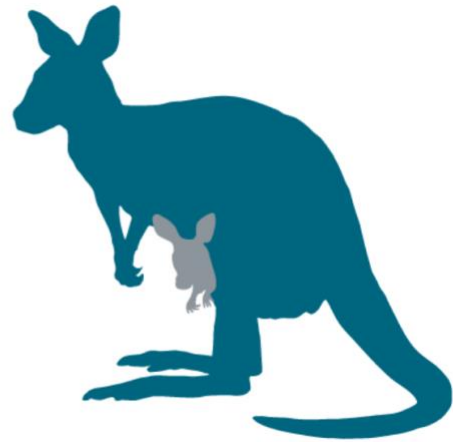


Teenage Parent High School



2019-20 Student Handbook

We Are TAP: Tolerant, Attentive and Productive

We are committed to



**Integration,
Diversity, and
Racial Equity**

Teenage Parent High School

We are Tucson Unified School District

102 N. Plumer Avenue, Tucson, AZ 85719

Phone: 520-225-3250 Fax: 520-225-3206

On the web @: <http://tap.tusd1.schooldesk.net/>

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TUCSON UNIFIED

SCHOOL DISTRICT

SCHOOL CALENDAR 2019-2020

JULY 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2019						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Parent/Teacher Conferences: ½ days
Grades K-8: Sept. 11-12; Grades 9-12: Sept. 13

OCTOBER 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2020						
S	M	T	W	T	F	S
	1	2	3	4		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Parent/Teacher Conferences: ½ days
Grades K-8: Feb. 13-14; Grades 9-12: Feb. 14

MARCH 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2020						
S	M	T	W	T	F	S
	1	2	3	4		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2020						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

First Semester: 91 days
Second Semester: 89 days
Total: 180 school days

First Quarter:
Second Quarter:
Third Quarter:
Fourth Quarter:

45 days
46 days
46 days
43 days

July	4
July	23-26
July	29-31
Aug	1
Sept	2
Sept	11-13
Sept	13
Oct	4
Oct	7-11
Nov	11
Nov	28-29
Dec	20
Dec/Jan	23-3
Jan	20
Feb	13-14
Feb	14
Feb	20-21
March	13
March	16-20
April	10
May	21
May	21
May	22
May	25

Every Wednesday is an early release day.
Students will be released one (1) hour early.

Testing Windows

PSAT/Explore/Plan – TBD
State Testing Dates – TBD

Symbol Key	
	New Teacher & Principal Induction Planning/Grading Day
	First & Last Day for Students
	Vacation Days
	State Testing Windows
	Parent/Teacher Conferences ½ days

Board Approved 1/15/2019

Teenage Parent High School
102 N Plumer Ave, Tucson Arizona 85719
2019-20 Bell Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:50 – 8:20 Breakfast	7:50 – 8:20 Breakfast	7:50 – 8:20 Breakfast	7:50 – 8:20 Breakfast	8:50 – 9:20 Breakfast
8:10 – 8:25 Baby Drop Off	8:10 – 8:25 Baby Drop Off	8:10 – 8:25 Baby Drop Off	8:10 – 8:25 Baby Drop Off	9:10 – 9:25 Baby Drop Off
8:30 – 9:10 Period 1	8:30 – 9:10 Period 1	8:30 – 9:10 Period 1	8:30 – 9:10 Period 1	9:30 – 10:10 Period 2
9:13 – 10:08 Period 2	9:13 – 10:08 Period 2	9:13 – 9:53 Period 2	9:13 – 10:08 Period 2	10:13 – 10:53 Period 3
10:11 – 11:06 Period 3	10:11 – 11:06 Period 3	9:56 – 10:36 Period 3	10:11 – 11:06 Period 3	10:56 – 11:36 Period 4
11:09 – 12:04 Period 4	11:09 – 12:04 Period 4	10:39 – 11:19 Period 4	11:09 – 12:04 Period 4	11:39 – 12:19 Period 5
Baby Pick Up For Lunch	Baby Pick Up For Lunch	11:22 – 12:05 (3 min ann) Period 5	Baby Pick Up For Lunch	Baby Pick Up For Lunch
12:04 – 12:34 Lunch	12:04 – 12:34 Lunch	Period 5	12:04 – 12:34 Lunch	12:20 – 12:50 Lunch
12:34-12:43 Baby Drop Off	12:34-12:43 Baby Drop Off	Baby Pick Up For Lunch	12:34-12:43 Baby Drop Off	12:50-12:59 Baby Drop Off
12:46 – 1:41 Period 5	12:46 – 1:41 Period 5	12:05 – 12:35 Lunch	12:46 – 1:41 Period 5	1:02 – 1:42 Period 6
1:44 – 2:39 Period 6	1:44 – 2:39 Period 6	12:35-12:47 Baby Drop Off	Period 5	Period 6
2:42 – 3:37 Period 7	2:42 – 3:37 Period 7	12:47 – 1:27 Period 6	1:44 – 2:39 Period 6	1:45 – 2:25 Period 7
		1:30 – 2:10 Period 7	2:42 – 3:37 Period 7	2:28 – 3:13 Period 1
3:38 – 3:45 Baby Pickup	3:38 – 3:45 Baby Pickup	2:11 – 2:16 Baby Pickup	3:38 – 3:45 Baby Pickup	3:13 – 3:18 Baby Pickup
		2:35-3:45 TAP Staff PD		

Note: Early release on Wednesday and Late Start on Friday. Staff PD/PLC on Wednesday 2:35 -3:45 pm. Friday mornings 8:15-9:20am. 3 minute announcements added to Wednesday, Period 5.

