

Tempe Preparatory Junior Academy

Family Handbook **2009-2010**

www.TempePrep.org

480-839-3402

SCHOOL CULTURE	3
Tempe Preparatory Junior Academy.....	3
Focus on the Western Tradition	4
Tolerance and Pluralistic Sensitivity	4
Parent Involvement.....	5
Material Support of the Academy: Time, Treasure, and Talent	5
Family-Teacher Communication.....	6
Student-Teacher Relationships: On-campus and Off-campus	6
Parent and Student Grievance Procedure	7
ACADEMICS	9
General Expectations	9
Academic Honor Code.....	9
Study Materials	10
Homework.....	11
Evaluation and Grades	12
Promotion	12
Physical Education – Grades 7 & 8	13
Transfer of Credits.....	13
Tutoring	13
BASIC SCHOOL INFORMATION.....	14
Administrative Responsibilities	14
Attendance	14
Absences.....	14
Illness.....	15
Tardiness.....	15
Calendar.....	15
Campus Leave and Visitor Policies	15
Crisis Management Plan.....	16
Dropping Off and Picking Up Students	16
Fees	17
Fingerprinting	17
Hours of Operation	17
Lockers.....	18
Lost and Found.....	18
Lunch Program	18
Medication Policy	18
Registration and Records	19

Special Education	19
Student Information Center	19
Telephones and Cell Phones	19
Transcripts.....	20
Transportation.....	20
Trips Away from Campus	20
Walkers & Bicyclists	20
STUDENT LIFE	21
Uniform and Dress Code	21
Boys' Uniform and Dress Code	22
Girls' Uniform and Dress Code.....	23
Dress Code for Special Events	24
Social Life.....	24
Extra-Curricular Activities	24
Eligibility Requirements.....	25
Fees.....	25
Physicals.....	25
Behavior Code and Discipline	25
Harassment, Intimidation and Bullying of Students	27
Suspension/Expulsion Procedure.....	28
Suspension.....	28
Expulsion.....	29
Required Annual Notification Regarding Student Records.....	30
Staff and Faculty Phone/Email Directory	32
Signature Page.....	33

See the TPJA website (www.tempeprep.org) for the Official School Calendar (updated periodically).

Information regarding the faculty's educational background is available on the school website in the faculty directory or upon request in the school office.

SCHOOL CULTURE

Tempe Preparatory Junior Academy

Tempe Preparatory Junior Academy (TPJA) educates middle school students for the lifelong pursuit of truth, goodness, and beauty.

The TPJA graduate has worked to begin building a foundation in the liberal arts of grammar and rhetoric, logic and mathematics, history, natural science, and philosophy. The graduate has also practiced the fine arts of music, drawing and painting, and drama. The graduate is thus prepared to pursue a high-school education at any institution and to further the graduate's education to prepare for every career, every course of advanced or specialized study, and every kind of leisure. In short, the TPJA graduate is provided with the basic approach to live the lifetime of learning that creates the richest human life possible.

TPJA will fulfill its mission by the following means:

- Service to a rigorous, core liberal arts curriculum in the Western tradition that is the same for all students
- Small classes of 22 or less
- Dedicated, enthusiastic, and intellectually excellent teachers who serve as models of learning and of character
- Detailed student evaluation, with an emphasis upon written, narrative evaluation of learning rather than upon grades and percentages
- Regular and meaningful homework assignments
- High standards of personal conduct and comportment for students

Though the curriculum is rigorous and expectations of students are high, TPJA is not an exclusive school solely for the best and the brightest. Our mission is to provide an environment that allows each student who is curious and diligent the opportunity to fulfill the student's potential.

TPJA offers a core curriculum in which each of the grades builds on previous grades over the student's three-year tenure. All parents and students should maintain a vision and goals for each TPJA graduate. Our graduates are confident, articulate, and prepared to live full human lives. Of course, a liberal arts education is not one that can be completed hurriedly or with a sense only of its immediate benefit or material value, and this is certainly true of the small steps made in the TPJA middle-school education. The formation of our students' characters and imaginations involves an exposure to great works and thinking over time, and it is not complete at graduation, but should be pursued at institutions that share the educational philosophy of TPJA. It is an important stage of a journey that must continue throughout life.

Focus on the Western Tradition

The TPJA curriculum focuses on Western Culture during a student's three years at the school. This focus is not intended as a statement about other cultural heritages. We believe, rather, that the first three years provides an introduction on which a student may build a comprehensive introduction to the great works of the Western tradition, including literature, philosophy, history, math, science, languages, and the fine arts. The Western tradition is one of great depth and diversity (of peoples and ideas) and will serve as a superb foundation to our students as they go on to be life-long learners. Additionally, many of the principal values and ideas that underlie our own American society may be clearly traced to the classics we study.

Tolerance and Pluralistic Sensitivity

TPJA is a public, non-sectarian institution serving a variety of Arizonans. All members of the TPJA community—the administration, teachers, parents, and students—should show profound respect and tolerance for the religious, political, and cultural traditions and perspectives of others. The administration and teachers will take the lead at TPJA in actively promoting tolerance, civility, and sensitivity. Teachers are not permitted to encourage a particular religious or political perspective in the courses they teach. Rather, they should encourage a civil and tolerant discussion of ideas when such topics naturally arise in class or on campus.

Parent Involvement

The primary way that parents are involved in the school is by supporting their child in the child's journey through the Academy. Parents serve an essential role in listening to and then encouraging their students when they are working hard. Likewise, parents can communicate frequently with their child's teachers so they can develop an understanding of the Academy's expectations of how preparatory-level, liberal arts studies form habits of learning. Parents should contact the teachers to share important information on how their child approaches the curriculum at home and if the child is experiencing difficulty. TPJA students invest a great deal in their education, and thus teachers and parents should be unanimous in their support of them and one another.

The teachers of the Academy are honored by the great trust that parents have placed in them. This trust between the parents and the school must be maintained not only by ongoing communication, but by a mutual understanding of the "big picture": what a TPJA education will offer young people in the long run. It can be difficult for both young people and adults to maintain a focus on the long-term benefits that a liberal education offers. Likewise, students, especially younger students, may not fully sense the extent of their own intellectual and moral growth over time. When students are applying themselves on a particular part of their journey, they will look to their parents and their teachers for a reaffirmation that their investment is yielding positive gains. As such, mutual trust between parents and teachers is essential to convincing students that we have an achievable plan in place for them that is in their best interest.

Material Support of the Academy: Time, Treasure, and Talent

TPJA has proven to be an outstanding educational offering unprecedented in the public arena, "in the tradition of the finest private schools" but free of tuition. TPJA is a state-funded public school, but the state funding formula does not provide sufficient dollars for capital improvements or ownership of our campus. Nor does state funding provide completely for our unparalleled student / teacher ratio. Charter schools, unlike regular public schools, cannot levy taxes or sell public-supported bonds. Consequently, we must regularly seek outside charitable funding and grants to develop and maintain the high level of our program.

Volunteerism is a critical component toward TPJA's success. Without this practical proof of your belief in the value and quality of the Academy, we could not exist. TPJA humbly asks for each parent's time, talent, or treasure. Each parent must consider making all of the following a part of the parent's tenure at TPJA: 1) volunteering regularly to assist in the office and on campus, and/or becoming a member of the *Parent Organization*, 2) support of the Academy's material structure through donation of a unique talent or service, and 3) financial assistance to the Academy through book donations, participation in the extra-curricular tax credit program, and regular contributions to the Community Investment Annual Giving Campaign. TPJA is a non-profit,

501(c)(3) corporation; as such, your gifts to the Academy may be tax-deductible. **Your donations are absolutely vital to the health of the school. To be what we are, we rely on your generous financial support. We suggest a \$100 donation per month per child.**

The *Tempe Preparatory Academies Parent Organization (PO)* helps in the planning and management of school community events. The *PO* supports all other aspects of the community through periodic festivals and parties, through fundraisers that support school activities, and through many acts of kindness and school spirit.

Several committees are suggested by the Board of Directors for the purpose of gathering the ideas and energy of community members in pursuit of school improvement. These committees are not committees of the Board, but provide a means by which community members may participate in providing information and ideas to the Board of Directors. The committees currently in existence based on volunteer interest are: The Finance Committee, Facilities Committee, and Strategic Academic Improvement Committee and Extracurricular. If you are interested in serving on one of these committees, please contact the Headmaster. Parents are welcome to attend meetings of these groups (all Board meetings and Board committee meetings are public) and may become committee members, as well.

Family-Teacher Communication

As a preparatory school, TPJA believes that the student should be the primary agent in the student's education. The student should be responsible for tracking assignments, understanding stated course requirements, and meeting deadlines. It is also the job of students to communicate honestly to their parents about their day-to-day performance and academic standing. That said, it is the teacher's duty to communicate expectations clearly to the student clearly. It is also the teacher's responsibility to share information with the parents, even prior to the quarter reports or semester evaluations, when a student is struggling considerably with the material or is not performing as expected.

