

# Temecula International Academy



## HANDBOOK & STUDENT PLANNING GUIDE 2017-2018

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### **Dear Temecula International Academy Families,**

On behalf of the Temecula International Academy, it is an honor to welcome all of you to the 2017-2018 school year.

It is our core belief that communication between our school, parents, teachers, and students is essential for your child's academic journey. It is the intent of TIA that discipline policies and regulations be enforced consistently and fairly without regard to race, creed, color or gender. The basic code of conduct is designed to support students in all aspects of learning. We hope it will provide students with a school they are proud to attend and an atmosphere where they have freedom to learn.

Please take the time to review the policies and procedures of Temecula International with your family. After reviewing the handbook, complete the authorization forms and submit them to your child's teacher.

If you have any additional questions, please feel free to contact our office by phone at (951) 816-5506 or by email at: [info@temeculainternational.org](mailto:info@temeculainternational.org).

Our staff is looking forward to working with your family this year to prepare your student for a bright and successful future.

**Sincerely,**

**Gina Wickwire**  
**Temecula International Academy, Principal**

### MISSION STATEMENT

Our MISSION is to provide a dynamic educational community where children achieve their greatest intellectual potential through a rigorous core curriculum and where their social and emotional intelligence is enhanced through world language exposure, character development, and intercultural understanding.

Upon graduating our students will be poised to contribute to their local and global communities as knowledgeable, compassionate, and effective leaders.

### VISION

OUR VISION AND CORE VALUES:

We educate and guide elementary and middle school students in the Temecula Valley to:

- Understand their responsibility in ***respecting others***
- Use critical and creative thinking to ***engage the world around them***
- Embrace diversity through ***cultural awareness*** and world language studies
- Assume ***leadership and mentorship*** roles as they enter high school
- Approach their future with ***insight and confidence***

### SHARED COMMITMENT

The faculty and staff at TIA High School are committed to:

- A quality program including world language and social emotional instruction
- Smaller learning community
- Leadership development

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### TIA School Calendar

See Addendum A

#### **2017-2018 School Holidays**

September 4, 2017	Labor Day
November 10, 2017	Veterans Day
November 18-26, 2017	Thanksgiving Break
December 23, 2017 - January 7, 2018	Winter Break
January 15, 2018	Martin Luther King Day
February 19, 2018	President's Day
March 24, 2018- April 8, 2018	Spring Break
May 28, 2018	Memorial Day

### TIA COMMUNICATION & SUPPORT SERVICES

#### Communication Home

- **Telephone Contact:** Teachers will call parent(s)/guardian(s) as necessary and parent(s)/guardian(s) are encouraged to call teachers when situations warrant or to request information. Please be sure to provide the office with current phone numbers.
- **Conferences:** Parent(s)/guardian(s) who wish to have conferences with teachers to discuss student progress, concerns, etc. are encouraged to do so by contacting the teacher by telephone or e-mail.
- **TIA Web Page:** <https://www.temeculainternational.org/>
- **School Day Hours:** M-F 7:45 a.m. to 2:45 p.m.
- **School Office Hours:** M-F 7:00 a.m to 3:30 p.m.

### HEALTH SERVICES

#### Child Health and Disability Prevention Program

**Health and Safety Code 124085** – Each child entering kindergarten or first grade in either public or private school in California must present evidence that a physical screening examination has been done sometime during the 18 months before entering first grade (a grace period of 90 days is allowed after entry into first grade).

Why your child needs shots: California school immunization law requires that children be up-to-date on their immunizations (shots) to attend school. California schools are required to check immunization records for all new student admissions at Preppy K or kindergarten through 12th grade, as well as all students advancing to seventh grade before entry.

**The law: Health and Safety Code, Division 105, Part 2, Chapter 1, Sections 120325-120380; and California Code of Regulations, Title 17, Division 1, Chapter 4, Subchapter 8, Sections 6000-6075. What shots your child will need for admission:** To attend school, your child's immunization record must show the date for each required shot. If you do not have an immunization record or if your child has not received all required shots, call your doctor to schedule an appointment. For a complete list of required immunizations, visit [www.shotsforschool.org/k-12](http://www.shotsforschool.org/k-12).

#### TIA Guidelines for Determination of Student Illness:

The guidelines below are used by school staff to determine if a student should be sent home from school. These guidelines may help you make a decision about sending your child to school with a possible illness:

1. If your child has a temperature of 100 F or more, the child may not attend school. When his/her temperature remains below 100 F without the use of fever reducing medications for 24 hours, the child may return to school.
2. If your child has two or more episodes of either vomiting and/or diarrhea in the last 24 hours, the child may not attend school (a child will be sent home if they vomit at school).