IMPORTANT DATES 2019-20

July 29 – 31	Teacher Work Days
July 29 – 31	Student Registration
August 1	First Day for Students
August 21	TAP HS Open House & Annual Title 1 Meeting 4:30-6:45
September 2	Labor Day – No School
September 13	Parent Teacher Conferences 2:45-4:30 pm
Sept. 26	Fall Information Fair
Sept. 26-Oct. 3	1 st Quarter District Assessment Window
October 3	Last Day of Quarter 1
October 4	Grading Day – No School
October 7-11	Fall Break – No School
October 14	First Day of Second Quarter
October 30	TAP Fall Festival (Advisory at end of the day)
November 11	Veteran’s Day – No School
November 27	Pie Day Event
November 28-29	Thanksgiving Break – No School
Dec. 9– Dec. 19	2 nd Quarter District Assessment Window
December 19	Last Day of 2 nd Quarter
December 20	Grading Day - No School
Dec 23-Jan 3, 2020	Winter Break – No School
January 6, 2020	First Day of 3 rd Quarter
January 20	Martin Luther King, Jr. Day – No School
February 10-14	For the Love of Reading Week
February 14	Parent Teacher Conferences (2:45 – 4:30 pm)
February 20-21	Rodeo Vacation – No School
Feb. 24 – Mar. 6	3 rd Quarter District Assessment Window
March 12	Last Day of 3 rd Quarter
March 13	Grading Day – No School
March 16-20	Spring Break (Includes Good Friday)–No School
March 23	First Day of 4 th Quarter
March 24-26	ACT Testing Window
March 30 – April 24	AZM2 and Science AIMS Assessment Window (online)
April 3	Field Day in Reid Park
April 10	Spring Holiday – No School
April 22	TAP College and Career Information Fair
May 8	Celebrate Mother’s Day
May 20	TAP Graduation
May 21	Last Day for Student
May 22	Last Day for Teachers

SHORT CYCLE ASSESSMENTS

During the 2019-20 school year, TAP High School teachers will work collaboratively in professional learning communities to develop short cycle assessments in math, English, Reading, Science and other subject areas. These assessments will serve to determine whether individual students are learning the content and performance standards being taught. These assessments will help the teacher to determine how to differentiate instruction to reteach students who did not master the concepts or to extend and go deeper into concepts for students who did master the concepts being tested. Short cycle assessments serve as a continuous check as to whether students are mastering content at grade level.

SCHOOL CITY BENCHMARK TESTING WINDOWS

TAP High School will administer district-wide benchmark assessments in reading, writing and math standards in grades 9-11 during the following assessment windows. These assessments are designed to provide information to students, teachers and parents about student growth with respect to mastering grade level standards. The testing windows for these assessments will be:

Benchmark 1 Sept. 23-Oct. 3, 2019 (Reading and Math)

Benchmark 2 Dec. 2– Dec. 19, 2019 (Reading, Writing and Math)

Benchmark 3 Feb. 24-Mar. 6, 2020 (Reading + Math)

In 2019-20, TAP will administer a Pre and Post-grade level reading and math assessment to measure overall growth on grade level ELA and math standards for students in grades 9 -11 the weeks of August 19 and 26.

ARIZONA STATE ASSESSMENTS: AZM2, AIMS Science, ACT

The AZMerit has gotten a face lift and will only be given in the spring semester and will only be given to students in the 10th grade cohort of any given school year. This cohort will take the AZM2 in English Language Arts (Reading and Read with Written Response) and Math and the High School Science AIMS in the spring of 2020. The AZM2 will be given to students identified in the graduating class of 2022. Students in the 2021 graduating cohort (those who entered an AZ high school in 2017 will most likely take the ACT as their end of year state assessment.

Testing Windows for 2019-20:

AZM2: Written Response: March 30 – April 10; Reading and math: March 30 – April 24; Science AIMS: March 23 – April 17

ACT: March 24 (paper) or March 24 – 26 Online

COLLEGE PREP ASSESSMENTS

Though TAP does not offer live AP courses, the school does offers various College Board Assessments and students can work with our College and Career Counselor to set up a preparation calendar. It is possible to take the PSAT, SAT, and/or the ACT. The school also offers the ASVAB once a year.

CREDIT RECOVERY

Many TAP students enter TAP High School after being out of school for a semester or more. Students work with the TAP counselor to determine what course credits they need to graduate from high school. Each student will create a graduation plan and learn various strategies for monitoring their own progress with respect to course credits, course grades, high school assessment requirements, etc. During their time at TAP, students will complete an ECAP, or online high school and post-high school plan that will support college and career exploration and planning.

Credit recovery courses will be taken live with a highly qualified teacher or on-line via Edgenuity, TUSD's online credit recovery program. In 2019-20, TAP students will also have the opportunity to take an additional online credit recovery course afterschool at one of TUSD's comprehensive high schools. Students should see the high school counselor early in each semester if they wish to sign up for one of these credit recovery courses. Courses will be offered at Sabino, Sahuarro, Catalina, Pueblo and Santa Rita. Day care will not be provided at these sites and attendance will be mandatory 4 days a week. Students

will also be able to participate in Response to Intervention courses during the TAP school day in academic areas where they need additional supports.

Graduation Requirements- TUSD

A student shall successfully complete a minimum of **23 credits** that includes the following courses. Each quarter course = 0.25 credit (0.5 credit per semester; 1.0 credit per year).

Courses		Specific Course Credits Required	Courses	
English	4		World Language	0
Math	4	Algebra I (or equivalent), Geometry (or equivalent), Algebra II (or equivalent), and a 4th credit of math	Fine Arts or Career & Technical Education	1
Science	3	Includes Biology	Health	.5
Social Studies	3	American Government (.5), American History, World History, and Economics (.5)	Physical Education	1
			Electives: include any classes beyond what is listed above	6.5
			Total Credits	23

Track Your Credits!

