



# TEMECULA

## MIDDLE SCHOOL

**2024-2025**

42075 Meadows Pkwy  
Temecula, CA 92563  
(951) 302-5151  
Attendance ext. 34003  
<http://tvusd.k12.ca.us/tms>

**Student Name:**

**Student Grade:**

**ID Number:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Period:**

**Subject:**

**Student Schedule:**

**Teacher:**

**Room Number:**

0

Advisement

1

2

3

4

5

6

7

Intervention

I have read and agree to abide by the policies, practices, and procedures at TMS.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Parent Signature**



# TEMECULA

## MIDDLE SCHOOL

Dear Parents and Students,

Welcome to Temecula Middle School! We are thrilled to embark on the journey of the 2024-2025 school year with you. At TMS, our commitment is to provide a safe, inclusive, and academically enriching environment for all our students.

Our dedicated staff is passionate about working with middle school students. We understand the unique challenges and opportunities that come with this stage of intellectual, social, and emotional development. With this understanding, we strive to cultivate a positive and supportive atmosphere where every student can thrive.

One of the key tools for success at TMS is our student planner. This handbook serves as a valuable resource for both students and parents. We encourage you to review its contents together and use it as a guide throughout the year. Additionally, we aim to foster strong communication between school and home. Our website, <https://www.tvusd.k12.ca.us/tms> is regularly updated with important news and events. We also utilize phone calls and emails to keep you informed of any urgent announcements or upcoming activities. Furthermore, Infinite Campus provides convenient access to your child's grades online, allowing for continuous monitoring of academic progress.

The success of our students is a shared responsibility. We are proud of the achievements of our TMS students, which stem from their dedication to demonstrating respect, striving for excellence, taking ownership of their actions, maintaining open communication, and seeking assistance when needed.

Parents are encouraged to actively participate in our school community. Whether through regular communication with teachers and staff, involvement in the PTSA, or volunteering opportunities, your support is invaluable. For more information about PTSA, please visit our front office or explore our school website.

We believe that our partnership with parents is essential to the success of every student at TMS. Together, we can ensure that this school year is both fulfilling and memorable for your child. Should you have any questions or concerns, please do not hesitate to reach out to me at TMS.

Let's make this a terrific school year filled with growth, learning, and achievement!

Go Bobcats!

### DISTRICT MISSION

The mission of the Temecula Valley Unified School District is to ensure high quality teaching and learning for all.

### SCHOOL MISSION STATEMENT

At Temecula Middle School, we believe that everyone can learn with PRIDE

**P**articipation-**R**esponsibility-**I**ntegrity-**D**etermination-**E**ffort

## CODE OF RESPONSIBILITY

All students are expected to have P.R.I.D.E and demonstrate good behavior at all times. Students should show a positive, sincere consideration for others. TMS students are expected to respect themselves, their peers, and adults. Students should avoid intruding or interfering with the productive business of others and exhibit high regard for personal and school property. Students must take responsibility for their actions and are held accountable for their conduct.

The rules will apply when students are:

- On school grounds
- Going to or coming from school
- During or while traveling to or from a school/district-sponsored event
- All school rules will be enforced at all activities ON or OFF campus



**P**ARTICIPATION  
**R**ESPECT  
**I**NTEGRITY  
**D**ETERMINATION  
**E**FFORT

## ATTENDANCE

**Absences must be reported daily. Please send an email to [hnewell@tvusd.us](mailto:hnewell@tvusd.us) or call our 24-hour attendance line (951) 302-5151 ext 34003.**

Attendance is an important part of a student's education. Students are expected to be in school every day. It is the parent's responsibility to make sure their child's absences are cleared. Students are responsible for all coursework regardless of absences. An unexcused absence, including a single-period absence, is considered truancy and may result in disciplinary action. Please contact your child's teacher in order to clear single-period absences. Additionally, please refrain from picking up students early unnecessarily as this disrupts office staff as well as our classrooms.

Excused absences are illness, medical/dental appointments and immediate family funeral.

Unexcused absences are absences with the parent/guardian's knowledge, which are not listed above, such as a family trip, baby-sitting, inclement weather, car trouble, or alarm clock issues.

Truancy is an absence without parent/guardian knowledge or consent. According to the California State Education Code, three unexcused tardies (30 minutes or more) and three unexcused absences are considered truanies and will be reported to the county School Attendance Review Board (SARB). Consequences may result.

