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Pledge and Expectation

Tri-City College Prep High School pledges to students and parents to provide a safe college preparatory learning environment. TCP will maintain and enforce policies that promote a safe, non-discriminatory, educational environment that is compliant with state and federal laws pertaining to education and an educational facility. Furthermore, TCP promises to implement programs that promote the health, safety and welfare of students as well as provide opportunities for student involvement and development toward college preparation and productive citizenship.

Because TCP is attended through parental choice, it is expected that parents will attend at least one information meeting to learn the scope of education and opportunities that are available. Parents understand that a charter school specializes in one educational aspect or methodology and does not provide all that a district school does. Since parents are voluntarily choosing TCP it is expected that should the parent or student at any time feel that TCP’s College Prep program or its social and extracurricular environment is not working for their child, the parent will withdraw their child rather than cause conflict which is disruptive to the educational environment.

1001 - Attendance

State law mandates that schools record reasons for all student absences. Therefore, when a student is absent, it is necessary for the parent or guardian to call the school on or before each day of absence in order to advise the school the reason for the absence. When it is not possible to call on the day of the absence, the school must be notified at the beginning of the session on the day the student returns. A parent or guardian must make the phone call. If a parent or guardian does not have access to a phone, either at home or at work, a note from a parent or guardian will be accepted for verification purposes.

Students are expected to be in attendance during all class sessions. If a student is absent, the following conditions will apply:

1. Work must always be made up for missed time.
2. After the fifth (5th) absence, excused and/or unexcused, during the school term, a letter is sent to the parents notifying them of the potential consequences of continued absence.
3. With the seventh (7th) absence, excused and/or unexcused, during the school term, a parent conference is required to explain the importance of attendance and the consequences of continued absence.
4. If there are more than seven (7) absences, excused and/or unexcused, during the school term, the student may not receive credit (and/or a failing grade in the course) unless one of the following arrangements are made:
 - The student does all the work and takes a competency exam in the subject.
 - Alternative arrangements are made with the teacher **and** administrator.
5. Following more than 9 excused/unexcused absences students will lose credit in the course.
6. After the tenth (10th) consecutive absence, the student will be withdrawn.
7. Students whose parents are in the military and are set to deploy are allowed 8 absences prior to the deployment.

1001.01 - Excused and Unexcused Absences

While students are expected to be present for all classes daily, occasionally absence is necessitated by illness, family emergencies, or other educational activities. Early release will count as an absence for each class missed. A student arriving 20 or more minutes after a class period has started or leaving 20 or more minutes before a class period is over will also receive an absence for that class period. Students and Parents are encouraged to schedule appointments and activities after school hours. When this is not practical, parents must notify the office in advance of the need for an early release and the reasons therefore. Students need to attend a full day of instruction in order to participate in extra-curricular activities.

1001.02 - Immunizations

According to A.R.S. 15-872, a school shall suspend a student who fails to comply with the immunization schedule. If a student is not current with immunizations, an exempt from immunization form must be completed and made part of the student's record. In the event of an outbreak of a vaccine preventable disease for which you cannot provide proof of immunity, you will not be allowed to attend school until the risk period ends.

1002 - Academics

Grades will be reported and recorded in percentages. To receive credit for a class a student must obtain 60% or higher in the class. Some courses may require a 70% or higher in their pre-requisite class.

Honor classes are available to students with a 3.0 or higher GPA and/or a teacher's approval. Students who take and pass an honors class, their grade will be weighted.

Students will have the opportunity to apply for either a Summa Cum Laude or Magna Cum Laude distinction on their diploma. The following qualifications are recommended:

- Summa - 28 credits, 8 honors classes, 20 activities and an average GPA of 3.8+.
- Magna – 26 credits, 6 honors classes, 15 activities and an average GPA of 3.6+
- The graduation committee may at their discretion add the Cum Laude distinction.

Final determination of distinctions will be decided by the Faculty Graduation Committee:

Note: Graduation distinctions using GPA will be based on the grades from the fall semester. The spring semester grades will be placed on the final transcript, but graduation distinctions will not be based on this work.

Students should continually review their grades via the online system. Questions raised after grades have been posted to transcripts must be appealed through the School Board prior to the close of the current school year.

1002.01 - Academic Integrity Policy

Academic Integrity is honesty in the acknowledgement of ideas, words, data, oral presentations and written work. Academic Integrity is a highly valued principle here at Tri-City College Prep High School and is an important part of creating competent, responsible students for their endeavors in college and in life. All students are expected to uphold the standards of Academic Integrity in every realm of their academic life. This includes refraining from plagiarism and cheating.

It is the responsibility of the teacher to document every incident of plagiarism and determine the extent of the violation. Any act of Plagiarism must be reported by the teacher to Administration for documentation purposes. Plagiarism can usually fall into one of two categories:

1. Accidental or unintentional - Inadvertently failing to cite the source, or failing to correctly follow the chosen writing format (*MLA, APA, Turabian, Chicago*).
2. Blatant and intentional plagiarism/cheating – where it is apparent the student has attempted to hide or not reveal sources, (*example: using another student's work as their own*) or where the student has intentionally copied work from published, or internet sources (*more than 3 consecutive words*) with the purpose to deceive the reader, and claiming to be the author.

In order to best fit with individual circumstances, it is the policy of the School Board to allow each teacher personal discretion to determine if it is “accidental” or “intentional” plagiarism. The following remedies will be mandatory based upon the classification of the violation.

Accidental Plagiarism

First Offense in any class will result in all of the following-

1. The student will re-write the assignment following the correct procedures within a set time limit or they will fail the assignment.
2. Student will schedule and attend a tutoring appointment with the teacher to discuss and work on the assignment.

Second Offense or more in any class will result in all of the following -

1. The student will re-write the assignment following the correct procedures within a set time limit or they will fail the assignment.
2. The student’s grade on that assignment will be lowered by ten percentage points.

Intentional Plagiarism/Cheating

When the teacher determines that there is substantial evidence that the student has committed blatant and intentional plagiarism, the following consequences may be imposed with the first offense.

1. The student will receive a zero on the assignment.
2. The student will be placed on probation.
3. The student will be sent to the school board for their action.

The school board will have the right to place consequences above and beyond those listed above including possible failure of the course and/or expulsion from Tri-City College Prep High School.

All cases will be reported to the administration and kept on record for your academic life here at TCP. Each course will include consequences for plagiarism and cheating in the course syllabus. Administration and teachers maintain the right to determine consequences of plagiarism and cheating. Every case has the right for an appeal to the Board of Education. All Graceland University courses will follow the Graceland University Academic Integrity Policy.

1002.02 - Graduation Paper Requirements

The Graduation Paper is a requirement for TCP graduation, intended to ensure that all students have some experience researching a topic independently and writing a thoroughly documented research paper.

The Graduation Paper must:

- Be at least five full pages long.
- Use at least five researched sources.
- Include a correctly formatted Works Cited page (MLA style)
- Document sources including parenthetical citations after each quotation or paraphrase (MLA style)
- Be part of the Junior English class or have an alternative arrangement made with the Principal.

1002.03 - Honor Society Guidelines

Guidelines have been set forth by each Honor Society and approved by the TCP administration and Board of Education. TCP holds charters with the following honors societies:

- Mu Alpha Theta Math National Honor Society
- Tri-M Music International Honor Society
- English National Honor Society
- Science National Honor Society
- National Honor Society
- National Art Honors Society

1002.04 - Early Graduation

Any senior who completes his/her graduation requirements by the end of the fall semester may apply to withdraw prior to spring semester. Diplomas will be awarded at the end of the school year.

