



**Family Handbook
2018-2019**



Academy Preparatory School

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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 2018-2019 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 2018-2019!

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

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

Friday: 1:30 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 (principal@taprep.org)		
Vice Principal, Khristahl Beckett (kbeckett@taprep.org)		
Support Staff		
Academic Support Specialist, Juwel Watson (jwatson@taprep.org)		
Receptionist/Secretary, Sandhya Kalapala (skalapala@taprep.org)		
Business Office/Marketing, Tastian James (tjames@taprep.org)		
Registrar, Maria Armenta (registrar@taprep.org)		
Plant Operations, Vinod Thamby (vthamby@taprep.org)		
K-5 Faculty		
Kindergarten	Cielena Leake ccamp-green@taprep.org	Marilyn Booker mbooker@taprep.org
1 st	Joana Ariza jariza@taprep.org	Jocelyn Bethea jbethea@taprep.org
2 nd	Pamela Smith psmith@taprep.org	Jennifer Delgado idelgado@taprep.org
3 rd	Jordan Simuzoshya jsimuzoshya@taprep.org	Tasmin Towles ttowles@taprep.org
4 th	Astrid Dorsey adorsey@taprep.org	Gail McCorkle gmcckle@taprep.org
5 th	Keith Johnston kjohnston@taprep.org	Jennifer Guerrier jguerrier@taprep.org



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Middle School Faculty	
Darren Daly 6 th Grade Homeroom Reading/Language Arts ddaly@taprep.org	Ebony Holland 8 th Grade Homeroom Social Studies eholland@taprep.org
Kara Castillo 7 th Grade Homeroom Bible kcastillo@taprep.org	Maleek Mitchell 8 th Grade Lead Science mmitchell@taprep.org
Rosemarie Flores 7 th Grade Homeroom rflores@taprep.org	Karohn Young 6 th Grade Homeroom Math kyoung@taprep.org
Specialists	
Art	Amanda Stennis astennis@tapreg.org
Counselor	Carmen Esposito cesposito@taprep.org
Music K-2: General Music 4-6: Choir Various Grades: Select Choir (By audition)	Curtis Richardson crichardson@taprep.org
Technology/Media Specialist	Gabrielle Ziegler gziegler@taprep.org
Physical Education	Alex Lamarre alamarre@taprep.org
Spanish	Rosemarie Flores rflores@taprep.org
Nurse	Jennifer Danticat nurse@taprep.org
Chaplain	Pastor Gerry Lopez glopez@sligochurch.org
Education Assistants	
K-2: April Patterson apatterson@taprep.org	

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, 2018.

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

New students to TA Prep may 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 submit the online application, transfer or records (recent report card and standardized testing information) request with the required application fee submitted to the registrar.
- Set dates for testing and review of the assessment results, necessary.
- The admissions committee will review the submitted records and any other pertinent information, and notify the parent/guardian of their decision.
- Pay the application fees online after completion.
- Meet with the business manager to sign a financial agreement for the year and submit the enrollment fee.
- Students are not to be admitted to class until the financial agreement has been signed and submitted.
- Accepted students will be on a 60 day probationary period.

Early Assessment to Kindergarten or First Grade and 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.

Early Entrance Procedures for Kindergarten

- Per Maryland State Department of Education regulations, to be eligible to enter kindergarten for the 2018-2019 school year, children must be five years of age by September 1, 2018
- Children who will turn five years old between September 2 and September 30, 2018 are eligible for consideration for the early entrance to kindergarten process
- There is no consideration including an appeals process, for children with birth dates beyond September 30, 2018
- Parent/guardians seeking early entrance should submit a request in writing to Carla Thrower, TA Prep Principal, principal@taprep.org
- The parents will be contacted to schedule an assessment.
- Within 5 days of the assessment parents will be notified in writing of the TA Prep recommendation. Results will not be provided before this time.
- Please direct all questions to Carla Thrower, TA Prep Principal, principal@taprep.org