- If your child arrives to school more than 30 minutes late, it is the parent's responsibility to call the attendance line or send a note with your child if you don't accompany them into the office.

## EARLY CHECK-OUT PROCEDURES

Parents should report to the attendance desk to check a student out early from school. Students who feel ill must first request a pass to the office to see the health clerk, and the clerk will call home when necessary. Students may not take it upon themselves to call home to be picked up. Parents are required to present identification when signing students out through the attendance office.

For further information in regards to attendance, please contact our attendance office at 302-5151 ext. 34003

## TARDY POLICY

Students are to be in the classroom when the tardy bell rings at 8:00 a.m. Students who arrive late to school are to report to the attendance office. Unexcused tardies to school or to class during the school day may result in demerits, after school detention, meeting with counselor and parent conference. Students will receive consequences at 5, 10 and 15+ tardies. We may also have tardy sweeps, where any student that is tardy will automatically receive one demerit. The classroom tardy policy is specific to each individual period and is managed by the teacher. Consequences for a tardy begin at the third tardy and are progressive. These include a tardy policy referral, detentions, behavior contract, and demerit points.

Tardy policy:

5 or more tardies for periods 2-7 result in 1 behavior demerit

10 or more tardies for periods 2-7 result in an additional demerit and conference with counselor

15 or more tardies for periods 2-7 result in an additional demerit and detention will be assigned

20 or more tardies for periods 2-7 result in an additional demerit, detention, and parent conference.

## MAKE-UP WORK

Parents and students may check their teachers' Canvas page for work missed or check with their teachers for any missed work when they return to school. Homework may be requested on the third day of an absence. Teachers have 24 hours to prepare the request. Students will have two (2) days for every day absent to make up the work.

## COMMUNICATION

Communication between school and home is vital. If you would like to speak to your child's teacher, email is the most effective and efficient mode of communication. You may also call the office at 302-5151 and you can reach the directory that will connect you to a teacher's voicemail. You may access teacher emails through our website <https://www.tvusd.k12.ca.us/TMS> by going to the "directory" tab, selecting "teachers," choosing a teacher, and selecting their email address.

## SPECIFIC CONTACTS

- TEACHER for information about your child's progress, homework expectations, grades, behavior, student/teacher communication, or to arrange for a parent/teacher conference.
- COUNSELOR for student's overall performance, planning student success, academics (only after teacher communication), scheduling, and well-being of student.
- ASSISTANT PRINCIPAL for questions about student discipline and to report incidents involving campus safety.

## ACADEMICS

### WEBSITE/EMAIL

All school information is disseminated through our website and e-mail. When handouts are given to students with pertinent information, it is the responsibility of the student to give the information to their parent/guardian in a timely manner.

- We post school news and events, monthly calendars, and contact information on the TMS website and weekly parent newsletters. Please visit our site regularly at <https://www.tvusd.k12.ca.us/TMS> for the most up to date news. Teacher websites also include valuable information and deadline dates.
- Please make sure to complete the e-mail section on the emergency form in order to become a part of the email database. It is important to update the information on a regular basis. Periodically, information on specific events are sent to parents via email.

### GRADES

Steps for accessing student grades online:

- Go to our school website at <https://www.tvusd.k12.ca.us/TMS>
- Locate and click on the Infinite Campus Parent/Student Portal icon
- For login directions click on the blue links below the Infinite Campus icon
- Access and view student grade

### REPORT CARDS / PROGRESSION REPORTS

Progress Reports are provided once during each semester. Progress Reports will be accessible in Infinite Campus, and Parents/Guardians can attend Parent/Teacher conferences after reviewing the student's Progress Report. Report Cards are provided at the end of each semester. The first semester Report Card will be accessible in Infinite Canvas and the second semester Report Card will be accessible in Infinite Canvas. Grades can be accessed regularly on our school website in our Infinite Campus System. Check Infinite Campus regularly to be current with your child's grades. If you have any questions about specific grades or areas of difficulty, please contact the teacher.

