Parent and Student Handbook

2026-2027

SUMMIT ACADEMY

35780 Abelia St
Winchester, CA 92596



Core Beliefs

C- Collaborate, **L**- Lead, **I**- Innovate, **M**-Motivate, **B**- Belong

We BELIEVE we can C.L.I.M.B.

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Important Phone Numbers

Summit Academy Office	(951) 294-6121
**Summit Academy Attendance Line	(951) 294-6125
Summit Academy Health Office	(951) 294-6121 ext. 58008
Summit Academy BASES	(951) 506-7061
Temecula Valley Unified School District	
District Office	(951) 676-2661
Transportation Office	(951) 695-7008
Child Nutrition	(951) 506-7919
Special Education	(951) 506-7072
City of Temecula Community Center	(951) 694-6410
City of Temecula Police Department	
Emergency	911
Non-emergency	(800) 950-2444

****** In lieu of calling the attendance line, please complete this FORM. This is the easiest, most efficient way for us to process your child's absence(s).***

Websites

Summit Academy Website
https://sa.tvusd.k12.ca.us/

Summit Academy Staff List and Email Information
Teacher Contacts
Counselor Contacts
Administration and Support Staff Contacts

Temecula Valley Unified School District
www.tvusd.k12.ca.us

Student Welfare and Success
https://www.tvusd.k12.ca.us/Page/22961

Crisis Hotlines
https://www.tvusd.k12.ca.us/Page/28434

Family University
https://www.tvusd.k12.ca.us/Page/28719

CALENDAER

TVUSD 2026-2027 Calendar Link

Temecula Valley Unified School District

Student/Teacher Calendar

2026/2027 School Year

H - Holidays & School Breaks

T - Teacher Preparation Day (TK-12 Non-student day)

S - Staff Development Day (TK-12 Non-student day)

SER - Student Early Release (TK-12)

M - Modified Day (TK-12)

EM - Elem. Modified Day (TK-5 only)

MM - Modified Day (6-8 only)

MHM - Modified Day (6-12 only)

HM - Modified Day (9-12 only)

180 student days

184 teacher days

Board Approved 5/13/25

Updated 12/19/25

2026

July

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	**3 H**	**4**
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10 S	11 T	12 M	13	14	15
16	17	18	19 SER	20	21	22
23	24	25	26 SER	27	28	29
30	31					**14**

September

Su	Mo	Tu	We	Th	Fr	Sa
		1	2 SER	3	4	5
6	**7 H**	8	9 SER	10	11	12
13	14	15	16 SER	17	18	19
20	21	22	23 SER	24	25	26
27	28	29	30 SER			
						21

October

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7 SER	8	9	10
11	12 EM	13 EM	14 SER	15 EM/MM	16 EM/MM	17
18	19	20	21 SER	22	23	24
25	26	27	28 SER	29	30	**31**
						22

November

Su	Mo	Tu	We	Th	Fr	Sa
1	2 S	3	4 SER	5	6	7
8	9	10	11 H	12	13	14
15	16	17	18 SER	19	20	21
22	23 H	24 H	25 H	26 H	27 H	28
29	30					
						14

December

Su	Mo	Tu	We	Th	Fr	Sa
		1	2 SER	3	4	5
6	7	8	9 SER	10	11	12
13	14	15	16	17 HM	18 M	19
20	21 H	22 H	23 H	24 H	**25 H**	26
27	28 H	29 H	30 H	31 H		
						14

85

2027

January

Su	Mo	Tu	We	Th	Fr	Sa
					1 H	2
3	4 T/S	5	6 SER	7	8	9
10	11	12	13 SER	14	15	16
17	**18 H**	19	20 SER	21	22	23
24	25	26	27 SER	28	29	30
31						**18**

February

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3 SER	4	5	6
7	8	9	10 SER	11	**12 H**	13
14	**15 H**	16	17 SER	18	19	20
21	22	23	24 SER	25	26	27
28						
						18

March

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3 SER	4	5	6
7	8	9	10 SER	11	12 MHM	13
14	15	16	17 SER	18	19	20
21	22 H	23 H	24 H	25 H	26 H	27
28	29 H	30 H	31 H			
						15

April

Su	Mo	Tu	We	Th	Fr	Sa
				1 H	2 H	3
4	5	6	7 SER	8	9	10
11	12	13	14 SER	15	16	17
18	19	20	21 SER	22	23	24
25	26	27	28 SER	29	30	
						20

May

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5 SER	6	7	8
9	10	11	12 SER	13	14	15
16	17	18	19 SER	20	21	22
23	24	25	26	27	28	29
30	**31 H**					**20**

June

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3 M	4 M	5
6	7	8	9	10	11	12
13	14	15	16	17	**18 H**	19
20	21	22	23	24	25	26
27	28	29	30			
						4

95

Holidays and Breaks: 184 teacher days

Jul 3	Independence Day (Obs)		Dec 18	M-First semester ends		Feb 15	Washington's Birthday
Sep 7	Labor Day		Dec 21-Jan 1	Winter Break		Mar 22-Apr 2	Spring Break
Nov 11	Veterans Day		Jan 18	Martin Luther King Jr. Day		May 31	Memorial Day
Nov 23-27	Thanksgiving Break		Feb 12	Lincoln's Birthday		Jun 18	Juneteenth (Obs)

Arrival and Dismissal Procedures (TK & Kindergarten)

At Summit Academy, we aim to ensure the safest, most efficient way to support arrival and dismissal each day for our youngest students. The tables that follow address specific procedures for Early-Bird and Late-Bird TK and Kindergarten schedules. Please review the directions and if you have questions, do not hesitate to ask! Together, we can support all students arriving and dismissing safely every single day!

Early Bird TK and Kindergarten Drop Off and Pick Up Procedures

TK and Kindergarten Early Bird Arrival

Gate Opens	Gate Closes	Days of the Week	Location
7:40	8:00	M-F	Abelia Loop
You may drop off in the loop (valet style) or park and walk your child in.			

TK and Kindergarten Early Bird Dismissal

Gate Opens	Gate Closes	Days of the Week	Location
12:05	12:15	M-F	Abelia Loop
You may drop off in the loop (valet style) or park and walk to pick up your child.			

Late Bird TK and Kindergarten Drop Off and Pick Up Procedures

TK and Kindergarten Late Bird Arrival

Gate Opens	Gate Closes	Days of the Week	Location
9:25	9:35	M, T, Th, F	Abelia Loop
7:40	8:00	W	Abelia Loop
You may drop off in the loop (valet style) or park and walk your child in.			

TK and Kindergarten Late Bird Dismissal

Gate Opens	Gate Closes	Days of the Week	Location
1:40	1:50	M, T, Th, F	Abelia Loop
You may drop off in the loop (valet style) or park and walk to pick up your child.			
12:05	12:15	Wednesday	Abelia Loop
You may drop off in the loop (valet style) or park and walk to pick up your child.			

