

Student & Parent Handbook

2008 ~ 2009



General Information, Policies & Procedures

Temecula Preparatory School
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Office Hours: 7:30 a.m. to 4:00 p.m. when school is in session

www.temeculaprep.com

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Temecula Preparatory School
A classical vision for the future and a classical mission for today . . .

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

What the TPS Vision and Mission means for the classroom and on campus:

- ~ To promote enhanced self-respect through academic accomplishment, correct behavior and proper regard for others.
- ~ To impart a love and respect for truth and knowledge, and to create a desire for its lifelong pursuit.
- ~ To provide a solid phonics-based ability to read at the highest levels.
- ~ To provide a balanced education of linguistic skills, mathematics, science, music, and art.
- ~ To provide a body of knowledge necessary to be creative and use analytical thinking in the development of abstract and associative skills.
- ~ To provide guidance relative to nutrition, exercise, and the importance of healthy bodies.
- ~ To guide students in the development of effective study skills.
- ~ To instill a respect for manners and civility toward all.
- ~ To help the student fully understand history, especially that of American and Western European history, in word and deed; to better understand how our world has developed to be what it is; and to help the student realize a viable role in society and a purposeful existence.

SCHOOL PHILOSOPHY

Drawing upon the tradition of classical education, Temecula Preparatory School was established to follow the steps of its mentor, Hillsdale Academy. Academia (docere), discipline (disciplina), and virtuous character (virtus) are integrated in the formation of a Temecula Preparatory School student. These attributes will continue to form them throughout life, long after they have left their schooldays behind.

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.

ENROLLMENT

Temecula Preparatory School is a public charter school with both a Lower School (K-8th grade) and an Upper School (9th-12th). The only major expense to the parents is the cost of school uniforms. School lunches and extracurricular activities (athletics and field trips) are voluntary parent expenses. According to our charter, there is no academic requirement for admission. However, to ensure proper class placement, testing is administered to new students as applicable (grades 1-12) prior to their enrollment. 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. New students will not be enrolled after February 28th of each year.

MORNING ROUTINE

Welcome: At Temecula Preparatory School, an administrator or staff member will greet the students as their parents drop them off in the morning. ***School begins promptly at 8:00 a.m.*** (Please review tardiness policy below.)

Flag Salute: Flag salutes will take place during Monday morning assembly and in the classroom the rest of the week. The salute will be followed by a patriotic song and brief school announcements.

ARRIVALS AND DISMISSALS

- 8:00 a.m. Class begins for grades K-12. (If your child is not in his/her classroom or the MPR on assembly day by 8:00 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. Unless otherwise arranged through the TPS Child Care Program parents may drop off students beginning at 7:40 a.m.
- 1:30 p.m. Kindergarten dismissal
- 3:00 p.m. Dismissal of grades 1-12 Please be aware that there is no supervision of children after 3:15 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 activities may not be left at school to wait until the activity has ended.
 - ~ Parents may not presume the school will supervise their child(ren) after 3:15 p.m.
 - ~ If a child in grades K-8 is not picked up on time the child will be taken to child care and the parent will be billed the full 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
- 12:00 p.m. (Minimum Day Dismissal only)

RECESSES AND LUNCHES

Each grade will receive a fifteen minute nutrition break each morning. Students will have a 30 minute lunch break daily. As we have no cafeteria services, students are to bring a snack and lunch from home. We encourage the children to finish their own lunches; we discourage the sharing, exchanging or throwing away of food. Please monitor your child’s lunch box and adjust their food portions, if necessary. Clearly label your student’s lunch box with his or her name. A well balanced nutritious snack and lunch help promote academic success. Candy, caffeinated drinks and soft drinks are not allowed at school. Students are expected to clean their eating area after snack and lunch. They will gather all trash and deposit it in the bins. They will also take turns cleaning their eating tables. **TPS is a closed campus.** Lunches may not be ordered by outside vendors without prior administrative approval.

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 and selecting option 4.** 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 there may be an occasion instances when your child is tardy, but please avoid this whenever possible as **tardiness interrupts your child's instructional time**. A Saturday School will be issued after 5 unexcused arrival tardies or 5 tardies to any one class. The time is meant to replace lost instructional time in the classroom.