We encourage parents to talk with the faculty as soon as they think their child might be having difficulty. The earlier a problem is recognized, the easier it is to resolve. If you wish to talk with your child's teacher by phone, or to make an appointment for a conference, please call the school office and leave a message on the individual teacher's voice-mail box with your name, your child's name, your phone number, and times during which you will be available. Teachers may also be reached through email. Please see the directory at the back of this Handbook. Stopping by the classroom or faculty office before school starts is usually not an effective way to meet with the teacher, unless an appointment has been made. Students or parents may not enter the faculty offices since confidential student records are contained in these rooms, and these rooms are private workspaces. Teachers and parents and/or students may meet at the large tables in the Student Union or in the Faculty House library.

Student-Teacher Relationships: On-campus and Off-campus

TPJA highly values the working relationship between teachers, staff and students. This is a relationship best characterized as a professional friendship based in mutual respect. Teachers will treat each student as a unique individual and will serve the student with a heart of charity. Students, on their part, will treat each teacher with the respect properly accorded the teacher's role as an

authority figure and leader at the Academy. With this in mind, students should address teachers by their formal title, i.e. Mrs., Ms., Mr., Dr., and their last name.

It is also the responsibility of all teachers, staff members, coaches and other adult leaders to maintain a proper professional boundary between themselves and students. A teacher should not be overly familiar with any student or get involved in the details of any student's personal life. (If a teacher senses that a student requires counseling for a social or family issue, that issue should be referred confidentially to the administration or parents). A teacher should also insist on maintaining appropriate physical boundaries. Teachers should not engage in physical displays of affection with students, nor should a teacher ever be in a room alone with a student with the door closed. Teachers should also never provide a student with a ride to or from school without the parent's explicit written permission to do so.

Many of our teachers live in the same neighborhoods as our students, and so this Handbook offers a word regarding off-campus relationships. The same professional rules governing on-campus relationships apply to off-campus relationships or chance meetings between students and faculty. Furthermore, students should not contact or visit teachers off campus unless the teacher has spoken with the parents and explicitly invited such contact, nor should teachers (or staff) contact students off campus (other than phone calls regarding academics or school-sponsored extra-curricular activities) unless the parents have approved such contact.

Parent and Student Grievance Procedure

Concerns about curricular or disciplinary matters should first be directed to the appropriate teacher or other staff member. Teachers and administrative staff must have the opportunity to address the affected party directly, and with the respect accorded to the teacher and staff member's ability to deal responsibly with the situation, before others are brought into the discussion. Every family has the right, in turn, to clear and prompt responses regarding their concerns. Only when this first level of discussion fails to produce a satisfactory resolution should the matter be taken farther, as outlined below.

Grievance Process Description

1. Introduction

It is TPJA's policy to ensure that students or parents with a grievance relating to the Academy or its employees can use a procedure which can help to resolve grievances as quickly and as fairly as possible.

2. Initial discussions

If you or your child has a grievance you should discuss it informally with the administrator, teacher, coach, or staff member directly involved in the matter. We hope that the majority of concerns will be resolved at this stage.

3. Stage 1

If you feel that the matter has not been resolved through informal discussions, you should put your grievance in writing to the appropriate administrator, teacher, coach, or staff member. The school employee must give a response within five working days in an endeavor to resolve the matter.

4. Stage 2

If the matter is not resolved, you may raise the matter, in writing, with the Headmaster, who must give a response within five working days. This response may take the form of a letter and may include a follow-up meeting with the family and school employee. The Headmaster will lead this meeting.

5. Stage 3

If the matter is not resolved to your satisfaction, you should put your grievance in writing to the President of the Board of Directors. You are entitled to have a hearing with the grievance committee established by the Board of Directors. Once composed, this committee will formally respond within seven working days of the grievance being received or the committee's formation. If the Board as a whole is convened to address the grievance, all applicable public open meeting laws will be followed, including prior notice and the right of the employee to request an open meeting or an executive session for the hearing. The Board's decision is final.

Guidance Notes

The grievance procedure is clearly outlined and distributed to all families and employees in the *Family Handbook*.

Informal discussions should resolve the vast majority of grievances.

NOTE: Grievances or information involving an ongoing or imminent threat to a student's well-being should skip this stage and be immediately directed to the Headmaster.

The first stage should allow the school employee to resolve the grievance without the involvement of the Headmaster or Board of Directors. *The aim should be to resolve the grievance at the lowest relevant level.*

The Headmaster is the acting supervisor of all school employees.

If the Board concludes that stages 1 and 2 have not been completed and should have been, these may be a requirement prior to further action or hearing from the Board.

A response by the committee may include a dismissal of the grievance, a formal reprimand of the school employee or Headmaster, or a directive for staff to develop an additional policy recommendation for Board consideration.

ACADEMICS

Comment [JBL]: Ed Denny should have the most recent version of this section. Speak to him bring up to doate.

General Expectations

Though the curriculum is rigorous and expectations of students are high, we are not a school directed exclusively at gifted students. Our mission is to provide an environment that allows every student who wants to learn the opportunity to achieve academically. A student's desire to learn - in short, the student's curiosity - is the key to success and fulfillment at TPJA. While the school understands that some students are more proficient than others in certain subjects, every student who has passed the appropriate prerequisites, is genuinely curious, and applies himself or herself diligently on a daily basis will succeed at TPJA. Success is measured as a student's growth in maturity, accomplishment, and understanding over the course of his or her tenure at the Academy and will finally be demonstrated in the student's character as a typical TPJA graduate, a truly impressive adolescent.

As a key philosophical assumption, TPJA holds that every student can learn. As human beings, we are equal in that we all have the capacity to learn and grow. But this equality in capacity cannot be confused with equality of academic results. Just as individuals differ in their physical gifts and characteristics, we all have different gifts and challenges in the subjects of learning. TPJA is committed to helping each student achieve as much as the student can. True excellence across the curriculum is a rare and worthy achievement, to be admired by all, but not to be unreasonably expected of all.

Since TPJA requires a rigorous course of study, we strongly recommend that students do not work at an outside job during the school year.

Academic Honor Code

The objective of the TPJA Honor Code is to build trust among students and to maintain an academic community in which a code of values is shared. At the beginning of the school year students are asked to sign a copy of this code. The TPJA Honor Code is given here:

- I will not lie, cheat, steal or plagiarize in any of my academic endeavors.*
Plagiarism is the intentional or unintentional use of another person's words, ideas, images, artwork, or other original creative material without proper citation. In short, plagiarism is the theft of intellectual property.
- In the case of all essays and research papers, I will carefully cite all external sources. I will not represent someone else's work as my own. I will do my very best to learn from my teachers the clear distinctions between appropriate research and plagiarism.*
- I will forthrightly oppose each and every instance of academic dishonesty.*
- I will not request, receive, or give aid in examinations, tests or quizzes.*
- I will not give or receive unpermitted aid in class work, homework, in the preparation of reports, or in any other work that is to be used by the teacher as the basis of grading. I understand, or will*

seek to learn, the difference between studying or reviewing with others (which often is acceptable) and producing written documents that are submitted under my name for credit (which can only be done alone).

I will not copy from others in completing homework, nor will I collaborate on projects or assignments when doing so is expressly forbidden. When I put my name on a homework assignment, I attest that all of the work on the assignment is my own in origin and content.

I will never use any unapproved study aids such as Cliff's Notes, SparkNotes, or other materials, nor will I watch a movie or video version of a work of literature before or during the study of it in school as a substitution for reading the work. I will do the reading for myself and strive to understand it for myself.

I will give prompt (and confidential) notification to the appropriate faculty member or the Headmaster if I observe academic dishonesty in any course. I will let my conscience be my guide if I should make such a report.

I join the entire student body of TPJA in a commitment to this Code of Honor.

-Portions of this honor code are derived from the Duke University and Stanford University honor codes.

The faculty on its part manifests its confidence in the honor of its students by refraining from taking unusual and unreasonable precautions to prevent the forms of dishonesty mentioned above. The faculty will also avoid, as far as practicable, academic procedures that create temptations to violate the Honor Code. On some occasions, teachers may ask students to write "AHC" (Academy Honor Code) on the heading of their assignments to remind them of the details and spirit of this honor code. In all cases of academic dishonesty, an administrator will meet with the student to review the circumstances of the situation fairly and conclusively to establish what the student did and to reinforce the student's commitment to ethical academic behavior. Consequences for academic dishonesty will be meted out in accordance with the policies detailed in this Handbook. If a student has more than one confirmed act of academic dishonesty on the student's record, even if such instances occur in separate years, they will be considered cumulatively. However, it must be emphasized that the purpose of this Honor Code is not to focus on punitive measures, but to educate students in ethics and encourage behavior in accordance with the school's motto of Truth, Beauty, and Goodness.