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3. If your child has nasal drainage that is not easily managed at school, please do not send them to school unless a note is provided from a health care provider indicating his/her condition is not contagious.
4. If your child has red eyes or any eye drainage, no school unless the eyes are clear or a note is provided from a health care provider indicating his/her condition is not contagious.
5. If the child has a skin rash, no school unless a note is provided from a health care provider indicating his/her condition is not contagious.

### **Medical Services Continuing Medications**

EC Section 49480 – Parents/guardians of a student on a continuing medication regimen for a non-episodic condition are required to inform school officials of the medication being taken, the current dosage and the name of the supervising physician.

With the consent of the student's parent/guardian, the school nurse may communicate with the physician, and may counsel with school personnel. School District Must Provide Administration of Prescribed Medication for Student EC Section 49423 – Any student who is required to take prescribed medication by a physician may be assisted by the school nurse or other designated school personnel if the school district receives a written statement from the physician detailing the method, amount and times the medication is to be taken, and a written statement from the parent/guardian of the student indicating their desire that the school district assist the student per the physician's statement. Medical treatment is the responsibility of the parent/guardian and family physician.

Medications, both prescription and over-the-counter, are rarely given at school. The only exceptions involve special or serious problems where it is deemed absolutely necessary by the physician, and there is written authorization on file from the physician and the parent. The parent/guardian is urged, with the help of the child's physician, to work out a schedule of giving medication at home, outside of school hours whenever possible.

**The following steps must be met before any medication can be given at school. This applies to both doctor-prescribed and over-the-counter medication:**

1. A written statement signed by the physician specifying the condition the medication is to be given. The name, dosage, route and specific instructions for emergency treatment must be on file at school.
2. A signed request from the parent/guardian must be on file at school.
3. Medication must be delivered to the school by a parent or other responsible adult.
4. Medication must be in your child's original, labeled pharmacy container. Over-the-counter medication must be in a new, unopened package.
5. All liquid medication must be accompanied by an appropriate measuring device.
6. A separate form is required for each medication.
7. All medication must be picked up from the school at the end of the school year by a parent/guardian. Any medication not picked up will be destroyed. The request is valid for a maximum of one school year. Whenever there is a change in medication, dose, time or route, the parent/guardian and physician must complete a new form.

### Pediculosis (Head Lice)

There are occasions when children are sent home from school because they are found to have pediculosis (head lice). This is a treatable condition that is generally not associated with any serious medical complications.

#### Treatment

There is a three-page head lice information packet available in every school health office.

#### Returning to School

Your child may return to school when the hair has been treated with a medicated shampoo, all live lice have been eliminated and evidence of a significant reduction in nits is observed. Our school can also be contacted if you have questions about a student returning to school following treatment. The head lice information packet should serve as a resource for proper treatment. There needs to be evidence that the hair continues to be adequately treated, including a second treatment with a medicated shampoo seven to 10 days from the first treatment. Student must be re-checked in the school office before returning to class.

### Student Wellness

TIA provides students with physical education, utilizing an age-appropriate, sequential curriculum consistent with national and state standards for physical education. The physical education curriculum promotes the benefits of a physically active lifestyle and helps students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts. All students are provided equal opportunity to participate in physical education classes.

TIA makes appropriate accommodations to allow for equitable participation for all students and adapts physical education classes and equipment as necessary.

### Attendance and Absences

**Students must attend school regularly to benefit from the TIA academic program. *State Law, EC Section 48205 requires regular school attendance.*** Compulsory attendance laws require that parent(s)/guardian(s) send their children to school. The law applies to all students under 18 years of age. If a student cannot or will not attend regularly, various steps will be taken to meet with the students and the families up to and including the inclusion of other agencies being called in to assist. According to the law, it is the parent/guardian's responsibility to see that their minor children attend school.

- 1. Excused Absence:** Parents/guardians are required to clear the absence within 48 hours of the student's return to school. Students should give all notes from home regarding absences and/or tardies to the front office. Notes **MUST** be written in ink, **MUST** be signed by the parent/guardian or other authorized adult and **MUST** indicate the date, time, and reason for absence. Excessive excused absences must be made up
- 2. Grade Reduction/Loss of Academic Credit** (EC Sections 48205 and 48980): Your child may not have his/her grade reduced or lose academic credit for any absence(s) excused under EC Section 48205, when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. Excused Absences (EC Sections

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48205 and 48980) – Your child may be excused from school when the absence is for medical or justifiable personal reasons. Your child will be allowed to complete all assignments and tests missed during such an excused absence.