Summary of attendance policy regarding tardies:

1. Classroom teachers determine if students are tardy (in classroom at the bell)
2. Tardy students who are disruptive or who do not comply with teacher consequences will be referred to an administrator
3. Administrators will assign Saturday School to students with five (5) unexcused arrival or classroom tardies in a period.
4. Seven (7) unexcused tardies in a class, during a grading period, will result in a "U" in citizenship
5. Ten (10) unexcused tardies in a period, during a semester, will result in loss of parking privileges, and activities privileges such as dances, proms, etc.
6. Students identified as "habitually tardy" may be cited for loitering by the SRO.
7. Students caught in "tardy sweeps" will be assigned lunch detention that day.

Absences:

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

- 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.

Truant Absences:

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.

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 a truancy. This determination process will require the cooperation of parents and/or guardians.

All absences are unexcused until a legal reason for excuse is provided to the attendance office.

Legal reasons for absences to be EXCUSED are as follows:

1. Illness or medical appointment.
2. Funerals for immediate family members.
3. Required court appearances.
4. School business
5. Religious observances

Remaining absences are either unexcused or truant.

Sample reasons for an UNEXCUSED absence are:

1. College visits
2. Sports tournaments (non-school, club teams)
3. Car trouble/traffic citation
4. Vacation
5. Personal or family business

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. Consequences for truancy:

1. The first truancy will result in a detention.
2. The second truancy will also result in a detention, and may involve a school administrator.
3. The third truancy will result in a four-hour Saturday School. A student/parent/administrator conference may also be held to assist the student to eliminate truanies.
4. The fourth truancy will result in a four-hour Saturday School and citation from the school resource officer..
5. The fifth truancy will result in a four-hour Saturday School and citation from the school resource officer.

Pursuant to EC 48200, every child from the age of 6 to 18 in the District 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 District 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 District priority.

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 25 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. Please request the ISP as soon as you know you will need it.

GRADING POLICY

Grades K-3: In kindergarten through third 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 (not applicable to Kindergarten) |
| G | Good |
| S | Satisfactory |
| N | Needs Improvement |

Grades 4-12: Report cards will be sent home quarterly. Students will receive number/letter grades for all assignments. The grading scale is:

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

PROGRESS REPORTS

Progress reports will be sent home to 4th through 12th grade students half way through each grading quarter *on an as needed basis*.

HOMEWORK

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.

Students in grades K-8 are required to have their parents sign their learning log (school communication log) everyday. This log will become a source of communication between your home and the child's classroom. This is a part of your child's homework and their teacher will hold them responsible.

Following is a general guideline regarding the amount of time students should spend per night completing their homework assignments:

Kindergarten	15 to 25 minutes	Grades 5-6	60 to 90 minutes
Grades 1-2	20 to 35 minutes	Grades 7-12	90 to 180 minutes
Grades 3-4	45 to 60 minutes		

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. ***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.***

HOLIDAY AND BIRTHDAY POLICIES

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 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.*

COMMUNICATIONS

TPS Website: Over the past years, our website has been greatly improved. Many things have been added to aid in informing parents about different events at TPS. We will continue to improve our website throughout the school. The website address is www.temeculaprep.com.

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.

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.

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.

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, gameboys, 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 will inform the office ahead of time. However, that equipment may not be used outside the time allotted fro 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 go to the office to request permission to make a call. A detention will be issued if students use the cell phone while on campus without permission in addition to the phone being confiscated for unauthorized use.

EARLY PICKUPS

If it is necessary to pick up your child early, please come to the office and we will call your child’s classroom for you while you sign them out. If a person other than a parent is picking up your child, it is necessary that we receive this information in writing prior to pick up. We will only release your child to persons listed on the emergency card with proper identification.

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 name 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 parents or friends on campus for volunteer service.*

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 a student’s address, 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 the appropriate form signed by the parent and physician *before* the medication can be brought to 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 your child has any special health needs, please inform the office as soon as possible.

