



Academy Preparatory School

**Family Handbook**

**2017-2018**

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## **Welcome to Takoma Academy Preparatory School (TA Prep), Where Faith and Learning Unite**

**Our Mission:** Takoma Academy Preparatory School is a Christian school that honors God in nurturing its students to embrace Biblical truths, pursue academic excellence and prepare for a life of service.

**Our Vision:** The vision of Takoma Academy Preparatory School is to graduate scholars who are Thinkers, Achievers, Peacemakers, and Servant Leaders.

We are excited about what TA Prep will offer our scholars and their families. The 2017-2018 school year will provide our students with a Christian education that is second to none. Our students will encounter an education that has a challenging academic program and provides academic rigor to meet the needs of each student. We strive to ensure that all students become critical thinkers, active problem-solvers, and citizens who lead by serving. Our ultimate goal is to prepare our students for this world and the world to come.

We look forward to working with our students, parents, and stakeholders to provide a high-quality Christian education for all.

Please visit our site often to stay abreast of calendar/curriculum updates, handbook and other information as we prepare for TA Prep 2017-2018!

In HIS Service,

Takoma Academy Preparatory School Administration

## Core Values

### **Cordial Relationships:**

We are friendly to everyone, treating them with kindness and compassion.

### **Mutual Respect**

We treat others with respect and expect to be treated in the same manner.

### **Honesty and Transparency**

We practice honesty and openness, and choose to tell the truth at all times.

### **Integrity**

We are consistent, both in private and in public, in doing what is right.

### **Excellence**

We strive to do our best in all things and live up to our full potential.

### **Accountability**

We take responsibility for all our actions, decisions and our performance.

### **Service**

We love serving others, instead of waiting to be served.

### **Diversity**

We accept that God makes us all different and we endeavor to learn from one another, celebrate our differences and welcome every one as a child of God.



## **School Information**

Takoma Academy Preparatory School (TA Prep)  
8300 Carroll Avenue  
Takoma Park, MD 20912  
301-422-3858

**Monday – Thursday:** 6:30 am -8:00 am - Prep Kids Care

8:15 am - Classes Begin

3:30 pm - Classes Dismiss

3:30-6:00 pm - Prep Kids Care

**Friday:** 1:15 pm - Classes Dismiss

1:30-4:00 pm - Prep Kids Care

### **Summer Office Hours**

Monday – Friday 9:00 am -1:30 pm

Administrative Staff		
Principal, Carla Thrower ( <a href="mailto:principal@taprep.org">principal@taprep.org</a> )		
Vice Principal, Grace Ameyaw ( <a href="mailto:gameyaw@taprep.org">gameyaw@taprep.org</a> )		
Support Staff		
Academic Support Specialist, Loida Doukmetzian ( <a href="mailto:ldoukmetzian@taprep.org">ldoukmetzian@taprep.org</a> )		
Administrative Secretary/Registrar, Sandhya Kalapala ( <a href="mailto:skalapala@taprep.org">skalapala@taprep.org</a> )		
Business Office/Development, Conrad Bridges ( <a href="mailto:cbridges@taprep.org">cbridges@taprep.org</a> )		
Business Office/Marketing, Tastian James ( <a href="mailto:tjames@taprep.org">tjames@taprep.org</a> )		
Registrar, Maria Armenta ( <a href="mailto:registrar@taprep.org">registrar@taprep.org</a> )		
Plant Operations, Vinod Thamby ( <a href="mailto:vtthamby@taprep.org">vtthamby@taprep.org</a> )		
K-5 Faculty		
Kindergarten	Ceilena Camp-Green <a href="mailto:ccamp-green@taprep.org">ccamp-green@taprep.org</a>	Marilyn Booker <a href="mailto:mbooker@taprep.org">mbooker@taprep.org</a>
1 <sup>st</sup>	Joana Ariza <a href="mailto:jariza@taprep.org">jariza@taprep.org</a>	Jocelyn Bethea <a href="mailto:jbethea@taprep.org">jbethea@taprep.org</a>
2 <sup>nd</sup>	Pamela Smith <a href="mailto:psmith@taprep.org">psmith@taprep.org</a>	Jennifer Delgado <a href="mailto:idelgado@taprep.org">idelgado@taprep.org</a>
3 <sup>rd</sup>	Jordan Simuzoshya <a href="mailto:jsimuzoshya@taprep.org">jsimuzoshya@taprep.org</a>	Tasmin Towles <a href="mailto:ttowles@taprep.org">ttowles@taprep.org</a>
4 <sup>th</sup>	Astrid Dorsey <a href="mailto:adorsey@taprep.org">adorsey@taprep.org</a>	Gail McCorkle <a href="mailto:gmcorkle@taprep.org">gmcorkle@taprep.org</a>
5 <sup>th</sup>	Makhela Libebe <a href="mailto:mlibebe@taprep.org">mlibebe@taprep.org</a>	Kisha Kennedy <a href="mailto:kkennedy@taprep.or">kkennedy@taprep.or</a>

Middle School Faculty	
<b>Shanel Marchany</b> 6 <sup>th</sup> Grade Homeroom Reading <a href="mailto:smarchany@taprep.org">smarchany@taprep.org</a>	<b>Ellenor O'Neil</b> 7 <sup>th</sup> Grade Lead Social Studies <a href="mailto:elloneil@taprep.org">elloneil@taprep.org</a>
<b>Kara Castillo</b> 6 <sup>th</sup> Grade Homeroom Bible <a href="mailto:kcastillo@taprep.org">kcastillo@taprep.org</a>	<b>Maleek Mitchell</b> 7 <sup>th</sup> Grade Lead Science <a href="mailto:mmitchell@taprep.org">mmitchell@taprep.org</a>
<b>Juwel Watson</b> 8 <sup>th</sup> Grade Lead English <a href="mailto:jwatson@taprep.org">jwatson@taprep.org</a>	<b>Michael Kennedy</b> 8 <sup>th</sup> Grade Homeroom Math <a href="mailto:mkenedy@taprep.org">mkenedy@taprep.org</a>
Specialists	
<b>Art</b>	<b>Amanda Stennis</b> <a href="mailto:astennis@tapreg.org">astennis@tapreg.org</a>
<b>Counselor</b>	<b>Carmen Esposito</b> <a href="mailto:cesposito@taprep.org">cesposito@taprep.org</a>
<b>Music</b> K-2: General Music/Bells 3-5: General Music/Steel Pan/Band 6-8: General Music/Steel Pan/Band	<b>Beatriz Taylor</b> <a href="mailto:btaylor@taprep.org">btaylor@taprep.org</a>
<b>Technology/Media Specialist</b>	<b>Gabrielle Ziegler</b> <a href="mailto:gziegler@taprep.org">gziegler@taprep.org</a>
<b>Physical Education</b>	<b>Alex Lamarre</b> <a href="mailto:alamarre@taprep.org">alamarre@taprep.org</a>
<b>Spanish</b>	<b>Rosemarie Flores</b> <a href="mailto:rflores@taprep.org">rflores@taprep.org</a>
<b>Nurse</b>	<b>Karen Pelote</b> <a href="mailto:kpelote@taprep.org">kpelote@taprep.org</a>
<b>Chaplain</b>	<b>Pastor Gerry Lopez</b>
Education Assistants	
<b>K-2: April Patterson</b> <b>3-5: Jennifer Guerrier</b> <b>6-8: Roger Rhoades</b>	