English	ELA 9	ELA 9	ELA 10	ELA 10	ELA 11	ELA 11	ELA 12	ELA 12
4	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Math	ALG I	ALG I	GEO	GEO	ALG II	ALG II	Math	Math
4	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Science	BIO	BIO	Science	Science	Science	Science		
3	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>		
Soc Stud	W Hist	W Hist	Am Hist	Am Hist	Gov	Econ		
3	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>		
FineA/CTE	FA/CTE	FA/CTE						
1	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>						
Health	Health							
0.5	<input type="checkbox"/> <input type="checkbox"/>							
PE	PE	PE						
1	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>						
Electives								
6.5	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>			

My High School Plan – Required Credits to Graduate from TAP

All TAP students will work with the TAP counselor, TAP College and Career Counselor, and their Advisory teacher to understand what credits they need for graduation. Through this process, they will form a plan for how and when they will reach graduation. **Graduation Plans** will also include information about student childcare needs, living situation(s), transportation, etc. Students will develop clear high school and college and career goals that they will monitor during their time at TAP.

Students will also work with the College and Career Counselor to complete an E-CAP: an online college and career exploration program and plan.

TAP High School: Educating Two Generations in One Great School!

Mascot: Kangaroo and Joey

School Colors: Turquoise & Silver

TAP High School's Mission:

To prepare ALL TAP students for future success by:

- **Promoting academic achievement and college readiness** through flexible schedules, small class size, tutoring, credit recovery, credit acceleration, student goal setting and attainment and a clear focus on graduating from high school;
- **Providing a nurturing community** through support groups, mentoring, local social services and agencies, school activities, family involvement and strong student-staff rapport; and
- **Developing responsible parenting** through prenatal instruction, Early Childhood Education (ECE), parenting classes, hands-on guided ECL Lab experience, nutrition and health support.

POSITIVE SCHOOL-WIDE BEHAVIOR EXPECTATIONS: We Are TAP!

Like all TUSD schools, Teenage Parent High School practices Positive Behavior Interventions and Supports (PBIS) and Restorative Practices. PBIS provides a system wherein TAP can promote and reinforce a positive school culture by teaching and reinforcing positive, “wanted,” behaviors. Most students will succeed when a positive school culture is promoted, positive behaviors are taught directly, informative corrective feedback is provided, academic success is maximized, and use of prosocial skills are acknowledged and rewarded. TAP models and rewards the following student and staff behaviors: Tolerance, Attentiveness and Productivity. See Appendix C.

We Are TAP: Tolerant, Attentive and Productive

TAP will use a system of **Way to Go** recognitions to reinforce students who consistently demonstrate and/or grow in their demonstration of We Are TAP behaviors. Way to Go tickets can be turned in weekly for an immediate reward or for a reward ticket that can be saved to use toward a prize that is worth more than one reward ticket. The Way to Go prize display case is located in the TAP lobby. See Carmelita or Valerie to purchase items with your Way to Goes.

Because school attendance is clearly linked to student academic success and opportunity, TAP gives weekly rewards and recognition to students who have 90% + weekly attendance. These rewards are given on the Monday or Tuesday following the week students had 90%+ attendance. Students' names are also published in TAP weekly student announcements and placed on TAP's Announcement and Celebration Board beside the school's computer lab. Students will also receive rewards for attendance, promptness and engagement daily during Advisory.

TAP STUDENTS TAKE THE RESPONSIBILITY TO:

- Take ownership and responsibility, set goals, take action, work hard, persist, and be on time!
- Attend school daily according to school district calendar. ■ Arrive on time, bring appropriate materials, be prepared to participate in class and complete assignments. ■ **Make up all work** resulting from absences. ■ Strive for academic growth and personal best. ■ Participate fully in the classroom, curriculum and learning process. ■ Understand high school credit system and create a clear academic plan to take full advantage of TAP High School offerings. ■ Follow rules and expectations of each ECL Lab including preparing your baby and providing baby supplies prior to school each day and helping to care for all enrolled babies. ■ Assist school faculty and staff in maintaining a safe school. ■ Help maintain the safety and cleanliness of the school environment. ■ Allow fellow students to have an equal educational opportunity. ■ Allow fellow students to be free from discrimination and harassment. ■ Respect the rights, feelings, and property of fellow students, parents, school faculty and staff, visitors, guests, and school neighbors. ■ Display behavior that does not compromise the safety of other students, staff or babies. ■ Follow discipline guidelines and dress code adopted by the school and district. ■ Protect and take care of the school property. ■ Abide by school technology policies and guidelines. ■ Abide by the governing board policies and regulations. ■ Read and ask questions in order to understand the information in the TUSD 2019-20 Code of Conduct.

PLEDGE TO BE KIND:

Being a teen is stressful. Being a high school student is stressful. Being a teen parent is stressful. Being a teenage, high school student-parent is a recipe for stress, but learning to de-stress, self-regulate and how to manage our anger while staying positive, focused and successful for both you and your child is our ultimate goal at TAP. Like all things, we must learn, practice, and maintain these skills so that we can graduate from high school. Easy? No. Necessary? Yes. The key to everyone's success at TAP is to make sure we are bringing out and supporting everyone's best self.

This means we must strive and practice giving and receiving kindness so we know how to do this for our children. We must pledge to be kind to every member of our community. As a community we will practice this on a daily basis.

TAP IS A BULLY-FREE ZONE

TAP is a bully free zone. Throughout the year, TAP students will learn how language and actions can harm others and various strategies for identifying, reporting and addressing bullying when it happens. If you witness bullying at school or online please report it to Dr. Dudley, Mrs. Siath or a teacher so that we can work with you and ensure that the bullying is addressed. All students and staff deserve to attend a school that is a bully free zone.