3. **Unexcused Absences**(EC Section 48260): Any student subject to full-time education who is absent from school without valid excuse for more than 30 minutes on each of three days in one school year is truant.
4. **Absence for Religious Purposes** EC Sections 46014 and 48980) With written parental consent, a student may be excused from school in order to participate in religious exercises or to receive moral and religious instruction at a place of worship or place away from school property. Absences are limited to four days per month.

### Tardies

Excessive tardiness is defined as being tardy more than 10% of the current school session. Additionally, attendance is essential for student success. When students miss school, they miss educational opportunities. Teachers plan lessons weekly. They use assessment information to help them plan lessons that are targeted toward helping all children experience growth. When a student is absent, they miss a large chunk of learning. It is essential that students attend school every day they are healthy. The law is very specific on how schools are to respond to excessive absences or tardies, also known as truancy.

### ***TIA Tardy Policy***

#### CONSEQUENCES FOR TARDINESS:

- 1st tardy Verbal warning
- 2nd tardy Letter sent to parent/guardian outlining this policy.
- 3rd tardy Parent/student conference with teacher to resolve issue.
- 4th tardy Letter mailed home regarding consequence with next tardy.
- 5th tardy consequences appropriate for student.

#### SCHOOL SCHEDULE AND TARDY PROCEDURES:

- 7:45 a.m. First whistle blows. All students line up and walk to class with their teacher at designated area on the black top.
- 7:50 a.m. Second whistle blows. All students should be in their classrooms or with their teachers proceeding to the class.
- 7:51 a.m. Students arriving at this time are TARDY. Teachers will not accept students without a tardy pass from the office. Students arriving at this time report to the office for a tardy pass.

### **Campus Boundaries**

See Addendum B

### **Change of Address**

Students and/or parent(s)/guardian(s) are required to notify the school if their home address, home telephone number, or work telephone number changes.

### Food On Campus

1. Parents/guardians, volunteers, and school staff shall support the district's nutrition education program by ensuring nutritional quality when selecting any snacks that they may donate for occasional class parties. Foods or beverages that do not meet nutritional standards shall be limited to no more than one food or beverage per party.
2. Parents/guardians will only provide home prepared items for consumption by their own student. Foods brought to school for the purpose of consumption by other students must be sealed in manufacturer containers and may not be made in the home to protect students' health and wellness.
3. TIA is requesting that students bring healthy snacks and lunches to school. Please refrain from bringing sodas, energy drinks, and candy for snack or lunch. Water bottles are allowed with the students in the classroom. Students will be instructed to not share their food with their fellow classmates. A peanut free table and area will be offered on campus as well.
4. **Due to food allergies, food that is brought in for events, birthdays, etc. must be approved by the school office. Also, all food donated to the school for events must be store purchased only.**

## STUDENT CONDUCT & RESPONSIBILITY

### Parent Responsibility

We believe it is essential that you read, understand and discuss with your child the material that appears in the following pages. Any violation of these rules (including accidental or unintentional violations) will result in disciplinary consequences.

The Temecula International Academy Board is fully committed to providing a safe and secure school environment in which students can effectively learn. TIA will not tolerate student behavior that threatens the safety of other students, staff or visitors.

### Substances or Weapons at school

The Board enforces the following penalties for any student who possesses, sells, or furnishes any drug, weapon, explosive or dangerous object while within the jurisdiction of school authority:

1. Controlled Substances (Drugs) EC Section 48900(c) and EC Section 48900(d) : Students found to be possessing, selling or furnishing a controlled substance, or any other substance purported to be a controlled substance, will be suspended and may be subject to expulsion from TIA.
2. Dangerous Objects and Weapons EC Section 48900(b) • Students found to be possessing, selling or furnishing any firearm, knife, explosive or other dangerous object will be suspended and may be subject to expulsion from TIA schools. NOTE: prohibited items include, but are not limited to: guns of all types (including air or compressed gas guns), firecrackers, pocket and sheathed knives of all sizes and types, all weapons prohibited by the California Penal Code, and all other sharp or pointed objects that have not been previously authorized by a school administrator as being necessary for use at school.

### Personal Property

Personal property brought to school by a student will be the sole responsibility of that student. Staff members will not be held liable should the property be damaged and/or stolen. Students will be encouraged by the staff and to the parents to keep all personal items at home.