Study Materials

To do well at school, a student must be prepared with the proper tools. Backpacks or book bags may be used to carry books to and from school. Each student should be prepared with several pencils and blue ink ballpoint pens, and white, blue-lined, loose-leaf notebook paper. Spiral-bound notebooks, while acceptable for note taking, are discouraged for a variety of reasons, and assignments written on spiral tear-out paper will not be accepted. Individual teachers may require additional specific tools for school use, such as a ruler, compass, calculator, sketchbook, subject notebooks, binders, and other similar school supplies. Students should wait to purchase such items until a teacher has specified them.

Textbooks will be issued to each student and remain the property of the school. A \$35 book deposit is required for each textbook issued and will be refunded at the end of the school year when

a book is returned to the school. (A student who graduates or withdraws from TPJA will be given a refund of any remaining deposit, upon request.) Issued textbooks are assigned a condition of 'new', 'good', 'fair', or 'poor' and this assessment is provided in a letter sent to parents at the start of the school year. During the school year, if one of the textbooks is rain damaged due to a leaking locker, please notify the school office immediately. If the books are still usable, a change in condition will be noted. If the books are unusable, a replacement will be issued.

If a student loses a book, he or she will be charged for the full price of the book. Replacement fees range from \$35 to \$135, depending on the subject. A replacement book is still the property of the school even if a replacement fee has been paid, and is to be returned to the school at the end of the year. If the lost book is found and returned mid-year, half of the replacement cost billed will be credited. Students may also be charged a \$5 return fee by the front office to return assigned textbooks found by staff on the campus.

At the end of the school year, issued textbooks are returned to the school. These books have a number on the binding and a TPJA stamp on the inside cover. Students must return books numbered identically to the books they were issued. Any books returned that do not belong to TPJA will be considered a donation. Textbooks should be returned in a condition no worse than that accounted for by normal wear and tear. Students whose books are returned with damage beyond such normal deterioration will receive reduced credit for them. Full replacement cost will be charged for any book that is lost or significantly damaged. In June, a statement will be sent home indicating any missing books or charges for damaged books. Missing books must be returned by June 5th, 2010 to receive credit.

A set of consumable books is the responsibility of TPJA students and their families to acquire. The required consumable books for each grade culminate in a library of the classics for each student over the course of their years at TPJA. These books may be purchased through www.TPJABooks.com for convenience. A list of books and ISBNs are provided if a family wishes to purchase books from other sources.

Homework

Students should expect to do meaningful homework each night. Homework is an essential part of preparatory studies because it reserves class time for instruction, discussion, dialogue, and the collective pursuit of truth. In turn, homework is a time of quiet concentration in which the student truly makes the subject his or her own.

Study habits vary, so it is difficult to estimate the amount of homework time for any one student. The amount of time spent studying is not necessarily a function of intellectual ability. A good deal of success with homework is conditioned by a student's study strategies, such as planning, goal-setting, time-management, self-monitoring, reducing, and the like. Students who struggle do not usually employ these strategies systematically, even though they may in fact spend a significant amount of time studying.

As a general guideline, students should be prepared for two to three hours of homework a night, with approximately twenty to thirty minutes of homework per class each night. Teachers work carefully in measuring out a proper amount of work for their class and will coordinate with other teachers of a section of students. Also, students should not have more than two major exams, projects or essays due on the same day.

It is the responsibility of the student to make up missed homework after any absence, planned or due to illness, in a timely manner. If a student is unable to attend school, the student should contact a classmate, not the school office, for information regarding assigned work. This is the student's responsibility. It is wise to coordinate with a friend (who perhaps lives close by) early in the year such that homework handouts might also be collected for the absent student.

An absence on the due date of a major assignment (essay, lab report, project or similar assignment) may not extend the due date of that assignment. Likewise, absences during the preparation time of a major assignment may not extend the due date. Teachers will notify students at the beginning of the year about each class's policy regarding late work.

The official school calendar lists a number of "R and R" weekends. These are designated no homework weekends. Teachers will not assign homework over these weekends, and tests and quizzes will not be administered on the first day of school following such weekends. It may be the case that a long-term or multi-day project is given before and due several days after an R and R weekend; students will need to maintain a disciplined work schedule to avoid doing homework during an R and R weekend.

Evaluation and Grades

At the end of each quarter, each student's academic progress will be thoroughly evaluated, and a report will be emailed, made available on the Academy's secure website system or mailed home. The 1st, 3rd, and 4th quarter reports will include short narratives, and the mid-year report will include a longer narrative evaluation for each course. The first quarter evaluation will also be available for discussion at a parent-teacher conference. The emphasis on student evaluation according to the liberal arts will be on discussion of strengths, sense of wonder, accomplishments, and specific areas for improvement. This is much more meaningful than the assignment of a single letter grade or a percentage. End of semester transcripts will include a letter grade and statement of the specific content and skills covered for each subject. Students will also be assessed according to state requirements using standardized achievement tests such as the Terra Nova and AIMS tests.

A progress report will be mailed home by the teacher quarterly. Please keep in mind that a student may be passing a class with a grade of C or better for the greater part of a quarter or semester, and then, due to failing a significant assignment or test, receive a D or F at the end of the grading period. Accordingly, it is not possible to alert parents to a student's failing academic performance when it arises late in a quarter or semester. While teachers will strive to keep parents informed when students are having academic struggles, it is not always possible to forewarn parents of academic deficiency in time to develop meaningful interventions. It is critical for parents to talk with students about their progress in their classes, and to communicate with teachers, especially if they sense that their child is having difficulty with a class.

Promotion

Students must pass all of their courses to be admitted to the next grade level. Semester grades will thus be used to determine promotion. However, at TPJA, a student may be promoted to the next grade if all classes have been passed in the second semester, or if there is only one failing grade in the second semester and none in the first. In the latter case, the teacher of the class will

prescribe a course of remedial study, or a summer school class can be taken to assure that a student is ready for the following grade. If a student fails two or more classes during the year, then the student is not eligible for summer study and must repeat the entire year.

A summer school make-up grade required for promotion will be averaged on the transcript with the failed course. For example: a “replacement” summer school grade of an A (for a failing grade during the school year) would result in a semester grade of a C on the student’s transcript. A notation will accompany the grade to indicate that it is an averaged “make-up” grade.

Physical Education[XX]

Participation in extra-curricular athletics is required of all students in grades 7 & 8. Such activity develops traits of teamwork, leadership, and discipline that can pay dividends in academic endeavors as well. Participation also offers great opportunities to develop strong friendships with classmates. Each TPJA student is required to engage in at least one season of a sport, and there are numerous sports from which to choose at TPJA through its collaborative relationship with Tempe Preparatory Academy and other programs that offer sporting opportunities for middle-aged school students. Although we highly encourage each student to fulfill this requirement through TPJA-arranged programs, in the case where a student participates in athletic activity outside of school (for example, Little League, club soccer or a swimming team), the family may substitute that activity for a sport arranged through TPJA. The family must request a waiver from the front office, and the director or coach of that activity must verify that the student’s participation amounts to approximately 60 hours of athletic activity.

Transfer of Credits

Home-school coursework for TPJA grades will be reviewed to assure appropriate preparation to enter TPJA’s curriculum at the 6th, 7th or 8th grade level. Any courses taken from a community college or from a regionally accredited distance learning program will be considered for credit. Only TPJA’s headmaster may determine which courses from other schools attended prior to TPJA will receive TPJA credit.

Tutoring

Teachers will inform students and parents at the start of the school year of their office hours and tutoring hours. Additionally, the math department sponsors a “Math Lab” before school on most days, and students can come to the Lab to meet with teachers (whether or not they are in those teachers’ classes) to receive additional help. Students should avail themselves of tutoring if they have trouble in a class or with certain assignments. It is up to the student to let the teacher know that he or she desires further help. Parents can also contact the teacher to arrange for tutoring.

A teacher may also put students needing extra help in touch with older students who are especially proficient in each subject area. This peer tutoring is another important asset for students seeking to improve academically.

BASIC SCHOOL INFORMATION

Administrative Responsibilities

The headmaster for the school is Mr. Hugh Hallman. He works under the authority of the Board of Directors and is responsible for overseeing the day-to-day operations of the school. Mr. Hallman oversees the implementation of the Academy's curriculum and manages the teachers and staff at the Academy. Ms. Barbara White is the business manager for TPJA. Ms. White oversees the front office operation and handles all matters associated with student billings and fees. Mrs. Dannette Flores is the school's Registrar and Technology Coordinator. She assists families with records and matters associated with student discipline, curriculum, and the classroom. The office administrative assistant, Mrs. Lisa Hicks, assists Ms. White and Mrs. Flores.