## ADMISSIONS

### ***Non-Discriminatory Statement***

*Takoma Academy Preparatory School (TA Prep) admits students of any race, color, ethnic background, country of origin or gender and makes no discrimination on the basis of race, color, ethnic background, country of origin or gender in administration of education policies, application for admission, scholarship programs, and athletic or extracurricular programs.*

### **Who May Attend**

Students who demonstrate the desire for a Christian education and who meet the age, academic, and behavioral qualifications, may be admitted to TA Prep. Each student must show respect for the authority of the Bible, for God as a supreme being, for administrators, teachers, and staff, and for fellow students who desire a safe, peaceful atmosphere in which to learn. Students belonging to religions other than the Seventh-day Adventist faith are welcome with the understanding that they will respect the school's philosophy.

TA Prep desires to provide a safe environment for all of our students. A history of behaviors that compromise this safe environment will disqualify the student from admission. These behaviors may include but are not limited to sexual promiscuity, the known use or possession of a dangerous weapon, tobacco, alcohol, or illegal drugs.

### **Kindergarten Admission**

Applying kindergarten students must be five by September 1, 2017.

## **Appropriate Grade Placement**

The following factors will be considered in determining appropriate grade placement for students who are not currently enrolled, transferring, or entering from a home-schooled program, a non-accredited school or an unapproved correspondence school:

- a. Chronological age
- b. Emotional, physical, and social development
- c. Scholastic achievement as determined by:
  - (1) Standardized achievement and criterion-referenced test scores
  - (2) Teacher observation of the student's ability to reason and to express ideas logically
  - (3) Teacher evaluation of academic progress
- d. Readiness as indicated by recognized readiness tests

## **Criteria for Advanced Placement**

Advanced placement of a student will be based on the following minimal requirements:

1. Students will have a composite score at the 85th percentile or above on standardized achievement tests.
2. Students will demonstrate satisfactory evidence of academic, emotional, and social readiness for advanced placement or early completion of the school program.
3. The principal will submit to the local conference office of education a written request for advancement of elementary students before advancing students (e.g., two years in one, or three years in two). Written approval from the conference office of education will be kept on file at the school.

## **New Students to TA Prep**

All new students will be assessed and must show readiness appropriate to the grade for which they are applying.

TA Prep admits students of any race, culture, or gender.

## **Admission Procedure**

- Families with an interest in TA Prep may contact the school to schedule a tour of the campus and an Educational Success Consultation.
- Complete and return the application, registration forms including a transfer of records (recent report card and standardized testing information) request with the required application fee.
- Set dates for testing and review of the assessment results.
- The admissions committee will review the submitted records and any other pertinent information, and notify the parent/guardian of their decision.
- Pay the registration fees.
- Meet with the business manager to sign a financial agreement for the year.
- Students are not to be admitted to class until the financial agreement has been signed and submitted.

## **New Student Testing**

- Kindergarten and First Grade: Gesell Developmental Test or other tests as deemed necessary followed by a conference with the parent(s) to review the testing results. A questionnaire for parents and caregiver will be required
- Second through Eighth Grade: Wide Range Achievement Test 4 (WRAT 4) or other tests as deemed necessary followed by a conference with the parent(s) to review the testing results. To be accepted the student must achieve a score in any of the areas tested,

of no more than two grade levels below the grade for which the student is applying.

### **Students w/IEP's, 504 Plans, Accommodation Plans**

Parents with said plans must submit this confidential information to the administration for review. This is mandatory as TA Prep must deem, if services needed can be provided for on the TA Prep campus. TA Prep will notify parents if needs cannot be provided for as prescribed in the legal documentation provided by a physician or previous school.

The faculty and staff of TA Prep would like to be able to meet the educational, disciplinary, and emotional needs of every student who applies. TA Prep accepts students with special needs on a limited basis. When a student with special needs is accepted, an accommodation plan will be developed to allow the student to progress at a rate that is appropriate for that student. The office of Special Education for the Potomac Conference and the school is able to partner with the public school to provide a service plan per the IDEA Act Regulation.

### **Registration and Tuition**

#### **2017-2018 Financial Information**

Application/Testing Fee for New to TA Prep Students

- \$75

Tuition

- \$8,300
- \$6,000 (Constituency Rate)

Enrollment/Registration Fee (Inclusive of textbook costs/fees)

- If enrolled by March 31- \$250
- If enrolled April 1- May 31- \$300
- If enrolled June 1- July 31- \$350
- Late Registration begins August 1- \$450

Tuition may be paid in advance or in ten equal payments from August through May. A 5% discount will be given for tuition that is prepaid at the beginning of the school year. A 2.5% discount will be given for tuition that is prepaid at the beginning of a semester. Payments must be made by August 25 and January 25 in order to receive the early payment discount. There will be a grace period up to the 30th of the month.

Charges such as early morning care and after school care will be invoiced with the tuition and parents will be provided with statements. The schedule for monthly accounts that are paid automatically through FACTS is based on parental preference. All payments that are not conducted through FACTS are due the 20th of the month. There will be a 10 day grace period. A financial agreement is to be submitted to complete enrollment. Tuition may be prorated if a student enrolls after August.

### **Church Membership**

Parents are to submit church verification forms that are to be signed by authorized church officials in reference to scholarships. Verification forms can be secured from the office of TA Prep.

### **Overdue Accounts**

Students may be asked to temporarily withdraw from school when an account is 60 or more days in arrears.

Early morning care and after school care may be temporarily suspended if all invoiced charges are not paid. Renweb access will be denied to families with overdue accounts.

Eighth grade students may not be permitted to graduate or take part in activities at the end of the school year if tuition and/or invoices are past due. Payments on eighth grade students' accounts must be made by money order after May 1, 2018.

### **Release of Records**

Students' fourth quarter report cards, final grades, school records and/or transcripts, will be held until tuition and all invoices have been paid in full. Parents may review their student's academic record by making a written request to the school administration.

### **Refunds**

Application fees are not refundable. A refund of registration fee will be issued if a student is not accepted. The registration fee is not refundable should a student withdraw from school. A refund of 50% will be given for one month's tuition that has been paid when a student withdraws from school within the first two weeks of a month.