Early Entrance Procedures for First Grade

- Per Maryland State Department of Education regulations, to be eligible to enter first grade for the 2018-2019 school year, children must be six years of age by September 1, 2018

- Children who will turn six years old between September 2 and September 30, 2018 are eligible for consideration for the early entrance to First Grade process
- For the 2018-2019 school year, applicants will be accepted from July 1, 2018 through September 8, 2018.
- Children who are applying for early entrance to first grade will begin the school year in a kindergarten classroom. Within the first six weeks of school assessments and classroom observations will be conducted and the classroom teacher, specialists (art, music, Spanish, technology, school counselor, academic specialist), and the administration will meet to make a decision on early entrance to first grade.
- Parents/guardians should submit the child's attendance record and any end of year transcripts, along with the application to the TA Prep Principal, Carla Thrower, principal@taprep.org.
- Please direct all questions to Carla Thrower, TA Prep Principal, principal@taprep.org

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



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Potomac Conference and the school is able to partner with the public school to provide a service plan per the IDEA Act Regulation.

Takoma Academy Preparatory School Serving Special Needs and Resource Personnel Support

Takoma Academy Preparatory School is the largest Seventh-day Adventist Kindergarten through 8th grade school in Potomac Conference and the Columbia Union Conference of Seventh-day Adventist. Our commitment to Adventist education is focused by our mission to take the “whole child” approach of a Christ-centered education that installs compassion, integrity, and accountability. This balanced educational experience emphasizes character development, for critical thinkers, achievers, and servant leaders. TA Prep supports the foundation of the elementary school years towards high school and university achievement in the neighboring educational institutions of Takoma Academy and Washington Adventist University. Our educational communities support the churches and the communities at large. The core values of TA Prep promote students, staff and parents to love to learn, live to serve community and honor God in everything we do.

Our resource personnel works to serve students with diagnosed disabilities which range from mild to moderate. Students with dyslexia, low achievers and second language students are supported through an inclusion model by the strong commitment to evidence-based curriculum and committed teachers. In addition, students can be recommended for educational assistance. The commitment to student growth may be realized with accommodation plans or personalized plans for learning. Learning challenges can be daunting to students, and families, and TA Prep offers supports to realize the goal of success through the process.

What is a learning disability?

A learning disability is a neurologically based processing problem, which can interfere with learning basic skills like reading, writing, and/or math.



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Other areas such as organization, time planning, abstract reasoning, long or short term memory and attention may also interfere with the learning progress.

What do I do if I think my child has a learning disability or other learning challenge?

Immediately speak with your child's teachers. This conversation will be able to give you insight to what happens in the classroom on a day to day basis and help you compare and/or share what happens at home.

The Student Study Team

The next step may be a meeting between parents, teacher(s), and resource teacher (s) to discuss learning concerns or challenges and next step plans for intervention and progress. When appropriate, the school counselor, nurse, vice-principal or principal, personnel from the Potomac Conference Office of Special Education, and the student can participate in the meeting.

These steps may include:

- 1) Following the North American Division Education Department inclusion model of Reaching to Educate All Children for Heaven (Reach) process.
- 2) Evaluating the student's progress
- 3) Deciding what informal or formal testing may be needed to better understand how to plan the student's instructional program.

Testing for Diagnosed Learning Disabilities

Parents may obtain private educational assessments. In addition, TA Prep partners with Montgomery Public Schools for formal educational evaluations. We are able to facilitate the process in cooperation with parents.

If a student already has a diagnosed disability, please contact the school office. The school office in collaboration with the resource personnel will schedule a time to meet in order to create an accommodation plan for



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student success. This plan is shared with each of your student's teachers and parents also have a copy.

A student with an IEP or 504 from the public school system may request a Service Plan through the public school system. This is a plan that supports

the parental choice of student placement in an Adventist school and realizes the need for their student's extra support that the public school can offer. Collaboration regarding scheduling and transportation are items to be implemented.

Student progress is monitored quarterly with annual reviews to update the accommodation plan.