A number of teachers serve in administrative capacities, including: Assistant Headmaster, Mrs. Rebecca Veenstra, and athletic director, Mrs. Nancy Calahan. Other staff members working with administrative duties include our college counselor, Mrs. Victoria Davies, and the special education directors from *Shively and Vogel Associates*, Dr. Steven Shively and Mrs. Patty Vogel.

Attendance

Absences

Regular attendance and prompt arrival at school are vital to the TPJA student's attitude and subsequent success as a serious scholar.

It is the responsibility of each parent and guardian to call the school before 9:00 a.m. to report an absence by leaving a message on the attendance line: 480-839-3402 x300. A student will be recorded as having an unexcused absence if no message is left describing the basis for the student's absence. (The administration will not attempt to contact parents if a message not left excusing the absence.) Please be sure the office has your current work and home telephone numbers on file. On the day a student returns to school, the student should bring a signed note stating the reason for the absence. Whenever possible, if a student absence is anticipated, we recommend that the student notify the student's teachers and request assignments prior to the absence. It is the responsibility of the student to make up all missed assignments after an absence from school. If a student is unable to attend school and seeks the student's assignments, the student should contact one of the student's classmates for that information, not the school office. Once again, it is the responsibility of the student to make up missed homework after any absence, planned or due to illness, in a timely manner. Each teacher will have an established make-up policy, including appropriate deadlines, for missed work. At the discretion of the Headmaster, students may not be allowed to make up missed work due to an unexcused absence or suspension. Parents will receive a detailed attendance report at the end of each grading period.

Because regular attendance is essential to a student's success at TPJA, and numerous absences are also destructive to the student's and the school's morale, TPJA has an established policy of assigning incompletes for semester grades to those students who miss more than 10 full days (or the equivalent thereof in partial absences) in a semester. Students will be required to repeat

the grade to remove the incompletes from their academic record. Only the Headmaster may make exceptions to this policy in the case of very serious illness or approved leave of an academic nature.

Illness

If your child has a fever or is otherwise ill, it is best to keep the child at home, rather than send the child to school where others may be exposed to infection. Students who come to the front office with a fever will be sent home upon parent contact. Each family should have a yellow emergency card on file that specifies what medicines may be administered by the school, and what action to take in the event of illness or accident.

Tardiness

TPJA recognizes that a student may be late on occasion due to transportation problems or a family emergency. Students who are late to school must report to the office for a late pass to be admitted to class. If your child will be late, please provide your child with a signed excuse or sign them in at the office on arrival. Tardiness due to medical appointments or to circumstances beyond a family's control will be excused. (The Headmaster will determine whether tardiness is excused, if a question arises.)

Persistent tardiness interrupts the instruction and undermines the morale that benefit all students and families. On the third occasion that a student is tardy in a quarter, a detention slip will be issued to the student. Of course, arrival at school after the first ten minutes of a class will also be counted as an absence. For each subsequent tardy in the quarter, another detention will be issued. When a student has received four detentions for tardiness in a quarter, the student may be suspended from school as determined by the Headmaster.

Calendar

The official school calendar for each academic year is posted on the school website (www.tempeprep.org). Any updates and revisions will also be found on the web version of the calendar, which is updated on a regular basis. Parents may also request a print copy from the front office. This calendar should be carefully coordinated with a family's own calendar and should be consulted on a regular basis throughout the year. The calendar identifies school holidays, half-days, special events, mandatory student fine arts performances, year-end ceremonies, and other significant events.

Campus Leave and Visitor Policies

Because we take seriously our responsibility to supervise and protect our students, TPJA has a closed campus. That means that students are not permitted to leave the campus for any reason during school hours or during after-school activities, unless accompanied by the adult supervisor of that activity. If a student must leave campus during school hours, parents must sign their own child out and accompany the child off-campus. If a child returns before the end of the school day, a parent or guardian must accompany the child back to school and sign the child back in at the office. Parental requests to excuse a student to leave campus on the student's own will not be honored.

Non-custodial parents who wish to pick up a student during or after school must have a signed statement from the custodial parent for each occasion, or there must be a statement of permission on file with the office. If you plan on having other adults pick up your child at the end of school, please file a list of the names of those adults with the office.

Since we are a public school, strangers who come on campus without official business are considered to be trespassing. If you or your child ever notices a stranger or suspicious behavior, please contact the school office at once.

Students' friends who are not students currently enrolled at TPJA (or Tempe Preparatory Academy ("TPA"), with which TPJA shares a campus) are not permitted to visit the campus before, during, or after school. Official signs are posted that prohibit trespassing and stating that TPJA is a public school and that visitors must come directly to the office. Former TPJA students (who are not currently enrolled at TPA) are also not permitted to visit the campus during school hours. Alumni of TPJA may visit the campus but must still sign in at the front office.

Visitors to the school must come directly to the school office, where they must sign in and obtain an official school visitor's pass to wear visibly on their outer clothing.

Just to the south on Dorsey is Hudson School and Hollis Park, a public city park where students will occasionally have field activities and after-school sports. Students are not allowed to go to Hollis Park or otherwise leave school grounds unless accompanied by a supervising adult. Students who leave the school grounds during the school day without permission may be suspended from school for truancy, and the school may report missing students to the Tempe Police Department.

Crisis Management Plan

TPJA has an established Crisis Management Plan available for review in the front office. The plan outlines emergency procedures for natural disasters, violent situations, medical emergencies, and fire. TPJA faculty and staff are trained on the plan prior to the first day of school.

Dropping Off and Picking Up Students

For maximum safety and traffic flow, enter the campus by the western driveway on Southern Avenue and exit by the eastern driveway. Follow the direction arrows. Pull up as far around the loop as possible to drop your children off and then exit slowly onto Southern. When picking up students at the end of the day, please take a parking space while waiting for them. Do not use the drop-off lane to wait for students. If students are immediately ready to load into your vehicle, you may then pick them up at the main entrance of the school. Please do not use Dorsey as a pick-up or drop-off area.

Please note that cars may not be left unattended in the pick-up/drop-off lanes. If you wish to leave your car and enter the school, even for just a moment, you will need to pull out of the lanes and take a parking space.

Fees

Families can expect to pay fees for various services the Academy offers beyond the basic academic programs. These may include fees for various field trips. Please call the office if you need estimates of any fees for the year for budgeting purposes. The Academy never seeks to profit from any of the special services it offers. Fees are only meant to assist with funding services that are not funded by monies from the state.

Also, please see the more detailed information found in the *Study Material* section on book deposits and the information in the *Extra-Curricular Activities* section discussing fees for extra-curricular participation.

Tempe Preparatory Junior Academy does not want to exclude any student from participation due to financial hardship. However, the administration of the school is not in a position to determine fairly which families should receive full or partial fee waivers. As such, if a family wishes to apply for a fee waiver, they may apply to the FAIR system (Financial Aid Independent Review). The family may complete a financial aid application that is then processed *confidentially* by this outside agency. The family must pay the application fee and submit all required information, including Federal tax returns and W2 and/or 1099 forms. FAIR will then review the family's financial position to determine what level of discretionary income is available for fee payment. Depending on the level of discretionary income, TPJA will determine if a family is eligible for a partial or full fee waiver.

The family need not apply for a waiver determination every year. Once a calculation has been made, subsequent waivers may be granted over the student's tenure at the Academy. Families who seek a waiver are wise to apply well prior to the start of a program that requires payment of a fee due to the processing time required for a FAIR application.

Fingerprinting

All employees of charter schools, and all adult school volunteers who work with students, are required to be fingerprinted and have a criminal background check done by the Arizona Department of Public Safety and the FBI. To receive a fingerprint clearance card application, please contact Mrs. Flores.

Hours of Operation

The school office is open from 8:00 a.m. until 4:00 p.m. every day that school is in session, and Monday through Friday 8:00 a.m. – 2:00 p.m. through the last day of summer school. The office will re-open as described on the website calendar. The school phone number is 480-839-3402. Messages may be left on voice mail any time the phone is busy or the office is not staffed. We will endeavor to return messages left after hours during the next working day. Families may also contact administrators through the TPJA's email system. (Please see the directory at the back of this Handbook for email addresses.) The school's FAX number is 480-755-0546.

School starts daily at 8:25 a.m. and ends at 3:10 p.m. Students should not arrive on campus earlier than 7:30 a.m. nor stay later than 4:00 p.m., for safety reasons, unless they are part of an

organized, adult-supervised program. Extra-curricular activities (sports, clubs, and tutoring) will normally end by 6:00 p.m., depending on the activity.