Arrival and Dismissal Procedures (First - Eighth Grade)

SAFETY is our #1 priority!



Parking Lot Rules for Parents and Students

Students are not allowed to cross vehicle lanes to access a vehicle pick up. Students cannot walk through the parking lot at any time without direct adult supervision.

- If parents park in a neighborhood and walk their student(s) to school or if students walk to school on their own, students must walk down to the legal crosswalk. Students are not allowed to jaywalk.
- Bicyclists must walk their bikes while on school property and obey all traffic rules for crossing streets in and around school property. (Skateboards, rollerblades, and wheelies are not allowed at school at any time).
- Students and parents are to follow all directives given by school personnel to ensure the safety of all children. Please be respectful of our staff and listen to what they say. Please follow all parking procedures to protect the safety of all of us.
- Please do not double park in either loop. The loops are for moving traffic, not parking.
- 1ST- 8TH GRADE students can utilize either loop for drop off and pick up. TK/K students MUST use the Abelia loop. In the two loops please maintain a single line when dropping off and picking up.

SUMMIT ACADEMY

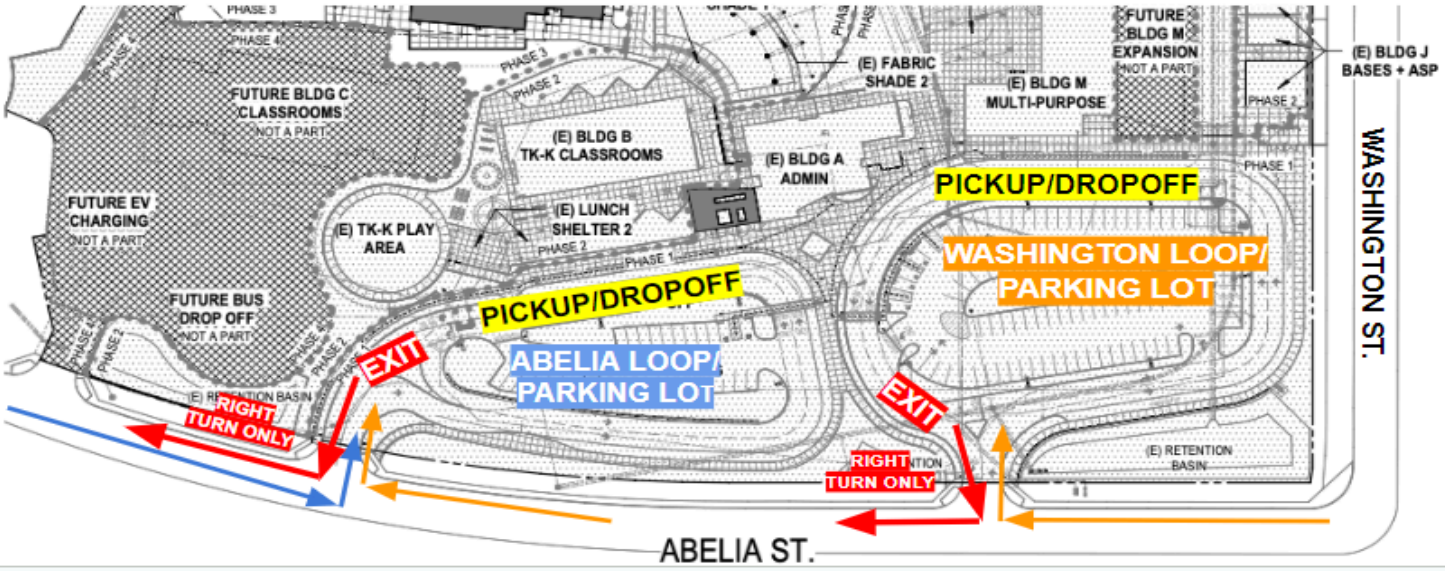
KEY

PICKUP AND DROP OFF TRAFFIC FLOW

TURN LEFT ONTO CAMPUS = VISITOR PARKING LOT ENTRANCE

TURN RIGHT ONTO CAMPUS = STAFF/VISITOR PARKING LOT ENTRANCE ONLY

PARKING LOT EXIT TRAFFIC = RIGHT TURN ONLY



Drop off Procedures We encourage all parents with children requiring parent assistance exiting their vehicles (ie: getting out of car seats) to park in the parking lot and walk their student(s) on campus. **Please do not exit your vehicle in the drop-off loop to assist your child in exiting the vehicle.**

- Student drop-off begins at 7:40
- Upon entering the loop, please **pull all the way forward** to the furthest available space in the line of cars waiting for drop-off.
- ***All passengers will exit the vehicle on the curbside only.***
- Once you have unloaded your children, please pull into the second lane from the curb to drive-thru and proceed to the exit.
- DO NOT PARK IN THE LOOP. Leaving a vehicle unattended in the loading zone is not permitted.
- DO NOT EXIT YOUR VEHICLE IN THE LOOP.
- The loop is a NO cell phone zone
- When students arrive on campus, students should go directly to the outdoor amphitheater. Students are not to drop off their belongings in front of the classrooms or between the buildings.
- Students who are late to school (after 8:00 am) need to check in at the office before going to class.

Pick-up Procedures

- All students will begin loading at 2:30pm
- Upon entering the loop, please **pull all the way forward** to the furthest available space.
- ***All passengers will enter the vehicle on the curbside only.***
- Once you have loaded passengers, please pull into the second lane from the curb to drive-thru and proceed to the exit.
- DO NOT PARK IN THE LOOP. Leaving a vehicle unattended in the loading zone is not permitted.
- DO NOT EXIT YOUR VEHICLE IN THE LOOP.
- The loop is a NO cell phone zone
- If your child has not been picked up by 2:45, he or she will be walked to the front office. The person picking up your child will be asked to check them out from the front office. Please be mindful that the office closes at 3:15 pm.

School Hours

TK and Kindergarten Early Bird
M-F: 8:00- 12:05 pm

TK and Kindergarten Late Bird
M, T, TH, F: 9:35-1:40pm
W: 8:00-12:05 pm

1st-5th Grade
M, T, Th, F: 8:00-2:30pm
W: 8:00-12:05 pm

Middle School (6th, 7th & 8th Grade)
M, T, Th, F: 8:00-2:30pm
W: 8:00-1:30pm

Closed Campus

Summit Academy is a closed campus. We are a closed campus for the safety of all of our students. What this means for parents, is that if you typically walk your student to campus, you will not be able to enter the campus through the gates when they open at 7:40am. Only students are allowed on campus through the gates. Parents are able to enter campus by going into the office and signing in on our computer system and getting a visitor sticker. Once you sign-in and obtain the sticker, you will then be able to go through the office and out onto the playground/blacktop area. To sign-in, visitors will be asked to present an ID such as a Driver's License, which can be scanned and entered into our Raptor system.