### HOME WORK / LATE WORK

- Students will be expected to spend an average of 1 to 1.5 hours on homework, four or five days a week. This time may vary according to the individual needs and abilities of a student.
- Under normal circumstances, homework will not be assigned over holidays.
- Students are expected to turn all work in on the date it is due and must abide by the teachers' late work policy. Students may be required to complete work that was not completed.
- If absent, students have two days (for each day absent) to make up assignments. It is the student's responsibility to find out what they have missed in class.

### ACADEMIC DISHONESTY POLICY

- Any incidents of cheating will be subject to the policy of the individual teacher. Please refer to the individual teacher and their policy regarding cheating/copying.
- Administration may enter this violation into their behavior record in Infinite Canvas.

### COUNSELING & GUIDANCE

The TMS Counseling Crew...We're here for YOU! Our counseling staff is available to assist all students in their successful progress through middle school. Counselors are available by appointment to designated students (by last name) and/or parents.

**Mrs. Munro: A - K**

**Mrs. Danio: L - Z**

**Mr. Loera: A - Z**

*See the Counseling Section on the school website for additional information.*



# GENERAL SCHOOL INFORMATION

## ID CARDS AND PLANNERS

Students are issued an ID card at the beginning of the school year and are expected to carry it with them at all times. Replacement ID cards are available in the library for a fee. Each sixth grade student will be given a planner and is also expected to have the planner with them daily. Having your student write down daily assignments in their planner and checking it regularly is a great way to keep up with classes.

## SCHOOL MATERIALS - DELIVERY TABLE

Students are expected to bring all materials to school daily. This includes appropriate textbooks, reading materials, paper, pens, pencils, folders/binders, chrome book/laptop, etc. In the case that your student forgets an item and a parent/guardian needs to drop it off, it can be placed at the retrieval table in the front office. In order to not cause class disruptions, items will NOT be delivered to the classroom, nor will we call a classroom to notify the student. Students can pick up items at the retrieval table during break, lunch, or passing periods.

**There are absolutely NO FOOD deliveries allowed during school hours.**

## HEALTH OFFICE

To reach the Health Office, please call 302-5151 ext. 34008. A student who feels ill or wishes to discuss a health problem with the health clerk should ask for a pass from their teacher. In cases of serious accident/injury, school personnel will notify parents.

Parents are responsible for notifying the health clerk about serious health concerns and regularly prescribed medications. Since medical treatment is the responsibility of the parent and the family doctor, medications will be given only at the written request of a physician.

All medications must be kept in the health office. Medications will be given at school under the following conditions:

- An Authorization for Prescription/Over the Counter Medicine Form completed by both parents and doctor must be on file in the Health Office and renewed yearly.
- All medications \*(including aspirin and inhalers) must be in their original container or prescription-labeled bottle as ordered by the physician, be labeled with student's name, and should contain only the necessary medication for school.
- Prescriptions from a doctor are not an acceptable authorization to hold medications in the health office. A TVUSD medication authorization form must be on file for each medication held.

## FOOD SERVICES

Meals are available at break and lunch in the school cafeteria and are free to all students. Students must take a full snack and lunch at the cafeteria even if there are items that they will not eat. They may not take multiples of any items as it is important that there is food available to all students. The snack bar also sells items a la carte during lunches. Students can use cash, or credit can be added to their Student ID card through the TVUSD website, Nutrition Services page.

## HALL PASSES/ 5 STAR

Students are required to have a hall pass when out of the classroom. Hall passes will be electronic and students will be required to have their student ID to get a pass. Students should not leave a classroom the first and last 10 minutes of class. Students that are out of class without a hall pass may receive discipline and/or consequences.

- Students will not impersonate other students by using their password, student ID number, name or any other means.
- Students are required to provide their correct name and student ID number at all times.

## COMPUTER AND INTERNET USE

Students have access to computers on campus. Students log onto the computers under their own ID number and should NOT give that number to any other person. Students are expected to abide by the following: 1) No personal emailing or chat rooms; 2) Only educational sites are to be viewed; 3) Students impersonating other students, entering names/student ID #'s that are not their own will result in appropriate disciplinary consequences; 4) A signed parent internet permission slip must be on file.

