

STUDENT HANDBOOK



Academy Preparatory School

**8300 CARROLL AVE,
TAKOMA PARK, MD 20912**

301-434-4700

WWW.TAPREP.ORG

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Welcome and History of TA Prep

WELCOME TO TA PREP- WHERE FAITH AND LEARNING UNITE

We are excited about what TA Prep will offer our scholars and their families. This 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 website often to stay informed of calendar, curriculum updates, handbook and other information.

In HIS Service,

Takoma Academy Preparatory School Administration

HISTORY OF TAKOMA ACADEMY PREPARATORY SCHOOL

Takoma Academy Preparatory School (TA Prep) is a result of the merger of Sligo SDA School and John Nevins Andrews Adventist School (JNA). After 100+ years of existence, both Sligo and JNA closed their doors and a new school – TA Prep – was formed. TA Prep is housed on the previous campus of Sligo SDA School at 8300 Carroll Avenue in Takoma Park, Maryland. TA Prep has two constituent churches, Sligo SDA Church and Takoma Park SDA Church, and 21 cooperating churches.

Mission, Vision, and Philosophy Statement

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.

PHILOSOPHY STATEMENT

TA Prep is designed to provide a holistic learning experience, nurture faith, develop character, and promote academic excellence for students in grades Kindergarten – 8th grade. It is our firm belief that faith and learning must unite to ensure everlasting academic excellence is instilled in each student entrusted to our care.

“It is the work of true education to develop this power (akin to that of the Creator), to train the youth to be thinkers, and not mere reflectors of other men’s thought.” Our sole goal is to “send forth boys and girls strong to think and to act...boys and girls who possess breadth of mind, clearness of thought, and the courage of their convictions.” (Education, White, pg.17)

We are committed to providing students with a strong foundation of skills needed to support their education. This is inclusive of a program with opportunities for ongoing success. When TA Prep students experience success, both their self-worth and self-image are enhanced. Students are then excited to be creative decision makers who take on challenges and use strategies in problem solving. It is our desire to educate the masses— students from diverse racial, ethnic, cultural, and socio-economic groups reflected in our community. We strive to provide a safe, healthy environment where diverse groups can grow and learn together. We serve a God of excellence and we strive to provide excellent education for each student who enter Takoma Academy Preparatory School.

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, telling 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 everyone as a child of God.

ROAR- SCHOOL-WIDE RULES

TA Prep Students are:

- **Respectful**
 - Keep their hands to themselves
 - Respect their teachers
 - Ask the teacher for permission to leave the classroom
- **Organized**
 - Be on time for school
 - Come to class prepared
- **Always Cooperative**
 - Show appropriate behavior
- **Responsible and Safe**
 - Keep the school clean
 - Be in areas where they are supposed to be
 - Walk safely in the hallways
 - Use school materials properly

TAPS AWARDS

Scholars demonstrate the following characteristics in a remarkable way:

Thinkers: Scholars actively participate in the learning. They ask questions, take initiative, encourage decision making, work well with others, inspire creativity, brainstorm, and connect different ideas.

Achievers Scholars are prepared for learning and other school activities. They complete tasks and assignments in a timely manner. They are motivated by the desire to learn and give their best effort. They are attentive and take ownership of their learning.

Peacemakers: Scholars are respectful to other scholars and staff at all times. They work well with others and are helpful. They are courteous and follow school and classroom rules and procedures. They take responsibility for their actions: admit, apologize, accept, ask for forgiveness and alter future choices.

Servant Leaders: Scholars demonstrate excellent citizenship both inside and outside of the classroom. They take pride in caring for the school at work and play. They take initiative. They understand how to work as part of a team through positive communication, supporting others, and a flexible mindset.

Students will be awarded monthly through nominations by TA Prep staff and acknowledged on TA Prep Day.

School Information

STAFF DIRECTORY

Name	Position	Email
Administration		
Drechelle McCray	Principal	dmccray@taprep.org
Christopher Simons	Vice-Principal	csimons@taprep.org
Tastian James	Business Manager	tjames@taprep.org
Sandy Kalapala	Office Manager	skalapala@taprep.org
Maria Revollo	Administrative Assistant	mrevollo@taprep.org
Kara Castillo	Registrar	kcastillo@taprep.org
Lower Elementary		
Joana Ariza	Kindergarten	jariza@taprep.org
Jocelyn Bethea	1st Grade	jbethea@taprep.org
Jennifer Delgado	2nd Grade	idelgado@taprep.org
Jordan Simuzoshya	3rd Grade	jsimuzoshya@taprep.org
Upper Elementary		
Ashley Laing	4th Grade	alaing@taprep.org
Khristahl Beckett	5th Grade	kbeckett@taprep.org
Middle School		
Courtney Brown	Math, Robotics	cbrown@taprep.org
Kimberly Cail	Bible, Social Studies	kcail@taprep.org
Shari Loveday	English Language Arts	sloveday@taprep.org
Mirelande Pierre	Science	mpierre@taprep.org
Specialty		
Courtney Brown	Innovations Director	cbrown@taprep.org
Kara Castillo	Art	kcastillo@taprep.org
Marianne Hope	Intern Student Counselor	counselor@taprep.org
Jayneen Jones	Life Skills	jjones@taprep.org
Alex Lamarre	Physical Education	alamarre@taprep.org
Elsy Rosette	Spanish	erosette@taprep.org
Jenny Rodriguez	Music	jrodriguez@taprep.org
Christopher Simons	Technology	csimons@taprep.org
Support Staff		
Gilberto Marroquin	Plant Operations	gmarroquin@taprep.org