All responsibility of the school for the student ends at the date of withdrawal. While the student is not an official student and not covered by the school's insurance, the student may not participate in any school activities, extra-curricular clubs, trips, etc. The school's responsibility to the student in awards, distinctions and/or school scholarship programs ends at withdrawal.

The student may be a guest and walk in the graduation ceremony at the end of the school year, but it is the student's responsibility to contact school officials to obtain dates, times, rehearsals, cap and gown and announcements, etc.

All seniors who remain on the SAIS system will be subject to the school's full time student requirement.

1002.05 - Special Education/504 Plan Policy: This policy assures that:

A. All children with disabilities, including those attending private schools that are in need of special education and related services shall be identified, located and evaluated.

B. A practical method shall be developed and implemented to determine which children are currently receiving needed special education and related services.

C. This policy applies to highly mobile children with disabilities and children that are suspected of being a child with a disability under 34 C.F.R. §300.7 and in need of special education, even though they are advancing from grade to grade.

TCP will provide appropriate accommodations and services to all students with a qualifying disability through the provision of either an IEP or a 504 plan. Students with known disabilities, or their parents, should notify the Administration of the need for services and provide any supporting documentation available. TCP will perform the required evaluations and

provide services consistent with state and federal law. Failure of a student or parent to notify TCP of a disability does not relieve TCP of its child find obligation, or the obligation to provide services.

1002.06 – Transfer-In Credit Policy

TCP accepts all credits documented on high school or college transcripts from regionally accredited schools and colleges for all students transferring into TCP.

TCP reserves the right to review and deny credits documented by non-regionally accredited high schools and colleges.

Credits at TCP are based on a Carnegie Unit and credits transferred in will be evaluated accordingly.

College level credits with a minimum of 3 credit hours will equal a .5 high school credit. TCP will grant one high school credit for every four or more college credit hours. College courses must be Level 100 or higher to receive credit. College credits cannot supplant Arizona state requirements.

1002.07 - Earning Credit Through High School Level Examination

Student opting to take a high school level examination to bypass an introductory level course are required to earn an 80% or higher on a TCP approved exam to receive credit for the course and have it listed on their official transcript. Students will be permitted two attempts to pass or raise their grade on the exam. Examinations will be provided at the discretion of the administration. Not all courses can have credit granted in this format.

1002.08 – Online Class Policy

Students choosing to supplement their Tri-City College Prep curriculum may take courses from local or online colleges during the school year and summer session. Students may not use online coursework to supplant credits achievable through enrollment at Tri-City College Prep.

1003 - Student Safety

Students are not allowed on campus when the school is closed. Office hours will be posted and changed to meet schedules as needed.

There will be no supervision for students outside of the office hours.

TCP is a closed campus (*this includes lunch*).

Teachers have the authority to prohibit the use of and/or to confiscate any article that is a hazard to a student or that may damage school property. In case of an emergency, the teacher will seek help from the Principal, or law enforcement, as appropriate.

Every student, teacher and visitor shall wear appropriate protective eyewear while participating in or when observing vocational, technical, industrial arts, art, or laboratory science activities involving exposure to items as listed in A.R.S. 15-151.

Science laboratory facilities will comply with safety standards. All students will be instructed in the proper use of lab equipment and will sign an agreement so stating.

School buildings, recreational facilities and equipment will be regularly inspected for health, fire and safety hazards. Students will comply with all TCP rules and regulations.

Parent and student compliance and support of the policies in this handbook will help ensure the health and safety of all students.

Fire and emergency evacuation plans have been established and drilled with students.

TCP Emergency Plan is as follows:

1. If a teacher suspects some danger, the teacher is to institute lock down and call the office.
2. During lock down students follow teacher's instructions and remain silent.
3. The office makes an "**All Page**" call to the buildings and calls for a lockdown.
4. There is only 1 call to be made since all the rooms in the school buildings are on a paging system. The office locks the administrative building.
5. Classrooms remain locked until unlocked by administration.

In addition to the **TCP Emergency Plan**, the following **Disaster Plan** is followed by TCP.

Stages of Preparedness and Actions for Resuming Services

I. Hazard Analysis - Risk Assessment

A. Spontaneous or Unforeseen Disasters: Those events that develop or occur too rapidly for specific disaster preparation to happen. (Examples: fire, tornado, terrorist or large-scale criminal acts)

B. Foreseeable Disasters: Those events that have some element of warning, and therefore time to accomplish specific preparation prior to occurrence of the event. (Examples: predicted extreme weather events)

II. Written Plan

A. Spontaneous Disasters: In preparation for the possibility of spontaneous disasters, TCP will prioritize and duplicate, as appropriate and practical, all critical material necessary for sustaining classes and laboratories, and place this material in a safe and secure area. This will include, but not be limited to, selected records and computer data important for the immediate continuation of academic classes, student records, and other data deemed important in the long-term need and protection of the school. Each teacher and administrator will be responsible for assuring his or her preparedness in the event of an emergency.

B. Foreseeable Disasters - Academic Records and Data. Each teacher will be responsible for assuring that critical records and computer data pertaining to their classes and functions are properly packaged, protected and taken to a relatively safe area and stored until the disaster has passed.

1003.01 - Weapons

All persons are prohibited from carrying or possessing a weapon on school grounds unless the person is a peace officer or has obtained specific authorization from the school administrator. (Weapons include, but are not limited to, knives of any size and kind.) A person commits misconduct involving weapons by knowingly possessing a weapon on school grounds. Violation of this policy will be grounds for suspension and could result in permanent expulsion from school. Violators will be reported to law enforcement and may be prosecuted and convicted for criminal conduct involving the use or exhibition of a deadly weapon.

1003.02 - Right to Search

When/if the need arises, the administration reserves the right to conduct lawful and reasonable searches of certain property and the premises. Searches may be random or based upon reasonable suspicion. This includes, but is not limited to, lockers, back-packs, jackets, automobiles and electronic devices. Refusal to allow a reasonable search is grounds for expulsion. (Yavapai County Attorney Ruling)

1004 - Automobiles

Students driving vehicles to school are expected to abide by state, county and city traffic laws. *Student vehicles are subject to being searched.* All students who wish to park cars and/or motorcycles on campus must register their vehicles in the school office. Requirements to register a vehicle include a valid Arizona driver's license, current proof of liability insurance and a valid registration for the vehicle.

The following rules will be strictly enforced regarding student driving on campus:

- The parking lots are out of bounds to students during school hours. Loitering in these areas and sitting or congregating in cars is not permitted.
- Vehicle speed on campus is restricted to no more than 5 m.p.h.
- The school is not responsible for the automobile or its contents.
- A student vehicle may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, weapons or other contraband might be present in that vehicle.
- It is considered a privilege to park on school grounds. Suspension of driving privileges and/or suspension from school may occur when violations of these regulations occur.
- Students applying for and receiving parking permits should fully understand their responsibility in following these rules/regulations.

Any student violating the above rules may have his or her privilege to drive his/her car on school grounds revoked.

1005 - Drug Free Zone

TCP is a drug free zone. This includes, but is not limited to, alcohol, tobacco, e-cigs or "vapes" and illegal substances or the inappropriate or unauthorized use of prescription drugs. The policy includes, but is not limited to, use by students, teachers, administrators, tutors, parents, all staff, and visitors. Additionally, smoking is not allowed in any school vehicles including vans, trucks, buses and automobiles. The drug free zone includes any and all off campus school activities and after school programs.

The law states: “Tobacco products (including cigarette lighters and matches) are prohibited on school grounds, inside school buildings, in school parking lots or playing fields, in school buses or vehicles or at off-campus, school sponsored events.” (A.R.S. 36-798.03) Violation of this policy will be grounds for suspension and could result in permanent expulsion from school.