We also want to clarify the difference between a **visitor** and **volunteer**:

Visitor: On campus for a short amount of time i.e. Walking student on to campus, visiting class for a performance, flag salute assembly, etc

Volunteer: Pre-arranged to work as a WatchDog, classroom volunteer, or at a PTSA event.

Regardless if you are visiting campus or volunteering, if you enter campus, you need to sign-in with our computer system and obtain a sticker/badge that indicates the reason why you are on campus. Just because you have gone through the volunteer process, does not mean you are a "volunteer" every time you are on campus; please sign in accordingly. On Wednesday, if you are attending the monthly Wednesday Flag, you will need to get a flag sticker at the gate before entering campus.

Thank you for following these procedures, as safety is a top priority here at Summit Academy. Please do not hesitate to contact us if you have any questions.

Early Pick Up

Although we prefer that you schedule appointments after school hours, we realize it can be difficult. If it is necessary that you pick up your child early, we ask that you come into the office first, and then we will call your child's room for you while you sign them out. Our goal is for your student to have maximum instructional time, so we will not pull your child out of class to wait for you in the front office. If a person other than a parent/guardian is picking up your child, it is necessary that we receive this information in writing prior to pick up. **Proper ID is required**. Please refrain from picking students up between 2:00-2:30 as this will ensure students finish their classroom work and receive important information.



BASES (Before and After School Extended Services)

Before and After School Extended Services is TVUSD's child care program. Our center at Summit Academy is supervised by caring, energetic and qualified staff.

In addition to offering children a safe environment before and after school, BASES also provides nurturing social interactions, recreational activities and intellectual stimulation. For more information about the BASES program, please visit their website or call 951-506-7061. Anna Szyplik is Summit Academy's lead instructor.



Absences

"Your child's success is enhanced every minute spent with a teacher."

- **If your child must be absent, please fill out this FORM**. The form is the easiest, most efficient way for us to process your child's absence(s).

- If you are unable to utilize the form, you can call the absence line (951) 294-6125. For your convenience, this is a 24-hour phone line. If you call in your child's absence, we ask that you call by 8:10 am each day that your child is absent (9:45am for Late Bird TK and Kindergarten). If you leave a message on the absence line, you will need to give the student name, teacher or room number, date (or dates) of absence, reason for absence, and name of the person calling.
- Doctor's appointments, dentist appointments, etc., should be made after school hours when at all possible.
- If your student is ill for more than three consecutive school days, a doctor's note is required upon return.
- Students who are truant or habitually absent may be referred to SARB (School Attendance Review Board).
- Summit Academy is a school of choice and all families agree to maintain satisfactory attendance upon enrollment. Students with excessive absences and/or tardies will be placed under an attendance review monitoring system. Continue absences and/or tardies will likely result in a revocation of the transfer.

Tardies

Please make every effort to have your child at school on time. **Promptness to class is extremely important.** Students are to be in their learning space and ready for instruction when the bell rings. Interruptions due to tardiness take away from learning time and are disruptive to the class.

Communication

Newsletter

A schoolwide newsletter will be emailed home monthly, and as needed with important announcements. This newsletter contains important information on upcoming events at school, as well as resources for students provided by the district and community.

Classroom Communication

All communication regarding your child, their classroom environment, and assignments should be directed to the teacher. In the event that you have a question or concern, reach out to the teacher before directing questions to counseling and/or administration. If you have not reached out to the teacher, counseling and administration will direct you back to the teacher before meeting with you.

Lunch & Snacks

Food Services & Food Protocol

The Summit Academy Cafeteria offers both a breakfast and lunch program. As part of USDA's extension of many COVID relief waivers, schools nationwide will be serving meals, free of charge, to all enrolled students who wish to participate. This option maintains the nutrition standards of the standard school meal programs – including a strong emphasis on providing fruits and vegetables, milk, whole grains, and

sensible calorie levels. Although all students receive meals free of charge this year, we are asking that all eligible families complete an online application. Click HERE for the application. Completing an application not only helps our District's Budget, but may also help provide before and after school academic & enrichment programs, fee waivers for college applications and AP tests, and resources for teachers.

Each TK – 8th grade student will be issued his/her own personal number to input into the cafeteria computer. Students are responsible for memorizing this number.

Students are encouraged to bring a water bottle to school daily. Outside beverages, such as smoothies, shakes, coffee type beverages, are not allowed unless in a sealed container to be consumed at recess or lunch only (not in the classroom).

Lunch Area Rules

Students will have 20 minutes to eat and 20 minutes to play. Some grades may play first and eat after.

1. Wash hands.
2. Line up and speak quietly.
3. Use proper table manners and keep your area clean.
4. Keep all food in the cafeteria or by the lunch tables.
5. Stay in the assigned seat and leave only when excused by the supervisor.

Recess Expectations

Tk-5th grade students will have 15 minutes for recess daily in the morning. Middle school students will have a 10 minute recess break daily in the morning. Students are expected to do the following:

1. Eat their snack
2. Wash hands and use the restroom
3. Play with their friends, following the Summit Academy game rules that will be posted throughout the playground.

Forgotten Items & Lunches

If your child forgets his/her lunch or another important item, you may drop it off in the cart that is located outside the front office. Please clearly label the item with your student's first and last name. We will have labels available on the cart. Items will be picked up hourly and dropped off at your student's classroom. You may ring the bell outside of the office to let us know that you have dropped off an item if you would like but you are not required to do so as the cart will be checked hourly throughout the day.

Healthy Food Guidelines

All food service to students at school must meet the "Healthy Food Guidelines." The nutritional parameters are available at **www.californiahealthykids.org** then follow the "Food Standards Calculator" link.

These guidelines must be followed at all times during the school day. Any exceptions must be approved by school administration.

Emergency Information

It is required that all parents complete an emergency form, online through Infinite Campus, for each of their children. This tells us how to contact you or another responsible and agreeable adult if your child becomes ill or is injured at school. Please let us know if your address or phone number changes during the school year. Please contact the school office if you need assistance with Infinite Campus access. Like you, we want to do what is best for your child. Therefore, it is of utmost importance to have up-to-date emergency information available. If you are not receiving any schoolwide emails or newsletters, it is recommended that you check the email address listed for your contact information on Infinite Campus.

If your child has any special health needs, please inform our Health Clerk as soon as possible.