TA Prep Resource Personnel

K - 8 Resource Teacher: Jewel Watson jwatson@taprep.org

Middle School Special Educator: Malcolm Mitchell mmitchell@taprep.org

School Counselor: Carmen Esposito cesposito@taprep.org

School Nurse: Jennifer Danticat nurse@taprep.org

Educational Learning Assistant: April Patterson apatterson@taprep.org

Potomac Conference Office of Special Education: Loida Doukmetzian, Veronique Anderson veroniquea@pcsd.org

Vice-Principal: Khristahl Beckett kbeckett@taprep.org

Principal: Carla Thrower principal@taprep.org

Educational Success Consultation

Please call to schedule a one on one Educational Success Consultation with an administrator

Registration and Tuition

2018-2019 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 1- \$310
- If enrolled March 2- July 31- \$410
- Late Registration begins August 1- \$460

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, 2019.

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. The enrollment 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 enrollment 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



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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 Care

Students may come as early as 6:30 a.m. for early morning care. There is a charge of \$4.00 if students come before 7:30 a.m. Regular (NO CHARGE) early morning care begins at 7:30 a.m. in the gymnasium.

Early morning care is in the media center. The Media Center can be accessed at the rear side of the building. Students must be signed in upon arrival. Students cannot be dropped off and left unattended outside the school building.

After Care

Aftercare is provided by TA Prep. Hours and costs below:

Hours

Monday- Thursday: 3:30 - 6:30 pm

Friday: 1:45 - 4 pm

Cost

\$150/month for 5 days per week

\$120/ month for 4 days per week

\$80/month for 3 days per week

\$5/hour for drop-ins

CELL PHONE POLICY

- Students are not permitted to have cell phones on the TA Prep campus. In extreme circumstances parents may contact the Vice Principal to seek permission.
 - Students who take public transportation to/from school
 - Students who walk to/from School
 - Students with medical conditions
- In each case the phone must be stored in the school office at the beginning of the school day and retrieved at dismissal after approval by the Vice Principal.
- Cell phones that are found will be confiscated by TA Prep Staff.
- 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.
- Smart watches are not permitted.

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.



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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.



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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.

Acceptable Behaviors for TA Prep Students

- Students will
 - Keep their hands to themselves
 - Be on time for school
 - Keep the school clean
 - Be in areas where they are supposed to be
 - Show appropriate behavior
 - Walks safely in the hallways
 - Refrain from chewing gum
 - Respect their teachers
 - Come to class prepared
 - Use school materials properly
 - Ask the teacher for permission to leave the classroom
- When behaviors are not in accordance with the expectations the following steps may take place
 - Warning
 - Detention
 - Parent meeting
- Behaviors that will/may warrant intervention
 - Vandalism
 - Cheating

- Harassment
- Improper Language
- Improper Displays of Affection
- Dishonesty
- Stealing/Theft
- Fighting
- Cyberbullying
- Sexting
- Possession/Use of Weapons
- Possession/Use of Controlled Substances
- Refusal to follow requests of Faculty/Staff
- The list of behaviors and actions are minimum guidelines for disciplinary action. The list is not all inclusive and other behaviors will be handled as they occur.
- The 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
 - Parents are asked to attend the session to determine next steps and ensure that the infraction will not happen again.
 - Recommended to the Discipline Committee
 - 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.

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 and 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.

K-8:

Short sleeve T-shirt with logo; mesh shorts or Sweatpants with logo

K-5:

Students may wear their P.E. uniforms to school on the day that they are assigned to P.E. classes.

6-8:

Students must wear the required Wednesday uniform to school and change for P.E. They must change back into their school uniform after P.E.

Wednesday Chapel Uniform

K-5 Girls:

Oxford shirt with multicolored logo, plaid skort or plaid skirt, and navy socks

K-5 Boys:

Oxford shirt with multicolored logo, navy or khaki pants, and tie

6-8 Girls:

Oxford shirt with solid colored logo, navy skirt, and navy socks

6-8 Boys:

Oxford shirt with solid colored logo, navy or khaki pants, and tie

GRADING

Traditional Grading	Kindergarten
A Excellent B Above Average C Average D Below Average F Failing	I Independent NT Needs more time P Progressing Grades 1 and 2 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 for the quarter 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 discipline record may not be 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.