SCHOOL OPERATING HOURS

Monday-Thursday

7:45 am- Arrival
8:15 am- Classes Begin
3:15 pm- Classes Dismiss
3:30-6:00 pm- After school care

Friday

7:45 am- Arrival
8:15 am- Classes Begin
1:30 pm- Classes Dismiss
1:45-4:00 pm- After school care

Friday Chapel

Grades K-8: 8:30 am

School Year Office Hours

Monday - Thursday: 8:00 am - 4:00
pm
Friday: 8:00 am - 2:00 pm

Summer Office Hours

Monday - Thursday: 9:00 am - 2:00
pm Friday: 9:00 am - 1:00 pm

Admissions

NON-DISCRIMINATORY STATEMENT

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. Students who are 5 by September 30 may be considered for Early Entrance to Kindergarten.

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

New students to TA Prep will be assessed and must show readiness appropriate to the grade for which they are applying.

ADMISSIONS PROCESS

- Families with an interest in TA Prep may contact the school to schedule a tour of the campus.
- Complete and submit the online application along with required application fee.
- Submit required documentation such as transcripts (report cards and standardized testing information) request, three Character Recommendations forms, immunizations, physicals, and medical paperwork to the registrar.
- Set dates for testing and review of the assessment results, if necessary.
- Educational Success Consult (family interview with Principal or Vice-Principal)
- The admissions committee will review the submitted records and any other pertinent information, and notify the parent/guardian of their decision.
- 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 and all required medical documentation have been signed and submitted.

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 of no more than

two grade levels below the grade for which the student is applying in any of the areas tested.

EARLY ENTRANCE PROCEDURES FOR KINDERGARTEN

- Per Maryland State Department of Education regulations, to be eligible to enter kindergarten, children must be five years of age by September 1.
- Children who will turn five years old between September 2 and September 30 are eligible for consideration for the early entrance to kindergarten process.
- Parents seeking early entrance should submit a request in writing to the TA Prep Principal.
- The parents will be contacted to schedule an assessment.
- Parents will be notified in writing of the TA Prep recommendation.
- Please direct all questions to the Administration.

EARLY ENTRANCE PROCEDURES FOR FIRST GRADE

- Per Maryland State Department of Education regulations, to be eligible to enter first grade, children must be six years of age by September 1.
- Children who will turn six years old between September 2 and September 30 are eligible for consideration for the early entrance to First Grade process
- 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 (e.g. art, music, Spanish, technology, and school counselor), and the administration will meet to make a decision on early entrance to first grade.
- Parents should submit the child's attendance record and any end-of-year transcripts, along with the application to the TA Prep registrar.
- Please direct all questions to the registrar.

STUDENTS WITH IEPs AND 504 PLANS

Parents of students with IEPs and 504 plans must submit this confidential information to the registrar 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 office of Special Education for the Potomac Conference and the school are able to partner with the public school to provide a service plan per the IDEA Act Regulation.

Individuals with Disabilities Education Act (IDEA) Special Education Policy

Takoma Academy Preparatory offers limited support for students with learning, behavior, or language challenges. Takoma Academy Preparatory may not have the necessary equipment or staff to meet all potential required support needs of students who exhibit certain academic, physical, social, or language learning acquisition needs. Therefore, students who have certain academic, physical, social, or language needs may not be accepted at Takoma Academy Preparatory School.

Should these problems be indicated after the student is enrolled, the school administration will assist the parent(s) in accessing assessment or services through local resources. If the child's discovered needs are unable to be met, Takoma Academy Preparatory reserves the right to request or require the student to be transferred to a school or program where assistance is available.

SERVING SPECIAL NEEDS AND RESOURCE SUPPORT PERSONNEL

Takoma Academy Preparatory School is the largest Seventh-day Adventist Kindergarten through 8th grade school in the Potomac Conference and the Columbia Union Conference of Seventh-day Adventists. Our commitment to Adventist education is focused by our mission to take the "whole child" approach of a Christ-centered education that instills 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 the community, and honor God in everything we do.

Our resource personnel work 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; TA Prep offers support 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.

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 teacher(s). 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 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 the family's local public school system 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 student success. This plan is shared with each of your student's teachers; parents will also receive 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.

Financial Policies

ENROLLMENT FEES

Enrollment fees are paid in full and are not pro-rated regardless of when a student enrolls during the school year. Enrollment fees are non-refundable.

Application fee

- The Application fee is paid by all new to TA Prep School students and covers testing and administrative fees.

Registration fee

- A registration fee is charged annually to each student (new and returning) and is due at the time of registration.
- The registration fee must be paid before any tuition discounts apply.
- The registration fee covers textbooks, online curriculum, technology, student accident insurance, yearbook, and standardized tests.