## EMERGENCY INFORMATION AND CHANGE OF INFORMATION

Using the parent portal in Infinite Campus, please make updates if you change your address, telephone number, doctor, emergency contact phone numbers, or parent work phone numbers. This is essential for proper and necessary communication. If you are listing a person as your emergency contact, please make sure you have their permission. If you should experience a divorce or legal separation, provide a copy of the legal court documents to the office if it effects legal or physical custody of your child. It is essential that we have current emergency numbers in case of an emergency. Please list all phone numbers where parents/guardians can be reached during the school day. Please list at least four other local people who can pick up your child in the event of an emergency.

\*\*\*\*\*Please make sure you notify the office immediately of any changes in your emergency information.\*\*\*\*\*

## SECURITY ON CAMPUS

**TMS is a closed campus.** Campus Security staff members are monitoring our campus throughout the day. A School Resource Deputy is also available on TVUSD middle school campuses. As an added piece of security, TMS has several surveillance cameras on campus.

## VISITORS

All visitors must check in at the main office. Visitors will need to sign in at the office through our Raptor system and present a photo ID. A visitor's badge is issued at that time and must be worn on campus. Those who wish to visit/observe classrooms must have prior approval from a teacher and/or administrator (at least 24 hours in advance) and follow the Parental Classroom Observation Procedures and Protocol (see front office for further details).

## BICYCLES, SKATEBOARDS, ROLLERBLADES AND SCOOTERS

Bicyclists and skateboarders are expected to follow all safety regulations traveling to and from school. Bicycles and skateboards are NOT to be ridden on campus. Helmets are required by law when riding a bicycle, E-bike, skateboard, or scooter. Students are responsible for locking up their bikes and boards in the bike racks at all times. The school and district accepts NO responsibility for lost, stolen, or damaged items. Students may not loiter by the bike racks before or after school. Motorized scooters are illegal for anyone under the age of 16. Please see the TVUSD website for up to date information on E-bike safety.

## STUDENT DROP OFF/PICK UP SAFETY

Students are to be dropped off and picked up only in the long loop at the front of the school before and after school. Students are not to be dropped off in the bus loop or parking lot. Parents are asked to be aware of students crossing, abide by the time requirements for our buses in the parking lot, follow driving laws and to not make inappropriate U-turns at the front of the school. We ask parents to PULL ALL THE WAY UP TO THE END OF THE DRIVEWAY to facilitate an efficient drop off area. We make numerous announcements to remind students to cross the streets carefully and use the crosswalks when available.

## PERSONAL PROPERTY

Students assume the responsibility for loss or damage to their personal belongings such as clothing, electronics, equipment, books, or instruments. The school attempts to protect all personal property, such as bikes, but is not responsible for them. Do not leave personal possessions unattended.

**LARGE SUMS OF MONEY AND ARTICLES OF REAL OR SENTIMENTAL VALUE SHOULD NOT BE BROUGHT TO SCHOOL.**

## LOST AND FOUND

For items lost in PE, check the PE office. An additional lost and found area is also maintained. Items left for extended periods will be given to charity after students are notified. Lost textbooks will be returned to the Media Center.

## PHYSICAL EDUCATION

Student participation is expected in PE. All students are required to dress in a P.E. uniform consisting of black or blue shorts, grey or white shirts, and tennis shoes. The uniform must be the appropriate color and without writing or logos. Sweats are appropriate for cooler months (must also be the appropriate color and free of writing or logos). When the P.E. uniform dress code is not followed students are subject to possible loss of P.E. points. Students will be assigned a locker to share and only the locker residents know the combination. Locks will be provided and lockers should be secured when students are out of the room.

Any student not able to participate in the normal daily activity must bring a dated, signed note from his/her parent or guardian stating the problem. Any medical problem lasting longer than three (3) days must have a doctor's medical excuse. Further information about PE expectations, policies, and procedures will be presented to each student during PE class.

## ASSEMBLIES

Each assembly requires students' attention and orderly behavior. Booming and whistling are considered inappropriate, and students will be reminded they will lose the right to attend the next assembly and/or a consequence and loss of a demerit point. Students earn the right to attend the next assembly by demonstrating appropriate behavior such as:

1. Entering and exiting in an orderly manner
2. Coming to order quickly when asked
3. Paying attention to the presentation or speakers
4. No food, gum, or drinks in the MPR.

## STUDENT LEADERSHIP

We encourage all students to take a leadership role on campus. We have a variety of leadership and club opportunities on campus.