DRESS CODE ~ 2008-2009

*PLEASE READ CAREFULLY!
THERE HAVE BEEN CHANGES TO THE DRESS CODE.*

Temecula Preparatory School maintains a strict dress code which includes uniforms. All students must be in uniform at all times while on campus and at some off campus school related functions.

TPS students wear uniforms to underscore the school's seriousness of purpose by encouraging students to consider their dress as an aspect of their work, to decrease or eliminate the self consciousness and social competition that fashion tends to promote, and to promote a sense of identity with the school and its students. The emphasis is on learning, not fashion competition.

Parents are asked to read and understand the Temecula Preparatory School dress code, support its enforcement and explore it thoroughly with their student. There are some options available that are exclusively for upper school students. This year there are more fashionable options to choose from. Parents are encouraged to allow their children to express themselves creatively-through the arts, music, sports, personality and academic achievement-rather than through their manner of dress.

Portions of the official uniforms must be purchased from Dennis Uniform Company in San Diego (858-573-1804, www.dennisuniform.com. The school code is DAL). This includes polos, turtlenecks, plaid skorts, plaid skirts, plaid jumpers and sweatshirts.. Blouses, pants, shorts, non-plaid skorts/skirts/jumpers, sweaters, accessories,. shoes, backpacks, belts and optional outerwear may be purchased from Dennis or other vendors as long as they conform to the school's specific dress code. TPS receives a rebate as a percentage of all items purchased through Dennis at the end of the year. Uniforms may be purchased directly at the store, on-line, or by fax and sent directly to your home.

Assembly attire consists of a white blouse (not polo) and any plaid item for girls, and white oxford cloth shirt (not polo), plaid or navy tie, and navy pants or shorts with belt for boys. This applies to special assembly days such as awards or programs, and Monday morning assembly. *Sweatshirts are not part of assembly attire.*

Boys Kindergarten – 8th grade:

- Socks: If socks are visible they must be plain navy or white crew or ankle socks.
- Pants and shorts: If not purchased from Dennis, must be consistent with official Dennis Uniform items and worn with a belt. Navy **required** for assembly. Must be worn appropriately at the waist and be of appropriate size. No baggy or "low riding" pants or shorts allowed.
- Shirts: Polos, short or long sleeve, in white, red, navy, or dark green only. Long sleeve white turtleneck shirts with TPS logo are also available. **Polos and turtlenecks must be official Dennis Uniform pieces** and fit appropriately. Long sleeve shirts are not to be worn under polo shirts. All polos and turtlenecks **must** have TPS logo. Polos must be buttoned at least to the second from the top button. Shirts must be tucked in at all times. Properly tucked shirt will allow entire belt to be seen without lifting shirt or arms. Green polo **must** be worn for off campus field trips. Ties are **not** to be worn with polo shirts. White oxford cloth shirt, long or short sleeve, with tie **required** for assembly and if not purchased from Dennis, must be consistent with official Dennis Uniform items
- Hair: Must be neat, clean, off the collar and out of the eyes. Traditional hair cuts only. **No spiked or dyed hair is allowed. No pony tails.**
- Skin: Clean with no visible body, tongue, ear piercings or tattoos. When applicable, faces are to be clean shaven.

Girls Kindergarten – 8th grade:

- Socks: If visible must be color coordinated, white, navy, red or dark green bobby, knee or ankle socks, or tights. Leggings are not allowed.
- Skirts, skorts, and jumpers: If plaid, **Dennis Uniform items only**. If not plaid and not purchased from Dennis, must be consistent with official Dennis Uniform items. Clothing must fit appropriately. Rolled waistbands, too short, or excessively tight fitting items are not allowed. Plaid items are **required** for assembly. The hems of skirts, skorts, and jumpers should be no more than 3 inches above the knees.
- Pants and shorts: If not purchased from Dennis, must be consistent with official Dennis Uniform items and worn with a belt if belt loops are provided. Must be worn appropriately at the waist and be of appropriate size. No baggy pants or shorts allowed.
- Blouses: If not purchased from Dennis, must be consistent with official Dennis Uniform items. Numerous choices are found in the Dennis catalog. Blouses must be buttoned at least to the second from the top button. Blouse, not polo, is **required** for assembly.
- Polo shirts: Polos, short or long sleeve, in white, red, navy or dark green only. Long sleeve white turtleneck shirts with TPS logo are also available. **Polos and turtlenecks must be official Dennis Uniform pieces** and fit appropriately. Undershirts or long sleeve shirts are not to be visible under polo shirts. All polos and turtlenecks **must** have TPS logo. Polos must be buttoned at least to the second from the top button. Shirts must be tucked in at all times. Properly tucked shirt will allow entire belt to be seen without lifting shirt or arms. Green polo **must** be worn for off campus field trips unless the teacher has requested assembly attire. All shirts worn under the polo shirt must either be plain white with no logos or match the color of the shirt. The sleeve length of the shirt underneath must match the sleeve length of the polo shirt.
- Hair: Must be clean, neat and out of the eyes. Only plaid (uniform matching), navy, white, red and dark green accessories are to be worn in the hair. Girls in grades 9 through 12 **only** may have tastefully colored hair in **natural** shades.
- Skin and nails: Clean with no visible tattoos or body piercing, other than ears, or tattoos. Pierced ears are allowed with small, conservative earrings only. **No** hoops for safety reasons. Multiple ear piecing may not be worn to school. Other jewelry must be conservative and appropriate for school or will have to be removed. **Girls in grades 9 through 12 only may wear makeup in soft, modestly applied colors**. Clear lip balm and clear, colorless nail polish is acceptable for lower school girls. Glitter or sparkling makeup or glosses will not be allowed. French manicures or conservative light, natural colored polish on natural nail lengths are acceptable for girls in grades 7 through 12. No colored polish allowed.

Boys 9th – 12th grade:

- Socks: If visible must be plain navy or white crew or ankle socks.
- Pants and shorts: If not purchased from Dennis, must be consistent with official Dennis Uniform items and worn with a belt. **Navy required for assembly**. Must be worn appropriately at the waist and be of appropriate size. No baggy or “low riding” pants or shorts allowed.

- Shirts: Polos, short or long sleeve, in white, red, navy, or dark green only. Long sleeve white turtleneck shirts with TPS logo are also available. **Polos and turtlenecks must be official Dennis Uniform pieces** and fit appropriately. Undershirts or long sleeve shirts are not to be visible under polo shirts. All polos and turtlenecks **must** have TPS logo. Polos must be buttoned at least to the second from the top button. **Shirts must be tucked in at all times.** Properly tucked shirt will allow entire belt to be seen without lifting shirt or arms. Green polo **must** be worn for off campus field trips unless assembly attire has been requested by the teacher. Ties are **not** to be worn with polo shirts. All shirts worn under the polo shirt must either be plain white with no logos or match the color of the shirt. The sleeve length of the shirt underneath must match the sleeve length of the polo shirt. **White oxford cloth shirt with tie required for assembly**, and if not purchased from Dennis, must be consistent with official Dennis Uniform items
- Hair: Must be neat, clean, off the collar and out of the eyes. Traditional hair cuts only. **No spiked or dyed hair is allowed. No pony tails.**
- Skin: Clean with no visible body or ear piercings or tattoos. Faces are to be clean shaven.

Girls 9th – 12th grade:

- Socks: If visible must be color coordinated, white, navy, red or dark green bobby, knee or ankle socks, or tights. Leggings are not allowed.
- Skirts and skorts: If plaid, **Dennis Uniform items only**. If not plaid and not purchased from Dennis, must be consistent with official Dennis Uniform items. Clothing must fit appropriately. Rolled waistbands, too short, or excessively tight fitting items are not allowed. Skirt and skort hemlines should be no more than 3 inches above the knee. Plaid item **required** for assembly.
- Pants and shorts: If not purchased from Dennis, must be consistent with official Dennis Uniform and worn with a belt if belt loops are provided. Must be worn appropriately at the waist and be of appropriate size. No baggy pants or shorts allowed.
- Blouses: If not purchased from Dennis, must be consistent with official Dennis Uniform items. Numerous choices are found in the Dennis catalog. Blouses must be buttoned at least to the second from the top button. Blouse, **not** polo, **required** for assembly.
- Polo and Turtleneck shirts: Polos, short or long sleeve, in white, red, navy, or dark green only. Long sleeve white turtleneck shirts with TPS logo are also available. **Polos and turtlenecks must be official Dennis Uniform pieces** and fit appropriately. Long sleeve shirts are not to be worn under polo shirts. All polos and turtlenecks **must** have TPS logo. Polos must be buttoned at least to the second from the top button. Shirts must be tucked in at all times. Properly tucked shirt will allow entire belt to be seen without lifting shirt or arms. Green polo **must** be worn for off campus field trips. All shirts worn under the polo shirt must either be plain white with no logos or match the color of the shirt. The sleeve length of the shirt underneath must match the sleeve length of the polo shirt.
- Hair: Must be clean, neat and out of the eyes. Only plaid (uniform matching), navy, white, red and dark green accessories are to be worn in the hair. Girls in grades 9 through 12 may have tastefully colored hair in natural shades.