### **Returned Checks**

A service fee of \$30.00 will be charged for each check returned by the banking institution.

### **Textbook Fees**

Textbook usage fees are included in the registration cost. All textbooks, except reproducible/consumable workbooks are to be returned to TA Prep at the end of the school year. If a student damages or misplaces a textbook, families will be invoiced for the textbook.

## ACCIDENTS/ILLNESSES

If a student is ill or hurt at school, the teacher or supervising adult will send or escort them to the school office/nurse. Parents will be contacted whenever a student is seen in the office. Accident reports will be generated for every student visit and will be provided to the parent/guardian.

In reference to accidents, each enrolled student is covered by Accident Insurance while on the school grounds or at school activities. Policy details are available in the office. Parents may pick up a claim form and submit it through the office along with a statement of any pertinent charges when their student is hurt or injured at school.

Students should not be sent to school when they are sick/ill. Students should remain at home where they can rest comfortably and have the individual care that they require. If the student has a fever, cough, stomach upset, or pain, the student should stay home.

If there are specific requests when a student returns to school please resend them to the school nurse.

### Medication Administration

Students needing to take medication during the school day are required to submit a Physician's Medication Order form (PMOF). This form must be signed by both the physician and parent. Over-the-counter or prescription drugs will not be administered to the students without this form. The PMOF form may be obtained in the school office.

A separate form is required for each medication. This form will include medication; dosage; time to be given; instructions for administering medication; what the medication is for; adverse reactions; physician's name, address, phone number and student's name, address, birthday and phone number.

A Physician's Medication Order Form is required for overnight field trips. Students will not be allowed on trips if they have to take medications and they do not have the medication order form.

A child cannot carry or self-administer any medications without a doctor's order. If a child is carrying any type of medications without a doctor's order the medication will be confiscated until a parent picks up the medication.

Parents are responsible for transporting medication to and from school. At the end of the school year, any unused medication must be collected by parents.



## ATTENDANCE

All students must be present and on time every day unless there are extenuating circumstances. Please observe the following guidelines.

### **Excused absences and tardiness:**

1. Verified illness, quarantine or has a contagious disease, dental, optometric, or other medical appointments.
2. There has been a death in the immediate family. (parent, grandparent, sibling, uncle, aunt or cousins)
3. Schools closed for weather related emergencies in the county where student resides, when a Potomac Conference school is opened.
4. Parents are to notify the Vice Principal and teacher in writing three weeks in advance for an excused absence of a week or more.

### **Other absences:**

Most absences or tardies can be excused with a parent note to the classroom teacher.

1. Poor weather conditions
2. Transportation break-down
3. Required court attendance

The note should include the date(s) and reason for absence and should be given to the student's homeroom teacher. Absences for more than 3 days due to illness require a physician's note in order to be excused and for the student to return to school.

### **Excessive absences:**

The teacher is responsible for taking attendance daily and for making attendance available to the Administration. The Office will notify parents in writing when three (3) unexcused absences or five (5) unexcused tardies occur.

Once a student has six (6) unexcused absences or eight (8) unexcused tardies the principal will appraise the TA Prep School Board of the truancy problem and the School Board chairperson will send a letter to the parents. A copy of the letter will be given to the principal and one will be placed in the student's file.

**BEFORE/AFTER SCHOOL CARE/EXTRACURRICULAR ACTIVITIES**

Extracurricular Activities/After School Clubs	Grades	Meeting Dates/Times
<b>Academic Academies</b> ○ Writing Club: Creative Creatures ○ Reading Club: Kiddie Literature Club ○ STEM: Robotics r' Us	3-5 2-5 K-2; 3-5; 6-8	TBD
<b>Athletics</b> ○ Fall <ul style="list-style-type: none"> <li>● Soccer- Girls and Boys</li> </ul> ○ Winter <ul style="list-style-type: none"> <li>● Basketball- Girls and Boys</li> <li>● Cheerleading- Girls</li> </ul> <b>Spring</b> <ul style="list-style-type: none"> <li>● Flag football</li> </ul> ○ Year-Round <ul style="list-style-type: none"> <li>● Gymnastics- Girls and Boys</li> </ul>	5-8  5-8 K-8  5-8  K-8	TBD
<b>Clubs</b> ○ "Thinkers" Chess Club ○ "Do Something Great!" Community Service Club ○ "Earth Dwellers" Recycling Club ○ "Fit and Fun" Health/Fitness Club ○ Budding Artist	3-8 1-8  1-8 K-2; 3-8 K-8	TBD
<b>Apollo After School Care</b> <a href="http://www.apolloafterschool.com/">http://www.apolloafterschool.com/</a>	K-8	<b>M-Th</b> · Until 6 pm  <b>Friday</b> · Until 4 pm
<b>TA Prep Leaders- Student Council</b> <b>National Elementary and Junior Honor Society</b>	3-8 5-8	TBD

## **Before Care**

Students may come as early as 6:30 a.m. for early morning care. There is a charge of \$5.00 if students come before 7:30 a.m. Regular (NO CHARGE) early morning care begins at 7:30 a.m. in the gymnasium.

Students are signed in by the Prep Kids supervisors and signed out by parents/guardians when they are picked up. Arrangements may be made with the Prep Kids supervisors for the student to have time to complete homework assignments.

Students in the Prep Kids after school program will attend TA Prep athletic games held on campus. It is extremely important that all students are accounted for during the excitement of basketball practices and games. Therefore, students wishing to attend a basketball practice or game must either be signed in and sitting with Prep Kids personnel or sitting with their parent(s). This includes all siblings of team members. This is a safety concern.

## **After Care**

Students may be on campus in the aftercare program until 6 pm Monday - Thursday and 4 pm on Fridays. Aftercare is provided by Apollo After Care. You may find them online at <http://www.apolloafterschool.com/>.

## CELL PHONE POLICY

Parents/Guardians must complete a cell phone registration form and submit to the school office.

- Cell phones must be turned off and left in the student's locker during the school day.
- Cell phones are not to be used while at school or at school sponsored activities without specific permission from a staff member. The request to use a cell phone will be evaluated on a case by case basis by the staff member who is in charge, and the call will be made under the direct supervision of that staff member.
- Cell phones that are used inappropriately will be confiscated by TA Prep staff members and returned to the parents.
- Parents/Guardians of students with cell phones will assume all liability for the cell phone's use including any misuse by their child or others.
- The school takes no responsibility for the safe keeping of cell phones brought to school or to school sponsored activities. This includes cell phones that may be damaged, lost, stolen, or confiscated.

## DISCIPLINE POLICIES

### Anti-Bullying Policy

TA Prep is committed to providing a safe, nurturing, welcoming and caring environment for all students. We will treat each other respectfully and will not tolerate any form of bullying.