1006 - Administering Medicines to Students

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the school will cooperate with the family physician and the parents if the following requirements are met:

- All medications must be kept in the office to be administered by staff.
- There must be a written order from the physician stating the name of the medicine, the dosage and the time it is to be given. Instructions written by the pharmacy on the original container constitute written orders if they include the above information.
- There must be written permission from the parent to allow the school or the student to administer the medicine.
- The medicine must come to the school office in the prescription container. If it is an over-the-counter medication, it must be in the original container with all warnings and directions intact.
- Students with a medical need may keep medications with them if the appropriate form is on file in the office.
- Students who have been diagnosed with anaphylaxis by a licensed health care provider are permitted to carry and self-administer auto-injectable epinephrine if the appropriate form is on file in administration office.

The school reserves the right, in accordance with established procedures, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to a member or members of the school population. The school may administer Tylenol or Tums to students upon a student’s reasonable request, not more than once per day. After five (5) consecutive days of Tylenol, parents will be notified.

1007 - Student Conduct

In establishing these regulations, the administration may consult with student or staff committees. In addition to compliance with regulations established by the administration, students are expected to obey all rules and regulations adopted by the School Board and to obey any request given by a member of the faculty or staff relating to school activities.

Students at Tri-City College Prep will be held to the highest standards of conduct in order to maintain a safe and orderly learning environment for everyone. In keeping with the higher level of responsibility and expectations for TCP students; students are responsible for their own behavior. In following the basic rule **that no one has the right to interfere with the learning or safety of others, and the expectation to do what is expected and do it the best you can,** students will take responsibility for their actions, and anyone who chooses to interfere with others' learning and well-being will be held accountable. Rather than being given lists of rules,

students are to conduct themselves as adults at all times and may expect to be expelled for behavior inconsistent with a college prep learning environment. The support and involvement of parents is essential for the success of this program.

The Foundation of the program is that all students are capable of success and that making appropriate choices at school will generate student success. **THINK FIRST!**

1007.01 - Expected Behaviors for All Tri-City College Prep Students

(Adapted from *Business Etiquette in Brief* by Ann Marie Sabath.)

- Tune into others. Be aware of needs and rights of others.
- Excessive “off-topic” talking is subject to discipline.
- Be impeccably groomed – TCP is a business and as such has a right to establish a specific atmosphere to include the dress of its customers.
- No sloppy or bad language.
- No inappropriate touching - horseplay can get out of hand.
- Treat others in a courteous and respectful manner.
- Be where you are supposed to be when you are supposed to be there.
- Adapt to the culture of your work place (a college prep high school).
- If there is even one who will be offended - do not do it.
- Do not wait to be told - if someone has to bring it to your attention, apologize.
- Be honest and hard working.
- Use of cell phones during class time is prohibited.
- Creating sound and noise that is disruptive to the educational environment such as drums and amplified instruments must have administrative approval.

1007.02 - Student Rights and Responsibilities

Students at TCP are afforded many opportunities and rights that other high school students are not given the privilege of enjoying. However, for every opportunity there is a corresponding responsibility. All students who wish to remain at TCP must accept the responsibilities that correspond to the opportunities and rights.

1. TCP students can take classes for dual high school/college credit. **Responsibility:** Students are responsible for Graceland University, ERAU or Yavapai College tuition and must maintain the highest level of academics and behavior when participating in classes at ERAU or Yavapai College campuses.
2. TCP coordinates tutoring for TCP students. **Responsibility:** Students must request tutoring and be responsible for attendance and payments, if applicable.
3. TCP students have access to the Yavapai County Library System. **Responsibility:** Students are responsible for the care of books and for any fines encountered in their use and must obtain their own library card from their local library.
4. TCP students have the opportunity to be respected and treated as adults. **Responsibility:** Students are responsible for their own behavior. Rather than being given lists of rules, students are to conduct themselves as adults at all times and may expect to be expelled for behavior inconsistent with a college prep learning environment. Students are also responsible for dissemination of information pertinent to their education and activities at TCP. As support, parents can go to the Online School Calendar on the TCP website to view posted activities.

5. TCP students have the opportunity to participate in a school structured for college prep. **Responsibility:** Students must take their academic studies seriously and complete all assignments promptly and with diligence.

6. TCP is tuition free. **Responsibility:** Students are expected to understand that just because the school is free, they are not to take attendance for granted. Dress, behavior, participation and spirit all reflect the student's responsibility to the school.

7. TCP provides students with a fair and uniform grading system, using percentages. **Responsibility:** It is expected that students will not plagiarize or cheat on assignments.

8. TCP provides a personalized learning environment. **Responsibility:** Students must select a graduation plan.

9. TCP students will be given academic advisement. **Responsibility:** Students are expected to start making college plans and meet with the TCP counselor regularly to review academic progress.

10. TCP students have the opportunity to participate in activities that build a resume for college scholarships and jobs. **Responsibility:** Students must take advantage of the opportunities through participation in activities.

11. TCP students have a choice in foreign language. **Responsibility:** Students on Plan B must take a foreign language to graduate.

12. Students are required to be on campus for no less than five (5) classes per semester on TCP campus.

13. Students can graduate with distinctions. **Responsibility:** Students must be on plan B, take classes at the honors level, participate in academic competition and activities, and have all college transcripts to TCP at the close of the fall semester in their graduation year.

1007.03 - Approved School Attire

We expect students to be neat, clean and appropriately dressed for school. If a student's dress is deemed inappropriate or distracting to the learning environment, he/she may be required to return home to change into more suitable clothing or wear a garment supplied by the school.

Any student may, as well as specifically assigned students and all staff will monitor and report student attire for compatibility with established TCP business atmosphere. Anonymous reports of incompatibility will be submitted to the Business Manager. 10 (mixed students & staff) violations may trigger a letter from the Business Manager to the violator. 15 reports will be considered a behavioral problem and the Business Manager will turn the reports over to the Principal who may place the student on probation. 20 reports may send the student to the Board of Education for an Expulsion hearing.

Guidelines

- The inseam of shorts worn by students must be longer than 5 inches or the length of the tip of the student's thumb to pinky finger when the hand is extended on the inner thigh
- All skirts and dresses must be longer than the student's fingertips when standing in an upright position with arms extended straight toward the knee. Dress straps must follow the same guidelines as tank-tops as outlined below.
- Wearing any form of tights, spandex, or leggings under shorts, dresses, or skirts DOES NOT make the length appropriate. The length standards still apply to the garment excluding the undergarments.