The Associated Student Body (A.S.B.) is designed to encourage all students to enjoy and feel connected to Bella Vista Middle School. The A.S.B. is comprised of all 6th, 7th, and 8th grade students. A.S.B. can only be successful with everyone's participation. A.S.B. organizes a variety of activities for our students to enjoy.

## MEDIA CENTER AND LIBRARY

We are open before school, break, lunch (if no classes are scheduled) and after school. Library may close after school any day of the week without notice if requested by administration.

**The Media Center/ Library hours are as follows:**

Monday, Tuesday, Thursday, Friday - 7:30am - 3:00 pm

Wednesdays (modified schedule) - 7:30am--2:15 pm

Modified days - Library closes at 12:30pm (dismissal time 12:10pm)

## TEXTBOOKS AND LIBRARY BOOKS

Textbooks and library books are issued through the automated checkout system. This page has been included in the subject planner for the recommended recording of textbook barcode numbers. Library book due dates are stamped inside every book at checkout.

All books and materials are the property of TVUSD and are LOANED to students subject to the following conditions:

1. Must have current ID card to check out material.
2. Books are to be used only by the student to whom the books are issued and may not be transferred to any other student.
3. Books are to be returned when requested or at the time of withdrawal if the student leaves before the end of the school year.
4. If a book is damaged in excess of reasonable wear or is lost, the student will be fined accordingly per the California Education Code 48904 and TVUSD Board Policy BP6161.2.
5. Any damage which occurs to the books while in the student's possession MUST be reported immediately to the library staff. This may save the student from having a fine assessed.
6. TVUSD has standardized book fine charges. Fines will be assessed for book damages. Any student not returning textbooks or other materials will be charged replacement costs. Payment for damaged or lost books is handled in the media center.
7. Carefully check your textbook for any PREVIOUS damage which missed being repaired or noted by library staff. You have two weeks after the book is issued to look through your books and return them to the library; otherwise you will be responsible to pay the fine when the book is returned.

## STUDENT TECHNOLOGY USE AND LIABILITY AGREEMENT

All TVUSD students that are issued technology (computer, Chromebook, iPad, and/or other technology) by the Temecula Valley Unified School District are required to complete the Technology Use & Liability Agreement. This must be reviewed and signed by both a parent/guardian and the student. This document covers all acceptable use policies and possible fines/costs for improper use or damage/destruction to the district device.

\*\*\*STUDENTS ARE RESPONSIBLE FOR EACH AND EVERY BOOK CHECKED OUT TO THEM.\*\*\*

\*\*\*STUDENTS WHO CHOOSE TO LEAVE BOOKS IN A CLASSROOM, DO SO AT THEIR OWN RISK. THE TEACHERS ARE NOT RESPONSIBLE FOR LOST, STOLEN OR DAMAGED BOOKS.\*\*\*



# SCHOOL RULES AND EXPECTATIONS

## GUM

Gum is not permitted on campus. Students chewing gum will be assigned consequences. Repeated gum violations will result in discipline including after school detention.

## PERSONAL SPORTS EQUIPMENT

All student's personal sports equipment including, but not limited to, footballs, soccer balls, playground balls, basketballs, baseballs, and softballs are NOT allowed on campus.

## CELL PHONE AND OTHER ELECTRONIC DEVICES

Cell Phones and electronic devices (smart watches, Airpods, gaming devices, cameras, etc.) are not permitted during the school day. These devices (including ear buds) should NOT BE SEEN, HEARD OR USED on school property. Electronic devices will be confiscated and kept in the main office until the end of the school day. The student will receive a consequence each time, and an adult must come to pick up the electronic item for repeat violations.

***Consequences include confiscation, after school detentions, demerits, parent pick up, and possible OCR.***

Cell phones are NOT to be used on campus without permission. With permission, a student may use the office phone in case of an emergency to call home.

## CYBERBULLYING

Cyber-bullying is defined as the posting of harassing messages, direct threats, social cruelty or other harmful texts or images on the Internet, social networking sites, or other digital technologies. Cyber-bullying also includes breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships. Students are subject to discipline if cyber-bullying disrupts the school activities. In severe cases, law enforcement will be notified. Please visit our website for more information and details about cyber-bullying



# TEMECULA

## MIDDLE SCHOOL

# SCHOOL RULES AND EXPECTATIONS

## DRESS AND GROOMING TVUSD BOARD POLICY

Temecula Valley Unified School District expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and his/her parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student or does not disrupt school activity or contribute to a hostile or intimidating atmosphere for any student. Additionally, the school district will ensure that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

Students cannot wear clothing that contains:

- \* Violent language or images;
- \* Images or language depicting drugs or alcohol (or any illegal item or activity);
- \* Hate speech, profanity, or pornography.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

Shoes with a back on them are required for school each day. Students may not wear flip flops, slippers or slides to school.