*Definition: Bullying is repeated deliberate, hurtful, aggressive, frightening, verbal, psychological, physical, threatening behavior conducted by an individual or a group against other individuals or groups. It is wrong, one-sided and unfair.*

Bullying behaviors include but are not limited to:

- Hurting someone physically by pinching, punching, hitting, spitting at, kicking, tripping, or pushing
- Excluding someone deliberately or trying to get other students to exclude someone
- Damaging or stealing someone's belongings
- Demanding money
- Ganging up on someone
- Teasing someone
- Calling someone names
- Making fun of someone or putting someone down
- Touching or showing private body parts
- Spreading rumors or saying things that are not true about someone
- Cyber bullying or using texting, emailing and social network to threaten, insult or harass

An administrator will notify the parents/guardians of the behavior of the bullying student(s). The parents/guardians may be asked to meet with the principal, and/or other members of the staff including the vice principal, the student's teacher or other teachers and staff who investigated the incident. The parents of the victim will also be notified and assured that the school is taking care of the situation. The victim will be encouraged to talk to an administrator, teacher and counselor in regards to the incident.

The bullying student will be required to apologize to the victim. This may be done verbally or in writing. Age appropriate consequences will follow.

## **Harassment**

Students at TA Prep are to exemplify the Christ-like life and should avoid all appearance of wrongdoing. They should never do anything that is harmful to themselves or others. Students should respect and uplift one another. TA Prep students should never place someone else in a position of embarrassment, disrespect, or be harassed because of their gender, race, color, national origin, age or disability. To do so would be a violation of God's law and civil laws protecting human rights.

- **SEXUAL HARASSMENT:** Unwelcome sexual advances, requests for sexual favors or other verbal, written or physical conduct of a sexual nature.
- **IMPROPER CONDUCT:** Improper conduct by a student includes, but is not limited to:
  - Any subtle or other pressure for sexual favors.
  - Unwelcome sexual flirtation or propositions.
  - Unnecessary or inappropriate touching of a sexual or abusive nature (patting, pinching, hugging, repeated brushing against another person's body, etc).
  - Displays of sexually suggestive pictures, drawings, cartoons, or objects.
  - Threats or demands for sexual favors.
  - Unwelcomed or derogatory statements related to gender, race, color, national origin, age or disability (for example kidding, teasing, degrading jokes or offensive comments or tricks).
  - Demeaning or degrading comments about a student's appearance.

Students who believe they have been harassed should immediately take the following steps:

- Make it clear that such behavior is offensive and must be stopped immediately.

- Immediately report the incident to their teacher or school administrator.
- Students who are aware of incidents of harassment towards others are to report such incidents to their teacher or school administrator.
- Complaints of harassment will be promptly handled and maintained in confidence to the extent possible.
- A violation of this policy may result in discipline, up to and including dismissal from school.

## Discipline Code: Level System

### Behavior Definitions

#### Level 1

- **TUSSLING** – hitting, shoving, pushing, punching, kicking, slapping, and/or grabbing.
- **TARDY** – unexcused late arrivals at an appointment during the school day.
- **LITTERING** – the intentional dropping or throwing of items; or unintentional dropping or throwing of items when the student fails to clean up. This includes leaving personal belongings in the hall or classroom.
- **LOITERING** – being in an area without permission – e.g. roving the halls during class or after 3:00 p.m., playing in the gym, or prolonged stays in the restroom.
- **BOISTEROUS OR INAPPROPRIATE BEHAVIOR** – May include overly loud or obnoxious act or sound, e.g. yelling in the hall.
- **RUNNING** – anything other than normal walking in the building.
- **NOT FOLLOWING A STAFF MEMBER'S DIRECTIONS.**
- **GUM CHEWING.**
- **EXCESSIVE TALKING** – continuing to talk after having been asked by a staff member to stop.
- **COMING TO CLASS WITHOUT NECESSARY MATERIALS** – (i.e. books, pens, pencils, etc.)
- **SPITTING** – includes intentionally spitting on the walls, floors, ceiling, or a person.

- **UNAUTHORIZED TELEPHONE USE** – the use of school phone without prior permission from a staff member.
- **MISUSE OF SCHOOL PROPERTY.**
- **DRESS CODE VIOLATION**
- **LEAVING CLASS WITHOUT PERMISSION**

## Level 2

- **PETTY VANDALISM** – vandalism that does not have a permanently damaging effect. The student will be expected to pay for the cost of any repair or replacement.
- **DISRESPECT** - socially unacceptable words or actions directed toward students or staff. This includes mumbling remarks under the student's breath and/or ignoring directions.
- **DISRUPTING CLASS** – words, actions and/or non-compliance with directions which cause interference with the normal classroom routine.
- **CHEATING** – use of or providing unauthorized information which may include talking during tests or copying other's answers.
- **SKIPPING CLASS** – intentional non-attendance at an assigned appointment without teacher permission.
- **HARASSMENT OF OTHER STUDENTS** – a violation of another student's rights by mishandling another's property, physical or verbal harassment, threats or intimidation. See harassment policy.
- **AIDING AND ABETTING** – encouraging, assisting, or covering up another student's inappropriate behavior.
- **NOT REPORTING TO DETENTION** – an unexcused absence from an assigned after-school detention.
- **IMPROPER LANGUAGE** – obscene, suggestive, profane, derogatory or cutting remarks.
- **DISHONESTY** – not telling the truth with the intention to deceive.
- **REFUSAL TO FOLLOW THROUGH WITH A REQUEST MADE BY A STAFF MEMBER** – failure to do what a staff member requests at the time it is requested.
- **SELLING OR SOLICITATION** – unauthorized selling or soliciting of anything, i.e. candy, gum, food, or money



- **STEALING** – unauthorized borrowing, taking of smaller items such as pens, lunches, etc..
- **FORGING SIGNATURES** – KINDERGARTEN TO Second GRADE – forging or causing another to forge a signature (unauthorized signatures)
- **IMPROPER DISPLAY OF AFFECTION**
- **WEAPONS IMITATION** – use or possession of any object that looks like a weapon.
- Unauthorized use of photographic devices at school.

### Level 3

- **THEFT** – unauthorized removal, concealment, possession, or use of school property or the property of another person.
- **FORGING SIGNATURES – 3RD TO 8TH GRADE** – forging or causing another to forge a signature (unauthorized signatures)
- **CONTROLLED SUBSTANCES** – possession, use, transfer, or sale of illegal drugs, alcoholic beverages, tobacco products, or drug related materials.
- **CONTINUED BELLIGERENT REFUSAL TO FOLLOW THROUGH WITH A REQUEST MADE BY A STAFF MEMBER.**
- **ABUSIVE LANGUAGE** – aggressive, insulting, profane, or disruptive verbal abuse
- **VANDALISM** – vandalism which has a permanently damaging effect, creates an excessive mess, is of a socially unacceptable nature, or the destruction of property which results from some other act of misbehavior. The student will be expected to pay for the cost of repair or replacement.
- **FIGHTING OR ASSAULT** – violent bodily contact which does or has the potential to cause bodily injury.
- **SAFETY OR WEAPONS** – actions which endanger the health safety, and/or welfare of the individual student or other; failure to comply with established safety procedures and regulations; the use of matches or other fire producing materials without the supervision of a teacher; the use or possession of fireworks, firearms or any instrument used in a threatening way that could inflict bodily damage, injury or death.