- If students choose to wear tank tops the straps must be at least 2 inches wide and cover ALL undergarments.
- Students wearing low cut attire must keep cleavage covered at all times.
- Pants with rips, tears, or holes are permitted as long as they do not expose bare skin above the knee and the pants are purchased in such a fashion. Pants that are exceedingly worn, and falling apart are considered inappropriate.
- Excessively baggy shorts and pants are not permitted. If the pants or shorts expose undergarments the student will be provided with a belt and required to fasten pants at the natural waistline.
- If any student's attire is suspicious of violating the dress code outlined in the handbook, the student may be subject to a simple test of performing head, shoulders, knees, and toes. If any clothing exposes skin or undergarments where deemed inappropriate the student is in violation of the dress code and can be subject to wearing clothing provided by the office or the student may be sent home to change.
- Students may color hair with natural color. Hair should be kept clean with no extreme styles.
- Students may wear make-up that enhances natural features, by using natural tones in moderation.
- Students may wear visible earrings and a single stud on the side of the nose piercing, all other body piercings or tattoos are to be removed or covered at all times. Gages are prohibited.
- Clothing should be neat, clean and present a professional appearance at all times. Clothing that is not professional would include:
- Clothing that expresses any message that may be sexually suggestive, gender or racially intolerant or promote violence;
- Gang and/or Gothic, tobacco, alcohol and/or narcotic substance related clothing; Clothing that is sagging or baggy; pants should fit around the natural waist and not expose the undergarments;
- Clothing that does not cover all undergarments and or is transparent;
- Clothing that exposes the midriff;
- For safety reasons, the following rules must be observed:
- No hats or sunglasses in the building.
- Shoes must be worn AT ALL TIMES while on school campus. NO BEDROOM SLIPPERS. Open toed shoes are fine but not in the lab during laboratory procedures.
- Wallet chains, sharp metal studs or other jewelry that could be potentially harmful to yourself or others is not school attire.
- Leave potentially dangerous personal items such as pocket knives at home before coming to school.
- Non-educational electronic items should be left at home, or secured in a locker during class time. All personal items must be engraved with student's name.
- NO bedroom (including slippers), beach, play or party attire is to be worn at school.
- Dog type chains worn as belts, necklaces, bracelets or other body jewelry are not considered approved school attire. Please leave such items at home.

1007.04 - Inappropriate Behaviors

Inappropriate behaviors include, but are not limited to:

1. Being disrespectful to an adult or other student. Including but not limited to:
 - a. Using inappropriate language: profanity, vulgarity, sarcasm, disregarding directions or instructions.
 - b. Harassment: actions, words, jokes, or comments based on an individual's sex, ethnicity, age, religion, sexual orientation, gender identity or other legally protected characteristics.
 - c. Accessing an internet site that would undermine the integrity of another individual.
 - d. Inappropriate dress: not adhering to approved school attire or refusal to comply with a request of the school attire committee. Some inappropriate dress can be considered a safety hazard.
2. Destruction and misuse of school property including textbooks, writing on desks and damage to computers.
3. Students who don't come prepared to class can purchase certain items (pencils, pens, paper, and rulers) from the school.
4. Behavior that interferes with one's own or another's safety. Including but not limited to: Use or possession of drugs, alcohol or tobacco.
 - a. Possession of anything that can be used against another person as a weapon.
 - b. Fighting, involving bodily contact.
 - c. Verbal assault (oral or written) towards self or others or property
5. Behavior that interferes with either your own or others' learning, including, but not limited to:
 - a. Tardiness. Tardies are a classroom disruption. When a student chooses to be habitually late for class, it will be viewed as an inappropriate behavior. Habitual tardies will be recorded on observation reports to be placed in the student's discipline file. When two observation reports are submitted, that student will be placed on probation and/or may be sent to the Board of Education.
 - b. Unexcused absences. Students with unexcused absence(s) may be placed on probation and/or sent to the Board of Education.
 - c. Disrupting classroom instruction.
 - d. Sleeping in class.
 - e. Unprepared for class participation and work. Not doing homework is considered an inappropriate behavior.

Students violating any classroom behavior standard may be subject to probation and/or disciplinary action by the Board of Education.

The following programs are available to teachers to assist them with the "Helping Students Reach (Standards)" part of the school motto and are mandatory for students upon teacher recommendation. Teachers are responsible to see that students, parents/guardians and the principal are well informed if a student enters one of the following four Missing Work Programs.

Working Lunch – The teacher will inform the student of the date he/she is to begin attending Working Lunch and be sure that the staff member in charge of Working Lunch has a copy of the missing assignments/tests.

Friday School – The teacher will inform the student of the date he/she is assigned to Friday School (8:00 a.m. to Noon) and be sure that the teacher in charge of Friday School has a copy of all missing work/tests.

Parent to School – The Principal will schedule a regular day Monday – Thursday or Friday School (if available) for the parent to come with the student and sit until all missing work is completed.

Board of Education – The student may be placed on probation and scheduled for an expulsion hearing with the TCP Board of Education.

These programs may be implemented in any order or quantity at the discretion of TCP's staff.

The Principal will schedule staff members who utilize the programs to supervise Working Lunch and Friday School.

1007.05 - Student Discipline

It is the belief of TCP that college bound high school students should possess enough self-discipline to be able to conduct themselves appropriately during the school day and at school sponsored activities. TCP employees will treat students as responsible and mature young adults and will expect appropriate behavior in return.

Policies and procedures for the discipline of students will apply to all students traveling to, attending and returning from school and while attending off-site school-sanctioned activities. When suspension or expulsion is involved due process and appeal procedures shall conform to the open meeting laws.

Discipline of a high school age student is the responsibility of the parents and not TCP. Should a student's behavior disrupt the learning environment or endanger the student or another person at TCP, the student's parents will be notified.

Law enforcement may also be notified if the behavior involves a suspected criminal act. Students will be allowed one written warning unless the behavior involves a safety hazard in which case TCP can expel the student for the first offense.

Each incidence of inappropriate behavior will be addressed in light of all of the relevant circumstances, including the nature of the offense, the student's prior disciplinary history, and any aggravating or mitigating factors. While progressive discipline will be implemented when appropriate, the administration may begin with any level of discipline appropriate under the circumstance. Discipline can take many forms, including warning, probation, removal from school sponsored activities, suspension and expulsion.

1007.05a - Level I

Offenses: Unexcused tardy to school, tardy to class, misconduct in class or on campus, public display of affection, loitering, use of electronic device during class time, failure to be in assigned area, minor technology misuse, forgery, dishonesty to administration, faculty or staff, unintentional plagiarism, missing assignments.

Responses: Discipline for Level I offenses will be imposed by teachers, staff or administration and will be corrective, consequential and/or instructional in nature. Staff will be informed by administration as to when offenses and disciplines need to be documented on Observation Reports. Teachers and staff acting in the supervision of students have the authority to implement such discipline as they deem appropriate pertaining to the activity or program in which the student is involved. Teachers and staff have the authority to contact parents.

A teacher may temporarily remove a student from class if the teacher has determined that the pupil's behavior is unruly, disruptive or abusive and that it interferes with the classroom operation. The student must remain within the teacher's supervision and visual contact during such a removal.

1007.05b - Level II

Offenses: Disruptive or inappropriate behavior, leaving or returning to school grounds without permission, vulgar, obscene or defamatory language, continued or accumulation of Level I infractions documented on Observation Reports, insubordination, taunting or disrespect of anyone, bullying and harassment, nonconformity to school rules, major technology misuse, intentional plagiarism, choosing to not do homework.

Responses: Level II offenses have been deemed disruptive to the educational environment by the Board of Education and require administration intervention. Level II offenses will be documented on Observation Reports. Administration will follow due process in investigating, notifying, and implementing the following disciplines:

Due Process – The accused student will be given oral or written notice of the charges against him including the time, date and location of the incident. If he/she denies them an explanation of the evidence the authorities have will be provided and he/she will be given an opportunity to present his/her side of the story. The student will be afforded the opportunity to refer administration to his/her own witnesses. As a general rule notice and hearing should precede removal of the student from school.

Students whose presence poses a danger to persons or property or a threat of disrupting the academic process may be immediately removed from school. In such cases, the necessary notice and rudimentary hearing should follow as soon as practicable.

Probation – If the administration determines that a Level II offense has occurred, it will be documented on the Behavior Report/ Official Warning and the student will be placed on probation. Parent and student signatures will be obtained. Student will be afforded the opportunity to respond to the probation.