TUITION & FEES

All families are required to complete and sign a financial agreement for tuition and fees with the business office at the time of registration.

The tuition rate for the school year is subsidized for families with a valid Seventh-day Adventist church membership verification.

Early Payment: Tuition and fees may be paid in full, by semester or in ten equal payments (August to May). A 5% discount is offered for tuition that is paid in full at the beginning of the school year. A 3% discount is offered when paying by semester. The first payment is due at the beginning of the year and the second payment is due on January 1st. Monthly payments are due on the 20th of each month and must be deducted through FACTS SIS. Accounts will be charged for payments returned on FACTS SIS and any unpaid balances after the 20th may be assessed a late fee of 1%.

Monthly Tuition Payment: If a student enrolls after August of the school year, the tuition will be prorated on a monthly basis, but full enrollment fees will be charged.

Family Discount: A \$500 discount off the gross tuition will be applied to the account for each sibling up to the fourth child. Only the enrollment fees will be charged to the account for the fifth child and thereafter on the account. All children must reside in the same household to receive the family discount.

Takoma Academy Sibling Discount: A 2% discount is given off the gross tuition for students with sibling(s) at Takoma Academy.

ADDITIONAL FEES AND CHARGES

- **Athletic fees:** Athletic fees are charged per sport. Any lost or damaged athletic uniform fee will be charged to the student's account up to the cost of the athletic uniform.
- **Before & After Care:** If applicable, before care and afterschool care will be invoiced with the tuition or in the period they are incurred and will be reflected on monthly statements.
- **Returned checks:** A service fee of \$30.00 will be charged for each check returned by the bank.
- **Textbook charge:** A lost or damaged textbook fee will be charged to the responsible student's account up to the original cost of the textbook.
- **Technology charge:** A lost or damaged Chromebook fee will be charged to the responsible student's account at the replacement cost of the Chromebook.

CHURCH AND OTHER SUBSIDIES

- Parents are responsible and held accountable for the full tuition and fees charged to the account during the school year. Church and other entity subsidies are only applied to the student's account upon receipt of payment from the church or entity. It is therefore the responsibility of each parent to ensure that the church or entity covers the committed subsidy.

OVERDUE ACCOUNTS

- **Tuition accounts over 30 days:** No Renweb access.
- **Tuition accounts over 60 days:** 30 days' policy applies, and parent will need to come in to the business office to discuss payment arrangements.
- **Tuition accounts over 90 days:** 60 days' policy applies, and students will be dismissed from classes.

- **Graduating students.** Both kindergarten and 8th grade graduating students must have their accounts fully paid by May 1st. Graduating students will not be permitted to graduate or take part in any graduation activities if tuition accounts are not paid in full.
- **Graduating seniors.** Preliminary transcripts or report cards requested by families and academic institutions will only be released if tuition accounts are current at the time of the request.
- **Official Transcripts.** Student transcripts, diplomas, test scores, report cards, and any other documents will NOT be released to the parent/guardian/signatory/other entity and/or any academic institution unless the student's account is paid in full.

REFUNDS AND WITHDRAWALS

- Application and registration fees are **non-refundable** regardless of the period in which a student withdraws from TA Prep School.
- If a student withdraws before the first day of school, the student is eligible for a full tuition refund.
- Tuition is required for any month in which a student is in attendance regardless of the number of days. Refunds will be issued only for those months in which there was no attendance, providing an official request for transfer or withdrawal has been received before the 1st of the month.

REENROLLMENT

- A student will not be eligible to re-enroll for the following school year if the student has any outstanding balances on the account.
- Families will not be allowed to bring any account balance into the new school year. All balances must be cleared before the start of the new year.

FINANCIAL AID SCHOLARSHIPS

TA Prep is pleased to offer need-based financial aid scholarships to eligible families.

- Scholarships are approved and distributed on a one-year basis and families must reapply each year to be reassessed for scholarships.
- Scholarship needs are assessed and distributed through FACTS Grant & Aid.
- Families must provide need-based documents including tax forms, and all income documents as applicable.

General Information

ATTENDANCE

Attendance is tracked in FACTS SIS and monitored by administration. Regular attendance and punctuality to all classes are critical factors in achieving academic success at Takoma Academy Preparatory School. Students who are absent from or late to classes miss a variety of significant learning experiences and may suffer a proportionate decline in academic achievement.

All students must be present and on time at 8:15 a.m. every day unless there are extenuating circumstances. Students arriving after 8:15 a.m. will be marked as tardy. The teacher is responsible for taking attendance daily and for making attendance available to the front office. Please observe the following guidelines:

Students are not to leave school early unless they are ill, have an unavoidable medical or dental appointment, or have had a death in their family. TA Prep strongly discourages parents from planning vacations and/or activities which will take children out of school. Such absences can be disruptive to the educational process of the students and cause the students to miss classroom activities which cannot always be made up.

Students returning from an absence will have as many school days as they were absent to make up the assignments that were missed. Assignments that are more than two weeks late will not be accepted.