- **LEAVING THE SCHOOL DURING THE SCHOOL DAY WITHOUT PERMISSION FROM THE SCHOOL'S ADMINISTRATION.**
- **SEXTING**
- **CYBERBULLYING**

Students who are not able to behave in accordance with TA Prep's policy may be subject to the following disciplinary actions:

- Counsel with the Vice Principal and/or Principal
- Detention
- Suspension
- Expulsion

Counsel with the Vice Principal and or/Principal  
Parents are asked to attend the session to determine next steps and ensure that the infraction will not happen again.

### **Detention**

When a student has been assigned a detention, a notice will be sent home stating the reason and the time for the detention. A student is expected to serve the detention on the assigned day unless the parent requests a change to another day. If the student does not serve the detention as assigned, the student will be suspended from school until either the detention is served or the parent(s)/guardian(s) meets with the Vice Principal to set an alternative date.

### **Suspension**

A student may be asked to leave campus for suspension for 1-3 days depending on the nature of the suspension.

### **Expulsion**

A student may be asked to leave the school for the remainder of the school year. Due to the nature of the infraction the student and their family may be counseled to apply for the next school year.

### **Behaviors**

The list of behaviors and actions in this discipline code are minimum guidelines for disciplinary action. The list is not all inclusive and other



behaviors will be handled as they occur. Other methods of handling unacceptable behaviors in addition to the disciplinary policy will be utilized as they are thought to be needed.

## DRESS CODE

Please see the Risse Brothers TA Prep uniform options. This information can be secured from the TA Prep School Office.

The TA Prep dress code is designed to reflect a Christian lifestyle and to provide students with functional, appropriate attire for the classroom and other school sponsored activities.

A coordinated collection of clothing has been selected for student wear. Regardless of the occasion, the student should follow these basic guidelines:

- All students are expected to be clean, modest in dress, and wearing clothing in good repair and is correctly sized
- Polo shirts must fit the Dress Code colors (white, navy blue)
- All shirts must have the TA Prep logo.
- First - Grade 8 must have their shirts tucked in.
- **BELTS:** Solid colored plain belts are required for clothing with belt loops.
- **PLEASE MARK ALL CLOTHING:** Student names should be written on ALL clothing.
- **FIELD TRIP DRESS:** Every student **MUST** wear a TA Prep logo shirt for all field trips.
- **SHOES, SOCKS, STOCKINGS:** Shoes, solid dress code color socks (brown/black) and stockings/tights must coordinate with the outfit and be clean and properly fastened. For safety, footwear must enclose and protect the entire foot. Leggings and shoes that contain wheels or lights are not allowed. No brightly colored shoes (neon, fluorescent colors). Every student must wear socks or stockings/tights every day.
- **HEADWEAR:** Unless otherwise stated, no hats, bandanas, caps, hoods or other headgear are to be worn inside the school building.
- **JEWELRY:** Non-functional jewelry (metal, plastic, rubber, leather, or cloth) of any kind, including rings, earrings, bracelets, necklaces or friendship bands etc.) is not permitted at any school sponsored function on or off campus. Jewelry will be taken from the student.

Confiscated items may be picked up in the office by a parent or legal guardian. The school takes no responsibility for loss of confiscated items.

- **OUTER GARMENTS:** Outer garments are to be worn OUTSIDE ONLY. Messages on outer wear such as jackets and coats, must comply with Christian standards. Jackets and coats may not be worn in the classrooms. Hoodies must not be worn in the building. Only Dress Code sweaters or sweatshirts may be worn in the classrooms on cold days.
- **HAIR:** Extreme hairstyles including but not limited to unnatural hair color, Mohawks, shaving designs, unkempt hair are inappropriate for school.
- **COSMETICS:** Makeup or nail polish that gives the student an unnatural appearance is not acceptable for school wear.
- **FAILURE TO COMPLY:** Penalties for failing to comply with the school dress code will include reminders, referrals, detentions and/or suspensions. Questions about exceptions should be directed to the administration. Parents will be called to bring clothing that complies with the school dress code.
- **AFTER SCHOOL CARE/BASKETBALL GAMES, AND OTHER SCHOOL SPONSORED ACTIVITIES:** Unless otherwise announced, students must continue to wear their uniform during after school care, while they are spectators at after school basketball games and at other school sponsored activities.
- Please note that slacks/pants are to be plain front or pleated. No cargo pants, jeans or tight/stretch pants are allowed.

### **Dress for Physical Education (P.E.)**

Students are required to wear, tennis or gym, soft soled shoes for P.E. class.

**KINDERGARTEN – FIFTH GRADE STUDENTS** do not change for P.E. They may wear their P.E. uniforms to school on the day that they are assigned to P.E. classes.

**SIXTH– EIGHTH GRADE STUDENTS** must wear the required to wear their Wednesday uniform to school and change for P.E. They may keep their P.E. uniform on after P.E. class on Wednesday's. Students out of uniform will not participate. This will affect their P.E. grade.

## GRADING

<b>Traditional Grading</b>	<b>Kindergarten</b>
A Excellent B Above Average C Average D Below Average F Failing	I Independent NT Needs more time P Progressing  <b>Grades 1 and 2</b> E Excellent S Satisfactory N Needs Improvement
Please see your child's teacher if you have questions about the grading system.	

### Academic Probation

Returning students who have received a final failing grade in any subject or whose GPA is below 2.00 (a C average) will be placed on Academic Probation. Students must have passing grades in all subjects and raise their GPA's to or above the 2.00 level in order to be removed from Academic Probation.

During the school year the Academic Committee will monitor the progress of all students. Those students whose GPA falls below 2.00 will be placed on academic probation.

Students (along with their parents) who are placed on academic probation must meet with the Academic Specialist and Vice Principal to develop a plan to raise the student's GPA to or above the 2.00 level. Students who are unable to raise their GPA to or above the 2.00 level may be asked to withdraw from school or may not be readmitted the following school year.

### Progress Reports

Progress reports are distributed after each nine week period. Parent-teacher conferences are scheduled throughout the year to provide

opportunities for dialogue, goal setting, and reporting of student progress. Special parent-teacher conferences may be requested by either parent or teacher any time during the school year.

Through RenWeb parents are informed of their student's grades on a regular basis.