Suspension or Expulsion shall proceed in accordance with Policy 1007.06

1007.05c - Level III

Offenses: Vandalism, theft, extortion, hazing, possession of or attendance after the use of alcohol, drugs, tobacco, weapons, or incendiary devices, pulling of false fire alarms, threats of violence, bomb threats, assault, threats, fighting, inappropriate language or actions directed at faculty or staff, any illegal act, conspiracy to commit a crime or offense, accumulation of Level II offenses, any item that is reportable on the annual Safe and Drug Free School Report.

Responses: The Police will be notified if the incident involves a criminal offense. Longer than 10 school days suspension or expulsion for the remainder of the school term or permanent expulsions require formal due process procedures.

Formal Due Process: Discipline shall be conducted in accordance with Policy 1007.06 below.

Students whose presence poses a danger to persons or property or a threat of disrupting the academic process may be immediately removed from school. In such cases, the necessary notice and rudimentary hearing should follow as soon as practicable. The Board will schedule a Special Meeting as soon as practical but before 10 school days. If the student has already served a 10 school day suspension, the Board of Education will expel the student unless it deems unusual circumstances have occurred.

1007.06 - Student Suspension/Expulsion/Due Process Rights

A student may be removed from contact with other students as a temporary measure prior to the formal suspension/expulsion process.

The authority to suspend a student rests with the Administration. If a danger to students or staff members is present, the Administration may immediately remove the student from School, with prior contact with the parents and with a notice and hearing following as soon as practicable. Each suspension for three (3) days or more shall be reported by the Administration to the Board President within five (5) working days.

In all cases, except summary suspension where a clear and present danger is evident, the student shall remain in school until applicable due process procedures are instituted. In no instance shall students be released early from TCP unless parents have been notified.

A recommendation to expel shall be through the Administration. The authority to expel rests only with the Board of Education. All requested expulsions shall have supporting data indicating the required due process procedure.

Regular Education Students

Suspension for ten days or less:

- *Step 1:* The student will receive notice, written or oral, of the reason for suspension and the evidence the School authorities have of the alleged misconduct.
- After having received notice, the student will be asked for an explanation of the situation.

- The authorized School personnel shall make reasonable efforts to verify facts and statements prior to making a judgment.
- *Step 2:* Following Step 1:
 - Provided that a written record of the action taken is kept on file, authorized School personnel may:
 - Suspend the student for up to ten (10) days.
 - Choose other disciplinary alternatives.
 - Exonerate the student.
 - Suspend the student for up to ten (10) days pending a recommendation that the student be given an expulsion.
 - When suspension is involved:
 - A parent must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to be delivered to the parents.
 - A letter to the parents will be written within a reasonable time to explain the terms (expulsion is being recommended) and reasons for the suspension and to request a meeting to solicit their help.
 - No appeal is available from a short-term suspension. Students on short-term suspension shall not be allowed to make up missed class work, except where denial of such opportunity would violate the rights of a special education student.
- *Step 3:* If the offense is one that could result expulsion, in addition to Step 1 and Step 2, the Administration will set up and conduct a formal hearing with the Board of Education.
- *Step 4:* A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the formal hearing. A copy of this letter will remain on file, and the letter should explain:
 - A statement of the charges and the rule or regulation violated and evidence thereof.
 - The extent of the punishment to be considered.
 - The date, time, and place of the formal hearing.
 - The decision of the Board of Education is final.

Special Education Students

Suspension for ten (10) days or less. Short-term suspension, ten (10) days or less, may be used for special education students for disciplinary reasons on the same basis as for a regular education student. (It is not considered a change of placement.)

If a special education student is suspended for an accumulation of more than ten (10) days during the school year, a manifestation determination conference must be held if the removal or series of removals constitutes a change in placement.

Suspension for over ten (10) days or expulsion.

- *Step 1:* A suspension of more than ten (10) consecutive days or expulsion of a special education student shall require a manifestation determination conference. Such a conference shall be for the purpose of determining whether or not the offense is a manifestation of the student's disability. If the offense is one involving drugs, weapons, or the infliction of serious bodily injury, the student may be suspended or expelled regardless of whether the behavior was a manifestation of the disability.
- *Step 2:* If the offense is not a manifestation of the disability of the student, the student may be suspended or expelled by following the procedure outlined above for students in general, provided that educational services are continued during the period of disciplinary removal for a student with a disability qualified under the Individuals with Disabilities Education Act (IDEA). A student with a disability qualified for educational services under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973, and not qualified under IDEA, may be suspended from School, and educational services may be ceased, if non-disabled students in similar circumstances do not continue to receive educational services.
- *Step 3:* If the behaviors are a manifestation of the disability of the student, the TCP may not suspend the student for more than ten (10) school days. The school must conduct a functional behavioral evaluation (if one has not already been conducted) and develop or revise an appropriate behavioral intervention plan.

1007.07 - Removal of Students From School-Sponsored Activities

The Administration/Advisor may remove a student from a school-sponsored activity if the Administration/Advisor determines that the student has violated a provision of the student discipline policies, rules, and/or regulations or if the Administration/Advisor determines that such removal is in the best interest of the activity or in the best interest of the school as a whole.

The Administration/Advisor also may remove a student from a specific position, such as officer, editor or captain of an activity, without removing the student from the entire activity.

For purposes of this policy, *activity* is defined as:

- Any school-sponsored athletic activity
- Any school-sponsored club
- Any school-sponsored organization such as yearbook, newspaper, student government, drama, music, honor society, or any other organization or class of a similar nature.
- Permission to park or drive on TCP property
- Parking permit

An *activity* includes activities as defined above, whether or not a student is receiving or may receive academic credit for the activity.

1008 - Appeal Process

1. All students are afforded the opportunity to submit a statement with the Parent Notification of Official Warning.
2. An appeal to the Board of Education must be made within two (2) weeks after the scheduled meeting with the school administration. The Board of Education will hear the appeal at its next regularly scheduled meeting.
3. If a satisfactory resolution is not reached at the Board of Education meeting, the parent(s) may bring their concern to the Arizona State Charter Board. The State Charter Board must be contacted by the parent(s) to ascertain its appeal or grievance process.

1009 - TCP's Religious Expression and Political Expression

TCP does not promote or endorse any particular religion or political affiliation. Therefore, students, when representing a school wide activity, must refrain from promoting a particular political or religious doctrine. Because a closed campus creates a captive audience, freedom of religion must include a student's right to not be exposed to or approached by those promoting religion.

Using religious literature and student's written expression of personal religious beliefs are allowed in classes to the extent that the goals and objective of the class encompass their use.

TCP does not prevent or deny constitutionally protected prayer in public schools.

While TCP does not promote or prohibit religious or political expressions, student initiated/run group activities are allowed, with administrative approval, to support an expression as long as it does not disrupt the educational environment. Parents understand that by allowing their child to attend a politically or religiously charged field trip, their child may be exposed to language, behavior and safety conditions outside the control of TCP and will hold TCP harmless for such events.

All religious study clubs must: *a)* meet during non-instructional times; *b)* be student initiated and run; *c)* have an adult monitor present at every meeting to ensure that the club does

not violate school policy; *d*) operate with oversight of a TCP employee and *e*) invite in writing, notify the school office and rotate occasional speakers who may address the club meeting only.

1010 - Other Policies

1010.01 - Information Technology, Computer and Network Policy

Definitions: Unless stated otherwise, the terms are defined as following:

Computer/computers means any computing device that can or does connect to the school wireless or wired network and/or the internet or connect to computers. Cell phones, iPods, eReaders some calculators, “the cloud” etc. all fall under the term computer. The term network includes the school’s internal networks and/or the internet. Storage device includes any type of storage media that can be used to save information or transfer information/data from one place to another. Online storage or storage in the cloud also fall under the term storage media. The term system or systems include all the above terms.