20% Rule

Any student who is absent from a class for more than 20% of the periods in a semester for any reason, except for school-related activities, will not receive credit in that class and a WP (withdrew passing) or WF (withdrew failing) will be recorded on the student's transcript and may be required to complete summer school in order to return to TA Prep. Where special circumstances exist, please contact administration.

Other absences:

Parents are to inform the front office regarding:

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

Parents must inform teachers of any dismissal changes.

Tardies

Tardies will count towards the overall attendance. Too many tardies have a negative impact on a student's learning. Tardies are a part of the 20% rule.

- A student who is one to 10 minutes late for class receives an attendance code of "T" for tardy.

- A student who misses more than 10 minutes of class receives an attendance code of “**T10**”
- Five **T’s** will be counted as one absence. Three **T10’s** will be counted as one absence.

Notifications:

When a student’s absences in a class reach the following intervals, an automated email will be sent notifying parent(s)/ guardian(s) of their student’s attendance status. Further action may be required.

- **8%**- Notice that a student has missed enough class to warrant monitoring of the situation
- **12%**-Notice that the problem may become more serious if the student misses any more class in the current semester
- **16%**- Notice requesting a phone conference or meeting with the parent(s)/guardian(s) and an administrator to discuss the consequences of continued absences
- **20%**-Notice informing the parent(s)/guardian(s) that their student has been dropped from the class(es) impacted by excessive absences and will be receiving a WP or WF on their transcript.

AFTER SCHOOL CARE

Aftercare is provided by Clear Expressions Therapy. Students not picked up by the end of dismissal will be sent to aftercare. Students must be supervised at all times. Please contact the office for more information.

CELL PHONE POLICY

- Students are not permitted to use cell phones and smart communication devices on the TA Prep campus during regular school hours. In extreme circumstances, parents may contact the school to seek permission.
 - Students who take public transportation to/from school
 - Students who walk to/from school
 - Students with medical conditions*
- Cell phones that are found and/or used inappropriately:
 - **1st offense**- Cell phone will be given to the staff and must be retrieved by parents at the end of the school day.
 - **2nd Offense**- Cell phone will be confiscated by staff. Students will conference with administration and device must be retrieved by parent at the end of the school day.
 - **3rd Offense**- Cell phone will be confiscated by staff; parent will be notified by the front office to schedule a conference.
 - **4th Offense**- Cell phone will be confiscated by staff and will remain with the front office until designated time.

- 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. TA Prep will not be held liable for damages that may be caused to cell phones on the campus.

Code of Conduct

DISCIPLINE REGULATIONS AND POLICIES

STUDENT BEHAVIOR

The basic purpose of discipline is the training of the student for self-government. At Takoma Academy Preparatory School, discipline is designed to be redemptive, remedial, and corrective. Each student is expected to respect the rights and privileges of other students, teachers, and staff. Students who violate the rights of others or who violate school rules shall be subject to disciplinary actions as outlined under *Disciplinary Infractions*.

In matters of disciplinary actions involving probations, suspensions, or expulsion, parents have the right of appeal to be brought to the school board through the board chair.

*All meetings will be terminated immediately until further notice if discussion results in irate conduct, bullying, shouting or other behaviors not in harmony with the school's philosophy.

BEHAVIOR MANAGEMENT SYSTEMS

Takoma Academy Preparatory School will use **PBIS (Positive Behavior Interventions and Supports)** elements to improve school safety and promote positive behavior. Students are rewarded for making positive choices and demonstrating appropriate behaviors and are encouraged to do the right thing. TAPS Awards will be given to students who demonstrate positive behavior.

DISCIPLINARY INFRACTIONS

Note: **Disciplinary Action (DA)** will be taken should the teacher's incentive-based system prove ineffective. The action taken will depend on the severity of the infraction or an accumulation of repeat offenses of minor infractions and may not necessarily be the lesser DA listed for that particular situation.

1. Teacher intervention - (reminders, warnings, reflections, etc.)
2. After School Detention (Thursday of each week, 3:30-4:15 pm), loss of privileges, and telephone call to parent/guardian.
 - a. Step 1: Students who are eligible for After School Detention have either committed a 1st time offense worthy of immediate administrative action or have shown insubordination throughout each step in the schoolwide behavior management process. If a student fails to attend detention, a write up should be done by the teacher conducting detention and communicated to the parents and the behavior management committee.
 - b. Step 2: The missed detention appointment will be rescheduled. If the second detention appointment is not attended, the administration and parents will hold a conference to seek understanding and develop a plan in which the student serves two detentions or a two-day suspension.
 - c. Step 3: If the suspension is violated, the school disciplinary committee will be

convened to review enrollment of the student.

3. Suspension: Out-of-School Suspension – The student will not be permitted to enter onto the school campus for any reason. Also, the student will not be permitted to attend any school activities, including weekend activities.
4. Probations – Under probationary status, students remain enrolled but are limited in certain areas of school functions.

Admissions Probation – Admissions Probation is a disciplinary action applied to students who have previously demonstrated an unwanted behavior pattern, either at another school or on the campus of TA Prep. Admissions Probation is applied at the beginning of the school year. While on Admissions Probation, students may participate in social functions, and they may represent the school; however, their behavior will be closely monitored by the Behavior Management Committee for the overall benefit of the school environment.