Lockers

Each student is assigned a locker and issued a school lock. A \$5 fee is assessed for use of the locker and lock. This fee will be refunded if a student returns the lock and the locker is in acceptable condition at the end of the school year. TPJA requires that students keep their locker locked throughout the day. The school is not responsible for items stored in lockers. TPJA reserves the right to inspect student lockers at any time. Students are not permitted to write on or otherwise deface school lockers, inside or out. They may tape non-offensive posters or photos inside their lockers, but may not glue or paste stickers, and no decoration may be placed on the outside of any locker. Purses and backpacks must be stored inside lockers during classes. Sports and athletics bags may be stored on top of the lockers, and should not be left on the sidewalks in or out of the courtyard, but TPJA is not responsible for the bags or their contents.

Lost and Found

The office maintains a lost and found cupboard in the Student Union. Unclaimed items will be given away or discarded periodically throughout the year. It is strongly recommended that any items of value be marked with the student's name. Jackets and shirts should have the family name on the inside label; calculators and other valuables should have the student's name etched on them.

Lunch Program

TPJA does not prepare food or provide lunches to students. Students should bring a sack lunch to school each day. The school provides a microwave oven in the Student Union for student use. Three days a week, Tuesday, Wednesday and Thursday, the Parent Organization sells food and drinks to the students. There is a snack machine located in the Student Union and a water and juice vending machine in the Student Union. The lunch period is 30 minutes long.

Medication Policy

Parents must also fill out an Emergency Information Card that will be kept on file in the office. If a student must take prescription drugs while at school, the parent must bring the prescription drug to the school office in the morning and leave it there with signed instructions for administration. Students may not carry prescription drugs with them on the school campus at any time. Please review the over-the-counter/Rx drug policy and prescription permission form distributed at the beginning of the year.

If your child needs to take an over-the-counter medication, such as a cold remedy or other medication, it must also be turned into the office and the proper permission and instructions must be filed with the school office. Students are not permitted to keep prescription or over-the-counter medications on their person or in their lockers.

Registration and Records

To complete the registration process, parents must have their records transferred from a child's previous school to TPJA. That record should include your child's immunization history and a copy of the child's birth certificate, as well as the child's complete academic records, including any special needs or information. A request form may be obtained at the school office. Official transcripts should be sent to TPJA directly by the previously attended school or, if hand delivered, the transcripts should arrive sealed with a signature across the back of the envelope. If your child was home-schooled, a record of state-required testing must be submitted to TPJA, along with a signed description of the curriculum and course content mastered.

Parents have the right of access to their child's academic and other official school records. The school reserves the right to provide such records in a reasonable time to maintain the smooth flow of school business. TPJA may also charge a reasonable fee for the cost of copying records. Non-custodial parents also have the right of access to records unless the school has received a court document to the contrary.

Special Education

As a public charter school, TPJA will provide identification, evaluation and instructional services to any enrolled student as required by state and federal law. As required by law, teachers will also screen all new students within the first 45 days of their attendance at TPJA for possible special education eligibility. Results of these screenings are confidentially referred to the school's contracted special services coordinators. If requested by the parent or teacher, a student may be evaluated for possible special education placement. Please contact the Headmaster for more information.

Student Information Center

There is a large bulletin board located in the breezeway between the 300 and 400 buildings. This board serves as the Academy's Student Information Center. All bulletins, signs, posters and the like will be posted at this location. Students are not permitted to post bulletins, posters, signs, or other material anywhere on the campus except with the Headmaster's permission.

Telephones and Cell Phones¹

Students may request to use an office telephone in the event of an emergency. Cell phones are strongly discouraged on campus because they interrupt the academic environment and discourage development of personal relationships among TPJA students while they are at school. We recognize, however, that parents sometimes provide cell phones to their children to promote the safety of their children or to communicate regarding unanticipated changes in transportation. In light of this, a student may keep a cell phone turned off and locked in the student's locker during the school day. A cell phone may be used to communicate with one's parents only after school and just

¹ For other electronic devices, refer to the *Behavior Code and Discipline* section, below.

outside the school office. Any other use on campus before school, during the school day, or after school will result in confiscation of the cell phone and possible disciplinary action. Please also see the *Behavior Code and Discipline* section regarding discipline for the possession and misuse of cell phones on campus.

Transcripts

Transcripts take time to produce. Official transcripts must be sent directly to the recipient from the school and cannot be hand-carried. You must submit a transcript request form at least five days before a transcript is needed. There will be no fee for the first six transcripts. Additional transcripts are \$5 for each request. Include for each transcript you wish sent a business-size envelope with the complete address where you want the transcript directed. Families are responsible for addressing the envelope correctly. Place the request and other materials in the box for the Registrar, which is located in the office.

Transportation

TPJA does not provide bus transportation to or from school. TPJA students will not be permitted to leave campus as part of a school-sponsored activity, in a car driven by someone other than the parent, unless explicit written permission from the parent is on file with the school office.

Trips Away from Campus

Students will have the opportunity to take field trips from time to time. Students involved in clubs and sports will also have the opportunity to travel; in some cases, trips will extend overnight and even take students out of the state. Some trip guidelines for families are: 1) all families must sign a liability waiver before the student travels, 2) all students must have the proper insurance and have submitted proof of that insurance to the trip director prior to leaving campus, and 3) the student traveling must follow all the rules established by the school and trip director.

Walkers & Bicyclists

Students who walk or bicycle to school should cross Southern Avenue at the light at Dorsey and always obey the traffic light and Walk-Don't Walk signals. Bicyclists should dismount and walk their bikes across arterial streets. **Students riding bicycles to school are strongly advised to wear a helmet. Southern Avenue is one of the busiest streets in Tempe. Students and parents must exercise great care in pulling out into traffic and in crossing the street at the crosswalk: serious accidents have occurred at the intersection of Southern and Dorsey, as well as along Southern Avenue, in past years.**

STUDENT LIFE

Uniform and Dress Code

TPJA has a primary objective of developing a "community of learners," dedicated to the highest standards of academics and deportment. As such, a distinctive uniform is a unifying factor within our school community. It is also a visible signature of our school to the larger community, an indicator of our unity and of our pride of purpose. This is the most important function of a uniform: it identifies its wearer as part of a distinctive group with a distinctive purpose. It is a reminder to its wearer of that purpose and of one's responsibility to that group.

Another purpose of a uniform is to reduce the attention given to appearances, and to questions of group affiliation, socio-economic status, and the like. We want students to attend to the ideas and character of their colleagues in school, expressed in other students' words and deeds, rather than focusing on external appearances. We hope to engender in students a respect for the essential dignity of others. Our desire is not to quash students' individuality, but to secure their commitment to a community of learners whose purpose, while at school, is scholarship and character development.

Our students should dress their best, look their best, and do their best. All clothing must be clean, neat, reasonably pressed, and in properly fitting condition. If a child is deemed to be wearing inappropriate attire, the parent will be notified and a change of clothing may be required for attendance that day. If in doubt about the appropriateness of an article of clothing, check with the school office before purchasing such items. Good judgment exercised at home will be a learning activity for the child that will help to avoid embarrassment or wasted time at school. Decisions about the appropriateness of apparel may be referred to the Headmaster, whose judgment will be final.

Other than the dress code requirements that follow, there are special requirements for periodic, special events throughout the year, such as the "semi-formal" dress code for concert participation and the all-school awards ceremony. Please see *Dress Code for Special Events* below for an exact definition of how the Academy defines "semi-formal" attire.

Students must stay in uniform whenever they are on campus during a school day. This includes before school and after school. Students may only change out of uniform after school with permission of a teacher or coach to participate in an approved curricular or extra-curricular activity that requires a change in dress.

TPJA refers to the standards established by Dennis Uniforms for the kind of pants, shorts, skirts and shirts that are required by TPJA, but such clothing may be purchased elsewhere. The Headmaster and the Assistant Headmaster will be the final judges of whether clothing bought at stores other than Dennis is in accord with the guidelines of the dress code. Any question of propriety of an article of clothing, jewelry, hair, facial hair or other issue covered by the Dress Code will be determined by the Headmaster.

Boys' Uniform and Dress Code

Boys' Pants: Khaki dress slacks that reach to the shoe but do not touch the ground. No patch pockets, extra zippers or seams. No oversized, baggy pants will be permitted. Dress slacks should be worn at the waist. The slacks should have belt loops and a solid, black or dark brown belt should be used. During hot weather months (August - October and March - May) khaki walking shorts with appropriate belt may be worn. Shorts must be worn at the waist and should hang to just above the knee but not below, and should not be tight fitting or excessively baggy.

Boys' Shirts: Solid white or navy blue collared, knit polo shirts (two- or three-button, with or without a breast pocket--no logos, except the TPJA logo) or white, oxford button-down dress shirts, short or long sleeve. Shirts must always be tucked in so that the waistband of pants or shorts is visible. Male athletes may wear a white dress shirt and tie on their game days.