Health Services

A School Nurse works to ensure and improve the health of students and staff at Summit Academy. However, children are never diagnosed or treated for illness or injury at school. Only first aid is permitted by law. If a child has a fever, diarrhea, or has vomited within the last 24 hours, they are not allowed at school, the parent/guardian listed on the emergency information will be notified (if you cannot be reached, we will attempt to contact the alternate emergency number that you listed). Your child must then be picked up as soon as possible, both for his/her protection as well as that of other students and staff. The child may not return to school until they have gone fever-free without medication for 24 hours. We are required to send students home if they are exhibiting one of the listed COVID symptoms. Please do your due diligence by testing them and notifying the front office of a positive result. Please understand parents are not notified for each student that visits the health office unless they need to be picked up.

Please note:

- It is essential that a student's address, phone number and emergency contacts be kept current. Please notify the office immediately of any changes.
- Over the counter and prescribed medications are given only with written permission from the physician and the parent. Permission slips are available in the school office.
- If your child is wearing a cast, splint or wrap and/or using crutches, they are required to have a doctor's note explaining their school activity limitations. Please see the Health Office for the required form.

- If you get sick at school, the nurse will help you. Your teacher, or a noon duty assistant will give you a pass if you need to visit the health office.

CLICK HERE for "When to Stay Home" Protocols

Students should not be sent to school with the symptoms listed below:

- Fever (100 or above) for the last 24 hours
- Diarrhea for the last 24 hours
- Nausea with or without vomiting for the last 24 hours
- Pain that is not controlled
- Flu symptoms
- Infectious Conjunctivitis (pink eye) when antibiotic treatment has been at least 24 hours and symptoms have subsided

Reporting Accidents

Anytime a student is injured on campus, he/she should report the injury to his/her teacher, the nurse, or office immediately.

Medication

Medicine, including aspirin, cannot be administered by the school. Students who need to take over the counter prescribed medication of any type **must have** the appropriate form signed by the physician. Medication must be delivered to the health office by the parent.

UNDER NO CIRCUMSTANCES ARE STUDENTS TO HAVE MEDICATION OF ANY KIND IN THEIR POSSESSION WHILE AT SCHOOL!

Academics

Library

The school library is open for student use throughout the day. All students in 1st through 5th grade will visit the library weekly for 45 minutes to check out books and receive library instruction. The library curriculum consists of teaching students research skills and fostering a love of books through weekly story time. In addition students will be taught respect for the library and the books in the collection and the necessity of returning books promptly on the date specified. If students do not return books or textbooks (grades 2-6) by the end of the school year, they will be assessed a fine to replace the lost book. We encourage all of our students to use the library as the collection is updated frequently! If you ever need anything Mrs. Matis, our Library Media Technician, is happy to be of assistance.

Materials & Supplies

Classroom supplies will be provided by the school. However, we are always in need of additional supplies and support. Please contact your child's teacher if you would like to donate to your child's classroom.

Backpacks are very helpful in keeping technology and supplies neat and tidy between home and school. Please remember to label all personal items with your child's name.

TK-5th Grade Parent/Teacher Conference

While parent/teacher communication is ongoing throughout the school year, formal Parent/Teacher Conferences will take place the second week in October. Please work with your child's teacher to ensure that your conference is scheduled on a date and time in which you can attend.

Middle School Parent/Teacher Conference

While parent/teacher communication is ongoing throughout the school year, middle school teachers will be available the second week of October to meet with students/families of At Risk students. Those families will be notified by the middle school teachers or counselor. There will be a limited number of additional conference times available for additional students on a sign-up basis.

Progress Reports & Report Cards

Progress Reports & Report Cards Report Cards are issued each semester (October, January, March and June). Progress Reports are only required for At-Risk Students (October and March). They are designed to give you a written report on the education progress of your child. If you ever have questions please contact your child's teacher or the front office.

Please also make sure to establish your Infinite Campus Parent Portal. With the Parent Portal, you can monitor your child's attendance and grade book. However, please note, there is no grade book in the Parent Portal for TK and Kindergarten students. In addition, for students in 1st Grade and 2nd Grade, grades will not necessarily be inputted as regularly as they may be in the upper grades. Students in the primary grades are building developmental skills and these are best assessed at the end of the semester. As such, there will not be on-going grades for all academic subjects in 1st and 2nd grade. Please speak to your child's teacher about the Infinite Campus grade book. Each teacher can share his/her practices as it relates to posting grades and when would be the best time for parents to check the Parent Portal to monitor their child's progress.

School Telephones

We ask that students use the school telephone for serious or emergency use only. Calls for pupils or teachers will be relayed to them in a manner so as not to interfere with class instruction.

Testing

All students are expected to learn and master specific skills. The Temecula Valley Unified School District has developed a balanced, rigorous curriculum for each grade level which reflects the academic areas taught each year. In addition, all curriculum has been closely aligned to the Common Core State

Standards. Testing results are analyzed each semester by district and site staff to identify students needing additional support.

The California Assessment of Student Performance and Progress (CAASPP) will be administered in Grades 3-8 each school year. These tests are typically given in the Spring after Spring Break. The specific test dates of administration will be communicated. District-adopted assessments are administered during each semester to measure and determine each student's progress in the areas of reading, writing, language, science and mathematics at each grade level.

Care of Textbooks, Library Books & iPads

Students are responsible for the iPad, textbooks and library books issued to them during the school year. Replacement fees are charged for all lost or damaged items. Money collected for reimbursement will be recorded by the Library Media staff and paid for replacement purposes. If a lost book is found within 1 year, money paid will be refunded. Personal toys and play equipment are never brought to school.

IPads

TVUSD is proud to be a 1:1 district. TK-8 students will be issued an iPad when they enter Summit Academy. At that time, you can purchase device insurance (within the first 2 weeks). At the end of each year, the iPad will be inspected, and you will be able to renew your purchase of device insurance. Students will keep the same iPad during the duration of school.

General Tips (What Not To Do)

- Do not place your iPad on uneven surfaces where it might fall. iPads are sturdy but drops from heights can damage the inside and outside of the iPad.
- Do not leave your iPad on blankets, beds, sofas or pillows while on and in use. The iPad doesn't get overly hot as a laptop would, but it does need to breathe. Do not block air flow when the device is on.
- Do not eat or drink anything near the device.
- Do not get the iPad wet.
- Do not bring your iPad in the sand (to the beach or playground).
- Do not expose your iPad to extreme temperatures. Avoid temperatures below 32 degrees (too cold) and over 100 degrees (too hot). Do not leave the device in a locked car in extreme temperatures.
- Power cords must be inserted carefully into the device to prevent damage. Plug in and remove cord by pulling on the connector, not the cable.
- Avoid running the battery out completely. While opinions vary, you should run the battery down during the day, charge it up while at home, but when the battery is fully charged unplug the iPad from the wall.
- Do not stack items on top of the device or lean any items on the device. The screens are particularly sensitive to damage from pressure on the screen. The iPad Screen can be damaged if subjected to rough treatment.
- Do not place the iPad in a backpack where other items will put pressure on the screen.