Social Probation – Social Probation is a disciplinary action applied for serious behavior infractions. While on Social Probation, the student will not be permitted to attend any social school functions during or after school, will be removed from all offices, may not perform as a representative of the school in any manner, e.g. sports or other teams, programs, etc. for a stated period of time.

Disciplinary Probation – Disciplinary Probation is a disciplinary action applied for multiple suspensions prior to recommendation for expulsion. The student on Disciplinary Probation who commits continued infractions, whether minor or major, may be referred to the school board for expulsion. The student will be required to attend regularly scheduled detention sessions throughout the duration of the probation. All restrictions of Social Probation also apply to Disciplinary Probation.

5. Recommendation for Expulsion - The administrator will request a special meeting of the Behavior Management Committee to meet and hear the case. If the committee recommends expulsion or suspension of more than 10 days, then the recommendation will be referred to the school board for action. The student remains on suspension until the final hearing is completed and a decision is reached. Students who are suspended three (3) times (either singular offenses or cumulative offenses that result in suspension) may be referred to the board for expulsion.

Teachers will deal with many infractions as related to their classrooms. The policies as outlined above are the ways the administration will handle infractions that are referred to the office. Students and parents will receive a copy of any referrals sent to the office via email.

The following list of disciplinary infractions is a representation of behaviors that are unacceptable; however, it may not cover every possible infraction. Students and parents should be aware that **any** behavior which interferes with instruction, endangers the safety or reputation of a student, faculty, staff member or parent/guardian, or negatively impacts the operation of Takoma Academy Preparatory School in any way, although not specifically outlined in the list of infractions, will be subject to disciplinary action.

Action taken by the principal/disciplinary committee will depend on the severity of the infraction and may not necessarily be the lesser infraction for that particular situation.

Inappropriate or Disruptive Behavior	Lowest level should be considered first, followed by progressively more intensive consequences, based on severity, age, and repetition of behavior.				
DA = Disciplinary Action	DA 1 Classroom and Teacher-led Responses (e.g., written apology, reflection time, loss of privilege, talk with school counselor,)	DA 2 Teacher-led/referred, Administrative Supported Responses (e.g., peer mediation, temporary removal from class, loss of privilege, parent phone call)	DA 3 Administrative Supported and Out-of-School Removal Responses (e.g., short-term suspension, parent conference)	DA 4 Administrative Supported Responses and Probations Responses (e.g., Admissions, Social, Disciplinary Probations, parent conference)	DA 5 Administrative Supported, Out-of-School Removal, Referral Responses (e.g., long-term suspension, expulsion, parent conference)
Disrespect	Making inappropriate or offensive gestures, verbal or written comments, or symbols to others (e.g., verbal put-downs, cursing, talking back).				
Insubordination	Repeatedly or persistently defying or refusing to follow directions of teachers, staff, or administrators.				
Disruption	Engaging in minor behavior that distracts from the learning environment.				
	Persistently or habitually engaging in minor behavior that distracts from the learning environment (e.g., talking out of turn, throwing small items, horseplay).				
	Engaging in moderate to serious behavior that distracts from teaching and learning and directly affects the safety of others (e.g., throwing harmful items, sending incendiary texts/social media messages, videos, disrupting a fire drill, interrupting an exam, verbal abuse of staff).				
Destruction of Property	Causing accidental damage.				
		Causing intentional damage to property of TA Prep, staff, or other students.			
Bullying	Intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being.				

Inappropriate Use of Personal Electronics	Using or displaying a personal mobile device, after a student has been warned.	
Fighting Attack on Adult Attack on Student	Physically attacking an employee of the school or other adult, including intentionally striking a staff member who is intervening in a fight or other disruptive activity.	
	Engaging in shoving, pushing, or otherwise being physically aggressive toward another (e.g., body check, intentionally bumping, but NOT horseplay).	
	Engaging in a fight that is spontaneous, short, and/or results only in minor cuts, scrapes, and bruises.	
Weapons (Knives, Guns, etc.)	Possessing, using, or threatening to use a look-alike gun or facsimile (e.g., water gun).	
	Possessing, using, or threatening to use non-firearm gun (e.g., pellet gun, BB gun) that could cause serious bodily harm.	
	Possessing or threatening to use a knife or other implement that could cause serious bodily harm.	
Dress Code	Violating dress code after a student has been warned.	
	Persistently violating dress code after a student has been warned.	
Academic Dishonesty	Plagiarizing such as by taking someone else's work or ideas (for students in Grades 3 – 8); forgery, such as faking a signature of a teacher or parent/guardian, or cheating.	
Theft The following should be considered: <ul style="list-style-type: none">• Student's age• Students purpose in taking the property• Monetary value• Whether the property was returned	Taking or obtaining property of another without permission and/or knowledge of owner.	
Destruction of Property	Causing accidental damage.	