## **Homework**

In most classes students are given time in class to begin an assignment that relates to the topic that was presented by the teacher. The work that the student does not finish in class becomes "homework." In some classes regularly scheduled homework is assigned. In either case, the teacher attempts to assign the amount of work that is appropriate for the grade level of the students. The amount of time a particular student spends on homework will vary with the grade level, subject, and how well the student uses the time that is given by the teacher for work during the school day.

Students benefit greatly when they have a regular time and place for study in the home. Depending on the grade level, twenty minutes to one hour should regularly be scheduled for the completion of unfinished classroom assignments and/or specifically assigned homework activities. A student's parent should talk to the teacher if the student is spending more than one to one and a half hours doing homework on a regular basis.

It is recommended that television, video viewing, and computer games be limited to create a quiet study atmosphere in the home.

## **Promotion Requirement**

A student in grades 3-6 may be retained if the final report card shows two or more subjects with final failing grades. A failing grade is an "F". Students in 1st through 3rd grade who are two levels below the current grade level in reading will also be considered as failing one subject. To be promoted to the eighth grade, a seventh grade student must have no F's as a final grade.



## GRADUATION

Two types of graduation certificates are issued by TA Prep; a certificate of graduation or a certificate of completion. A student with an F as a final grade will not be allowed to graduate.

- To be eligible to receive a certificate of graduation, the student must
  - Have an overall grade point average of 2.00 or better for both seventh and eighth grades.
  - Have no grades lower than a D
- A certificate of completion will be issued when the student:
  - Has an overall grade point average that is lower than 1.79 (C-) for either seventh or eighth grades.

A certificate of completion may be converted to a certificate of graduation when all deficiencies are removed.

- Deficiencies may be removed by:
  - Re-taking the course(s) in summer school
  - Re-taking the course(s) in an approved correspondence program
  - Other method approved by the school

In the event that a student receives one or more F's, or does not meet the requirements for either certificate, that student will be retained in the eighth grade. To be promoted to the eighth grade, students in seventh grade must have no grade lower than a D as a final grade.

Participation in eighth grade activities (i.e. class trips, graduation, etc.) is a privilege granted by the school. Students may be kept from participation for the following reasons:

- Delinquent Accounts
- Academic Concerns
- Behavior Challenges

Eighth grade students who achieve high academic levels are honored with academic cords at graduation. Academic status is based on the following:



Principal's List- GPA of 3.75-4.0

High Honors- 3.5-3.74

Honors- 3.0-3.49

**CLASS OFFICERS:** To be elected and continue to hold office, a student must have a GPA of 3.00 or higher and have no Level II or III referrals.

## HONORS

### Honor Roll

At the end of each nine weeks period, students in third through eighth grade who received a GPA of 3.0 or higher will be honored for their achievement. The following awards will be given:

**Honor Roll:** 3.00 GPA

**High Honor Roll:** 3.50 GPA

**Principal's List:** 3.75+ GPA

Students who receive a D or F as final grade in any subject are ineligible for any of the honor rolls.

### Incompletes

Incompletes are not given except in extenuating circumstances. When an incomplete is given, the student has two weeks to make up the incomplete. If missing work is not completed within that time, the "I" becomes an F.

### National Elementary Honor Society (NEHS)

TA Prep National Elementary Honor Society (NEHS) Criteria for Membership:

The National Elementary Honor Society chapter of TA Prep is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in two areas of initial evaluation: scholarship (academic achievement) and responsibility. General standards for selection are established by the national office of NEHS and have been revised to meet the needs of our school and fall within our strategic goals.

Students are selected to be members of NEHS by a Faculty Council, appointed by the principal and supervised by an additional member of the

faculty of the school during each school year. Our NEHS chapter will conduct its selection procedures during the second semester of each school year.

Students in fifth grades are eligible for membership. For Scholarship criterion, a student must have a cumulative grade point average of 3.50 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Candidate's Form that provides the Faculty Council with evidence of the candidate's Responsibility at home, at school, and in the community. Students should be cooperative, respectful, and obedient at all times.

In addition, to evaluate a candidate's level of Responsibility, the Faculty Council uses another type of evaluation- school administrative records. A student who has a Level 2 discipline records are not eligible for membership. The administrative records and the Candidate's Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule established by the chapter.

Following notification, a formal induction ceremony is held at the school to recognize all newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all of the criteria that led to their selection. This obligation includes regular attendance at chapter meetings held twice each grading period during the school year, and participation in other chapter service projects and activities.

Students or parents who have questions regarding the selection process or membership obligations can contact the TA Prep administration.

For additional information please visit the NEHS website at [www.NEHS.org](http://www.NEHS.org).

## **National Junior Honor Society (NJHS)**

The TA Prep National Junior Honor Society (NJHS) Criteria for Membership:

The National Junior Honor Society chapter of TA Prep is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, leadership, service, citizenship, and character. Standards for selection are established by the national office of NJHS and have been revised to meet our local chapter needs. Students are selected to be members by a Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each year.

Students in the second semester of grades six to eight are eligible for membership. For the Scholarship criterion, a student must have a cumulative grade point average of 3.50 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is also required.

To evaluate a candidate's character, the Faculty Council reviews the school disciplinary records- TA Prep's discipline records. A student who has a Level 2 or 3 referral is not eligible for membership. Students should be cooperative, respectful, and obedient at all times.

The school's disciplinary records and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule established by the chapter.



Following notification, a formal induction ceremony is held at the school to recognize all newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all five criteria that led to their selection. This obligation includes regular attendance at chapter meetings held twice each grading period during the school year, and participation in the chapter service projects. Students or parents who have questions regarding the selection process or membership obligations can contact the administration.

For additional information please visit the NJHS website at [www.NJHS.org](http://www.NJHS.org)

## LOST AND FOUND

Lost and found items will be kept in the front office for one week after being submitted to the office. Information in regards to the will be shared in the weekly newsletter. Unclaimed items may be donated to charity.

Please MARK ALL CLOTHING with either the student's name or initials so they can be easily identified.

## LUNCH PROGRAM

Lunch for the 2017-2018 school year will be provided by Chef George of Ray's Catering. Families may purchase meal plans for the week, biweekly, or monthly.

The cost for lunch is \$4.50.

Students may bring a lunch from home. Every child needs to have a nutritious lunch to be able to learn most effectively. To be nutritious, lunches should contain a variety of wholesome foods and very few sweets. The lunch menu can be viewed on line at [taprep.org](http://taprep.org) and included in the weekly newsletter.

In addition to the lunch program students may purchase a la carte breakfast items (\$2.50) each morning from 7 am - 7:30 am. Breakfast items for purchase: cereal w/milk; breakfast sandwiches; English muffins; waffles; pancakes; fruit cups.