- *Skin and nails:* Clean with no visible tattoos or body piercing, other than ears. Pierced ears are allowed with small, conservative earrings only. **No** hoops for safety reasons. Multiple ear piecing may not be worn to school. Other jewelry must be conservative and appropriate for school or will have to be removed. Girls in grades 9 through 12 only may wear makeup in soft, modestly applied colors. Glitter or sparkling makeup or glosses will not be allowed. **French manicures or conservative light, natural colored polish on natural nail lengths are acceptable for girls in grades 7 through 12. No blue, green, red, or black nail polish allowed.**

General (Kindergarten – 12th grade):

- *Shoes:* Oxfords, “bucks”, loafers, saddle, T-strap, Mary Jane’s and traditional plain shoes are allowed, as are conservative plain color leather or canvas athletic shoes with minimal contrasting decoration. Shoes must be free of decorations, lights, or wheels with white or color coordinated laces. Shoes must be kept tied. Velcro or zipper closures are okay. Shoes must have full back coverage. No elevations of base or platform over one inch. No skater or wheeled shoes allowed. Boots must be conservative with low heels or Uggs may be worn during cold weather. Cowboy boots, combat or army style boots, and “go-go” style boots are not considered uniform attire.
- *Belts:* Brown, black or navy leather without decoration (i.e. studs and/or spikes). Navy or khaki woven plain belts are also acceptable. Buckles must be conservative and small without decoration.
- *Sweatshirts:* Numerous options, including sweaters, sweatshirts and jackets, are offered through Dennis Uniform. Please conform to the color choices in the catalog and on-line. **Sweatshirts must have TPS logo, and must be purchased through Dennis and be gray, red, or navy. No other colors may be worn. This rule also applies to extra-curricular uniforms (sports, field trips, music).**
- *Jackets:* Jackets may be the style of your choice, **but navy colored only**, without designs or decorations and preferably with TPS patch attached. Patches are available from Dennis Uniform. Rainwear, to be worn ONLY on rainy days, need not conform to color requirements.
- *Backpacks:* Shoulder or rolling, with conservative designs or decorations, color of your choice.
- *Athletic wear:* All P.E. clothes **must be purchased through Dennis Uniform** (Grades 6 – 12 only).
- *Hats:* Baseball cap or brimmed hats for sun protection purposes for use during recess and P.E. only. Inappropriate hats will be confiscated.

No article of underclothing is to ever be visible while at school or wearing the TPS uniform at a remote location. Black is **NOT** a clothing color; it is for shoes, belts or backpacks only. If non Dennis uniform pieces are worn to school, the student will be brought to the office and parents called to bring appropriate clothing. The student will not be able to return to class until this is rectified.

CARE OF TEXTBOOKS AND LIBRARY BOOKS

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

SCHOOL RULES

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.

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:

1. **Reprimand or Policy Reminder:** the teacher provides reprimand/reminder to student in private.
2. **Demerit:** a mark recorded for poor conduct
3. **Detention:** a short time spent after school to contemplate conduct; can include written assignments or physical assignments such as cleaning various parts of the school campus
4. **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.
5. **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.
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.