<p>The following should be considered:</p> <ul style="list-style-type: none"> ● Student's age ● The reason the student destroyed the property ● The monetary value of the property ● Whether the student acted in the heat of the moment, as opposed to intentionally planning ahead ● Whether the student knew the property was valuable or expensive to replace 		<p>Causing intentional damage to property of school, staff, or other students, where the level of response is determined based on listed factors.</p>
<p>Harassment As part of any disciplinary response, schools should emphasize intervention strategies, such as restorative practices.*</p>		<p>Intentional negative actions on the part of one or more students that cause discomfort with identity issues regarding race, color, national origin, gender, disability, sexual orientation, religion, or other identifying characteristics, and that interfere with a student's ability to participate in or benefit from the school's educational programs.</p>
<p>Sexual Harassment As part of any disciplinary response, schools should emphasize intervention strategies, such as restorative practices and refer students to appropriate counseling.</p>		<p>Unwelcome sexual advances; requests for sexual favors; and/ or other inappropriate verbal, written, or physical conduct of a sexual nature; directed toward others; inappropriate use of electronic devices/social media in such context. (Consideration would need to be given to the age, grade, developmental level, prior offenses, intentionality and circumstances in determining an appropriate course of action and consequences.)</p>

DISCIPLINARY ACTIONS

The *TA Prep Code of Conduct* includes a list of disciplinary infractions and suggests a range of possible disciplinary actions for each infraction. The *Code of Conduct* contains a hierarchy of five levels of disciplinary actions. For each level, numerous examples of possible disciplinary actions are provided. Administration will consider the factors impacting disciplinary decisions and consult with the Disciplinary Team to determine the most appropriate disciplinary response, within the guidelines of the disciplinary response matrix. We recognize that children will make mistakes. When that occurs, we will make sure that the consequences are appropriate and helpful to students as they learn from their mistakes.

Consequence	Definition
Behavioral Contract	Correcting inappropriate or disruptive student behavior through a formal plan designed by school staff to offer positive behavioral interventions, strategies, and supports.
Check-in with School Counselor	Student meets with the school counselor.
Classroom-based Responses	Teachers prompt students to reflect on their behavior using classroom strategies such as time-out, student-teacher conferencing, reflection, seat change, phone call home, loss of classroom privilege, apology letter.
Expulsion	Student is permanently removed from the school program with notice to parent/guardian.
Parent Outreach	Informing parents/guardians of their child(ren)'s behavior and seeking their assistance in correcting inappropriate or disruptive behaviors.
Parent/Guardian and Student/Teacher Conference	Involving students, parents/guardians, teachers, school staff, and/or principal in discussion about the student's behavior and potential solutions that address social, academic, and personal issues related to the behavior.

<p>Probations</p>	<p>Admissions Probation – Admissions Probation is a disciplinary action applied to students who have previously demonstrated an unwanted behavior pattern, either at another school or on the campus of TA Prep. Admissions Probation is applied at the beginning of the school year. While on Admissions Probation, students may participate in social functions, and they may represent the school; however, their behavior will be closely monitored by the Behavior Management Committee for the overall benefit of the school environment.</p> <p>Social Probation – Social Probation is a disciplinary action applied for serious behavior infractions. While on Social Probation, the student will not be permitted to attend any social school functions during or after school, will be removed from all offices, may not perform as a representative of the school in any manner, e.g. sports or other teams, programs, etc. for a stated period of time.</p> <p>Disciplinary Probation – Disciplinary Probation is a disciplinary action applied for multiple suspensions prior to recommendation for expulsion. The student on Disciplinary Probation who commits continued infractions, whether minor or major, may be referred to the school board for expulsion. The student will be required to attend regularly scheduled detention sessions throughout the duration of the probation. All restrictions of Social Probation also apply to Disciplinary Probation.</p>
<p>Removal from Extracurricular Activities/Loss of Privileges</p>	<p>Revoking a student’s privilege to participate in extracurricular activities, including sports, clubs, recess, and field trips.</p>
<p>Restorative Practices</p>	<p>Restorative practices are used proactively to establish and maintain a positive school climate and establish a structured approach to teaching appropriate social skills. Restorative practices employ interventions, response, and practices designed to identify and address the harm caused by an incident, including harm to a victim, and to develop a plan for the students who caused the harm to heal and correct the situation.</p>
<p>Removal from Class</p>	<p>Removing students within the school building from their regular education program for up to, but not more than, one class period.</p>
<p>Suspension (Short-term)</p>	<p>The removal of a student from school for up to, but no more than, three school days for disciplinary reasons by the principal, with notice to the parent/guardian.</p>
<p>Suspension (Long-term)</p>	<p>The removal of a student from school for a time period between four and 10 school days for disciplinary reasons by the principal, with notice to the parent/guardian.</p>

DRESS CODE

Please see the Risse Brothers TA Prep uniform options. This information can be found on the school's website.

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 correctly sized.