- The systems are provided for research and academic use only to educators and students on the TCP campus, not to the general public. Users of the systems will take steps to protect their accounts and passwords and not let others use their accounts. Users will be personally held responsible for activities done using their account and must sign the signature page part of their registration forms for an account on the systems.

- TCP does not guarantee the safety of individual account holders’ files. Account holders are encouraged to make backup copies of their files.

- The use of computers both school owned or personally owned is for the strict use of instructional or course work or school business related activities. All other computer usage is prohibited and may result in disciplinary action.

- The network is to be used only for instructional or course work or school business related activities. All other network usage is prohibited and may result in disciplinary action.

- Storage media both school owned or personally owned is to be used only for instructional or course work or school business related activities. Users must be aware of the finite capacity of the network and must cooperate with Network Administrator to conserve resources and assure equitable access for all. Do not save or transfer large amounts of unnecessary data to or over school owned systems. All other storage usage is prohibited and may result in disciplinary action.

- Email is to be used only for instructional or course work or school business related activities. Personal use of email is prohibited. Students are prohibited from using email without the direct consent and monitored use by the system administrator or school administrator and must be related to coursework. Employees are responsible for retaining copies of email correspondents to students, parents, or any school business related activities. All other email usage is prohibited and may result in disciplinary action.

- Users will respect the privacy and rights of others and will take steps to protect the privacy and rights of others. The school will respect privacy and will take

steps to protect users privacy however by using the systems described above a user agrees that a school administrator or school IT department has the right to view, search, record, copy, remotely control, and or monitor use of such systems even if personally owned; and if unethical, illegal, or usage that violates the school policies is found such activities will be referred to the school administration, school board and/or law enforcement.

- Member may not order services or merchandise from other agencies without prior approval of TCP administration. All matters concerning the merchandise and services ordered from Seller, including but not limited to purchase terms, payment terms, warranties, guarantees, maintenance and delivery, are solely between the Seller and the Member. TCP makes no warranties of representations whatsoever with regard to any goods or services provided by Sellers. TCP staff or the system administrators shall not be a party to such transactions or be liable for any costs or damages arising out of, either directly or indirectly, the actions or inactions of Sellers.

- TCP assumes no responsibility or liability for any phone charges including, but not limited to, long distance charges, per minute (unit) surcharges and/or equipment or line costs, incurred by Member while accessing the TCP network. Any disputes or problems regarding phone service are strictly between Member and his/her local phone company and/or long distance service provider.

- Any personal system as described above connected to a school system is accessible to school IT staff or school administrator without preapproval of the owner and is subject to search and seizure.

- The school uses devices to help insure compliance of the technology policy and any attempts to circumvent these utilities are prohibited and disciplinary action will follow.

Examples of Appropriate use of the systems are not limited but include:

- Proper use of “netiquette”. Netiquette means being polite, using appropriate language and proper writing skills.
- Citing your source, if you are using the ideas of others, give them credit.
- Saving a report for class to a flash drive.

Examples of Inappropriate use of the system are not limited to but include:

- It is inappropriate to publish (on or over the system) any information which violates or infringes upon the rights of any other person or any information which would be abusive, bullying, threatening, profane or sexually offensive to an average person.
- It is inappropriate to use the systems for gaming or downloading of non-academic content.
- It is inappropriate to use the systems and capabilities of the system to: 1) Conduct any business or activity or solicit the performance of any activity which is

prohibited by law, 2) for product advertisement 3) for political lobbying 4) for financial gain or for any commercial activity.

- It is inappropriate to transmit/receive any material in violation of any USA or state regulation. This includes, but is not limited to: copyrighted materials, threatening or obscene materials or material protected by trade secret. Copyrighted material or material protected by trade secret must not be placed on any system without the author's permission.

Due Process and Consequences of Misuse – All technology misuse will follow Due Process as stated in the handbook. Other possible consequences of technology misuse may include: restricted use of technology, temporary account suspension and account disablement.

By using the systems a user is responsible for all activity on his/her account. Any illegal or unauthorized activity will result in disciplinary actions and possible referral to law enforcement.

(Parts of the Computer Agreement were extracted from "An Incomplete Guide to the Internet and Other Telecommunications Opportunities" especially for teachers and students K-12. Compiled by the NCSA Education Group, July 1993)

Note: Students participating in The School Tablet Program should refer to the Tablet Program Handbook.

1010.02 – Relational Aggression/Harassment/Hazing/Bullying Policy:

Relational aggression is manipulation calculated to hurt or control another person's ability to maintain rapport with peers and is behavior that is intended to hurt someone by harming his or her relationships with others.

Harassment is defined as any willful, intentional or persistent act that harms or annoys another individual. It is the persistence of an act, or the repetition of such, which constitutes harassment. Harassment may take a variety of forms, from subtle to blatant, but any action that is carried out on a continuous or systematic basis with the express purpose of annoying, persecuting or otherwise disturbing an individual or group may be considered harassment.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing and/or harassment does not lessen the prohibition contained in this policy.

Bullying is defined as an individual or group of people physically or verbally badgering, intimidating or terrorizing another individual or group of people.

It is the policy of TCP that relational aggression/harassing/hazing/bullying activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member or other employee of the school shall encourage, permit, condone or tolerate any of these activities. No student, including leaders of student organizations, shall plan, encourage or engage in any relational aggression/harassing/hazing/bullying. TCP does not

tolerate physical or verbal abuse of any student or staff member. All incidents shall be reported immediately to the principal. Such behavior is subject to disciplinary action by the administration and/or the Board of Education.

1010.03 - Maintenance and Control of Instructional Materials

Students using TCP provided textbooks, subject-matter materials, supplementary books or instructional computer software are responsible for loss of or any damage to these items. A student who needs a second copy of a textbook shall be required to pay for it.

Monies collected for these items shall be used in addition to budgeted monies for purchase of new textbooks, textbook repair, subject-matter materials, supplementary books or instructional computer software.

1010.04 - Vandalism

The Administration is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property.

Students who destroy school property through vandalism or arson, or who create a hazard to the safety of other people on school property, may be referred to law enforcement authorities. Such students who are caught vandalizing school property shall be subject to disciplinary action, including but not limited to suspension and expulsion. A conference with the student's parents will be required.

Parents and students shall be made aware that the law provides that parents are liable for the willful destruction of property by a minor in their custody or control. TCP may file suit to recover the cost of vandalism from the student and/or parent(s).

1010.05 - Nondiscrimination Policy:

The objective of the educational program at TCP is to develop individuals capable of applying enlightened judgment in their professional, personal and social lives. In order to promote this objective, it is our policy to prohibit discrimination, as it is defined in the federal and state statutory and decisional law, against the individuals because of race, sex, religion, color, national origin, age, sexual orientation, non-disqualifying handicap or veteran status in all aspects of campus life. Any student, who feels he/she has been subject to unlawful discrimination, should report the incident to any teacher or administrator for investigation.

1010.05.a – Enrollment:

TCP's overall school capacity is based upon the school's charter set by the Arizona State Board for Charter Schools. TCP enrollment is based upon a lottery system then waiting lists (based on the date and time the registration form was received) once capacity is reached. Eligibility for enrollment is not based upon academic ability, race, ethnicity, national origin, religion, gender, income level, disability, English proficiency or athletic ability. Capacity for each program, class and grade level is reviewed on an annual basis based on enrollment projections and therefor capacity in certain areas may be reached before overall capacity is reached.