TAP HAS PARTNERED WITH MANY OUTSIDE SERVICES

TAP high school has partnered with many outside services including the Pima County Health Department, the Southern Arizona Diaper Bank, Youth on Their Own, Education Enrichment Foundation, Casa de los Ninos, and many other organizations to ensure that all students have the support they need while students at TAP High School.

POLICIES

ATTENDANCE (POLICY JE)

The TUSD Governing Board Policy/Regulation states that TAP HS will notify the student/parent if a student accumulates 3, 6 & 10 excused & unexcused absences. TAP notifies parents through an automated system if students are marked absent in any give period. Student absences are also posted to the online **ParentVUE** and **StudentVUE** daily. At the 6th unexcused absence, a student may lose credit for the quarter (TAP runs on the quarter system). Students may appeal this loss in writing to the Credit Appeals Committee at TAP within 5 business days after to end of the grading period (quarter). If students are absent their parent/guardian (if student is under 18 years of age) or the student, if 18 or older, **MUST** call the school daily to report their absence. Student will contact teachers directly through the teacher's email or REMIND. Students are ultimately responsible to request make up work or keep up with classes via emailing the teacher and logging into their teachers' websites.

All 2019-20 TAP students will sign TAP's 2019-20 Student and ECL Lab Attendance Requirements and Contract (See Appendix D). Under this contract, students are responsible for calling their baby's ECL Lab to communicate any and all baby absences. If students and/or their babies have multiple unexcused absences and fall into poor academic standing consequences may include loss of ECL Lab privileges. See details below. **TAP Attendance Line: 520-225-3256**

SPECIFIC TAP ATTENDANCE POLICY:

If a student is absent 6 days or more in any one quarter, they may lose class credit and/or their ECL Lab privileges. It is essential that students follow the Student ECL Lab Attendance Requirements and Contract and call their baby's ECL Lab prior to a baby's absence from the ECL Lab. It is also essential that parents (if the student is under 18 years old) or the student (if 18 or older) call in to Valerie at 225-3256 to report their own absences.

Though TAP staff understand attending school daily is a challenge to pregnant and parenting teens, students who:

- have excessive absences,
- do not communicate their baby's absences to their ECL Lab (with documentation),
- do not communicate their own absences (with documentation),
- do not make up course work they have missed,

may lose Early Childhood Learning Lab privileges and course credit. The Arizona Department of Education defines excessive absences as being absent for 18 or more days in a school year. If a student is absent for 10 days without contacting the school, they will be dropped from school enrollment (by state law).

For an absence to be excused, a parent or legal guardian of the student who is under 18 years old must contact the TAP office (225-3256) and report the absence. Callers must state the reason for the absence (illness, doctor's appointment, personal business, etc.) and the duration of the absence, if known. If duration of absence is not known, calls must be made as early as possible on each day of absence. Students who are 18 or older can contact Valerie to excuse their own absences. **Notes excusing absences** for students and babies must be dropped off at the office upon the student's return to school. Students must bring in proof of doctor, dental, WIC, DES and other appointments and hand date and time stamped appointment cards into the front office in order to document their absences as excused.

Students under 18 years of age who are leaving school during the school day must have a written permission from a parent or guardian, phone permission from an adult who is listed on the student's green emergency card, or permission from the principal (if the student lives on their own). If a student is leaving school due to illness or their baby's illness they must get permission from the school nurse.

CONFERENCE PERIOD (FRIDAY AFTERNOONS)

Friday Afternoon Advisory will focus on Attendance: Regular, consistent attendance is directly related to successful academic achievement. When a student is absent, he/she misses class discussion, lectures, explanations, and other essential experiences.

On most **Friday afternoons during Advisory** students will have the opportunity to meet with their teachers and administrators to make up missed learning, get extra help, and/or discuss attendance challenges. Students who have had good attendance will participate in fun extra curricular activities or be given additional time to work on Edgenuity courses.

If a student misses **more than 1 day in any class in a 2-week period**, that student will attend Advisory Attendance Conferences.

If a student **misses a necessary Conference, or misses more than 5 days in any class in a 2-week period**, that student is required to develop and adhere to an **Individualized Attendance Agreement**.

CLOSED CAMPUS

Students must stay on campus during the school day. Students are not allowed to have visitors during lunch (unless permitted by the principal) and are not allowed to go off campus during lunch. Students must take their babies to lunch and ensure that babies are fed prior to returning them to the ECL Lab. Students are allowed to bring their lunch to school with them, however, students are not allowed to have lunch delivered to them at TAP. This rule follows the federal guidelines for a school that is 85% or more free and reduced lunch.

It is essential that all TAP students following school policy with respect to leaving campus:

1. If a student leaves campus, s/he must take her/his baby. Students leaving campus without their baby will be dropped from the program and/or lose their ECL Lab spot.
2. Students and/or student's parents/guardians must sign students out through the front office. Students under the age of 18 must be signed out by their parent or legal guardian, (exception: if registered as an unaccompanied minor).
3. Students must check with the school nurse prior to leaving campus due to illness.

VISITORS ON CAMPUS

All visitors must sign in and out at the main desk in the front office. No visitors will be allowed in classrooms, ECL Labs or the main part of the building unless they have signed in and are accompanied by a staff member. **No visitors will be allowed in the ECL Labs at any time during the school day (unless they are service organization members or registered, vetted volunteers) or a TUSD employee.**

VALUABLES

Neither the school nor the Tucson Unified School District are responsible for damaged, lost or stolen personal items. Students are strongly encouraged not to bring valuable items to school. Students are strongly encouraged to lock all values in their lockers or to keep them in bags they carry with them. Do not leave valuables in ECL Labs or laundry room.