Boys' Footwear: Black or dark brown, solid-colored, low-heeled, low-soled dress shoes with dark laces or loafers, and solid-colored (black, dark brown or khaki) socks. No heel-high socks. No high-top shoes or boots. Sneakers, tennis or jogging shoes will be permitted only during athletic activities. White socks may be worn only with shorts.

Boys' Hair: Hair should be neatly trimmed and combed and be well off the top of the shirt collar. In a normal sitting position, hair should not overlap the shirt collar. Hair should not be so long as to hang below the eyes if combed forward nor long enough to bring into a ponytail. Hair on the side of the head should allow at least the bottom half of the ears to be visible. Side burns must be cut to be at or above mid-ear. Crew cuts are permitted, but a clipper attachment may only be used to cut the hair as long as the head does not appear shaved or skin widely visible underneath. Hair should not be arranged so as to draw undue attention to the student. Hair must be natural looking and conservative in its color. No dyed hair. Radical changes in hair color during the school year are unacceptable. No Mohawks, rat's tails, or braids are allowed, nor are shaved heads. No facial hair. Boys should be clean-shaven.

Boys' Jewelry: No nose-rings or earrings or other body-piercing jewelry will be permitted for boys. Nor are wrist bracelets or necklaces permitted. One watch and one ring are permissible. Both must be tasteful. Jewelry should not be distracting or dangerous. Students may appeal to the Headmaster for permission to wear items of religious significance, but if physically possible, such items should be worn underneath clothing.

Boys' Headwear: Hats, bandannas, hairnets and sunglasses will not be permitted indoors and must be stored in student lockers.

Boys' Outer Wear: Jackets, sweatshirts and sweaters may be worn to school for warmth, but must be free of logos, except TPJA logo, and advertisements. Sweatshirts and jackets worn to and from school must be stored in lockers during classes and between classes, other than during the lunch period. A solid, navy blue sweater in the uniform colors, or the approved TPJA crew-neck sweatshirt (only available through Dennis Uniform) may be worn in the classroom. TPJA issued athletic letter jackets or sweaters may also be worn in the classroom.

No tattoos, temporary or permanent. This prohibition includes pen and ink drawings on the skin. No oversized or baggy clothing will be permitted.

Girls' Uniform and Dress Code

Girls' Skirts: A plaid TPJA uniform skirt is available at Dennis Uniform in two styles. The skirt hem should reach to just above the knee (skirt hem should be within two inches of the ground when properly adjusted at the waist and kneeling on a level surface). Skirts should be worn at the waist.

Girls' Slacks: Navy blue uniform dress slacks are available at Dennis Uniform. Slacks should not be baggy nor tight fitting. No patch pockets, extra zippers or seams, and no hip huggers, bell-bottoms, or faddish slacks. The slacks should have belt loops and a solid, black or dark brown belt must be worn. Dress slacks should be worn at the waist. During hot weather months (August - October and March - May) navy blue walking shorts with appropriate belt may be worn. Shorts must be worn at the waist and should hang just above the knee but not below, and should not be tight fitting or excessively baggy.

Girls' Shirts: Solid white knit polo shirts (two- or three-button, with or without a breast pocket--no logos, except the TPJA logo) or white or light blue oxford button-down dress shirts, short or long sleeve. Shirts must always be tucked in so that the waistband of the skirt, pants or shorts is visible. Female athletes may wear 'Lady Knights' blouses on their game days. Seniors may wear solid, red, polo-style shirts on Friday.

Girls' Footwear: Black or dark brown solid-colored, low-heeled, low-soled or flat, leather loafers or dress shoes with nylons, blue tights, or solid color navy blue or white socks. Socks must be visible above the shoe. No open-toed or open-heeled shoes or sandals. Sneakers, tennis or jogging shoes will be permitted only during athletic activities.

Girls' Jewelry: Girls may wear one pair of short earrings. ("Short" means that the earrings should not hang more than one-half inch below the ear lobe.) Large hoops or other dangling or distracting earrings are not permitted. (Loops are not to be larger than the size of a nickel.) No nose-rings or other body-piercing jewelry except earrings will be permitted. One wrist bracelet, one watch, two rings and one small necklace are permissible. Only simple, fine-gauged, 16 to 20 inch, silver or gold chain necklaces (with or without a pendant) are permitted. Pendants should not be large or elaborate; they should be not much larger than an inch or so in length, width, or diameter. No chokers, beaded necklaces (colored or otherwise), shells, or large or elaborate chain-link may be worn. All jewelry must be tasteful, and jewelry should not be distracting or dangerous. Students may appeal to the Headmaster for permission to wear items of religious significance, but if physically possible, such items should be worn underneath clothing.

Girls' Makeup: Makeup is permitted, but only if it is applied tastefully and in moderation. Heavily lined eyes or gaudy lipstick, glitter or white-powdered faces will not be permitted. Fingernails should not be excessively long or painted garishly. Fingernails may only be painted in shades of red or pink and colors matching one's skin tone. Tasteful French manicures are acceptable. No shades of blue, orange, purple, green, yellow, or black are permissible, nor are glittered, speckled or patterned nail polish.

Girls' Hair: Should be neatly combed or styled. No shaved heads. Neat bows, barrettes, headbands and "scrunchies" are permissible. Hair should not be arranged or colored so as to draw undue attention to the student. Hair must be natural looking and conservative in its color. Radical changes in hair color during the school year are unacceptable.

Girls' Headwear: Hats, bandannas, and sunglasses will not be permitted indoors and must be stored in student lockers.

Girls' Outer Wear: Jackets, sweatshirts and sweaters may be worn to school for warmth, but must be free of logos, except TPJA logo, and advertisements. Sweatshirts and jackets worn to and from school must be stored in lockers during classes and between classes, other than during the lunch period. A solid, navy blue sweater in the uniform colors, or the approved TPJA crew-neck sweatshirt (only available through Dennis Uniform) may be worn in the classroom. TPJA issued athletic letter jackets or sweaters may also be worn in the classroom.

No tattoos, temporary or permanent. This prohibition includes pen and ink drawings on the skin. No oversized or baggy clothing will be permitted.

Dress Code for Special Events

There are specific, semi-formal dress requirements for special events, including periodic fine arts concerts, the all-school award ceremony, and graduation.

The semi-formal dress code for young men is: dress slacks (no jeans or patched pocket pants), a dress shirt, dress socks, dress shoes. No dyed hair. Hair should be trimmed appropriately.

The semi-formal dress code for young ladies is: modest length skirts or dresses (no shorter than the uniform skirt); no bare midriffs; no strapless, spaghetti, or tank tops. Girls should wear dress shoes. No flip-flops. No dyed hair.

There is also a specific, athletic dress code for Athletic Field Day.

Social Life

TPJA knows that healthy friendships between students are helpful to the health of the Academy as a whole. TPJA encourages relationships between students that are noble and supportive of their overall moral and intellectual growth. To offer leadership in this area, TPJA has several organizations and events that work to promote student social life.

The Parent Organization plans a number of class parties throughout the year and usually one major social event for the student body in the fall, such as the Ice Skating Social. The PO plans the Renaissance Fair, the major all-school social event of the spring.

Extra-Curricular Activities

TPJA believes that students are happier and more successful at TPJA if they are involved in one or more of our extra-curricular activities. The creative and/or physical outlet provided by such participation promotes a well-balanced life. Extra-curricular participation also builds teamwork and school spirit among the community of learners. We recognize that students must show a special commitment, especially for athletics, in attending events/practices/games and also completing homework. Nonetheless, some of our most accomplished students have professed that the

discipline gathered from participation (in terms of time management and personal habits) has greatly helped their academic growth. There are a range of supervised activities to select from: many athletic teams, Odyssey of the Mind, Junior Classical League, various music ensembles, speech and debate, and yearbook. We encourage the parents to work closely with the teachers and administration in supporting superb extra-curricular offerings for our young people.

Eligibility Requirements

To be eligible for extra-curricular activities at TPJA, the student must maintain passing grades in all subjects and must have displayed good behavior. If a student fails any course in a quarter, the student will be suspended from all TPJA extra-curricular activities in the following quarter until the student demonstrates improved academic performance. As early as the end of the second week of the new quarter, a student suspended from extra-curricular activities may ask the a teacher of a class in which a failing grade was received to review the student's performance, and to report to the director of the activity if the student is passing the course. If a student is then receiving passing grades in all classes, the student may rejoin the activity but must maintain passing grades.

Fees

Most extra-curricular activities require a fee for supplies, rented venues, and equipment and, for some time-intensive activities, to pay the coach or other adult supervisor. All extra-curricular programs at TPJA are required to be self-supporting through income from fees and fundraising. The primary, academic budget of the school is not able to manage such costs. **The fee for an extra-curricular activity must be paid prior to the student joining the team or activity, even for practice.**

All families should consider making a donation that qualifies for the Arizona extra-curricular tax credit program to give extra support to the activity they wish to encourage. Information on how the Arizona Extracurricular Tax Credit program can be accessed may be obtained from the Headmaster or members of the faculty. The school asks families to pay both fees and make donations that qualify for the Arizona Extracurricular Tax Credit because the tax credit contribution program is the primary system for subsidizing the extra-curricular programs. If parents use the tax credit contribution instead to pay extracurricular fees in lieu of making an additional donation, the school will be required to raise fees to a much higher rate for all families.