## MUSIC PROGRAM

General music classes with a music specialist are provided for Kindergarten through eighth grade students. Music classes in Kindergarten through 6th grades will emphasize music theory.

Choir will be included in the elementary music classes. Students in sixth, seventh and eighth grades will have the opportunity to join an instrumental program (steel pan, handbells, band, violin).

These select groups will have the opportunity to perform within and outside of the school.

The Christmas program is the culmination of the first semester's work. Other opportunities for public performance include visits to constituent churches or special programs.

The Spring program will be the culmination for the second semester's work. Students that participate in TA Prep's music classes may be included in weekend performances. It is the expectation that students (and their parents) who join the music classes will make a commitment to meet all rehearsals and concert appointments. Students who join a musical class are expected to remain in the class for the entire year.

Students who would like to receive private violin or piano lessons should contact the office.



## OFFICE/FACILITIES INFORMATION

### General Office Information

The TA Prep office personnel (Secretary, Counselor, Nurse) will assist students when hurt or sick and will communicate with parents.

A student coming to the office must first receive a permission slip from their teacher.

Parents are encouraged to call the office with questions or concerns in regards to their students well being. Teachers may not be able to respond to parent concerns readily as they are in the class with students and may not be able to check emails or phone messages until the end of the school day.

### Telephones

The office phone is for EMERGENCY USE ONLY. All students wishing to use the phone must have a permission slip from their teacher.

Arrangements to stay for scheduled after school activities must be made before the student comes to school in the morning.

### Selling or Solicitation

Unauthorized selling or solicitation is not permitted.

### Visitors

Visitor parking is located in the large parking area to the right of the building.

All visitors to TA Prep must sign in at the front office and retrieve a visitor's pass before walking through the building. Visitors not in receipt of a guest pass will be asked to return to the front office.

Please be mindful that teachers cannot take time out from class to meet with a parent as they are responsible for the education of the entire class. Appointments should be arranged at a time that is convenient for both the parent and the teacher.

Parents are to clear with administration any requests for classroom observations and visits.

### **Visiting Students**

Students must get permission from their homeroom teacher and principal when they plan to bring a visitor to school. The homeroom teacher must inform the office and the office will inform all of the other teachers of the student. This permission must be granted 24 hours before the planned visit.

## PARENT/TEACHER/ADMINISTRATOR COMMUNICATION

### Weekly Newsletters- “The TA Prep Roar”

“The TA Prep Roar” is the name of the weekly school newsletter. It is very important the families read the weekly newsletter so that they may be aware of the happenings on our campus. The TA Prep Roar is translated into Spanish, printed, e-mailed, and posted on RenWeb to keep you informed.

### Yearbook

TA Prep will publish its first this school year. Each student will receive a yearbook. The cost of the yearbook is included in the school fees.

### Communication- When there are concerns...

In the event of a significant concern, the following steps/chain of command should be implemented...

1. Classroom Teacher
2. Vice Principal- Grace Ameyaw- [gameyaw@taprep.org](mailto:gameyaw@taprep.org)
3. Principal- Carla Thrower- [principal@taprep.org](mailto:principal@taprep.org)

If the concerns are not satisfactorily addressed parents/families/school administration may ask that the administration contact the Potomac Conference of Education to seek additional guidance and support.

### Inclement Weather

TA Prep utilizes the Renweb system, alert notification system which quickly sends out information regarding weather alerts or emergency information. It is most important that the school has the most up to date contact information for each student. TA Prep follows the opening and closing



schedule of the Montgomery County Public Schools (MCPS) during inclement winter weather. If MCPS opens late, closes early, or closes for the day, TA Prep will follow suit. For example, if MCPS announces a one hour late opening, TA Prep would open one hour late. TA Prep also uses the following news venues to report delays and closings: Channels 4, 5, 7; WGTS, WTOP. Parents will also receive a text message and email alert.

## SAFETY

### Safety Patrols

TA Prep safety patrols, selected 5th graders, serve the school by providing for the safety of students and parents.

Morning patrols raise the flags and monitor the parking lot entrance. Afternoon patrols control student crossing and vehicle movement in the parking lot and lower the flags. (Bus patrols may be appointed at the discretion of the driver.)

Failure to cooperate with a reasonable request from a safety patrol may result in disciplinary action by the school administration.

### Security

TA Prep has restricted access to the school building for safety. The building is locked and access is allowed by using the intercom system. Visitors will be asked to identify themselves and to sign in and get a visitor's badge. Visitors are not to go directly to the classrooms.

Please note that security cameras are located throughout the building for the safety of students, faculty, staff and visitors.

### Arrival

Students arriving between 6:30 and 7:30 a.m. are to go directly to the gym for early morning supervision. There is a flat rate fee of \$5 for early morning care between 6:30 and 7:30 am. Students may proceed to their classroom when the bell rings at 8:05 a.m. School begins at 8:15 a.m. and all students should be in their classroom to begin the school day.

## **Dismissal**

Students are expected to be dismissed in the regular dismissal unless the student is staying for an after school activity. Students remaining at school longer than fifteen minutes after school is dismissed must be in after school care and parent(s) will be charged accordingly.

Students are to leave immediately for home after detention or intramurals. Students who are waiting for their rides after detention or intramurals must wait in after school care until their ride arrives. The student's parent(s) will be charged according to the regular after school schedule of charges.

Aftercare Monday-Thursday: 3:30-6 pm; Friday: 1:30-4 pm

Students will be dismissed to the side of the school as parents arrive. Each student will be called by name by student patrols. When families arrive students will be alerted and will be sent out for dismissal.

## **Parent And Teachers Association (PATA)**

TA Prep parents interested in serving as PATA (Parent And Teachers Association) Leads should contact Grace Ameyaw, TA Prep Vice Principal at [gameyaw@taprep.org](mailto:gameyaw@taprep.org).

PATA is a formal organization composed of parents, teachers and school staff that facilitates and works with the school to encourage participation and school improvement.

## **Asbestos**

Asbestos is a naturally occurring mineral which has, until about 1980, been commonly used in building materials. Asbestos will not burn, is an excellent insulator, has great strength, is resistant to chemicals, and absorbs sound. Some examples of asbestos-containing building materials are vinyl floor tiles, floor tile mastics, sprayed-on acoustical and insulating ceiling material, and pipe insulation. Asbestos containing materials may

deteriorate over time. If these materials are disturbed by maintenance, renovation, or demolition activities, asbestos fibers may be released into the air. Inhalation of these airborne microscopic fibers cause asbestosis, and some types of cancer of the lung.

In accordance with 40CFR-763 AHERA TA Prep inspects all buildings for ACM. According to the law, TA Prep will update the management plans every three (3) years and inspects all buildings every six months. Copies of the management plan can be found in the Maintenance Department. To view a copy, contact Carla Thrower, TA Prep Principal.