*\* Please refer to the TVUSD Board Policy 5132, Dress and Grooming, for the most current district dress code guidelines. \**

## TVUSD DRESS AND GROOMING ADMINISTRATIVE REGULATION

Temecula Valley Unified School District believes that appropriate dress and grooming contribute to a productive learning environment. Student attire and grooming must permit the 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 (for example 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.

### Dress Code Enforcement

No list of dress and appearance guidelines for students can be written that will anticipate all potential dress and grooming extremes. In the case of questionable dress or grooming that is not specifically covered in the list above, the administration will make the final decision. Appropriate action will be taken at that time, and when necessary, contact will be made seeking parental cooperation and assistance.

School-directed changes to a student's attire or grooming should be the least restrictive and disruptive to a student's school day. Any school dress code enforcement actions should minimize the potential loss of education time. Administration and enforcement of the dress code shall be gender neutral and consistent. When a dress code violation occurs, the student will be required to change into proper attire. Continued violations of the dress code will be considered defiance and will be referred to administration for disciplinary action.

# SCHOOL ACTIVITY AND EXCLUSION POLICY

## SIXTH AND SEVENTH GRADE END-OF-YEAR ACTIVITY CRITERIA

To participate in end-of-year activities, 6th & 7th graders must meet the following behavioral and academic criteria:

**Behavioral Criteria:** Student must have fewer than 12 discipline points.

**Academic Criteria:** Must earn a cumulative 2.0 (or higher) grade point average (GPA) as determined by the first semester report card and grades on the second semester capture date (TBD).

## EIGHTH GRADE END-OF-YEAR ACTIVITY CRITERIA

To participate in end-of-year activities, 8th graders must meet the following behavioral and academic criteria:

**Behavioral Criteria (TVUSD Board Policy 5127):**

- Must have fewer than 12 discipline points to participate in end-of-year field trip.
- Must have fewer than 14 discipline points to participate in end-of-year 8th grade dinner and dance.
- Must have fewer than 20 discipline points to walk at promotion.

**Academic Criteria (TVUSD Board Policy 5127):**

- Must earn a cumulative 2.0 (or higher) grade point average as determined by the first semester report card and grades on the second semester capture date (TBD).

\*School administrators reserve the right to alter any consequences when they deem the situation is best solved in a different manner.\*

### CONSEQUENCES AND DEMERIT SYSTEM

In order to ensure a safe, orderly learning environment, Temecula Middle School will follow a demerit system. When a student breaks a school rule, they will be assigned one of the consequences listed below along with earning demerits (discipline point value). **All students will begin the year with 0 demerits.** The frequency, intensity, and duration of inappropriate behavior are considered when assigning disciplinary consequences.

#### CONFERENCE / WARNINGS (0 demerit)

A school administrator will meet with the student to explain expected behavior, determine how best to eliminate student behavior problems and make better choices.

#### AFTER SCHOOL DETENTION (1 demerit)

Parents/Guardians will be contacted to schedule an after school detention.

#### CLASS SUSPENSION (1 demerit)

Students will be suspended from the classroom and activities for up to (2) days.

#### ON CAMPUS SUSPENSION (OCS)/ON CAMPUS RETENTION (OCR) (2 demerits)

In lieu of suspension and when available, the student is removed from classes for the day but stays on campus in a monitored environment. The student will work on their day's assignments.

#### SUSPENSION (3 demerits)

The student's privilege of attending school is suspended, and the student must remain at home. Suspensions range from 1-5 days

depending on the student's discipline record and the severity of the offense. California Education Code 48900 details specific reasons for home suspension.

**EXPULSION** - The most severe form of discipline, expulsions are utilized in extreme cases (Education Code 48900).

During an expulsion, students are prohibited from attending school for a specified time. During this time the student may not attend school functions or be on any campus in the district. Detention/referral must be signed by a parent and returned the next day or additional days of detention will be added.