Keep Your iPad Clean

- Disconnect the iPad from power and ensure it is off.
- Spray water on a lint free microfiber or very soft cloth (no paper towels and do not spray water directly on the iPad), or use a 70 percent isopropyl alcohol wipe or Clorox Disinfecting Wipe to gently wipe the hard, nonporous surfaces of your Apple product, such as the display, keyboard, or other exterior surfaces.
- Use caution if your screen needs cleaning. When cleaning the screen, use a GENTLE circular and consistent motion. Ensure that you apply even pressure to the cloth but not so much as to damage the screen.

iPad Security Tips

- Be mindful of your iPad's location at all times.
- Never leave your iPad unattended in restaurants or other places that offer free WiFi. Thieves target these locations for that reason.
- Always take time to secure your iPad away if you are not using it.
- Please do not leave your iPad locked in any vehicle in plain sight. Avoiding temptation is a security best practice.

Lost and Found

Parents are urged to label everything that is sent to school. Lost and found carts are located in the multipurpose room. Please check the carts for lost articles. Labeling your child's jackets and other items with name and room number can help with lost item return. **Unclaimed items are donated to charity in December and June.**

Visitors, Volunteers, Parents

Please stop in the office. For our visitors (one time event), it is required that you pick up a badge and sign in through the Raptor system when you arrive. For our volunteers (more frequently than one time), you must complete a volunteer application. Click HERE for additional information.

Partners in Education

Summit Academy is very appreciative of the support provided to the school by the community. One of Summit Academy's core beliefs is collaboration so we are always looking to expand its business/community partnerships. If you are interested in this program, or know of someone who is, please call the school office at (951) 294-6121.

Birthday Celebrations

Food treats for birthday celebrations will not be allowed on campus. Summit Academy offers a **Birthday Book Program** for all students. This program allows each child to celebrate his/her birthday by "giving" a gift to the school library. Hardback books that are donated will go into the school library and paperback books will go to the classroom library. The following procedure may be helpful:

- Choose an appropriate book. The school's Library/Media technician is an excellent resource and

can also give you ideas, particularly where student interests are high and/or titles are low.

Have your child give his/her book to the librarian. She will place your child's name on the inside front cover. You may also include a small photo of your child (optional). The librarian will give the book to the school principal who will present the student and the book at the next Flag Salute.

Requests for Classroom or Teacher Changes

Our school community is committed to thoughtfully building balanced classes that support student learning, social development, and overall success. Class placements are determined through a comprehensive process that considers multiple factors, including academic needs, social dynamics, student learning profiles, and overall class composition.

Because of the care taken in this process, requests for classroom or teacher changes are **rarely granted** and will only be considered in **extenuating circumstances**.

Important Expectations

- **No classroom or teacher change requests will be considered within the first two weeks of the school year.**
  This time allows students to transition, build routines, and develop relationships with their teacher and peers.
- The **mandatory first step** for any concern related to classroom placement is for the parent/guardian to meet directly with the teacher to discuss the concern and allow time for the teacher to address the issue.
  An administrator may attend this meeting if requested by either the teacher or the parent.
- **Administration will not meet with families regarding placement concerns unless a prior meeting with the teacher has occurred.**
- If concerns continue after the teacher has had a reasonable opportunity to address them, the matter may then be brought to administration for review.
- Classroom changes will only be considered in **extenuating circumstances** and require the agreement of all involved parties.
- If a student was placed in a specific classroom based on a **parent request**, the student will **not be eligible for a classroom change during that school year.**
- As a **school of choice operating at full enrollment capacity**, space in alternate classrooms is often not available.

Our goal is to partner with families and support each student's success within their assigned classroom. In most cases, open communication, collaboration, and time allow concerns to be effectively resolved without the need for a placement change.

School Wide Expectations, Behavior Interventions & Discipline

Leader in Me & Positive Behavior Intervention and Supports (PBIS)

Summit Academy is a Leader in Me and Positive Behavior Intervention & Supports (PBIS) campus, which means that we aim to create **prosocial** student behavior and a **proactive** discipline structure within our school. A key component of this is **teaching our students** appropriate behavior and providing the **support** necessary to sustain that behavior. What makes our school different from others is that our framework is used school-wide, we have clear expectations with incentives and consequences, we teach positive behavior standards and have a school-wide acknowledgement system for kids doing the right thing. There are many benefits of a Leader in Me and PBIS school including improvements to school climate, reduced referral/suspension rates, an increase in attendance, increases in achievement and increased parental involvement.

When you are inside the school building:

- Always WALK in the hallways, office area, multipurpose room and media center.
- Always use quiet voices when you are inside the building.
- Always be respectful to everyone at all times

Playground Rules

1. Play in designated areas only.
2. Follow directions of a supervisor.
3. Respect others, play safely and fair.
4. Play games that are not dangerous.
5. Do not bring personal sport equipment from home to school. All necessary equipment is provided by the school.
6. Any act which is physically or mentally harmful to self or others will not be tolerated.
7. Fighting will not be allowed. Immediate consequences will be administered.

Games ***not*** allowed at Summit Academy
Tackle Football
Hardball
Crack the Whip
Tag
Any other game played with similar rules and different names

Rewards

For those students who follow the rules and procedures, there will be appropriate rewards and recognition. Students will be recognized for CLIMB behaviors with tickets that can be exchanged for prizes, and recognized at awards assemblies for achievements.



Monthly Wednesday Assemblies

Please join us one Wednesday a month at the outdoor amphitheater for a flag salute assembly. Flag salute assemblies provide an opportunity for student recognition of academics, citizenship, and noteworthy participation in school programs in activities. Parents will need to obtain a Visitor sticker from school personnel at a designated gate and will need to enter and exit through the same gate. Our first Wednesday assembly will be on September 30th. More information to follow.

EXPECTATIONS

Backpacks

All students should bring a backpack to school. Younger students should have ***no water bottles in backpacks please***, too many ruined library books.

Cell Phones & Smart Watches

Instructional time is precious and must be protected from unnecessary interruption. Cell phones are permitted for communication before or after school between students and parents/guardians. During the school day, we ask that cell phones, smart watches, and other electronic devices are not used for personal purposes. If students have a need to contact parents during the school day, they can use the school phone system. The school is not responsible for lost or stolen cell phones. If a disruption occurs or a student uses any cellular phone or personal electronic device for improper activities, a school employee shall direct the student to turn off the device and/or shall confiscate it. If a school employee finds it necessary to confiscate a device, he/she shall return it at the end of the school day. A student who violates this policy may be prohibited from possessing a cellular phone or personal electronic device at school or school-related events.

