



Tempe Preparatory Academy &
Tempe Preparatory Junior Academy

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General Discipline Program

Through our discussion of Tempe Prep's discipline policy during the Faculty Summit last year and again this year, we reached consensus that we all would work to implement a consistent, just and, we hope, effective discipline procedure. Our goal is to improve students' rate of voluntary compliance with the agreed-to code of conduct, and create an improved atmosphere for learning. We also briefly discussed that we seek to involve our students' parents in our efforts to maintain an appropriate atmosphere for learning.

DETENTIONS:

If a Detention is issued using the Detention Referral form, these steps must be followed:

- (1) The issuing authority **MUST** engage the student in a discussion of the infraction and at least attempt to use the discussion to improve the student's understanding of the purpose and meaning behind our code of conduct.
- (2) Issue the student the **YELLOW** copy of the Detention Referral with clear instructions to the student that the student **MUST** have the form signed by a parent (or guardian) and must return the form the next school day to the office. If a student does not return the Detention Referral the next school day, an "additional" detention will be added by the Dean of Students or his designee. (In the case of an original thirty-minute detention, the original detention will be increased to forty five minutes; in the case of a forty five-minute detention, an additional thirty-minute detention will be added.)
- (3) Write a detention date on the form. Detentions will be served at 3:00 (12:30 on an early release day) on the next Monday, Wednesday or Thursday (that is not a holiday) following the day on which the Detention Referral is issued. Accordingly, if a Detention Referral is issued on a Thursday or Friday, the detention will be served on the following Monday; if a Detention Referral is issued on a Tuesday, the detention will be served on the following Wednesday.
- (4) On the day the Detention Referral is issued, ***the issuing authority, whether a Faculty or Staff member, must make a phone call or send an email*** to the receiving student's home (and note on the bottom of the white copy of the form that the call was made or email sent and the time of the call or email.
- (5) On the day the Detention Referral is issued, deposit the original Detention Referral form with the office or in the Dean of Student's box in the Faculty House. Office staff will log all detentions **AND** conduct the follow up with students and their families to be sure each Detention Referral form is signed by a parent or guardian and returned to the office.

WARNINGS:

In our many discussions, the Faculty reached consensus that the Detention Referral form will not be used for dress code or “minor” violations of the code of conduct. The definition of “minor” was determined to mean any infraction that the issuing authority determines does not warrant a call to the receiving student’s home. Instead, we agreed that a “warning” should be issued in such cases.

If a Warning is issued using the Warning Form, these steps must be followed:

(1) The issuing authority **MUST** engage the student in a discussion of the infraction and at least attempt to use the discussion to improve the student’s understanding of the purpose and meaning behind our code of conduct.

(2) On the day the Warning Referral is issued, deposit the original Warning Referral form with the office or in the Dean of Student’s box in the Faculty House. Office Staff will log all Warning Referrals in a database so that, upon a student’s receiving **THREE** such Warning Referrals in any “rolling” thirty-day period, a Detention Referral will be issued by the Dean of Students or his designee and will follow the same procedure outlined above for other Detention Referrals.

SATURDAY DETENTIONS:

For serious offenses, a Saturday detention may be issued immediately. Accordingly, in addition to the “30 minute” and “45 minute” detentions reflected on the Detention Referral forms, if an infraction is sufficiently severe, a student should be directed to the office for consultation with the Dean of Students or his designee. If a Saturday detention should be issued, the Faculty member involved will be contacted and the Dean of Students or his designee will undertake all further steps in the Detention Referral process.

Given our commitment to improving our discipline policy and process toward improved results, Saturday detentions will be served by students **WITH** at least one parent (or guardian) acting as a “supervisor” for a student. A Saturday detention will begin at 8:00 a.m. and conclude at noon.

To assure that we can accommodate parents’ schedules, Saturday detentions will, at least initially, be scheduled for each Saturday that is not a part of a holiday weekend, R&R weekend or other school break. (Practically speaking, with the breaks and other scheduled activities, Saturday detentions will take place only two to three times a month.) A Saturday detention schedule is maintained in the Faculty House. Each Faculty member should select a Saturday to serve as the Saturday detention coordinator. The Dean of Students and the Maintenance Director will create a list of appropriate projects for “detainees” and their parents.

Faculty agreed that our consistent efforts make a difference, and that the time we take to execute a sensible discipline policy and procedure can have an important impact on our students’ conduct. Accordingly, although it takes time to engage in disciplining students, please consider how actions taken can support or undermine the effort to discipline our students and achieve improved results. If we all believe what we have discussed, upholding our standards will become less challenging if we demonstrate to our students that the standards we have established are important and **will** be maintained.