Physicals

Parents of students on TPJA sports teams must submit a medical release form signed by the parents and the child's doctor. Forms may be picked up in the school office.

Behavior Code and Discipline

All of the information that you will find below is directed toward the common good of the Academy and its maintenance as a place of learning and moral development. At TPJA, we believe that habits of behavior play a significant part in forming habits of mind. The teachers at TPJA will make every effort to enforce the rules below consistently, informatively, and with a heart of mercy for each student's overall well-being.

Students at TPJA strive to make the most of their educational opportunities. No less than their parents and the faculty, our students appreciate the overall environment that they help maintain

for the good of the entire school community. It does not take long for our students to recognize the benefits of mutual encouragement, respect, courtesy, and helpfulness. As many students and parents will gratefully attest, TPJA is a very good place to be a student.

Nevertheless, our students are human and sometimes make mistakes. Usually these mistakes are normal consequences of their age and can often be overlooked. Sometimes, however, their mistakes can be disruptive to other students and to our teachers. Therefore, for the sake of orderly and productive community life, it is necessary to discuss school expectations and sanctions so that students and families can have a blueprint for conduct that contributes to a wholesome academic environment and to each student's self-esteem and success.

The philosophy of TPJA is that students are young adults in the making who will learn civil, polite and respectful conduct by the example of their teachers and other adults. Consequently, students will be treated with respect and courtesy by the TPJA staff and will be expected to treat all adults on campus with such respect, and also one another. Several very obvious signs of such respect are a student's willingness to refrain from talking in class when others have the floor; a respect for the property of the school and of other students; a willingness to refrain from sarcastic or critical comments towards others; and a willingness to ask (and give) forgiveness when someone has been wronged.

In conjunction with parents, TPJA has the goal of developing habits of good scholarship and critical inquiry, and also the character traits of courtesy, promptness, forgiveness, self-control, responsibility, diligence, courage, generosity, and magnanimity. Good behavior is expected of all students and will not be specially rewarded at school. It is its own reward in the esteem the student earns from the student's teachers and fellow students.

TPJA's guiding policy is to be fair, firm, and consistent in the application of discipline for inappropriate behavior. However, the following guidelines for discipline are not intended to be exhaustive. The school reserves the right to exercise reasonable judgment as an individual circumstance might dictate.

Students may be assigned detention, or lose the privilege of lunch-time recess or extra-curricular activity, or be required to perform some work detail, such as cleaning, depending on the nature and frequency of offenses. Offenses warranting discipline include, but are not limited to, littering; possessing or chewing gum on campus; being late to class; talking out of turn or otherwise disrupting class; using profanity or disrespectful speech toward other students; uniform and dress code violations; and other inappropriate behaviors. If a student engages in any of the above or similar misconduct, the student may be issued a detention and the student's parents may be contacted. Further, other disciplinary measures may be taken.

A detention may be issued for thirty or forty five minutes. Detentions generally will be served on a Tuesday or Friday at the end of the school day. Any faculty or staff member who issues a detention to a student typically will make a telephone call to the student's home to inform the student's parents that a detention has been issued. Students will be issued a copy of the detention and are to have a parent sign the copy and return it to the school's office by the next school day. If a student fails to have the detention copy signed and returned to the school's office, an additional detention will be issued and the Headmaster will call the student's home.

Detentions can be serious in nature and a high number of detentions can indicate a student's general unwillingness to cooperate with the school. If a student receives three detentions for any

reason in a semester, the student will be required to serve a work detail on a Saturday. If a student misses more than two detentions in a quarter, the student will be required to serve a Saturday work detail. Failure to serve the assigned work detail will result in suspension. Parents are required to attend a student's Saturday work detail. Students may either be assigned a work detail or be suspended for an offense or for receiving a fewer number of detentions if the detentions are received for the same offense, or if the Headmaster determines that the detentions are of a serious nature.

In the case of more serious misbehavior, such as forging a parent's signature, lying to an adult, cheating on exams or other acts of academic dishonesty, fighting, theft, willful destruction of property, defiance of authority, disrespect of adults, leaving campus without permission, skipping class, or similar misbehaviors as determined by the Headmaster, the Headmaster will contact a student's parent and other disciplinary measures may be taken.

Cell phones, radios, or iPod-type tape/CD/MP3 players, cameras, beepers, electronic games, laser pointers, skateboards, roller blades, and other toys that are not part of the academic or extra-curricular program are prohibited on campus. Students may be disciplined, and such items will be confiscated and returned only at a parent's request.

Tobacco and other legally controlled substances, lighters, matches, pocket knives, weapons of any kind, and sexually explicit materials also are prohibited on campus at all times. Possession of these items will result in immediate disciplinary action.

Please see the Academic Honor Code regarding academic dishonesty.

Harassment, Intimidation and Bullying of Students

Tempe Preparatory Junior Academy prohibits acts of harassment, intimidation or bullying of students.

"Harassment, intimidation or bullying" means any gesture or written, verbal or physical act toward a student that takes place on school property or at a school-sponsored activity and that:

- (1) is motivated by any actual or perceived characteristic of the student, such as race, ethnicity, religion, ancestry, sex or sexual orientation, socio-economic status, or disability; and
- (2) (a) harms the student or damages the student's property, or threatens personal harm or damage to the student's property; or (b) insults, demeans or intimidates the student or a group of students in such a way as to substantially interfere with the student or students' educational or social activities at school or cause a substantial disruption of the orderly operation of the school.

The school expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities, and equipment.

The Headmaster is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the Headmaster. All other members of the school community, including students, parents, volunteers and visitors, are

encouraged to report any act that may be a violation of this policy. Oral reports also shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The Headmaster will determine whether an alleged act constitutes a violation of this policy. In so doing, the Headmaster may conduct an investigation of the alleged incident. The Headmaster may conclude that the alleged violation occurred or did not occur, or that the evidence is inconclusive. If the Headmaster concludes that the alleged violation did not occur or that the evidence is inconclusive, no written report of the matter will be maintained in a student's file.

In determining the appropriate response to students who commit one or more acts of harassment, intimidation or bullying, the Headmaster will consider the following factors: the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence may be determined, consistent with the school's policies and applicable law.

Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response by law enforcement officials. **Any act of harassment, intimidation or bullying that may constitute sexual abuse or any other form of child abuse, and threats of violence against students, teachers, or staff, may be reported to law enforcement officials as required by state law.**

The school prohibits retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Headmaster after consideration of the nature and circumstances of the act, in accordance with applicable school policies and law.

This policy on harassment, intimidation and bullying with students is disseminated annually to all school staff, students and parents; it applies to all acts of harassment, intimidation and bullying that occur on school property and school-sponsored activities.

Suspension/Expulsion Procedure

The following guidelines and procedures have been developed pursuant to Arizona Revised Statutes, Sections 15-840 to 15-844, and approved by the State Board for Charter Schools.

Suspension

The Headmaster may suspend any student for up to 10 school days for serious cause, including, but not limited to the following: defiance of authority of TPJA staff, disregard or disobedience of school rules and regulations as outlined in this Handbook, violation of the Academy honor code, verbal abuse of adults or students, disruptive or disorderly behavior, violent or threatening behavior, fighting, intoxication, possession of tobacco or controlled substances

including illegal and prescription drugs, destruction of school property or personal property, truancy, persistent absenteeism that is not due to certifiable medical illness or disability, and persistent tardiness.

In cases of suspension out of school, the Headmaster shall present the student with the reasons and evidence for suspension and provide the student with an informal opportunity to respond to the charges prior to the suspension. The school officials involved shall make reasonable efforts to verify facts and statements prior to recommending a discipline. Depending on the severity of the offense and the student's past behavior, the Headmaster may choose to impose a lesser discipline, including before- or after-school detention, parental conference, and work detail. In cases of inappropriate behavior observed by a teacher, the teacher has the discretion to assign detention or initiate a parental conference, or to recommend suspension orally or in writing to the Headmaster. In cases where the teacher assigns a detention or other discipline, the student has the opportunity of appeal, first to the teacher, then to the Headmaster, whose decision shall be final. There is no right to appeal a short-term (less than 11 days) suspension imposed by the Headmaster. There will be no corporal punishment of students at TPJA, though staff may use reasonable, necessary force to restrain a violent, disruptive, or disobedient student.