### Skateboards/Bicycles

Skateboards and rollerblades are not allowed on campus. All bicycles and other two-wheeled vehicles will be parked in the designated places in the parking lot.

### Dress Code Policy and Uniform Requirements

All uniforms are to be purchased through school designated online site exclusively for Temecula International Academy (TIA). OFFICIAL UNIFORM: Each student will be required to have one official maroon polo with the school logo and khaki slacks/shorts/skirt/skort. Every Monday will be official uniform day. Students will be required to wear the school's official uniform. Unless otherwise designated Tuesday - Friday students will be able to wear uniform items purchased from the school's uniform website. The policy is available online at: <https://www.temeculainternational.org/uniforms> and is also included in your enrollment packet.

### Cell Phones and Electronic Signaling Devices

No student will be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician to be essential for the health of the student. **Students are not to use cell phones or other electronic devices during the instructional day unless authorized by school personnel. Cell phones are to remain off and in the student's backpack.** If cell phones are being used without permission during school, staff will have the student bring the cell phone to the office, place it in a plastic bag labeled with the student name, and the parent will be called to pick-up the cell phone. If this continues to occur, the student will no longer be able to have their cell phone in their backpack while at school.

### Student Discipline Rules and Regulations

At Temecula International Academy, our goal is for every students to follow EC Section 48908 (Title 5, CCR Section 300):

1. Attending punctually and regularly
2. Conform to the regulations of the school
3. Abide promptly to all the directions of his/her teacher and others in authority
4. Observe good order and propriety of deportment
5. Be diligent in study
6. Be respectful to his/her teacher and others in authority
7. Be kind and courteous to schoolmates
8. Refrain entirely from the use of profane and vulgar language.

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Our teachers will hold all students accountable for their conduct on the way to and from school, on the playground, or during recess. EC Section 44807

If the following rules and regulations are not followed, administration will meet with the parents and students to discuss behavior, create a contract and/or follow the assigned discipline by the administrative team. Student will be placed in the RTI process (Response to Intervention).

TIA is offering the R.U.L.E.R. training for all teachers, staff, students, and parents to create and support a positive culture and learning environment that focuses on the social, emotional, as well as academic development of all of our scholars.

In the event that grounds for Suspension and/or Expulsion are being considered, TIA follows the information form EC Section 48900 which lists the grounds for suspension or expulsion of students from school.

### **Bullying**

Bullying is defined as any severe or pervasive physical or verbal act, including communications made in writing or by means of an electronic act (creation or transmission originated on or off the school site) committed by a student or group of students directed towards other students or school personnel. "Electronic Act" bullying constitutes not only the transmission but the creation of specific electronic communications that originate on or off the school site.

In order to create a positive climate for education, all reports of bullying will be investigated and resolved promptly to avoid an atmosphere of harassment. Additionally, no student will engage in hazing or commit any act that causes, or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student.

### **Harassment**

Sexual Harassment (EC Section 48900.2) – In addition to the reasons specified in EC Section 48900, a student may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has committed sexual harassment as defined in EC Section 212.5. For the purposes of this chapter, the conduct described in EC Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or persuasive to have a negative impact upon the individual's academic performance, or to create an intimidating, hostile or offensive educational environment. This section does not apply to students enrolled in kindergarten and grades 1-3, inclusive.

Hate Violence (EC Section 48900.3) – In addition to the reasons specified in EC Sections 48900 and 48900.2, a student in any of grades 4-12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of EC Section 233.

Intentional Harassment (EC Section 48900.4) –a student enrolled in any of grades 4-12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has intentionally engaged in harassment, threats or intimidation directed against school personnel or students that is sufficiently

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severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or students by creating an intimidating or hostile educational environment.

### **Alcohol and Other Drugs**

TIA recognizes that the use of alcohol, tobacco and other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. TIA is DRUG-Free campus. We will make every effort to obtain the widest input and support for our school policy and to facilitate cooperation among parents, law enforcement and community agencies, to make recommendations related to the prevention of alcohol, tobacco and other drug abuse. All policies, regulations, procedures and school rules related to this prevention program must be clearly communicated to students, staff and parents

### **Tobacco-Free School/Smoking**

TIA prohibits the use of tobacco products at all times on school property This prohibition applies to all employees, students, visitors and other persons at any school or school-sponsored activity or athletic event.

### **Animals on Campus**

Animals are not allowed on the TIA campus. For service dog exceptions, please contact the front office for more information.

