertaining to guests. All guests must be between the ages of 13 (no 6<sup>th</sup> -8<sup>th</sup> grade students) and 18. Guests between the ages of 18 and 20 will be admitted with prior approval and documentation.

All guest passes must be turned into the Upper School Dean for approval 10 days prior to the dance. Late guest passes will not be approved.

Sponsors, sponsor’s parents, guest and guest’s parents will be held responsible for the behavior of the guest.

Everyone must have a picture ID to get into the dance (9<sup>th</sup> grade currently enrolled TPS students will not be required to show picture ID at the beginning of the school year). The school reserves the right to refuse entrance to the dance of any guest. Refunds will not be made. The dress code will be enforced and students not dress appropriately (excessive cleavage, slits, dresses with low backs, midriffs, below the belt line midriffs, gang related apparel, low riding pants) will be denied entrance. No inappropriate dancing (students will be asked to stop and then leave if inappropriate behavior continues).

## **Plagiarism, Cheating and Falsification**

TPS believes it is the role of administrators and faculty members to educate students on what constitutes cheating and plagiarism. TPS also believes that there needs to be a clear policy for how these forms of academic dishonesty should be and will be addressed.

Practical examples of the three major forms of academic dishonesty are as follows:

### *Plagiarism:*

- Submission of someone else’s work as one’s own, whether the material is paraphrased or copied verbatim.
- Improper acknowledgment of sources in essays or papers.
- Submission of material that has been edited or revised by another person that results in substantive changes in content or style.
- Unauthorized collaboration on a project, homework, or other assignment.

### *Cheating:*

- Any use of external assistance in the completion of an academic assignment and/or test or quiz (unless permitted by faculty). This includes communicating with fellow students, allowing another student to copy, possession or use of unauthorized notes, calculator, or other materials, and any instrument that can convey exam answers, such as cell phones.
- Submission of altered work after grading, including changing answers after an exam or assignment has been graded and returned.
- Obtaining for self or others a solution to homework or other assignments, or a copy of an exam or exam key without the expressed consent of the instructor.
- Using an essay, term paper, or project in more than one course without permission of the instructors of both courses.
- Completing any coursework for another student, or allowing another individual to complete one's own coursework.

### *Falsification:*

- Submitting material for lab assignments, class projects, or other assignments that is wholly or partially falsified, or otherwise does not represent work undertaken by the student.

### Procedures for addressing academic dishonesty:

The final grades in any course are based on the faculty member's evaluation of the student's achievement in the course. When a student is suspected of having engaged in any form of academic dishonesty, the suspected infraction is to be reported to the Dean of Students immediately for consideration of disciplinary proceedings against the student. Until such proceedings, if any, have been completed, the grade DR (Deferred Report) shall be assigned for that assignment or course. If in such disciplinary proceedings it is determined that the student did engage in academic dishonesty, the Dean of Students, in addition to imposing any discipline, shall report back to the faculty member of the course involved -- the nature of the dishonesty. In light of the dean's findings, the faculty member may replace the grade DR with a final grade that reflects an evaluation of the assignment, assessment or course which fairly represents the student's own achievement in the matter as opposed to any achievement that resulted from the academic dishonesty.

If a faculty member does determine to issue a grade of DR, which will later be replaced with a final course grade, the faculty member will write a letter to the Dean of Students, with copies to the student and parents, stating the reasons for assigning the DR. The Dean of Students will inform all parties of the outcome of the investigation.

**Note: For disciplinary measures regarding Academic Dishonesty please see the TPS Code of Conduct Matrix.**

### **Participation Privilege**

Participation in ASB and athletic activities is a privilege. Students and parents must be in good standing with the school having fulfilled the obligations outlined in the student handbook and the family compact agreement.

Code of Regulation, Title 5  
300-307 Duties of Pupils  
Education Code  
48909 Duties of Pupils  
Civil Codes

## **Student Drivers**

All student drivers must have a parking permit form registered with the school. A copy of the student's driver's license and insurance information must be provided as well.