REGULAR SCHOOL DAY ATTIRE

- **SHIRTS:** Polo shirts with TA Prep logo
 - **K-5:** navy blue, red, yellow
 - **6-8:** navy blue, white
 - All shirts must have the TA Prep logo.
- **SWEATERS:**
 - **K-5:** pullover sweater with multi colored logo
 - **6-8:** zip-up solid colored logo
- **PANTS/SHORTS:** No cargo pants, jeans or tight/stretch pants are allowed. Bermuda length shorts long enough to touch the knees in khaki or navy (no cargo style shorts allowed)
- **BELTS:** Solid colored plain belts are required for clothing with belt loops. They must be clean and properly fastened.
- **SHOES, SOCKS, STOCKINGS:** For safety, footwear must enclose and protect the entire foot. Shoes that contain wheels or lights are not allowed. Stockings/leggings may be worn under skirts. They must be clean and properly fastened.
- **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 etc., is not permitted at any school sponsored function on or off campus. 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, including hoodies, 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. Only Dress Code sweaters or sweatshirts, which include TA Prep gear or solid navy blue may be worn in the classrooms on cold days.
- **HAIR:** Must be well groomed and well kept.

- **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.

TA PREP DAY & FIELD TRIP ATTIRE

- **TA PREP DAY:** On the last day of each month, students are encouraged to participate in TA Prep Day by wearing jeans/sweat pants/ shorts and a TA Prep t-shirt or TA Prep polo.
- **FIELD TRIP DRESS:** Every student **MUST** wear a TA Prep polo shirt for all field trips.

PHYSICAL EDUCATION ATTIRE

Students are required to wear tennis or gym, soft soled shoes for P.E. class (no flip flops, sandals, crocs, or boots).

K-8: Short sleeve navy blue T-shirt with logo; navy blue mesh shorts or sweatpants with logo

K-8: Students may only wear their P.E. uniforms to school on the day that they are assigned to P.E. classes unless otherwise instructed by the school.

CHAPEL DAY ATTIRE (EVERY FRIDAY)

K-5 Girls: Oxford shirt with multicolored logo, plaid skort or plaid skirt, and navy or white socks/tights

K-5 Boys: Oxford shirt with multicolored logo, navy or khaki pants, navy or white socks, and tie

6-8 Girls: Oxford shirt with solid colored logo, navy skirt, and navy or white socks/tights

6-8 Boys: Oxford shirt with solid colored logo, navy or khaki pants, navy or white socks and tie

K-8 Shoes: Solid Brown or Solid Black closed toed shoes

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 2.0 (a C average) will be placed on Academic Probation. Students must have passing grades in all subjects and raise their GPAs to or above the 2.0 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 2.0 will be placed on academic probation.

Students (along with their parents) who are placed on academic probation must meet with the Administration to develop a plan to raise the student's GPA to or above the 2.0 level. Students who are unable to raise their GPA to or above the 2.0 level may be asked to withdraw from school or may not be readmitted the following school year.

Specialty classes such as physical education, technology, music, and art will receive letter grades and will be included in their GPA.

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. Late assignment policy is determined by the classroom teacher. 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, 20 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". To be promoted to the eighth grade, a seventh grade student must have no F's as a final grade.

GRADUATION

Kindergarteners must successfully complete all the requirements to be promoted to the first grade.

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 sixth, 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 eighth grade.

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

8th GRADE CLASS OFFICERS: To be elected and continue to hold office, a student must have a GPA of 3.0 or higher and have no disciplinary records. Officers must maintain a GPA of 2.0. They will have two weeks to improve grades in order to regain class officer status.

HONORS

Honor Roll

At the end of each nine-week 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: 3.0 GPA

High Honor Roll: 3.5 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 roll acknowledgements.

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 grade are eligible for membership. For Scholarship criterion, a student must have a cumulative grade point average of 3.5 or better on a 4.0 scale. 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.

The Faculty Council also uses school administrative records to evaluate a candidate's level of responsibility. 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 3.5 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 <https://www.njhs.us/>.

LOST ITEMS

TA Prep is not responsible for lost or stolen items.

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

LUNCH PROGRAM

Lunch is provided by Chef George of Ray's Catering. Families may purchase meal plans for the week, biweekly, or monthly. Lunch tickets should be purchased by going to <https://rayscateringfoodgroup.com/>

The cost for lunch is \$6.00.

Students may bring 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. All food brought from home should be **PEANUT AND NUT FREE**.

The lunch menu can be viewed online on [TA Prep's website](#), Renweb, and included in the newsletter.

MEDICAL POLICIES

Accidents

If a student is injured at school, the teacher or supervising adult will send or escort the student to the main office. Parents will be contacted by phone or medical room note whenever a student is seen in the office. Accident reports will be generated for all significant injuries and will be provided to the parent/guardian upon request. 911 will be called if the injury is life threatening or beyond first aid coverage. 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.

Illness

Maryland state guidelines require that students **MUST** be fever free (less than 100 degrees) and without vomiting or diarrhea for 24 hours to attend school. Students should remain at home where they can rest comfortably and have the individual care that they require. Please do not send ill children to school after pre-medicating them with Acetaminophen or Ibuprofen.

If the student has a fever (greater than 100.4), frequent cough, vomiting, diarrhea or pain, they must stay home until they are 24 hours past the last episode of the symptoms mentioned above and without the aid of fever-reducing or antidiarrheal medication. A note from your health care provider will be requested to return to in-person instruction.

If there are specific requests when a student returns to school, please provide a written doctor's order from your health care provider to the office.

Students must be picked up from school 40 minutes from the time the school calls the parent or guardian. We will not be able to accommodate a delay in this process.