Freshman registration will be accepted starting September 1st of a student's 8th grade year. Up to 3 lottery drawings will be held for 9th grade enrollment. Enrollment for 10th-12th comes from waiting for those grades. When an opening occurs, a group of students from that grade level waiting list is called. The first to respond, that needs the classes in which there is space, is accepted.

Siblings of currently enrolled students and children and grandchildren of staff and Board Members can receive automatic enrollment if registration is received before the first lottery drawing. After this time, siblings may be treated like any other new registrant.

For the special education program, the 1:5 instructor to student ration will be applied so that the instructor will be providing services to more than 5 students in any given period of the school day. For enrollment purposes, no new registrations will be considered for special education programs once resource programs contain 4 students for every one resource teacher during any given hour of the school day. Capacity will be set at these levels to ensure that adequate programming capacity is reserved for current TCP students who may be located, identified, and made eligible for these programs.
(A.R.S. 15-184)

1010.06 - Scheduling - and Schedule Changes Policy:

Scheduling and schedule changes will be allowed as follows:

Fall Semester: The first week after school starts is designated time for pre-registered students to change schedules. Freshman will receive their schedules during Freshman First.

Spring Semester: Changes made other than during designated times must have unusual circumstances, such as scheduling errors, IEP'S or administrative academic course adjustments. All schedule changes must be approved by the principal, teachers, counselor and parents.

The student is responsible for all coursework and attendance in the current course until the schedule change request is officially completed with the registrar's office. The student is responsible for completing coursework missed in all courses that are approved for change. Students that fail to attend a course while waiting for course change approval may receive the grade of "F" in that course.

All full time students will be scheduled into a minimum of 5 classes/day and will be scheduled into a regular **supervised** class during scheduled school hours. Students must leave campus if they do not have a scheduled class.

Loitering is defined as being on campus unsupervised during the regular school day. Loitering will be punishable by observation report, probation, suspension and/or police action as appropriate. (Also see: 1004 **Automobiles** for loitering in cars) First and last periods are part of the regular school day to which the loitering policy applies.

All students scheduled to be Office TAs will undergo training to include but not limited to: telephone system operation and etiquette, personal visiting on duty, copy machine operation

and cost effective use, location and use of office forms, on duty/task behavior, time management and the loitering policy.

1010.07- Field Trip Policy:

- Field trips, including sports trips, are a privilege.
- Students with a D or F in a course may not be able to participate in a field trip.
- In deciding to attend a field trip, the student accepts full responsibility for his/her actions while on the trip.
- All school rules, including dress attire, apply during the entire trip.
- If the trip includes an overnight, the student agrees to remain in his/her assigned room and to **not** participate in any activity which would break school rules or honor code. **Parents note:** There will not be an adult chaperone in the room.

Permission slips are required for all field trips. An application process will be required for out of state travel determined by the trip sponsor. Should it be necessary for student discipline, our TCP policies will apply. If the situation necessitates a child be sent home, the extra expense will be borne by the parents. Swearing and other foul language is forbidden by all participants. Procuring tattoos or body piercings will not be allowed regardless of the age of the student. Students must sign a statement that they have read and agree to these regulations of travel.

1010.07a – Travel Policy:

1. **Scope of Policy:** TCP travel policy is limited to Domestic travel only. Domestic travel means travel within the political boundaries of the United States only. For the purposes of this policy, US territories shall be considered the same as International destinations. Parts of this policy will pertain to field trips, sports travel, and academic competitions. TCP retains the right of refusal for any person to participate.
2. **Chaperones:** Chaperones need to be to a ratio of at least 7 to 1 and of both genders if needed, and a minimum of two if beyond a radius of 30 miles from the school. Chaperones must be qualified and agree to handle all potential emergencies including medical conditions of participants. If there is a particular medical need, it is recommended that a medically qualified chaperone participate in the field trip. Chaperones must be fingerprinted and on file with the school (parental/guardian rules may apply). Chaperones must be at least 21 years of age. Chaperones must hold a valid driver's license to use as I.D. and must be submitted to the school prior to driving any vehicle where students will be transported. Alcohol, tobacco, marijuana and or illicit drugs are strictly forbidden during the entirety of the trip, by all participants. Parents and non-employees of TCP may serve as chaperones so long as they meet all the above requirements. All Chaperones serve at the pleasure of TCP, and must be approved by the administrative staff prior to confirmation of traveling. A lead chaperone must have previous experience traveling with students prior to taking the lead. At least one chaperone must have a current CPR card. All non-student adult participants must cover their own expenses and obtain fingerprint clearance. Chaperones may use professional development money to cover their expense. Students may also elect to use student money to cover the cost of chaperones.

3. **Students:** Permission slips are required for all field trips and overnight events even when on the campus. An application process will be required for out of state travel determined by the trip sponsor.
Should it become necessary for student discipline, our TCP policies will apply. If the situation necessitates a child be sent home, the extra expense will be borne by the parents. Swearing and other foul language is forbidden by all participants. Procuring tattoos or body piercings will not be allowed regardless of the age of the student. Students must sign a statement that they have read and agree to these regulations of travel. Teachers are encouraged to have a student application process.
4. **Travel Documents:** All travel documents need to be copied, with two Chaperones each having a full set to prevent loss. Boarding passes should not be distributed to the students until at the gate just prior to boarding. The following are samples of documents that might be necessary to hold: (Driver's license, Photo ID, Finger print card, Insurance verification, Permission slips, Tickets to events and activities, Special medical needs and permission to treat forms, hotel registrations, train, plane, bus tickets.) Two sets of keys are recommended for school van use, held by two chaperones.
5. **Medical:** Medical and emotional needs must be addressed. Any medication students need must be held by a staff member. Exceptions to this are (inhalers, eppi-pens, insulin shots). Should a student need emergency medical care, a Chaperone will stay with them until parents arrive or the emergency is resolved and the trip can continue
6. **Permission Slips:** Permission Slips must include: 1) a liability waiver, 2) a loss of property or money responsibility statement, 3) a statement of parental responsibility for extra expense incurred from their child's behavior / medical condition, 4) insurance information, 5) medical information, & permission to treat.
7. **Proposal to the Board of Education:** All overnight and out of state trips must submit a Proposal Impact Statement (form available), and address the following issues in detail:
 - A. Purpose of trip, destination, and a preliminary itinerary listing activities.
 - B. Overnight accommodations: Where, What, Whom. Chaperones may not stay in hotel rooms with students. Genders must not mix in hotel rooms.
 - C. Method of travel including ground travel
 - D. Estimated cost, and method of funding, including additional insurance if necessary. When possible, funds need to be held at the school until payment is necessary for the various components of the trip. If students are to pay individually for the various components of the trip, (i.e. meals), then care should be made to provide them an estimated cost and assistance in budgeting their money. Determine whether funds should be returned in the event the student chooses to, or is forced to drop out of the trip.
 - E. Should a student miss their transportation, a chaperone will stay behind to locate them and return them to the trip, or return home.
 - F. Exceptions to this policy must have full administrative recommendation.

1010.08 - HIV/AIDS Policy: Students with HIV/AIDS may attend TCP. Medical records including HIV/AIDS information are confidential. Students may receive confidential counseling regarding HIV/AIDS. Bodily fluids safety poster is posted at all times in the staff mailroom. The TCP School Board approves all policies regarding HIV/AIDS.

1010.09 - Solicitation Policy: Solicitation of and by students, for goods or services is coordinated by Student Council. Solicitation is permitted only outside of academic hours. Material posted can only be up for no more than 10 days. Said material can not include any inappropriate language or content; cannot be for profit; cannot violate any school policy; and will not damage any school facility.