Rules regarding student driving are as follows:

1. All student vehicles on the school grounds must be registered in the office. The parking permit must be visible in the window.
2. Students are to drive no faster than 5mph while on school property.
3. Students may not transport other students without parental consent after the first year.
4. Students may not transport students other than siblings during the first year of driving.
5. Students may not go out to the parking lot during the school day...the car is not a locker.
6. Student drivers may not drive other students to athletic activities with the exception of siblings.

Any violation of the above rules could result in the loss of driving privileges while on campus.

## **V. Student and Family Compact:**

### **COMPACT IMPORTANCE**

#### **What is a Compact?**

It's a very simple idea – a compact is a written agreement between a governing body and community sector. It commits those who are signing to a relationship built on trust by improving their mutual understanding of expectations. The most famous of these is the *Mayflower Compact*, the first governing document penned in the history of the United States.

Today, compacts are about the community working together to fulfill a common vision and mission. Compacts benefit both the community and the individual as they offer a clearer understanding of what is required by each to fulfill the community vision and mission, which, in turn, serves to benefit the individual.

In addition, a compact represents a pledge by the community and individual to pursue and support the policies, procedures, and practices of the community.

#### **Why does TPS require a *Student and Family Compact*?**

In order to understand the reason “why” TPS requires a *Student and Family Compact* it is first important to understand the history of the charter school movement.

The idea for American Charter Schools is credited to Professor Ray Budde from Amherst University. In 1988 the American Federation of Teachers trumped this idea in an effort to create reform in the public school sector. The federation called for the establishment of "charter schools"; also known as "schools of choice." It is this term -- “schools of choice” -- that is key to understanding the compact.

California was one of the very first states to create a charter school movement and since the early 1990's charter schools have thrived in the state. In short, a public charter school is a publicly funded school that has been granted a charter exempting it from selected state or local rules and regulations. In return for funding and autonomy, the charter schools must meet accountability standards. A school's charter is reviewed and can be revoked if guidelines established within the charter are not met.

This allows parents, educators, and community representatives to create new schools based upon unique ideas, separate from the regular public schools, which give families a choice in education. In choosing to attend a charter school over a local area school, families are choosing a unique model of education and the various prerequisites that go along with such an education.

In order to ensure that families understand what the prerequisites are to taking part in a charter school education, charter schools have designed compacts that are specific to their charter needs. In the case of TPS, the compact affirms various aspects of a classical education such as the student uniform policy, a strong call to virtuous behavior on behalf of students and parents, and a strong call to academic support by the parents for the students.

If families and students attend to choose TPS, they also choose to enter into the compact that supports the TPS vision, mission, goal, and objectives by pledging to abide by policies, procedures, and practices that have been put in place to see the charter through to the end.

The **choice** of families and/or students to ignore their pledge as spelled out in the *Student and Family Compact* can lead to exclusion from TPS. This, of course, does not prevent a student from attending their local area public school in any way, shape or form. However, it does protect the TPS charter and other students and families who have **chosen** to keep their pledge to the compact in support of the charter. In other words, **TPS is a “school of choice.”**

## COMPACT PANEL

Students and/or families that fail to adhere to one or more items contained in the Temecula Preparatory School Student & Family Compact Agreement and/or the Temecula Preparatory School Student & Parent Handbook may be summoned to appear before a TPS Student & Family panel meeting to address the failure of students and/or families to adhere to the Temecula Preparatory School Student & Family Compact Agreement. The panel will be made up of current Temecula Preparatory School staff members. Students and/or families will be notified by the Headmaster or designee to set up the panel meeting. Notification of students and/or families concerning the panel meeting can be made by, but is not limited to, the following:

Telephone call	Facsimile
Regular Mail	Certified Mail
E-mail	In person

At the outset of the panel meeting a brief synopsis of why the meeting has been called will be given by the Headmaster, or designee, to the panel, and the student and/or family being summoned to appear. The student and/or family will also be given an opportunity to share their thoughts regarding the issue for which the panel has been convened. In order to ascertain a complete set of facts, the panel members may ask questions of all parties present. Once the meeting concludes, the panel may choose to do the following:

1. Render no decision
2. Support the mutually agreed upon decision that is made during the meeting
3. Go into closed session and render a decision to be announced at that time.
4. Call the parties back for an additional meeting
5. Choose another form of support for the integrity of the student family compact

The decision of the TPS Student Family Compact Panel is final and may include disciplinary measures up to school suspension and exclusion from the school. If one party wishes to appeal the panel's decision, they may do so by submitting a request in writing to the school's Executive Director. The appeal must be received

in writing by the Executive Director no later than 5 school days after the panel decision is made and shared with the student and/or family.