TAP HS CELL PHONES & OTHER ELECTRONIC DEVICES POLICY

Cell phones and other electronic devices must be turned off or silenced, stored in the student's bag, and all bags must be placed in an area designated by the teacher/ICS upon entering any classroom, ECL Lab or computer lab. Teachers may choose to have all students place their phones in a closed container, wall hanger, or in a space designated by the teacher or ICS. Once in class, the student is not allowed to have their cell phone on their person. Cell phones must remain silenced and put away during all class and ECL Lab time. The only exception to this rule is if a teacher requests students use their cell phone as a tool (calculator, online dictionary, etc.) in a class.



Students may retrieve their phone at the end of the class period only. If a student leaves class to use the rest room, visit an ECL Lab or nurse, s/he must leave her/his phone in her/his bag in the classroom. Texting and/or using cell phones in class/ECL Lab/computer lab will be seen as disruptive to the learning process and disrespectful to the teacher/ICS and other students. Cell phone use in classes, ECL Labs, and the computer lab are in direct violation of We Are TAP: Tolerant, Attentive, Productive. If a student uses a cell phone in class, a ECL Lab or the computer lab, she/he will be expected to give the phone to the teacher/ICS upon request. Teachers and ICSs will give the student a warning to put the phone off and away. If the student doesn't comply with this policy the phone will be removed and given to the principal.

Students are NEVER ALLOWED to plug their electronic devices into TUSD or TAP HS electronic devices. If a student needs to charge their phone, they can charge it in the front office or principal's office (upon request). Dr. Dudley has a charger for some phones.

Incoming and outgoing emergency communications will be conducted solely through the school office phones (225-3250 or 225-3256). If a student needs to make a call to a doctor, attorney or home (due to an on going concern), they must make or take the call outside of the principal's office. Students are not to take calls in the hallway or lobby during class or ECL Lab time.

TUSD ELECTRONIC USE POLICY and VIOLATION FOR IMPROPER USE POLICY

TECHNOLOGY, IMPROPER USE OF		
Violation		Action Level
Telecommunication Device or Other Technology	<p>Students may possess and use cellular telephones and/or other electronic signaling devices subject to limitations of this and other policies of the District under the following conditions and guidelines: (1) they are to be kept out of view in a student's locker, pocket, or a carrying bag; (2) they shall not be turned on or used during instructional time, except as authorized by the teacher; (3) the principal shall establish additional guidelines appropriate to campus needs; (4) students violating the policy may have the electronic device confiscated and be subject to disciplinary action. Any search of the contents of an electronic device shall be by an principal/assistant principal in accordance with the Code of Conduct. (see Policy JICJ)</p> <p><i>NOTE: May be elevated to a Level 3 violation but cannot result in out of school suspension.</i></p> <p>Examples: Use of telecommunication devices (cell phones, pagers, etc.) or other technology (gaming systems, iPods, iPads, Tablets, etc) for a non-instructional purpose.</p>	2
Computer or Network Violation	<p>Examples (Computer): Using school computers for non-instructional purpose, copyright or trademark infringement, knowingly uploading or downloading destructive or malicious programs or software, loading personal software or disks onto school computers without permission of a principal/assistant principal or a district administrator, vandalism of computers or computer equipment.</p> <p>Examples (Network): Posting videos of fights onto social media, use of computer network for non-instructional purpose, knowingly uploading or downloading destructive or malicious programs or software, sharing passwords, attempting to read, delete, copy or modify the email of other users, accessing secure areas other than for educational purposes, transmitting material information or software in violation of any district policy or regulation, local, state or federal law or regulation, or tampering with or misuse of the computer networking system or taking any other action inconsistent with this regulation will be viewed as a network violation.</p> <p><i>NOTE: May not be elevated to Level 4.</i></p>	3

CAFETERIA

Breakfast is served everyday from 7:50 am to 8:20 am. Students must finish breakfast and drop off babies in the ECL Lab between 8:10 and 8:25 am. Students will be able to get breakfast 8:30 -8:40 if they arrive to the cafeteria for Advisory class on time.

Baby drop off times following lunch are listed on the bell schedule found on page 3. Being late from breakfast or lunch will be considered an unexcused tardy or absence. Please organize your time well.

Food and drinks are to remain in the cafeteria unless students are invited to lunch with a teacher or staff member. **There should be NO FOOD or DRINKS in classrooms, ECL Labs, or computer lab.** Meals are to be consumed in the cafeteria. Student are not allowed to eat their breakfast or lunch in the lobby or feed their babies anything other than a bottle in the lobby. Student are encouraged to bring healthy snacks (e.g. fruit, cut vegetables, cheese) and are allowed to consume healthy snacks between classes.

Students are encouraged to drink water throughout the school day, however sugary or power drinks are not allowed in TAP classrooms, ECL Labs or the computer lab. Note that students are not allowed to give babies sugary or power drinks while at TAP.

Students must comply with cafeteria rules including guidelines for feeding babies.

- a. Students are not allowed to feed another student's baby,
- b. Students are not allowed to give babies sugary drinks for power drinks,
- c. Students are not allowed to give babies hard or chokable foods including raw apples or uncooked carrots, chips, nuts, hotdogs, whole grapes, etc. as these are choking hazards.
- d. Baby food must be age appropriate, low in (or no) sugar, salt and spices.

At the end of all meals, student parents must clean up after their baby and themselves. All tables, high chairs and surrounding floor areas should be cleaned prior to leaving the cafeteria. Towels, spray bottles and broom and dust pan are located at the west end of the cafeteria.

CREDIT/NO CREDIT POLICY

If a TAP student has excessive unexcused absences (6 per quarter) and/or tardies in a class they may not receive credit for that class. TUSD policy JE-R allows students to appeal their "No Credit" (NC) within 10 days of the end of the quarter the NC was received. Appeals will be considered by a committee that will consider individual student circumstances. An appeal for credit does not guarantee the student will receive credit.