Medication Administration

Students needing to take medication during the school day or in an emergency situation are required to submit an Authorization to Administer Medication form. This form must be signed and stamped by a local licensed Health Care Provider (HCP) and parent. Over-the-counter or prescription drugs will not be administered to the students without this form. This form may be obtained in the school office and the medical room. 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; HCP name, address, phone number, signature, office stamp and student's name, address, birthday and phone number. Directions are provided on the back of each form indicating how medication bottles must be presented. Once obtained, the medication and order forms must be brought to the school by a parent and submitted directly to the nurse or the person designated to accept medication for review. We are unable to accept medication transported to school by students or contained in unlabeled bottles. At the end of the school year, any unused medication must be collected by parents or will be discarded.

This form and medication is required for day and overnight field trips. Students will not be allowed on trips if they have a diagnosis which requires the availability of rescue medication 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 medication without a doctor's order, it will be confiscated and parents notified.

Medical Forms

TA Prep strives to support student success through promoting emotional, physical, and spiritual health. One way in which we assist in optimizing and maintaining their health is by requiring submission of a physical, immunization record, and medication administration forms (if applicable) on admission or readmission to TA Prep.

Physicals are required for all new students, K, 3rd, 5th, and 7th grade. Immunization requirements must be met in order to attend school. Your child's Health Care Provider can help determine what vaccines are needed and provide the necessary documentation.

Parents, if you have a medical or religious reason to object to vaccination, you must submit the appropriate document, signed, before the start of every school year. Please be reminded that during an epidemic of disease designated by the CDC or local department of health, your child will be excluded from school until the event is cleared by the local health dept.

MUSIC PROGRAM

General music classes with a music specialist are provided for middle school. Students 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 performances include visits to constituent churches or special programs.

Students who 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 music lessons should contact the office.

OFFICE AND FACILITIES INFORMATION

General Office Information

The TA Prep office personnel 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.

PARENT/TEACHER/ADMINISTRATION 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, e-mailed, posted on RenWeb and TA Prep’s website 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: Christopher Simons- csimons@taprep.org
3. Principal: Drechelle McCray- dmccray@taprep.org

Inclement Weather

TA Prep utilizes the RenWeb alert notification system which quickly sends out information regarding weather alerts or emergency information. It is important that the school has the most up to date contact information for each student. TA Prep follows the opening and closing schedule of 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. Parents will also receive a text message and email alert.

Parent and Teachers Association (PATA)

TA Prep parents interested in serving on PATA (Parent and Teacher Association) should contact administration.

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.

Facts SIS

You may view your child’s grades and attendance as well as other useful school (newsletter, lunch menu) information on Facts SIS. Parents are encouraged to check Facts SIS regularly.

SAFETY

Safety Patrols

TA Prep safety patrols, selected fifth 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.

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. TA Prep must secure all school perimeters. Students caught opening doors for any visitors (known and unknown) will be reprimanded.

Arrival

Student arrival is from 7:45 – 8:15 a.m. Students arriving at 7:45 a.m. should go to the gymnasium. Students arriving at 8:00 a.m. should go straight to their classroom. Students must enter through the north entrance (TA Prep parking lot entrance). 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 15 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 activities. 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 from 3:30-6:00 p.m. and Friday from 1:45-4:00 p.m.

Students will be dismissed to the north side of the school (TA Prep parking lot) 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.

Asbestos

Asbestos is a naturally occurring mineral which was, until about 1980, 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 causes asbestosis, and some types of cancer of the lung.

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

TECHNOLOGY

Each classroom is equipped with Promethean boards. Students are to only use school mandated devices. No personal devices will be allowed. There is a resident technology 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.

Technology 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 lost or 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. Electronic equipment brought to school or school sponsored functions witho

ut 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. Students must leave their backpacks outside of the computer lab. 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.

WHO TO CONTACT

Principal <ul style="list-style-type: none"> ● Academics (Challenges, Support, Gifted/Talented, Dual Credit) ● School Events ● Fundraisers ● Graduation ● Parent and Teacher Association (PATA) ● Community Service 	Drechelle McCray	dmccray@taprep.org
Vice-Principal <ul style="list-style-type: none"> ● Student Behavior ● Spiritual Life ● Marketing 	Christopher Simons	csimons@taprep.org
<ul style="list-style-type: none"> ● Absences/Tardies ● Campus Tours 	Sandhya Kalapala	skalapala@taprep.org
Admissions <ul style="list-style-type: none"> ● Enrollment ● Testing 	Kara Castillo	kcastillo@taprep.org
Athletics	Alex Lamarre	alamarre@taprep.org
Business Office <ul style="list-style-type: none"> ● Accounts/Financial ● Financial Plans ● Scholarships ● Facility Usage/Rental ● Grants ● Student Accident Insurance 	Tastian James	tjames@taprep.org
Counseling	Marianne Hope	counselor@taprep.org
Lunches	Chef George	https://rayscateringfoodgroup.com/
Innovations Director <ul style="list-style-type: none"> ● STEM 	Courtney Brown	cbrown@taprep.org
Plant Operations	Gilberto Marroquin	gmarroquin@taprep.org