The Executive Director will review the panel decision and either affirm the decision or send the decision back to the panel for review. In the event the Executive Director affirms the panel decision or in the event the panel reaffirms its decision after it has re-reviewed the issue pursuant to the Executive Director's request, either party may appeal the panel's decision to the Temecula Preparatory School's Governing Board of Directors. The panel decision will then be placed on the closed session agenda of a regularly scheduled meeting or special meeting of the Governing Board. Deliberation of the board on the decision will be in closed session. The board will report out its decision in open session. The Temecula Preparatory School's Governing Board of Directors' decision is final.

## TPS Discipline Matrix CODE OF CONDUCT

Expectations based on Four Virtues	TPS Code: Based on Parent and Student Compact and on CA Ed Code	First Consequence	Second Consequence	Defiance
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### DRUGS AND ALCOHOL

It is the responsibility of every TPS parent and student to know the code of conduct and for students to follow this code. By doing so, students will be productive and successful members of the learning community. Student behavior is expected to reflect the TPS commitment to virtuous citizenship and wisdom. Students who choose to make wrong or poor decisions will be held accountable.

**Important Note:** This matrix lists the most common violations, but other forms of behavior may also result in discipline. California State law says that a student may be disciplined, suspended or recommended for expulsion based on "reasonable cause", which includes on and off campus school related activities. Students with poor academic standing, disciplinary issues or unsettled attendance issues will be placed on a "NO ACTIVITIES ALLOWED LIST". Grade level principals reserve the right to monitor student activity privileges.

**Important Note:** Students confronted with any situation regarding drugs/alcohol are expected to walk away, and:  
 1) Report the incident to an administrator;  
 2) Not accept any drugs, alcohol or dangerous objects;  
 3) Immediately report to administrator if something has been placed on person or in personal belongings

Pursue virtuous behavior and make choices based on wisdom by contributing to the well-being of the school community.	Alcohol or illegal drugs are not allowed on any part of campus including parking lots or at any school related activity regardless of location. Students may not unlawfully possess, use, sell or otherwise furnish or be under the influence of, or unlawfully offer, arrange or negotiate to sell, any controlled substance, drug paraphernalia, alcoholic beverage or intoxicant of any kind. Nor can students sell, deliver or otherwise furnish to any person another liquid substance or material and represent the liquid, substance or material as a controlled substance, alcoholic beverage or intoxicant.	Up to five day suspension and automatic referral to compact panel for exclusion from school. If sales, automatic referral to TVUSD for expulsion from district, police or sheriff involvement.	Three to five day suspension and automatic referral to compact panel for exclusion from school. For sales there is a no allowance of a second offense.	Zero Tolerance for defiance.
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### SMOKING, POSSESSION OF TOBACCO OR SMOKING PARAPHERNALIA

Engage in higher-level thinking and make choices based on wisdom by contributing to a clean school environment.	Students may not possess or use tobacco or any product containing tobacco or nicotine. Nor may students possess or unlawfully offer, arrange or negotiate to sell any smoking paraphernalia.	Up to five day suspension and automatic referral to compact panel for exclusion from school, police or sheriff involvement. If sales, automatic referral to TVUSD for expulsion from district, police or sheriff involvement.	Three to five day suspension and automatic referral to compact panel for exclusion from school, police or sheriff involvement. For sales there is no allowance a second offense.	Zero Tolerance for defiance.
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### WEAPONS