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. A student who has a disciplinary record may not be 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

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 2018-2019 school year will be provided by Chef George of Ray's Catering. Families may purchase meal plans for the week, biweekly, or monthly. Lunch tickets should be purchased in the front office.

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 and included in the weekly newsletter.

MUSIC PROGRAM

General music classes with a music specialist are provided for Kindergarten through eighth grade students. Music classes in Kindergarten through 8th grades will emphasize music theory.

Kindergarten - 2nd Grade: General Music

Grade 3: Recorders

Grades 4-6: Choir

Grades 4-8: Band

Grades 7 & 8: Chimes/Bells

Various Grades: Select Choir (By audition)

Various Grades: Strings

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

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- Khristahl Beckett- kbeckett@taprep.org
3. Principal- Carla Thrower- 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 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 middle school, 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 before care area communicated by the school. There is a flat rate fee of \$4 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: 3:30-6:30 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.

There will be no early dismissals between 2:45 and 3:15 pm. If you need to pick up your child early please do so before 2:45 pm.

Parent And Teachers Association (PATA)

TA Prep parents interested in serving as PATA (Parent And Teachers Association) Leads should contact Carmen Esposito, TA Prep Counselor, at cesposito@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.

Personal Space

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

No decorations are permitted in personal spaces. Personal space is 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 personal space at Thanksgiving, Christmas, Spring Break and at the end of the year.

Teachers will conduct inspections from time to time. The school's administration reserves the right to search personal space at any time without advance notice.

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 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

<p>Absences/Tardies</p> <ul style="list-style-type: none"> · Prearranged- Sandhya Kalapala skalapala@taprep.org · Day to Day- Homeroom Teachers 	<p>Educational Success Consultation</p> <ul style="list-style-type: none"> ·Khristahl Beckett kbeckett@taprep.org
<p>Academic Needs (Challenges, Support, Gifted/Talented)</p> <ul style="list-style-type: none"> ·Juwel Watson jwatson@taprep.org 	<p>Facility Usage/Rental</p> <ul style="list-style-type: none"> ·Tastian James tjames@taprep.org
<p>Admissions/Enrollment</p> <ul style="list-style-type: none"> ·Maria Revollo registrar@taprep.org 	<p>High School/Academy Connection- Dual Credit</p> <ul style="list-style-type: none"> ·Carla Thrower principal@taprep.org
<p>Athletic Needs</p> <ul style="list-style-type: none"> ·Alex Lamarre alamarre@taprep.org 	<p>Lunch</p> <ul style="list-style-type: none"> ·Sandyha Kalapala skalapala@taprep.org
<p>Business Office/Accounts/Financial Plans/Scholarships</p> <ul style="list-style-type: none"> ·Tastian James tjames@taprep.org 	<p>Marketing</p> <ul style="list-style-type: none"> ·Tastian James tjames@taprep.org
<p>Campus Tours</p> <ul style="list-style-type: none"> ·Sandyha Kalapala skalapala@taprep.org 	<p>Parents and Teachers Association (PATA)</p> <ul style="list-style-type: none"> ·Carmen Esposito cesposito@taprep.org
<p>Chaplain</p> <ul style="list-style-type: none"> ·Pastor Gerry Lopez glopez@sligochurch.org 	<p>Plant Operations</p> <ul style="list-style-type: none"> ·Vinod Thamby vthamby@taprep.org
<p>Community Service</p> <ul style="list-style-type: none"> ·Carmen Esposito cesposito@taprep.org 	<p>Team Leaders</p> <ul style="list-style-type: none"> ·Jocelyn Bethea jbethea@taprep.org ·Maleek Mitchell mmitchell@taprep.org ·Ebony Holland eholland@taprep.org
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