Minor Infractions: To ensure a culture that promotes uninterrupted learning TPS maintains a policy of demerits and detentions with parental notification for all minor infractions. The school's goal is to work with parents to uphold standards of courtesy, respect and helpful behavior. Demerits may be issued for the following behavior:

1. Leaving an assigned seat without permission
2. Speaking without permission
3. Being disrespectful to an adult or child

4. Teasing, roughhousing, fighting or any form of bullying
5. Being deceptive
6. Displaying conduct deemed by a teacher or administrator that is not virtuous and is unbecoming of a TPS student; this includes dress code violations

A student is assigned to detention when a third demerit is issued or at the discretion of administration. Students are relieved of all demerits at the conclusion of each quarter. If a student is issued a fourth demerit inside any quarter the student will serve a suspension. Suspended students are required to submit all missed academic work at the beginning of the next school day. If a student's behavior does not improve after having to serve a suspension for demerits the parent(s) will be called to meet with administration to establish a behavior plan for the student with clear goals and clear consequences.

When a student is given a demerit parents will be contacted by the teacher or staff member awarding the demerit to inform the parent that such has taken place. If a student is being considered for suspension due to the issuance of demerits the student's parents will be contacted by administration to inform them that such action may take place.

Academic Demerits:

Students may also be given academic demerits for their failure to complete homework, school projects, or other academic work.

Students who are issued demerits for academic reasons such as failing to do their homework will be required to attend study hall and then Saturday School. A student is assigned to study hall when a third academic demerit is issued. Students are relieved of all academic demerits at the conclusion of each quarter. If a student is issued a fourth demerit inside any quarter the student will be required to attend Saturday School. .

When a student is given an academic demerit parents will be contacted by the teacher or staff member awarding the demerit to inform the parent that such has taken place.

Major Infractions: To ensure a culture that promotes safety and security as well as learning TPS maintains a policy for the issuance of suspensions and expulsions with parental notification for all major infractions. The school's goal is to work with parents to uphold standards of safety, security, respect and virtuous behavior. Detentions, suspensions or expulsions may be the end result of the following behavior:

1. Drug and alcohol involvement
2. Sexual misconduct
3. Fighting, physical harassment, threats or "hazing"
4. Weapons of any kind
5. Extreme insubordination or continued minor infractions exhibiting insubordinate behavior
6. Smoking or possession of tobacco
7. Stealing, cheating or lying
8. Defiant vandalism or graffiti
9. Using unkind words or offensive language habitually

A student is issued a suspension when any major infraction occurs. Each need for suspension will be reviewed on a case by case basis to determine the amount of time a student is suspended from school and in what manner. If a student is issued a second suspension inside any quarter the student's parent(s) will be called to meet with administration to establish a behavior plan for the student with clear goals and clear consequences. If a student receives a third suspension in any semester the matter may be referred immediately to the TVUSD Board of Trustees. Any student found with a weapon or unauthorized controlled substance will be referred immediately to the TVUSD Board of Trustees.

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

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 parent that such action may take place.

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.

6th – 12th GRADE SCHOOL HANDBOOK SUPPLEMENT

Our school culture has been developed to encourage virtuous behavior that is time-honored, true and “others-centered”. The following is a list of important student standards of conduct that, if violated, will be considered a minor infraction and be treated as such pursuant to the discipline policy.

- A. Affection – Demonstrations of outward physical affection such as kissing, handholding, and hugs are not allowed at school.
- B. Electronics - Radios, walkmans, CD players, I-pods, MP3 players, video games, laser lights, and pagers are not allowed on campus. This includes before and after school and at any school-related function such as games, dances, field trips, etc. Cellular phone are allowed on campus only if they are out of sight and turned off at all times.
- C. Wheeled Items - Skateboards, roller skates, rollerblades, “Heely’s” including any type of wheeled shoes (with wheels in place) and bicycles may not be brought onto the campus.
- D. Gum - gum is not allowed on the campus at any time.
- E. Facility Use - Students may not enter any room on campus without adult presence and/or supervision.
- F. Guests - Students may not have guests on campus without prior approval from an administrator.

TPS is considered a **closed campus**. Therefore, at NO time before, during or after school may students leave the campus unaccompanied by their parent/guardian, or teacher unless otherwise provided for in this handbook..