Pursue virtuous behavior and make choices based on wisdom by contributing to the well-being of the school community by upholding a culture of safety and respect for others and contribute to a positive school culture.	Use or possession of any dangerous object is prohibited. Students may not possess, sell or otherwise furnish any firearm or knife, or any explosive or other dangerous object. Nor may students possess an imitation firearm, meaning 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.	Three to five day suspension and automatic referral to compact panel for exclusion from school, police or sheriff involvement.	Three to five day suspension and automatic referral to compact panel for exclusion from school, police or sheriff involvement.	Zero Tolerance for defiance.
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**FIGHTING/HARASSMENT/BULLYING/HAZING**

**Important Note:** *Students experiencing harassment or intimidation are expected to do the following to avoid an altercation and disciplinary action:*  
 1) *Walk away;*  
 2) *Report the incident to a administrator;*  
 3) *Seek help from a teacher, campus security, counselor or administrator to resolve the situation.*

Pursue virtuous behavior by treating others as you wish to be treated, with respect, compassion and dignity; and do everything possible to maintain peace.	Fighting, harassment, bullying or intimidation are not tolerated. Students may not cause or attempt to cause or threaten to cause physical injury to another person or willfully use force or violence upon the person of another. Students may not harass, threaten or intimidate any student who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that student for being a witness, or both. Nor may students engage or attempt to engage in any form of hazing.	One to five day suspension and possible referral to compact panel for exclusion from school, and possible police or sheriff involvement.	Three to five day suspension and referral to compact panel for exclusion from school, and possible police or sheriff involvement.	Zero Tolerance for defiance.
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**LEWD CONDUCT/PORNOGRAPHY**

Pursue virtuous behavior and make choices based on wisdom by modeling positive behavior and act with personal integrity.	Any display or any form of lewd conduct or possession or viewing of pornography of any type will not be tolerated. Students may not commit an obscene act or engage in the use of profanity or vulgarity, which includes cursing.	One to five day suspension and possible referral to compact panel for exclusion from school, and possible police or sheriff involvement.	Three to five day suspension and referral to compact panel for exclusion from school, and possible police or sheriff involvement.	Zero Tolerance for defiance.
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**ROBBERY, THEFT AND EXTORTION**

Pursue virtuous behavior and make choices based on wisdom by acting with personal integrity and follow school behavioral expectations and by treating others as you wish to be treated.	Students may not commit or attempt to commit robbery, theft or extortion nor may students steal or attempt to steal school or private property.	One to five day suspension and possible referral to compact panel for exclusion from school, and police or sheriff involvement.	Three to five day suspension and possible referral to compact panel for exclusion from school, and police or sheriff involvement.	Zero Tolerance for defiance.
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**DAMAGED/STOLEN SCHOOL/PRIVATE PROPERTY**

Pursue virtuous behavior and make choices based on wisdom by acting with personal integrity and follow school behavioral expectations and by treating others as you wish to be treated.	Students may not cause or attempt to cause damage, or steal or attempt to steal, school or private property. Restitution will be required for all damaged/stolen property and charges will be filed with the sheriff or police department.	One to five day suspension and possible referral to compact panel for exclusion from school, and police or sheriff involvement.	Three to five day suspension and possible referral to compact panel for exclusion from school, and police or sheriff involvement.	Zero Tolerance for defiance.
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**THROWING FOOD/OBJECTS**

Pursue virtuous behavior and make choices based on wisdom by contributing to a clean and orderly school environment and treating others with respect.	Students may not cause or attempt to cause damage to school or private property including throwing objects.	One to five day suspension and possible referral to compact panel for exclusion from school, and possible police or sheriff involvement.	Three to five day suspension and referral to compact panel for exclusion from school, and possible police or sheriff involvement.	Zero Tolerance for defiance.
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**GAMBLING**

Pursue virtuous behavior and make choices based on wisdom by positively influencing others.	Students gambling in any form is not permitted on campus and may result in suspension.	Saturday School.	One to three day suspension.	Third offense and thereafter - considered defiance.
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**DEFIANCE**