Gum

Students are not permitted to chew gum on campus. We encourage students to bring mints instead.

Games & Toys

Toys are not allowed at school. Please do not bring your own balls, games, or toys, unless specified by your student's teacher for special events. Razor scooters and skateboards may not be ridden to school for safety reasons. Electronic games are not allowed.

Dress Code

Here are some guidelines and tips from the updated TVUSD Dress and Grooming Policy

Temecula Valley Unified School District believes that appropriate dress and grooming contribute to a productive learning environment. Student attire and grooming must permit your student to participate in learning without posing a risk to the health or safety of any student or school district personnel. The school

district is responsible for seeing that student attire does not disrupt school activity or contribute to a hostile or intimidating atmosphere for any student.

1. Students must wear clothing including a shirt with pants or skirt, or the equivalent (e.g., dresses, leggings, or shorts) and shoes.
2. Clothing shall be sufficient to conceal undergarments and buttocks. No underwear, undergarments, or clothing that is comparable to undergarments (e.g., bathing suits that resemble the same coverage of an undergarment) may be visible at any time. Clothing may not be see-through or mesh if underwear is visible underneath.
3. Attire may not display images that are violent and/or depict drugs, drug paraphernalia, alcohol, or promote any unlawful act. Additionally, attire may not contain imagery, words or acronyms associated with hate speech, profanity, pornography, or any promotion and/or endorsement of violence, alcohol or drug use.

Discipline

DISCIPLINE AND THE EDUCATION CODE: *"The governing board of any school district shall prescribe rules not inconsistent with law or with rules prescribed by the State Board of Education for the government and discipline of the school under its jurisdiction." (Education Code Section 35291)*

School discipline consequences strive to be consistent, reasonable, fair, age appropriate, and matched to the severity of the student's misbehavior. Consequences that are paired with meaningful interventions, instruction and guidance (corrective feedback and re- teaching) offer students an opportunity to connect their misconduct with new learning, participate in contributing back to the school community, and are more likely to result in getting the student re-engaged in learning. Any use of consequences should be carefully implemented with well-defined outcomes in order to provide the greatest benefit. Positive consequences including systematic recognition for appropriate behavior frequently lead to an increase in the desired behavior. Negative consequences are designed to provide feedback to the student that his or her behavior is unacceptable and should not occur again.

No pupil shall be suspended or expelled from any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

- While on school grounds
- While going to or coming from school
- During the lunch period whether on or off campus
- During, or while going to or coming from, a school sponsored activity
- Or instances which may have originated on campus

- Any text messages, phone messages, e-mails, videos or postings on the Internet that create a hostile or intimidating environment on campus

DISCIPLINARY ACTIONS (Progressive): Negative consequences are designed to provide feedback to the student that his or her behavior is unacceptable and should not occur again. Inappropriate behavior may be dealt with by implementing any one or a combination of the listed consequences.

1. ***Warning:*** May be formal (documented) or informal (teacher/administrator conference). May involve parent contact through a Phone Call/Email/Dojo Message home
2. ***Reflection Time/Worksheet***
3. ***Removal of privilege (short or long term)***
4. ***Detention(s):*** Students may be given one or multiple detentions.
5. ***Tier II Behavior Interventions*** such as (Check-In/Check-Out system, Friendship Room, and Social-Emotional Groups), and possible Parent/Teacher/Administrator Conference
   More serious behavior (fighting, drug use, etc.) may result in a suspension or recommendation for expulsion
6. ***Suspension:*** Suspension means removal of a student from ongoing instruction for adjustment purposes. A student may be suspended from school from one (1) to five (5) days for a number of offenses. Students that are suspended are expected to request and do the class work while they are on suspension. Students who are suspended should check with individual teachers for specific make-up work. A list of teacher email addresses and extensions is available on our web page. Students may not participate in school activities while on suspension and may not enter campus without permission from an administrator.
7. ***Loss of End of Year Activities***
8. ***Expulsion:*** Expulsion means that the student is removed from the Temecula Valley Unified School District and must seek an education in another non-public school.

Middle School Demerit System

In Middle School, we implement a **demerit system** to help monitor and support students' adherence to school expectations. This system is designed to hold students accountable while also providing opportunities for growth and reflection.

- **Issuing Demerits**
  - Demerits are assigned for office-managed behaviors that result in detention, on-campus intervention/suspension, or off-campus suspension. Detention= 1-2 demerits, on-campus suspension= 1-2 demerits, off campus suspension under 2 days = 2 demerits, off campus suspension over 2 days= 3 demerits
  - Students can also receive **one demerit for every five points** accumulated. Points are issued by teachers and staff for not meeting expectations, such as chewing gum, electronic device violations, or disrespectful/disruptive behavior.
  - When a demerit is issued, a parent/guardian will be notified.
- **Consequences**
  - Students who receive **10 demerits** will not be permitted to participate in extracurricular activities such as school dances, promotion, and other special events.

- Students who receive **three or more demerits in the month leading up to an event** will not be permitted to attend that event.
- Demerits reset at the end of each school year.

- **Detentions**
  - In addition to the demerit process, staff members may assign detentions for not meeting expectations. Parents/guardians will be notified if a detention is issued.

We recognize that middle school is a time of growth and learning, and we understand that students may occasionally make mistakes. The demerit system is intended to provide accountability while also serving as a valuable learning tool. By helping students reflect on their choices and understand the impact of their actions, we aim to encourage responsibility, foster positive decision-making, and create a supportive environment where all students can thrive.

Student Conflict Guidance:

1. Let an adult on campus know if you are feeling unsafe, threatened, or harassed.
2. Avoid listening to and spreading gossip.
3. Don't confront another student when angry. The other person may react defensively, unsure of what you might do. Ask for help from an adult on campus, if you are not able to forget about or ignore what the other student is doing that makes you angry.
4. Make an appointment with your Counselor and/or Administrator. He/she can give you additional suggestions, meet with the other student, or arrange a meeting for the students involved in order to solve the problem in a safe and non-confrontational manner.

Police Contact

Police contact will occur in all situations where local, state, and federal laws are broken. *All legal action taken by law enforcement is under the jurisdiction of the Sheriff's Office, an agency independent of the School District.*

Tobacco/Drug Policy Including Paraphernalia & Vapes

Per Temecula City Ordinance 8.36.030: Citations will be issued by our School Resource Officer for possession of tobacco, nicotine, vapes, and smoking paraphernalia on a school campus. School consequences will also be assigned. Additional school consequences including but not limited to suspension may result from violations.

Non-punitive SELF-REFERRAL

Summit Academy strongly encourages students who have mistakenly brought an item to school that is prohibited (such as a knife or lighter) to bring it to an administrator immediately with no consequence. Depending on the item, it may be picked up after school or by a parent.