A student's parent or legal guardian will be notified of the behavior problem and the discipline applied, by phone or in writing, and, in the case of suspension, will be required to attend a conference with the student and school officials prior to re-admission. If the school is unable to contact a parent or legal guardian, the suspended student will be held in school until the end of the day. The student's parent or legal guardian shall be held liable for all damages caused by a student. The Headmaster shall notify the Board of Directors in writing of all suspensions. The Headmaster may recommend to the Board of Directors a suspension in excess of 10 school days. If the Board decides to suspend for a period of time in excess of 10 days, a hearing must be held, after five working days' notice, and must include the student, the Headmaster or other staff, and the student's parent or legal guardian.

Students who have been suspended are expected to complete any work that was due during the suspension period, turning it in to the teacher on the first day the student returns to class. Work assigned during the suspension period is also to be made up and must be turned in to the teacher immediately upon returning to classes. A student must make up tests and quizzes that the student has missed due to a suspension as soon as a student returns to classes; the teacher will determine with the student when the test or quiz can be taken. (In most cases, the student will take the test in the front office on the first day back, and before attending any classes). All such work will be treated as late work and will be subject to a reduction in credit according to each teacher's policy regarding late work.

Expulsion

A teacher may recommend to the Headmaster, and the Headmaster may recommend to the Board of Directors, expulsion of a student for serious cause, including, but not limited to the following: defiance of authority of TPJA staff, repeated disregard or disobedience of school rules and regulations as outlined in this Handbook, verbal abuse of adults or students, disruptive or disorderly behavior, violent or threatening behavior, fighting, destruction of school property or personal property, truancy, persistent absenteeism that is not due to certifiable medical illness or disability, persistent tardiness, possession of firearms or other dangerous weapons, possession of controlled substances, including illegal drugs, alcohol, tobacco, and prescription drugs. In cases

where the student may have committed a crime or violation of local, state or federal law, law enforcement authorities may be notified.

A student's parent or legal guardian will be notified of the intent to expel, and a hearing shall be held, after at least five working days' notice, and must include the student, the Headmaster or other staff, and the student's parent or legal guardian. All rights and responsibilities of the school, the Board of Directors, the student's parent or legal guardian and the student, pursuant to Arizona Revised Statutes Sections 15-840 to 15-844 shall adhere in cases of expulsion, including the right of parents to request an open meeting or an executive session for the expulsion hearing, the right to reapply for admission after one year of expulsion, and the right of the Board to deny admission of a student expelled from another school, and to deny, upon review of a request, re-admission of a student previously expelled from TPJA.

Note: Colleges routinely ask students and schools to report all suspensions or expulsions in the college application paperwork. TPJA honestly answers such questions and reports all suspensions at the high school level. (Colleges will take into consideration the timeframe and nature of the suspension, and students with suspensions have been accepted into top colleges.)

Required Annual Notification Regarding Student Records

This notification is required by the Family Educational Rights And Privacy Act (FERPA) and provides you with important information regarding your rights as they relate to student educational records. It is directed to parents (including a natural parent, a guardian or an individual acting as a parent in the absence of a parent or guardian) and eligible students (students aged 18 years or older or attending an institution of postsecondary education).

YOUR RIGHT AS A PARENT OR ELIGIBLE STUDENT

- **The Right to Inspect and Review the Student's Educational Records.**

If you wish to inspect or review a student's educational records, please contact the Headmaster to make an appointment to do so. You will be provided access to records within a reasonable period of time, but in no case more than 45 days after your request is received. School personnel will respond to reasonable requests for explanations and interpretations of the records. The Academy will provide you with a copy of the records or make other arrangements for inspection and review of the requested records if its failure to do so would effectively prevent you from exercising your rights to inspect and review the records.

- **The Right to Consent to Disclosures of Personally Identifiable Information Contained in the Student's Educational Records, Except to the Extent the Law Authorizes Disclosure Without Your Consent.**

The Academy will limit the disclosure of information contained in a student's education records except: (1) by your prior, written consent; (2) as directory information; or (3) under certain limited circumstances permitted by FERPA. Some instances in which disclosure is permitted without your consent are set forth below.

Directory Information. Your consent is not required for the Academy to release the following student information designated as "directory information":

• Name	• Date of birth	• Class designation
• Address	• Place of birth	• Previous school or district attended
• Telephone number	• Extra-curricular participation	• Weight & Height for athletic teams
• Parent name	• Student photograph	• Dates of attendance
• Email address	• Achievement or honors	

If you wish to refuse to permit the Academy to release directory information, you must submit your written refusal to the Headmaster’s office within the first month after the start of the school year. A form for this purpose is available from the school administrator.

Disclosure To School Officials. The Academy may disclose personally identifiable information from a student’s education record without your consent to school officials who have a legitimate educational interest in the information. School officials include, but are not necessarily limited to:

- Administrators, supervisors, and teachers
- Counselors, therapists, and other non-teaching personnel
- Authorized volunteers or interns
- Temporary substitutes for administrative, supervisory, or teaching personnel
- Members of Board of Directors, when acting in their official capacity
- Contracted consultants or other professionals (i.e., attorneys, auditors, evaluators)

A “legitimate educational interest” is the person’s need to know to fulfill the school official’s professional responsibility or to provide a service or benefit to the student or the student’s family.

- **The Right to Seek Amendment of the Student’s Education Records that the Parent or Eligible Student Believes to Be Inaccurate, Misleading, or Otherwise in Violation of the Student’s Privacy Rights.**

If you believe a student’s records contain information that is inaccurate, misleading, or in violation of the student’s privacy or other rights, you may ask the Academy to amend the record. You are also entitled to a hearing to present evidence that the record should be changed if the Academy decides not to alter it according to your request. A form for this purpose and additional information is available from the school administrator.

- **The Right to File a Complaint with the U.S. Department of Education Concerning Alleged Failures by the Academy to Comply with the Requirements of FERPA.**

You are entitled to file a Complaint with the U.S. Department of Education if you believe the Academy has violated FERPA. Complaints may be sent to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901.

The Academy complies with FERPA (20 U.S.C. § 1232g and § 1232h; 34 C.F.R. Part 99); the Individuals with Disabilities Education Act (20 U.S.C. § 1400; 34 C.F.R. Part 300); and A.R.S. §§ 15-151, 15-142.

Staff and Faculty Phone/Email Directory

Also, refer to the school website, tempeprep.org under the tab 'Contact Us'.

Name	Office extension	Voicemail extension	E-mail address
Staff			
Mr. Hugh Hallman	128	128	hhallman@tempeprep.org
Mrs. Becky Veenstra	112	112	rveenstra@tempeprep.org
Ms. Dannette Flores	101	101	dflores@tempeprep.org
Mrs. Lisa Hicks	100	100	lhicks@tempeprep.org
Ms. Barbara White	102	102	bwhite@tempeprep.org
Mrs. Heather Topper	102	102	htopper@tempeprep.org
Mrs. Nancy Calahan	106	106	ncalahan@tempeprep.org
Mrs. Victoria Davies	129	129	vdavies@tempeprep.org
Mrs. Anna Gregg	340	340	agregg@tempeprep.org
Mrs. Sue Ashton (Bookstore)	339	339	books@tempeprep.org
Faculty			
Mr. Leland Chapin	115	317	lchapin@tempeprep.org
Mrs. Anna DiCaro	115	304	adicaro@tempeprep.org
Mrs. Lori Hickernell	115	315	lhickernell@tempeprep.org
Ms. Nicole Pitman	115	334	npitman@tempeprep.org
Ms. Kristin Schwartz	115		kschwartz@tempeprep.org
Mr. Dan Shindell	117	305	dshindell@tempeprep.org
Mrs. Stoyanoff	132		mstoyanoff@tempeprep.org
Mr. Greg Thielen	113	308	gthielen@tempeprep.org

Signature Page

Thank you for taking the time to read the Tempe Preparatory Academy *Family Handbook*. If you have any questions or comments about this Handbook, please contact the school office. Please sign and return this Signature Page to the front office.

We have read, understand, and agree to abide by the guidelines and procedures outlined in the Tempe Preparatory Junior Academy *Family Handbook*.

Family Name _____

Parent's Signature _____ Date: _____

Parent's Signature _____ Date: _____

Student's Signature _____ Date: _____

Student's Signature _____ Date: _____
(if more than one TPJA student in family)

TPJA Family Directory

____ Please check the box to the left if you do not want your family's address and phone number published in the *TPJA Family Directory*. This directory facilitates academic and social life at the school between families and is not to be used for any other sort of communication.

____ Please check the box if you do not want your family email address to be used by coaches or the Parent Organization to communicate with you.

Image Release

____ From time to time, reporters visit the school to produce articles and video clips on TPJA. Please check this box if you do not want your child to appear in photos that may be published in the newspaper and images appearing on television. Checking this box will also designate that photos of your child may not be posted on the official school website.