Pursue virtue and wisdom by thinking about character before acting and making choices for the future.	Students may not disrupt school activities or otherwise willfully defy the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties.	Suspended one to five days, parent conference, and possible referral to compact panel for exclusion from school	Suspended three to five days, parent conference, and referral to compact panel for exclusion from school.	Zero tolerance for a third offense of "defiance".
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**TARDINESS**

Pursue virtue and wisdom by displaying a motivation for learning and utilize effective work habits.	Timeliness to class is an essential aspect of academic success. Students who are not in class when the bell rings are deemed tardy. Students who are more than 30 minutes late to any class are deemed truant.	<p>Grades K-2: 5 tardies = lunch detention</p> <p>Grades 3-6: 5 tardies = after school detention</p> <p>Grades 7-12: Up to 5 period tardies = OCD served for remainder of period.</p>	<p>10 tardies = after school detention</p> <p>10 tardies = Saturday School</p> <p>5 period tardies = Saturday School</p>	<p>15 or more tardies = Saturday School, parent conference, and referral to compact panel.</p> <p>10 or more tardies = Saturday School, parent conference and referral to compact panel.</p> <p>10 period tardies = Saturday School, parent conference and referral to compact panel.</p>
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**TRUANCY**

Pursue virtue and wisdom and knowledge by embracing a culture of excellence in education.	Truancy is defined as: a student who is found off campus, out of class or out of bounds during the school day without a hall pass.	Saturday School and referral to SRO.	One to three day suspension and possible referral to SARB.	Suspended three to five days, parent conference, and referral to compact panel for exclusion from school.
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**ELECTRONIC DEVICES**

Pursue virtue and wisdom and knowledge by engaging in classroom activities and utilizing effective work habits.	Students are discouraged from bringing any type of electronic devices (CD, MP3, cell phones, ipods, pages, cameras etc.) to school. When found in use and/or disruptive to learning environment, they will be confiscated and turned in to the grade level principal.	Warning. Device taken for 24 hours and given to parents.	Detention. Device taken for 24 hours and given to parents.	Third offense – considered defiance. Device taken for 24 hours and given to parents.
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**STUDENT PARKING**

Pursue virtuous behavior and make choices based on wisdom by contributing to a clean and orderly school environment and treating others with respect.	Student parking is a privilege, not a right. Students who drive and park on school property may only park in student designated spaces. The entire behavior code applies to all school property including the parking lot. Students must follow vehicle code guidelines to be parked safely.	Detention and possible municipal citation issued.	Saturday School and possible municipal citation issued.	Parking permit revoked – privilege of driving to and from school will be repealed. Senior parking space revoked with no refund of fee.
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**DRESS CODE**

Pursue virtuous behavior and wisdom by choosing to contribute to a positive school culture and model positive behavior.	All students are expected to dress in compliance with the TPS Uniform Dress Code. See Student Uniforms in the Student Handbook for details.	Detention and change clothing, student waits in office until proper clothing is received.	Saturday school, change clothing, student waits until proper clothing received.	Third offense and thereafter - considered defiance.
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**ACADEMIC DISHONESTY**

Pursue virtuous behavior and make choices based on wisdom by thinking about character before acting and making choices for the future.	Plagiarism , cheating or falsification will not be tolerated by any teacher in any subject. For examples of each of these see the TPS Parent Student Handbook regarding this particular issue found under School Discipline.	The student will receive an F on the assignment.	Student will fail the entire course, and further disciplinary action, to include suspension or expulsion, may be instituted.	Zero Tolerance for defiance.
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## **Temecula Preparatory School Administrative Team**

Mr. Scott Phillips, Headmaster & Executive Director  
Ms. Sarah Stevens, Dean of Students  
Mrs. Terri Steele, Dean of Curriculum and Instruction  
Mrs. Karen Henson, Director of Business and Operations  
Mrs. Renee Huskey, Director of Public Relations  
Ms. Kelly Karnes, Director of Special Education  
Mrs. Cindy Woodruff, Upper School Student Support  
Mrs. DiAnne McClenahan, Lower School Student Support  
Mrs. Yvonne Crace, College and Career Counselor  
Mr. Javier Santa Cruz, Activities Director

The administrative team is available to assist you with any questions, concerns, or problems.

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