COMPUTER LAB POLICIES

- Students will sign in and comply with the TAP Computer Use Policy, Computer Lab Rules and Procedures, and sign a Compute Use Contract annually.
- **There is absolutely no food or drinks in the computer lab or while using laptops in classrooms. Eating and/or drinking in the lab and by school laptops will result in disciplinary action including no longer being able to use school computers.**
- Students may not install any programs onto school equipment/computers (this includes chat or messaging programs).
- No personal electronic equipment may be connected to or plugged into TUSD computers or laptops (e.g. cell phones, i-pods, MP3s, etc.).
- Print only school related documents.
- Visit academic and school approved sites only.
- Do not change any computer settings with out permission from Mrs. Morlock.
- Save all documents to the My Documents folder.
- Use document titles that include your name.
- Remember on which computer you saved your documents.

- No babies are allowed in the lab during the school day (e.g. students can not breast feed in the computer lab).
- Cell phone and other electronic devices policies apply in the TAP computer lab.
- Students may sign out TAP owned laptop computers if approved by the principal. **Note: Students must follow all rules listed above when using lap tops and may only visit school defined credit recovery websites. Using school laptops outside of these parameters will result in the laptop being removed and students losing laptop privileges.**

DRESS CODE FOR TUSD AND TAP HIGH SCHOOL (TUSD POLICY JICA)

TAP will follow and enforce TUSD's dress code.

The general guide to acceptable school dress is neatness, cleanliness and appropriateness. While the school cannot and does not dictate styles, it is expected that students will abide by the following rules demonstrating appropriateness in dress as though this were their daily place of business:

- Shoes are required to be worn in school at all times. Slippers are not allowed unless ordered by a physician.
- Hats and sunglasses may be worn outside in the sun for an extended period of time for protection from the sun. However **hats, earphones and sunglasses** are not to be worn inside school buildings.
- **Students may not wear clothing or accessories in the school building or on school grounds:**
 - That are hazardous, damaging, or presenting danger to school property or persons and babies including but not limited to extended belts, choke chains, dog collars, wallet chains, or any type of spiked appeal or jewelry;
 - Depict, promote, or endorse illegal or violent activities, illegal drugs, tobacco or alcohol;
 - That are vulgar, obscene, indecent, libelous, or degrade others on the basis of race, color, religion, ancestry, national origin, sex, gender, sexual orientation or disability; and or
 - That are distracting so as to interfere with the teaching or learning process such as extremely revealing garments including but not limited to short shorts, skorts, skirts, dresses (must all fall below students longest finger while arms are hanging at their sides and must cover buttocks while standing and sitting).
 - Other clothing not allowed to be worn at school include: tube tops, net tops, swimsuits, strapless tops, spaghetti strap tops, halters tops, muscle shirts, see through shirts, shirts with plunging necklines that expose cleavage and all tops that expose midsections.
 - **Midsections/midribs must be covered and undergarments shall be completely covered by clothing.**
 - Students are not allowed to wear pants that rest below their buttocks and tights cannot be worn as pants.

Students who violate TUSD's dress standards may be asked to do any of the following depending upon the specific circumstances:

- Turn inappropriate clothing inside out;
- Change into clothing that may be provided by the school;
- Wear a piece of clothing over clothing that violates policy;
- Change into other clothing which has been brought to school;
- Remove the jewelry or other accessory.

ECL LABS (CHILD DEVELOPMENT CENTERS)

The ECL Labs, or child development centers, provide students the opportunity to learn about child growth and development. Students under the supervision of an Infant Care Specialist (ICS) will interact with and observe all infants in their assigned ECL Lab. As a part of their ECL Lab credit, all students will be required to participate in and complete daily activities. Only full time students are eligible to use the ECL Labs and participate in its activities. Visitors (including any family members) are not allowed in the ECL Labs unless they have been approved by school administration. Only a baby's parent can remove a baby from a ECL Lab. Infants/toddlers and their parents will only be allowed enrollment in the ECL Labs if there is space for the baby/toddler and the student is in good academic and school attendance standing. TAP ECL Labs are designed to accommodate babies between the ages of 6 weeks to 24 months. **Students should apply for DES childcare support when their baby is 9 to 12 months to increase their chances of receiving funding for outside day care when their baby turns 24 months. See Dr. Dudley for DES applications and information.**

At the time of registration, parents must provide:

- Current immunization records as required by law (see IMMUNIZATIONS below); a completed blue Infant Enrollment form; A completed physical evaluation form signed by the infant's pediatrician clearing the infant for placement in TAP ECL Labs; a notarized medical authorization form signed by the student(s) or by the student's guardian if the student is not the legal guardian.

To remain eligible for the child development center program/ECL Lab enrollment students must:

- Pass ECL Lab class (if both parents are participating, both must be passing);
- Maintain 80+% quarterly attendance,
- Participate in all required activities (holding, feeding, diapering, playing, etc.),
- Follow the directions of the ICS,
- Call their baby's ECL Lab to report a baby's absence,
- Sign their infant in and out of the ECL Lab everyday using the daily ECL Lab attendance log,
- Follow all ECL Lab rules and protocols,
- Never leave their infant in the ECL Lab when leaving campus.
- All students must follow the school's cell phone policy while entering and remaining in any of TAP's four ECL Labs. Students must turn their cell phones to silence or off and place their phones in their bags and place their bag in an area designated by the Infant Care Specialists.

IMMUNIZATIONS

Arizona state law requires that students be immunized and that those immunizations be up to date. Students may enroll without up to date immunizations, but must bring them up to date within 2 weeks of enrolling. If immunizations are not up to date within 2 weeks of enrolling, students will be excluded from school until they are. Students and their babies can be denied school admittance if they do not have the appropriate immunizations. Immunizations may be obtained from private physicians or from the Pima County Health Department.