**Below are examples of, but not limited to, inappropriate behaviors that will result in disciplinary action. These include any illegal action as outlined in the California Educational Code. Consequences may include: conference with an administrator, after-school duty/detention, class suspension, on-campus suspension (OCS), suspension and expulsion (see definitions on previous page).**

- Horseplay (pushing, play fighting, etc.)
- Harassment (Verbal, physical, sexual) / Bullying
- Defiant behavior or disrespect toward an adult
- Disruption of school activities
- Class disruption
- Throwing of any object, food, or liquid
- Repeated violation of classroom/school rules
- Tardies/Tuancy from class or school (Leaving class without permission/written pass)
- Hitting, kicking, or other aggression
- Possession of weapons, dangerous objects, laser pointer, fireworks, drugs, or drug paraphernalia
- Cheating/forgery/plagiarism/any form of academic dishonesty
- Theft or possession of stolen property
- Dress code violations
- Chewing of gum/seeds on campus
- Eating in class or undesignated areas/times
- Electronic devices out on campus
- Littering
- PDA (Public Display of Affection)
- Possession of Sharpies/permanent markers
- Racial slurs
- Profanity
- Destruction of property/graffiti
- Threats to any person
- Selling candy or other unauthorized items
- Possession of imitation firearm

### **SUSPENSION/EXPULSION PURSUANT TO EDUCATION CODE 48900\***

According to Education Code 48900, a student may be suspended and/or expelled for the following offenses:

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object.
- Possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance.
- Offered, arranged, or negotiated to sell a controlled substance or otherwise furnished to a person.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stole or attempted to steal school property or private property.
- Possessed or used tobacco, or products containing tobacco or nicotine products.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.
- Knowingly received stolen school property or private property.
- Possessed an imitation firearm.
- Committed or attempted to commit a sexual assault or committed a sexual battery.
- Harassed, threatened, or intimidated a pupil who is a witness in a school disciplinary proceeding.
- Engaged in, or attempted to engage in, hazing.
- Engaged in an act of harassment or bullying, including, but not limited to, bullying committed by means of an electronic act, directed specifically toward a pupil or school personnel.
  - Aiding or abetting in the infliction or attempted infliction of physical injury on another person.
  - Committed sexual harassment.
  - Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence.
  - Creating an intimidation or hostile educational environment by intentionally engaging in harassment, threats, or intimidation against a pupil, group of pupils, or school personnel.
  - Terroristic threats against school officials or school property.

Since many of the rules relating to student conduct involve violation of civil law, the school may be required to report these violations to the local law enforcement agency.

## **SEARCH AND SEIZURE**

School officials may search any individual student, his/her property, or district property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the district or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices. Contraband detection dogs shall not be used in classrooms or other district facilities when the rooms are occupied, except for demonstration purposes with the handler present. When used for demonstration purposes, the dog shall be separated from the students and not allowed to sniff any individual. TVUSD Board Policy and AR 5142.12.

## HARASSMENT POLICY

TVUSD does not tolerate sexual harassment, hate crimes, or 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, counselor, or an administrator. Board Policies (4119.11, 0410, and 1312.3) are on the district website.

## BULLYING

TMS takes bullying seriously. Counselors present anti-bullying information to each grade level every year. The staff is available to students who are having difficulty with another student. Incident reports can be completed in the office and will be investigated. Counselors handle Conflict Resolution situations. For more information see the California Department of Education at <http://www.cde.ca.gov/lr/ss/se/bullyfaq.asp>. TVUSD Board Policy 5131.2

## INCIDENT REPORTS

If there is a problem that needs to be addressed or a situation where there is conflict, the students should come to the Assistant Principal's and/or the Counselors' office to complete the incident reports that are available for them in the front office.