Search and Seizure

The law provides school officials with wide latitude to search students and their possessions, in the ongoing effort to maintain a safe and secure campus. When a school official has a "reasonable suspicion" that a student may be in possession of contraband or dangerous objects, the student will be asked to

empty all pockets and provide the school official access to other personal items (backpacks, lockers) that may contain these objects. We hope that all students will be cooperative as school officials will make every attempt to be unobtrusive and respectful of privacy. Students who have knowledge of contraband or dangerous objects on campus are strongly encouraged to report their knowledge to a staff member. As a part of the TVUSD Safe Schools Program, the Summit Academy Middle School campus will have random canine searches throughout the year.

Academic Honesty & Integrity

We expect all students to complete their work honestly and take pride in their own learning. Academic dishonesty interferes with growth, undermines trust, and may result in academic and/or behavioral consequences.

Academic dishonesty includes, but is not limited to:

- Copying another student's work or allowing others to copy yours
- Using unauthorized materials or devices during quizzes, tests, or assignments
- Plagiarizing from books, websites, AI tools, or other sources without proper credit
- Completing individual work collaboratively without permission
- Submitting work completed by someone else
- Falsifying research, data, or assignment completion
- Sharing or accessing assessment content inappropriately
- Misusing technology to gain an academic advantage

Response to Academic Dishonesty

School responses are progressive and focus on student growth, accountability, and learning from mistakes. Consequences may include:

First Instance or Minor Concern

- Teacher conference and reteaching of expectations
- Opportunity to redo the assignment correctly
- Reflection activity
- Parent awareness communication

Repeated or More Serious Violation

- Teacher or administrative conference
- Academic consequence (redo, reduced credit, no credit or alternate assignment)
- Parent contact and documentation
- Demerit(s)

Major or Ongoing Violations

- Administrative involvement
- Academic consequence (which may include a zero and assignment may not be made up)
- Behavioral consequence aligned with school policy (including detention & demerits)
- Parent conference and possible loss of privileges

Animals on Campus

The TVUSD Board of Education acknowledges responsibility to permit students and/or adults with disabilities to be accompanied by a "service animal" on school property and/or facilities and/or at school functions as required by the Americans with Disabilities Act, 28 CFR Part 35, and applicable California law subject to the rules and procedures described in this regulation. **All other animals are not allowed on school grounds, including but not limited to: the buildings, walkways, playgrounds, parking lots, and other areas designated for students and staff.**

Disaster Preparedness

Our school has a safety plan that is updated yearly and meets with district guidelines and procedures. Every staff member is trained to follow our safety procedures

Uniform Complaint Procedure

BP 1312.3 (a-b)

The Governing Board recognizes that the district is responsible for ensuring that it complies with state and federal laws and regulations governing educational programs. The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, age, gender, color, or physical or mental disability in any program or activity that receives or benefits from state financial assistance. The district shall also follow uniform complaint procedures when addressing complaints alleging failure to comply with state or federal law in adult basic education, child nutrition programs and special education programs.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

Upon receipt of a written complaint from an individual, public agency or organization, uniform complaint procedures shall be initiated. The Superintendent or designee shall distribute full information about these procedures.

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through a mediation process before beginning a formal compliance investigation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

The Board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee.

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or participation in the complaint procedures. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

Temecula Valley Unified School District does not tolerate:
Sexual Harassment
Hate Crime
Discrimination on the basis of: gender, race, color, religion, national origin, ethnic group, marital or parental status, or physical or mental disability.
We are committed to a school environment where staff and students may flourish in a climate of acceptance, free from actions, statements or activities which degrade the unique qualities of every individual. If you feel you have been harassed, tell a teacher, a counselor, or the principal.

Stay Connected with Summit Academy (SA)

In addition to classroom communication from your child's teacher, Summit Academy utilizes a variety of media outlets to get the most current news and information delivered to you. We do not want anyone to miss out, so if you have not already done so, please take a look at the four methods of communication we are using to keep families informed. Choose one, choose a few, or choose them all! Stay connected!

Blackboard (Email & Text Messages)	**Instagram**
We communicate via email message through our Blackboard system. On occasion, when something is very important, we will send out a text message through blackboard. Please ensure that your email address and phone number are correct so that you receive this information. 	Follow our official Instagram page @summittvusd to see what is happening on campus! 
Infinite Campus	**Website** https://sa.tvusd.k12.ca.us/

The IC Parent Portal is your one-stop shop to check your child's grades, attendance, and other demographic information. Get the APP and set-up notifications so that you are fully aware of everything happening with your child academically! Click HERE for additional information CAMPUS	Visit our website for current announcements, teacher pages, student and parent resources and much more! It is your one stop shop for all things at Summit!

Stay Involved at Summit Academy (SA)!

Here at Summit Academy there are many ways to stay involved with our school. From volunteering with students to sharing your input on issues on campus, your voice matters and we would love to have as much stakeholder input as possible. Stay involved!

Summit Academy PTSA	Volunteers (Classroom, Room Parent, Office Help)
In order to offer exciting programs on campus we need parent participation from our PTSA! You can volunteer, come to meetings, help with events, and donate your time. Please email SummitacademyPTSA@gmail.com if you want additional information or have questions. PTSA everychild. onevoice.	At Summit Academy we know it takes a village to educate our students. From helping in the classroom, supporting the office/teachers with laminating and copies to being a Room Parent, there is something for everyone. If you are interested in volunteering in a classroom/being a room parent, contact your child's teacher. VOLUNTEER
Family University	**CAP - Community Advisory Partnership**
TVUSD offers various parent training opportunities throughout the year. Click HERE for additional	The CAP committee is composed of parents, staff, and site Administration to discuss student

information.	achievement, behavior, progress, and what our site needs to make continuous improvements. We would love for you to join us and donate your voice. Your participation is vital to make an impact regarding these important topics.