## **CURRICULUM & INSTRUCTION TIME**

### **K-12 California State Standards**

The K-12 California State Standards define the knowledge and skills students should have within their K-12 education careers so they will graduate high school able to succeed in entry-level, credit-bearing academic college courses, as well as workforce training programs.

The standards are designed with the following:

- alignment with college and work expectations
- rigorous content and application of knowledge through high-order skills
- scaffolded on strengths and lessons of current state standards
- Preparation for students to succeed in a global economy and society

The California Department of Education website at [www.cde.ca.gov/ci](http://www.cde.ca.gov/ci) provides additional information about these state standards.

**TIA will be utilizing the following curriculum.** Teachers will receive extensive Professional Development and training.

*R.U.L.E.R - Yale Center for Emotional Intelligence*  
*WORLD LANGUAGES*

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- *French K-3rd*
- *French or Spanish 4th-8th*

*LANGUAGE ARTS - WRITER'S WORKSHOP - Teachers College Columbia University*

*MATHEMATICS - youcubed at Stanford University*

*MATHEMATICS - EurekaMath*

*SCIENCE - FOSS - University of California Berkeley*

*LEADERSHIP - Integrated 6th-8th leading to a IB MYP foundation*

### **TIA Homework Policy**

TIA Homework Policy relates to grade-level standards and learning objectives, and is a direct extension of classroom instruction. Homework will include clear instructions that are adapted to individual student needs. Our goal for homework is to motivate students to develop good work habits, while increasing the opportunity for individual initiative and responsibility. A "TIA Homework Brochure" containing grade level-specific guidelines and expectations is available online at:

### **Special Education Programs**

The Individuals with Disabilities Education Act (IDEA), formerly Public Law (PL) 94-142, requires that a free and appropriate education in the least restrictive environment be offered to all students with disabilities ages three to 21.

1. A student will be referred for special education instruction and services only after the resources of the general education program have been considered and, where appropriate, utilized (EC Section 56303).
2. Parents /guardians of students with disabilities are entitled to receive a full explanation of procedural safeguards and a description of any proposed action regarding their children and the basis for such action. They are also entitled to give voluntary consent for educational assessment and placement and to participate in the annual instructional meeting for their children.
3. Pursuant to EC Section 56501, parents/guardians may request a due process hearing if there is a disagreement with the school district in regard to initiating or changing the identification, assessment, educational placement or the provision of a free, appropriate public education for the child. Hearing requests should be sent in writing to: Office of Administrative Hearings Special Education Unit 1102 Q St., 4th Floor Sacramento, CA 95814 Fax: 916-322-8014.

### **English Language Learners**

Temecula International is committed to offering the followings to our ELL population of students:

1. Ensure that English learners acquire full proficiency in English as rapidly and effectively as possible and attain parity with native speakers of English.
2. Ensure that English learners, within a reasonable period of time, achieve the same rigorous grade-level academic standards that are expected of all students.

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Meeting these two goals will help close the achievement gap that separates English learners from their native English-speaking peers. In order to accomplish these goals, all English learners are provided with English language development (ELD) instruction targeted to their English proficiency level and appropriate academic instruction in the TIA setting.

### **Technology-Student Network Agreement**

#### **Addendum C**

TIA's Technology – Student Network/Internet Acceptable Use Agreement is located online and as an attachment in this handbook. All students are required to return the form included in this handbook. Only those students who complete the form online or return the form signed by a parent/ guardian are given Internet access.

### **Academic Honesty Policy**

TIA recognizes the importance of core character traits to the conduct and achievement of all students. Personal integrity and honesty in academic endeavors are necessary traits for students to reach their full potential as students and citizens. Students are expected to act upon these core traits and respect the educational purpose of all school activities by completing work through their own efforts. Teachers shall instruct students that adequate research and preparation are necessary for academic success and that students discovered to be cheating will be disciplined.

TIA principal of shall ensure that specific penalties for cheating and plagiarizing are addressed in the school site discipline plan pursuant to existing state law and policy. TIA believes that parents are important partners in developing the appropriate core character traits and, therefore, encourages parent contact and involvement in all incidences of cheating and plagiarizing.

### **California Assessment of Student Performance**

On January 1, 2014, California *Education Code* Section 60640 established the CAASPP System of assessments. The [CAASPP - CalEdFacts Web page](#) provides a more detailed overview of the system. Temecula International Academy participates in the CAASPP every spring. Student assessment results are mailed to the parents prior to the following school year. You can find out more about the CAASPP at: <http://www.cde.ca.gov/ta/tg/ca/>