Note: While the purpose of this Supplement to 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 supplement 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 9-12 are eligible to attend school dances 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.

Guest Pass Policy

All 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 age of 13 (no 6th -8th 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 administration for approval 10 days prior to the dance. Late guest passes will not be approved.

Sponsors, sponsor's parents, the 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 (9th 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).

Student Drivers

All students 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:

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.

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

Plagiarism

Plagiarism will not be tolerated by any teacher in any subject. Students progress academically only by receiving comments and corrections on work they turn in and by taking these comments and corrections to heart in order to improve their performance.

The entire system of assessment rests on the assumption that the work a student turns in is his own. Plagiarism compromises this system, is unfair to other students in the class who do their own work, and constitutes a form of theft of others' ideas and labor. Plagiarism is defined as the appropriation of another's ideas or words in order to present them as one's own. An instance of plagiarism can be as long as a term paper or as short as a sentence.

Simply rephrasing an author's words can also constitute plagiarism. The words of authors can only be used when properly quoted and cited. Teachers will provide the guidelines of acceptable citation. When in doubt, the student has the responsibility to ask how an author should be used in an assignment. Whenever a student has been caught plagiarizing, the following process will be followed:

- 1) The teacher will keep a copy of the student's assignment and, whenever possible, a copy of the plagiarized work. The teacher will also write a brief description of the instance of the plagiarism. These materials will be placed in the student's permanent record.
- 2) The teacher will inform the Principal of the plagiarism.
- 3) Either the teacher or the Principal will inform the student's parent of the plagiarism.
 - 1) The student will receive an F on the assignment if it is the first offense.
 - 2) For a second offense, the student will fail the entire course, and further disciplinary action, to include suspension or expulsion, may be instituted.

Cheating

Like plagiarism, cheating will not be tolerated by any teacher in any subject. Cheating occurs when a student uses someone else's work or a prohibited source of information in order to gain an unfair advantage on a test or an assignment and to avoid doing his own work. Cheating comes in many forms. One student copying off another, a student using a "cheat sheet" to answer questions on a test, and a student trying to pass off another student's work as his own are examples of cheating.

Whenever a teacher suspects two students of cheating, he should confront the students individually before speaking to them together. Otherwise, the same process outlined for plagiarism should be followed for instances of cheating. A student who allows others to copy his work will also be held accountable in the same fashion.

Participation Privilege

Participation in all Upper School activities is a privilege. Students and parents must be 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
1714.1 Liability of Parents and Guardians for Civil Misconduct of Minors

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.

VOLUNTEER SERVICE

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.

TPS recognizes that volunteer assistance within the school enriches the educational program, enhances supervision of students and contributes to school safety while strengthening the schools' 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 utilize volunteers TPS has formed the School Leadership Council (SLC) to help recruit, screen and place volunteers. TPS has also established procedures to protect the safety of students and adults.

Through the SLC volunteers shall be provided with information about school goals, programs and practices and shall receive an orientation and other training related to their specific responsibilities as appropriate. Obviously, it is necessary for volunteers to act in accordance with school policies, regulations and school rules including dress code issues for school employees.

It is intended that volunteer work shall be limited to those events or projects that do not replace the normal duties of certified or classified staff. TPS understands the sacrifice in time, costs, and labor donated by volunteers and wanted to ensure that volunteer work is maximized as opposed to minimized.

Temecula Preparatory School

Administrative Team

Mr. Scott Phillips, Headmaster/Executive Director
Mrs. Cindy Woodruff, Upper School Principal (grades 9-12)
Ms. Kelly Karnes, Lower School Principal (grades K-8)
Mrs. Karen Henson, Business Manager
Mr. Richard Graham, Facilities Manager
Mrs. Renee Huskey, School Registrar
Mrs. Kathleen Autry, School Secretary

Temecula Preparatory School Governing Board of Directors

Mrs. Lisa Beggs, Board President
Mrs. Sara Jewett, Board Vice-President
Mrs. Rita McCarthy, Board Secretary
Mrs. Peggy Campo, Board Treasurer
Mr. Greg Morrison, Board Member
Mr. Brain Nakamura, Board Member
Mrs. Tina Young, Board Member

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