NON-DISCRIMINATION STATEMENT

The Temecula Valley Unified School District Governing Board desires to provide a safe school environment that allows all individuals equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any school activity or school attendance occurring within a school under the jurisdiction of the local educational agency, unlawful discrimination, including discriminatory harassment (including sexual harassment), intimidation, and bullying by anyone based on actual or perceived race, color, ancestry, national origin, immigration status, nationality, ethnicity, ethnic group identification, genetic information, age, religion, religious creed, political belief or affiliation, marital or parental status, pregnancy, childbirth, breastfeeding/ lactation status, medical condition, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression, or the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance within a school under the jurisdiction of the Superintendent. Complaints should be directed to:

504 Coordinator

Dr. Ryan D'Errico
Assistant Director
Student Welfare & Success

951-506-7982
504@tvusd.us
31350 Rancho Vista Road
Temecula, CA 92592

Equity Compliance Officer

Dr. Michael McTasney
Assistant Superintendent
Student Support Services

951-506-7072
EquityCompliance@tvusd.us
31350 Rancho Vista Road
Temecula, CA 92592

Title IX Coordinator-Monitoring

Dr. Michael McTasney
Assistant Superintendent
Student Support Services

951-506-7072
TitleIX@tvusd.us
31350 Rancho Vista Road
Temecula, CA 92592

Title IX Coordinator-Athletics

Mrs. Aimee Ricken
Director
Educational Support Services

951-506-7932
TitleIX@tvusd.us
31350 Rancho Vista Road
Temecula, CA 92592

Title IX Coordinator-Complaints

Assistant Director
Compliance

951-506-7960
TitleIX@tvusd.us
31350 Rancho Vista Road
Temecula, CA 92592

Policy 5145.7: Sexual Harassment

The Governing Board is committed to maintaining an educational environment that is free of sexual harassment, discrimination, harassment, or intimidation. The Board is committed to ensuring equal opportunities for all students in admission and access to the District's educational programs, guidance and counseling programs, athletic programs, testing procedures, and other activities. District programs and activities shall be free from discrimination, including harassment, with respect to a student's actual or perceived sex, gender, ethnic group, religion, color, identification, race, ancestry, national origin, physical or mental disability, age, or sexual orientation.

The Board prohibits the unlawful sexual harassment, discrimination, harassment, or intimidation targeted at any student by anyone or at school-related or school sponsored activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist, or otherwise participate in the complaint process in alleging sexual harassment established pursuant to this policy and the administrative regulation. Prohibited harassment includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that creates an intimidating, threatening, hostile, or offensive educational environment; has the purpose or effect of substantially or unreasonably interfering with a student's academic performance; that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; or otherwise adversely affects the student's educational opportunities.

The district strongly encourages students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, the district’s Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through AR 5145.71 – Title IX Sexual Harassment Complaint Procedures or BP/AR 1312.3 – Uniform Complaint Procedures, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 5145.71 concurrently meets the requirements of BP/AR 1312.3. The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances. (EC Section 231.5(c))
(cf. 0410 – Nondiscrimination in District Programs and Activities)
(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.3 – Uniform Complaint Procedures)
(cf. 5131 – Conduct)

(cf. 5131.2 – Bullying)
(cf. 5137 – Positive School Climate)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5145.3 – Nondiscrimination/Harassment)
(cf. 5145.71 – Title IX Sexual Harassment Complaint Procedures)

The Superintendent or designee shall inform students and parents/guardians of the district's sexual harassment policy by disseminating it through parent/guardian notifications, publishing it on the district's web site, and including it in student and staff handbooks. All district staff shall be trained regarding the policy. (EC Section 231.5(e))

Instruction/Information
The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information related to sexual harassment, discrimination, harassment, or intimidation. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, discrimination, harassment, or intimidation including the fact that sexual harassment could occur between people of the same gender and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment, discrimination, harassment, or intimidation under any circumstance
3. Encouragement to report observed instances of sexual harassment, discrimination, harassment, or intimidation even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim of any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and action shall be taken to respond to harassment, prevent recurrence, and address any continuing effect on students.
6. Information about the district's procedures for investigating complaints and the person(s) to whom a report of sexual harassment, discrimination, harassment, or intimidation should be made.
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues.

A clear message that, when needed, the district will implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation.

School staff and volunteers shall carefully guard against segregation, bias, and stereotyping in the delivery of services including, but not limited to, instruction, guidance, supervision, and extra-curricular activities.

The Superintendent or designee shall ensure that staff receive training on recognizing sexual harassment, discrimination, harassment, or intimidation and on strategies to help respond appropriately to such behavior.

The principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.

The Superintendent or designee shall ensure that staff receive training on recognizing sexual harassment, discrimination, harassment, or intimidation strategies to help reduce incidents of sexual harassment, discrimination, harassment, or intimidation.

Students who engage in sexual harassment, discrimination, harassment, or intimidation in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in harassment or prohibited discrimination shall be subject to disciplinary action, up to and including dismissal.

Complaint Process

Any student who feels that he/she is being or has been subjected to sexual harassment, discrimination, harassment, or intimidation shall immediately contact his/her teacher or any other employee. A school employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to the principal or designee.

Any school employee who observes any incident of sexual harassment, discrimination, harassment, or intimidation involving a student shall report this observation to the principal or designee, whether or not the victim files a complaint.

In any case of sexual harassment, discrimination, harassment, or intimidation involving the principal or any other district employee to whom the complaint would ordinarily be made, the employee who received the student's report or who observes the incident shall report to the Nondiscrimination Coordinator/Title IX Coordinator, Superintendent, or designee.

The Board hereby designates the following position as Coordinator for Nondiscrimination/Title IX Coordinator to handle complaints regarding sexual harassment, discrimination, harassment, or intimidation and inquiries regarding the district's nondiscrimination policies:

Director, Human Resources Development

31350 Rancho Vista Road
Temecula, CA 92592
(951) 676-2661

Grievance Procedures

The principal or designee to whom a complaint of sexual harassment, discrimination, harassment, or intimidation is reported shall immediately investigate the complaint in accordance with administrative regulation. Where the principal or designee finds that any sexual harassment, discrimination, harassment, or intimidation occurred, he/she shall take prompt, appropriate action to end the behavior and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where required.

The Superintendent or designee shall ensure that the student handbook clearly describes the district's sexual harassment, nondiscrimination, harassment free, and intimidation free school environment policies; procedures for filing a complaint regarding sexual harassment, discrimination, harassment, or intimidation and the resources that are available to students who feel that they have been the victim of sexual harassment, discrimination, harassment or intimidation. The district's policy will also be posted on the district website or any other location that is easily accessible to students.

The Governing Board shall annually review district progress on and data related to creating harassment, bias and discrimination free educational environments including, but not limited to, school climate surveys and student discipline reports related to harassment.

Disciplinary Measures

Upon completion of an investigation of a sexual harassment complaint, any student who engages in the sexual harassment or sexual violence, discrimination, harassment, or intimidation of anyone at school or at a school-sponsored activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, the disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

(cf. 4117.7/4317.7 - Employment Status Report)

(cf. 4118 – Dismissal/Suspension/Disciplinary Action)
(cf. 4119.11/4219.11/4319.11 – Sexual Harassment)
(cf. 4218 – Dismissal/Suspension/Disciplinary Action)

Confidentiality and Record-Keeping

In accordance with law and district policies and regulations, the Superintendent or designee shall maintain a record of all reported cases of sexual harassment, discrimination, harassment, or intimidation to enable the District to monitor, address, and prevent repetitive harassing behavior in its schools. All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964).
(cf. 3580 - District Records)