### **Toys/Items from Home**

Toys from home should not come to school. The school cannot take responsibility for toys that come to school that may be subject to being broken, taken, or lost in any way.

Items that may hinder the learning process should not come to school. If there are special requests from teachers, the assigned teacher will be in contact with specific information.

### **Cubbies/Lockers**

Each student is assigned a cubbie/locker/space for his/her own use and storage. While TA Prep hopes no one would disturb someone else's locker, it occasionally happens. The school cannot be responsible for valuables that a student may bring to school. Please leave valuables at home.

No cubbie/locker decorations are permitted. Cubbies/lockers are to be kept clean. Soiled clothing and materials that are no longer needed must be taken home or thrown away. Students will be required to completely empty their lockers at Thanksgiving, Christmas, Spring Break and at the end of the year.

Teachers will conduct locker inspections from time to time. The school's administration reserves the right to search cubbies/lockers at any time without advance notice.

### **Vandalism**

Students who break or damage school property will be required to pay the cost of repair or replacement. This would be expected in addition to any other discipline which might occur.

### **Weapons**

A student who brings a weapon (toy or real weapon) to school or to a school sponsored event or who has in his/her possession a weapon on school property or at a school sponsored event may immediately be suspended from school with a recommendation to the school board that the student be dismissed from school.

A student that has been suspended because of a weapons violation, shall not be readmitted to school until the school board has taken an official action regarding the case. The board must meet within two weeks to remain within the allowed suspension period of the Columbia Union Educational Code 1725.5. The parent(s) and student must be notified of the board meeting per Columbia Union Educational Code 1725.7.

For the purpose of this policy, a weapon is defined as any instrument capable of causing bodily injury or death that is used in a threatening manner against another person. A student who has in his/her possession a firearm will be considered in violation of this policy even if no threat is involved.



## **Code Red Alert**

Code Red Alert: An alert indicating imminent danger for all staff and students.

What happens when a Code Red Alert is issued?

When a school administrator announces a Code Red Alert, all staff and students must remain in secured classrooms. Teachers take attendance and make sure all students are accounted for. Students are kept away from windows and doors and are asked to be quiet and follow instructions.

Parent must be notified as soon as possible.

## **Code Blue Alert**

Code Blue Alert: An alert indicating an emergency or crisis situation. It requires all students be counted and monitored.

What happens when a Code Blue Alert is issued?

A school administrator (or their designee) announces the Code Blue Alert to faculty and students over the PA system. Faculty will give as much information about the event as age appropriate.

Exterior school doors are locked. Students are kept in classrooms under supervision by faculty. Teachers take attendance and make sure all students are accounted for. Any discrepancies are reported to the administrator.

Parents must be notified as soon as possible.

## TECHNOLOGY

Each classroom is equipped with Smart Boards, mounted projectors, surround sound. There is a resident technology/media teacher and IT support.

### Social Networking and Cyber Bullying Policy

Students today have access to vast amounts of information on the Internet and are able to share ideas with peers instantly via cell phones, e-mail and social networks. Participating in social networks should be done at home with parental permission. Accessing such sites should not be done at school unless it is an assignment and/or with the teacher's/parent's authorization.

It is our goal to keep students safe while teaching them tools to be successful in this digital age. Students must understand and demonstrate individual accountability for their online activities, and take responsibility for their digital footprints.

Cyber Bullying is when the internet, cell phones or other devices are used to send or post text or images intended to hurt or embarrass another person. Personal attacks and hateful/hurtful communications will not be tolerated and will result in disciplinary action from the school administration.

### Computer Lab

The computer lab provides students with the opportunity to enhance their learning experience through regularly scheduled classes.

Each student is expected to respect the equipment and rules in order to keep the Lab running effectively. Misusing or tampering with computers and equipment (headphones, mouse, keyboard, CD's) will not be tolerated.

Charges for replacing damaged equipment or computers will be assessed. TA Prep has an acceptable use policy that each parent and student will be expected to read and sign before the student will be given computer privileges.

Students are not to bring unauthorized CD's, disks, or programs for use on TA Prep's computers. No computer lab equipment should leave the lab without permission.

### **Electronic Equipment**

Personal electronic equipment (such as iPods, mp3 players, electronic games, radios, CD players, cameras, etc.) is not to be brought to school or school sponsored functions without special permission. This includes before and after school care and buses. Electronic equipment brought to school or school sponsored functions without teacher authorization will be confiscated and given back only when a parent comes to the office to retrieve the item.

While TA Prep does its best to protect confiscated property, the school accepts no responsibility for its safekeeping.

### **Video Recording**

Video recording is not permitted without teacher/parent/administrative authorization.

## WHO TO CONTACT

<b>Absences/Tardies</b> <ul style="list-style-type: none"> <li>· Prearranged- Sandhya Kalapala</li> <li>· Day to Day- Homeroom Teachers</li> </ul>	<b>Development</b> <ul style="list-style-type: none"> <li>· Conrad Bridges</li> </ul>
<b>Academic Needs</b> (Challenges, Supports, Gifted/Talented) <ul style="list-style-type: none"> <li>· Loida Doukmetzian</li> </ul>	<b>Facility Usage/Rental</b> <ul style="list-style-type: none"> <li>· Conrad Bridges</li> </ul>
<b>Admissions/Enrollment</b> <ul style="list-style-type: none"> <li>· Sandhya Kalapala</li> </ul>	<b>High School/Academy Connection- Dual Credit</b> <ul style="list-style-type: none"> <li>· Carla Thrower</li> </ul>
<b>Athletic Needs</b> <ul style="list-style-type: none"> <li>· Grace Ameyaw</li> </ul>	<b>Lunch</b> <ul style="list-style-type: none"> <li>· Tastian James</li> </ul>
<b>Business Office/Accounts/Financial Plans/Scholarships</b> <ul style="list-style-type: none"> <li>· Conrad Bridges</li> <li>· Tastian James</li> </ul>	<b>Marketing</b> <ul style="list-style-type: none"> <li>· Tastian James</li> </ul>
<b>Campus Tours</b> <ul style="list-style-type: none"> <li>· Sandyha Kalapala</li> </ul>	<b>Parents and Teachers Association (PATA)</b> <ul style="list-style-type: none"> <li>· Grace Ameyaw</li> </ul>
<b>Chaplain</b> <ul style="list-style-type: none"> <li>· Grace Ameyaw</li> </ul>	<b>Plant Operations</b> <ul style="list-style-type: none"> <li>· Grace Ameyaw</li> </ul>
<b>Community Service</b> <ul style="list-style-type: none"> <li>· Grace Ameyaw</li> </ul>	<b>Team Leaders</b> <ul style="list-style-type: none"> <li>· K-2: Jocelyn Bethea</li> <li>· 3-5: Astrid Rodriguez</li> <li>· 6-8: Juwel Watson</li> </ul>