Immunization Requirements:

Age/Grade	DPT/Td Polio	MMR	HepB	Hib
At Birth				#1
2 months	#1	#1	0	0 #1
4 months	#2	#2	0	#2 #2
6 months	#3	#2	0	#3 #3
15 mo	#4	#3	#1	3-4
7th – 12th Grades	4-5	3-4	2	3 0

Frequently Asked Questions**What should I do if I'm going to be absent from school?**

You or your parent/guardian should call the school at **225-3256 or 225-3250**. While out, email your teachers to find out what work you can complete while out. Teacher emails are located at <http://tap.tusd1.schooldesk.net/>. When you return to school, ask your teachers and infant care specialists what work you missed and what you need to do to catch up.

Student parents must call their baby's ECL Lab if a baby is going to be absent from the ECL Lab on any given school day. If baby's have multiple unexcused absences, students will lose their baby's ECL Lab privileges (e.g. their baby's ECL Lab spot).

Why did I get No Credit (NC) on my report card, and what do I need to do about it?

If you have 6 or more unexcused absences in a quarter, your grade automatically converts to No Credit (NC). If you receive NC, you need to appeal for your credit in writing, using the form available in the front office. You have two weeks to appeal.

Why did I get an Incomplete (I) on my report card, and what do I need to do about it?

If you have not completed the requirements for a particular class, you may receive an Incomplete (I). It is YOUR responsibility, not the teacher's, to request the missing work. You must work individually with your teacher to complete the missing work within two weeks. If you do not complete the work, the Incomplete (I) will convert to an F, and you will not receive credit for the class.

Question: What do I do when I have my baby?

TAP student maternity leave is for 6 weeks from the date the baby is born. Before students go out on maternity leave, they need to meet with Mrs. Kramlinger who will serve as a home liaison and visiting teacher during a student's maternity leave. A student's courses will be reduced and a student will receive a laptop (if they do not have a computer at home) so they can continue to work on a few core courses while out on maternity leave. When the baby is born, the student should call TAP's front office (520-225-3256) and/or school nurse with information about the baby's names, height and weight, if the delivery was nature or a C-section and any other health concerns that may occur. At that time, the nurse will confirm a return date.

Students will receive 5 weeks of home visits to be arranged with Mrs. Kramlinger. During weekly home visits, the student will meet with Mrs. Kramlinger to organize and work on selected courses on line and packets.

Question: What happens to my baby during a fire drill?

Answer: There is a safe and orderly process for evacuating the building quickly, which ensures the safety of each baby and student. You will evacuate with your class, following your teacher's instructions. Your baby will be evacuated safely and securely with his/her ECL Lab. You will be reunited with your baby after the evacuation.

Question: Can I leave campus for lunch?

Answer: No. We are responsible for your safety during the day, and TAP is a closed campus.

Important Phone Numbers

TAP HIGH SCHOOL

TAP OFFICE	225-3250
Attendance	225-3256
Counseling	225-3251
Nurse's Office	225-3262
Cafeteria	225-3223
TUSD Main	225-6000

COMMUNITY ORGANIZATIONS

DES Childcare	791-2732
DES Eligibility	745-5802
	628-6810
Diaper Bank of S. Arizona	325-1400
El Pueblo Clinic	573-0096
El Rio Health Clinic	792-9890
Family Planning	887-0715
Head Start– Child Parent Centers	882-0100

COMMUNITY ORGANIZATIONS

Help on Call	323-9373	Planned Parenthood	884-5562
Nurse Family Partnership	881-0001	Sun Tran	792-9222
Pima County Attorney (child support)	622-7000	Tucson Rape Crisis Center	327-7273
Pima County Food Bank	622-0525	WIC	624-7498
Pima County Public Library	791-4010		
Pima County Youth Employment	724-9649	Teenage Outreach Pregnancy	888-2881
Youth on Their Own (YOTO)	293-1136	Website: info@topsaz.org	

Teenage Parent High School Computer Lab Use Contract 2019-20

I, _____ agree to the following the rules and guidelines listed below. I understand that if I do not follow this agreement I will lose my computer privileges at TAP High School for 1-18 weeks.

- I will sign and comply with the TAP Computer Use Policy. Using TAP computers is a privilege not a requirement. I understand that students who do not abide by computer lab rules will not be allowed to use the computer lab.
- No food or drinks are allowed in the lab at any time.
- Do not install any programs onto the computers (this includes chat or messaging programs).
- No personal electronic equipment may be connected to TUSD student computers (e.g. cell phones, i-pods, etc.)
- Print only school related documents.
- Visit academically approved sites only.
- Do not change any computer settings.
- Save all documents to the My Documents folder. Remember on which computer I saved my documents.
- Use document titles that include my name.
- I will work quietly in computer lab. Talking and other disruptions will result in my being removed from the computer lab.
- No babies are allowed in the lab.
- Cell phone and other electronic devices policies apply in the lab. Students should not have electronics on in computer lab unless they are given specific permission to use the device by the computer lab technician.

I, _____, have read, understand, and agree to comply
Print Student Name

with the Teenage Parent High School and TUSD's computer use and computer lab policy.

Student Signature	Date
--------------------------	-------------

Administrator Signature	Date
--------------------------------	-------------

TEENAGE PARENT HIGH SCHOOL 2019-20 COMPUTER USE POLICY & CONTRACT

I. Acceptable Use

Utilization of the Internet by students must be in support of and consistent with the educational objectives of the District. When utilizing the Internet all users must adhere to the TUSD Guidelines to Student Rights and Responsibilities. Transmission of any material in violation of the TUSD Guidelines to Student Rights and Responsibilities is prohibited. This includes, but is not limited to copyright material, threatening and/or obscene material.