1010.10 - Sexual Harassment Policy: Sexual harassment is defined by the US Equal Employment Opportunity Commission as, "unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made a term or condition of an individual's educational/employment decisions affecting such individual; or (2) such conduct has a purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment." Any student who feels he/she has been subject to sexual harassment shall report the incident(s) to any teacher or administrator for investigation.

1010.11 - Policy on Animals: Animals are allowed on campus only with administrative approval. Exceptions to this are assistance animals, assistance dog or miniature horse for persons with disabilities. Service animals must remain under handler's control at all times.

1010.12 – Telephone Usage: Student may ask permission to use the student phone in the office. It will be the only telephone authorized for student usage. Students will not be allowed to use any other TCP campus telephone. Emergencies will be handled by a TCP staff member.

1010.13 – Cell Phone Usage: Students are not allowed to use cell phones during class times. Students will not be excused from class to take or make calls. Students abusing this rule will have cell phone privileges revoked. All communications policies apply to student use of cell phones for calls and messaging. Inappropriate use of a student's cell phone may be grounds for discipline. Use of personal phones to send or receive sexually explicit texts or photos, known as "sexting" is illegal and students caught in such behavior will be referred to the police.

Students should keep in mind that any electronic communication is permanent and easily transferable to others. Do not send any message or photo of yourself that you do not want others to view.

1010.14 - Notification of Confidentiality Rights Regarding Education Records of Students with Disabilities and their Parents (*IDEA and FERPA*): Confidentiality of education records is a right of public school students and their parents. This right is provided for by two federal laws, the Individuals with Disabilities Education Act (*IDEA*), and the Family Educational Rights and Privacy Act (*FERPA*). Under these laws, "education records" means those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. Of course, education records are maintained on every child enrolled in a public school. The types of information gathered and maintained includes, but is not limited to: the student's and parents' names, address and telephone number; the student's date and place of birth, date of enrollment in the school, records from previous schools attended, attendance record, subjects taken, grades, school activities, assessment results, number of credits earned, immunization records, disciplinary

records, if any, correspondence from parents, and child find and other screening results including hearing and vision screening results.

In addition, for children with disabilities, education records could include, among other things, evaluation and testing materials, medical and health information, each annual Individualized Education Program (IEP), notices to parents, notes regarding IEP meetings, parental consent documents, information provided by parents, progress reports, assessment results, materials related to disciplinary actions, and mediation agreements.

The information is gathered from a number of sources including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional sources including doctors and other health care providers.

This information is collected to assure proper identification of a student and the student's parents and the maintenance of accurate records of the student's progress and activities in school. For children with disabilities, additional information is collected in order to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

The federal Family Policy Compliance Office of the U.S. Department of Education has provided the following notice of parent's rights under FERPA. In accordance with IDEA, the rights of the parents regarding education records are transferred to the student at age 18.

1010.15 – The Family Educational Rights and Privacy Act (FERPA)

FERPA affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1) The right to inspect and review the student’s educational records within 45 days of the day TCP receives a request for access.

Parents or eligible students should submit to the TCP principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The TCP official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. A copy fee may be charged.

2) The right to request to amend the student’s education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask TCP to amend a record that they believe is inaccurate or misleading. They should write the TCP principal (or appropriate school official), clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If TCP decides not to amend the record as requested by the parent or eligible student, TCP will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without prior consent under the following circumstances:

- To disclose to school officials with legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee or assisting another school official in performing his or her tasks (such as a disciplinary or grievance committee). A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- Upon request, a school may disclose education records, without consent, to officials of another school district in which a student seeks or intends to enroll, if the school states in its annual notification of FERPA rights that it forwards records on request.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by TCP to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

***Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605***

TCP may designate information in education records as "directory information" and may disclose it without parent consent, unless notified by the parent that the school is not to disclose the information without consent. The law defines "directory information" as follows:

The student's name address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended by the student.

1010.15.01 – Release of Student Contact Information:

Student contact information is included in TCP's definition of Directory Information. Consistent with Federal law, if TCP makes your child's contact information available to colleges and other institutions, it must also make that information available to military recruiters. TCP may only withhold this information if you specifically request us to do so.

If you **do not** wish to have your child's contact information (*name, address, phone number*) relinquished to the military or any other institution, please make note of it on the signature page and return that page to TCP as soon as possible.

1010.15.02 – Release of Student Photo:

Periodically TCP submits press releases and pictures to the newspaper for publication and to TCP Webmaster for web site news stories. If you **do not** wish to have your student's photo used in any publications, please make note of it on the signature page and return that page to TCP as soon as possible.

1010.15.03 - College Level Coursework

FERPA requires that students taking college courses at TCP, regardless of their age, are to be the point of communication for all matters pertaining to those college classes. FERPA protect the rights of all students attending a post-secondary educational institution, regardless of their age, by releasing these records only to (a) the student, (b) someone to whom written consent has been given by the student, (c) school officials who act in the student's educational interest.

(Notice of FERPA rights are available, upon request, on audio tape, in Braille and in languages other than English. You may contact the Arizona Department of Education at 602-542-3111.)

1010.16 – Visitors on Campus

All visitors must sign in at the front office and receive a visitor's pass to be visibly displayed at all times while on the campus.

Visitors must make arrangements at least 24 hours in advance with the administration to receive permission for an on campus visit.

Visiting alumni may come on campus on short notice with administrative approval.

Any student wishing to bring a guest on campus during school hours (7:30a.m to 4:00 p.m. including lunch) must provide the administration with the following information at least 24 hours in advance.

1. Signed letter from student's parents giving permission for guest to be on campus.
2. Signed letter from guest's parents giving permission for guest to be on campus.
3. Signatures of approval from all students' teachers permitting guest in class.

Once all the afore-mentioned information is provided to the administration, permission for guest visit may be granted. TCP administration reserves the right to refuse visitors on campus at any time.

Guests are expected to abide by all the policies of Tri-City College Prep as set forth in the student policy handbook. These policies can be accessed online at www.tricityprep.org. Students are also held responsible for the actions of their guests. If, at any time, a guest violates any school policy he/she may be asked to leave campus and all future visiting privileges may be revoked.

1011 - Student Employment

TCP students may obtain legal employment outside of the school day for the many educational and personal benefits employment can provide. However, school obligations should always come before work. Students will not be excused from class time or school work due to employment. If a student's work obligations interfere with school, the Board of Education reserves the right to require a student to seek his/her education at another school.

Tri-City College Prep High School Fire Drill Procedures

1. Alarm Sounds – When the alarm sounds, follow the procedures described below.
2. Proceed to the area designated on the map
 - a. Students who exit the **front half** of the buildings (rooms 101, 102, 103, 104, 201, 202, 206, 209) will meet in the front parking lot near Side Road.
 - b. Students who exit the **back half** of the buildings (rooms 105, 105, 107, 108, 212, 213, 214, 216) will meet in the proposed soccer field by the brick wall, near 89A.
 - c. Administration building exits toward the front parking lot by Side Road.
3. Teachers take attendance – Teachers must take their grade/attendance book and proceed with their students to the designated areas where attendance will be taken. Be sure that your students stay in a group with you. Tell an administrator if any students are missing.
4. Doors and Windows – Teachers should make sure that doors and windows are shut before leaving the classroom; but not locked.
5. Before, After or Between Classes or Lunchtime Evacuation – If the fire alarm sounds during lunch, before, after or between classes, students and teachers (with grade books) are to proceed directly to their **third period designated areas.**
6. All Clear – An all clear signal will be given by an administrator to signal that it is okay to return to the building.