### Computer Log-In Information:

Username: \_\_\_\_\_  
(ID Number@tvusd.us)

Password: \_\_\_\_\_  
(8-digit birthdate)

### Textbook:

### Cost:

### Barcode Number

Math	(\$114)	_____
Math Workbook	(\$10-13)	6 7 8
Science	(\$155)	_____
Science Workbook	(\$10)	6 7 8
Social Studies	(\$95-102)	_____
Social Studies Workbook	(\$8)	6 7 8
LA Workbook	(\$13)	_____



# Temecula Valley Unified School District

## Student/Teacher Calendar

### 2024/2025 School Year

180 student days

184 teacher days

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)

Board Approved 10/14/2021

Revised 8/23/22; Updated 6/30/23

#### 2024

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
				H		
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			
						0

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

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
	H		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

October						
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
	EM	EM	SER	EM/MM	EM/MM	
20	21	22	23	24	25	26
			SER			
27	28	29	30	31		
			SER			
						23

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

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

85

#### 2025

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

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

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

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

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

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

95

#### Holidays and Breaks:

184 teacher days

Jul 4	Independence Day	Dec 20	M-First semester ends	Feb 17	Washington's Birthday
Sep 2	Labor Day	Dec 23-Jan 3	Winter Break	Mar 24-Apr 4	Spring Break
Nov 11	Veterans Day	Jan 20	Martin Luther King Jr. Day	May 26	Memorial Day
Nov 25-29	Thanksgiving Break	Feb 14	Lincoln's Birthday		

# 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. Tu Price  
Coordinator  
Student Support Services

📞 951-294-6020

✉️ EquityCompliance@tvusd.us

📍 31350 Rancho Vista Road,  
Temecula, CA 92592

## Title IX Coordinator- Monitoring

Dr. Tu Price  
Coordinator  
Student Support Services

📞 951-294-6020

✉️ 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

Mr. Mike Marble  
Director  
Compliance

📞 951-506-7991

✉️ TitleIX@tvusd.us

📍 31350 Rancho Vista Road  
Temecula, CA 92592

# DECLARACIÓN DE NO DISCRIMINACIÓN

La Junta Directiva del Distrito Escolar Unificado del Valle de Temecula desea proporcionar un entorno escolar seguro que permita a todas las personas igualdad de acceso y oportunidades en los programas académicos y de apoyo educativo, servicios y actividades del distrito. La Junta prohíbe, en cualquier actividad escolar o asistencia escolar que ocurra dentro de una escuela bajo la jurisdicción de la agencia educativa local, la discriminación ilegal, incluido el acoso discriminatorio (incluido el acoso sexual), la intimidación y el bullying por parte de cualquier persona basándose en las siguientes características reales o percibidas; raza, color, ascendencia, origen nacional, estado migratorio, nacionalidad, etnia, identificación de grupo étnico, información genética, edad, religión, credo religioso, creencia o afiliación política, estado civil o parental, embarazo, parto, estado de lactancia, condición médica, discapacidad física o mental, sexo, orientación sexual, género, identidad de género o expresión de género, o la percepción de una o más de dichas características; o asociación con una persona o grupo con una o más de estas características reales o percibidas. Esta política se aplica a todos los actos relacionados con la actividad escolar o la asistencia escolar dentro de una escuela bajo la jurisdicción del Superintendente. Quejas deben dirigirse a:



## Coordinador del Plan 504

Dr. Ryan D'Errico  
Asistente de Director  
Bienestar y Éxito Estudiantil

📞 951-506-7982

✉️ 504@tvusd.us

📍 31350 Rancho Vista Road  
Temecula, CA 92592

## Oficial de Cumplimiento de Equidad

Dr. Tu Price  
Coordinator  
Bienestar y Éxito Estudiantil

📞 951-294-6020

✉️ EquityCompliance@tvusd.us

📍 31350 Rancho Vista Road,  
Temecula, CA 92592

## Coordinador del Título IX- Atletismo

Sra. Aimee Ricken  
Director  
Servicios de Apoyo Educativo

📞 951-506-7932

✉️ TitleIX@tvusd.us

📍 31350 Rancho Vista Road  
Temecula, CA 92592

## Coordinador del Título IX- Quejas

Sr. Mike Marble  
Director  
Cumplimiento

📞 951-506-7991

✉️ TitleIX@tvusd.us

📍 31350 Rancho Vista Road  
Temecula, CA 92592

## Coordinador del Título IX- Monitorización

Dr. Tu Price  
Coordinador  
Bienestar y Éxito Estudiantil

📞 951-294-6020

✉️ TitleIX@tvusd.us

📍 31350 Rancho Vista Road  
Temecula, CA 92592



# TEMECULA

## MIDDLE SCHOOL

### **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)