II. Privilege

Accessing the Internet through District equipment is a privilege, not a right, and inappropriate use may result in cancellation of the privilege.

A. school and district administrators are delegated the authority to determine appropriate and acceptable use.

B. Any user account may be closed, suspended or revoked at any time a school or district administrator determines an account user or holder conducts inappropriate or unacceptable use as defined in TUSD Guidelines to Student Rights and Responsibilities.

C. Access to the Internet in school as a tool for learning will be monitored.

D. All of these rules and expectations apply to on-campus computer use and when using laptops that are owned by the school or district and loaned to the student.

III. Security

Security on any computer network is a high priority, especially when the system involves many users.

A. If a user can identify a security problem on the network, the user must notify a system administrator. The user must not demonstrate the problem to others.

B. Users must not use another individual's account. Attempts to log into the system as any other user will result in cancellation of user privileges.

IV. Vandalism and Harassment

Vandalism and harassment will result in cancellation of user privileges. This includes, but is not limited to, damage to equipment as well as damage to another person's data. Vandalism includes the uploading or creation of computer viruses, destruction of equipment, or removing parts of school electronic equipment.

V. Procedures for Use

Student users must follow written and oral classroom instructions from teachers and facilitators.

A. Users shall not waste instructional time or supplies. In order to save paper and printer supplies, care must be used in printing only what's necessary and school related. Students must ask permission to print materials in color.

B. Games, e-mail, instant messaging, streaming music and chat rooms are not appropriate use of school computers.

C. Teachers and facilitators are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate sections of the Internet, and for assuring that students understand that if they misuse the network they will lose their privilege to access the Internet.

At no time will students attach their personal electronic device into a TUSD computer. This includes cell phones, I-Pods, MP3 players, etc. Violation of this rule may result in automatic suspension of school computer use.

I, _____, have read, understand, and agree to comply with the
Print Student Name

Teenage-Parent High School and TUSD's computer use policy.

Student Signature

Administrator Signature

Date

TAP HS School-Wide Expectations

<i>We Are TAP</i>	In our Classrooms we...	In our ECL Labs we...	In our Cafeteria we...	In our Hallways we...
<u>T</u>olerant <i>Accepting Positive Respect Everyone Use Appropriate Language Supportive</i>	<ul style="list-style-type: none"> • Let others learn • Accept multiple points of view • Wait our turn to speak • Encourage • Are patient 	<ul style="list-style-type: none"> • Care for <u>all</u> babies • Support fellow parents • Use positive language around babies 	<ul style="list-style-type: none"> • Are welcoming • Are positive • Engage with babies and others • Help clean up 	<ul style="list-style-type: none"> • Use positive greetings and eye contact • Respect personal space • Respect property
<u>A</u>ttentive <i>HERE Daily! On Time Ready to Learn</i>	<ul style="list-style-type: none"> • Are present and on time • Have cell phones off and placed in designated area • Listen to directions • Are prepared and focused 	<ul style="list-style-type: none"> • Are on time and ready to participate • Sign In and check baby charts. • Ask for clarification • Have cell phones off and placed in designated area • Interact with babies 	<ul style="list-style-type: none"> • Move quickly through line, cell phones away • Are aware of time left for lunch • Attend to our children at all times 	<ul style="list-style-type: none"> • Walk with purpose • Keep track of time • Are aware of hallway traffic, including babies
<u>P</u>roductive <i>Do Our Best Organized Responsible for Our Actions Stay Engaged</i>	<ul style="list-style-type: none"> • Are on task • Participate • Work bell to bell • Have necessary materials • Engage with topic • Strive to produce our best work 	<ul style="list-style-type: none"> • Communicate with ICSs • Follow procedures • Update baby charts • Lead by example • Take initiative 	<ul style="list-style-type: none"> • Eat well and follow baby nutrition guidelines • Clean up after ourselves and our babies 	<ul style="list-style-type: none"> • Keep halls clean • Utilize lockers • Keep stroller room organized

TAP High School 2019-20 ECL Lab and Student Attendance Contract Requirements

In order to experience academic success and ensure your baby receives quality services in each TAP ECL Lab, all TAP students are required to attend school daily. Currently, TAP students receive free, quality day care for three main reasons, a. to provide babies with a safe, interactive, healthy environment; b. to provide a best practices learning lab for pregnant and parenting students; c. to ensure students have day care so they can attend school daily with the goal of completing their high school graduation requirements and preparing for post-high school employment and education.

Daily school attendance is essential to achieve positive academic outcomes and graduate from high school.

Currently, quality day care for infants and toddlers in TUSD's Early Learning Centers costs:

Fee Schedule February 1, 2018 Sites: Brichta and Schumaker					
Tuition Rates For A Monthly Payment Plan (12 Payments)	Infant	One Year Old	Two Year Old	Three Year Old	Four Year Old
TUSD Employees	\$714	\$643	\$622	\$591	\$561
TUSD Partners	\$756	\$680	\$644	\$613	\$580
TUSD Public	\$840	\$756	\$732	\$696	\$660
Tuition Rates For A Bi-Weekly Payment Plan (26 Payments)					
TUSD Employees	\$329.53	\$296.76	\$287.07	\$272.76	\$258.92
TUSD Partners	\$348.92	\$313.84	\$297.23	\$282.92	\$267.69
TUSD Public	\$387.69	\$348.92	\$337.84	\$321.23	\$304.61
Tuition Rates For A Weekly Payment Plan (52 Payments)					
TUSD Employees	\$164.76	\$148.38	\$143.53	\$136.38	\$129.46
TUSD Partners	\$174.46	\$156.92	\$148.61	\$141.46	\$133.84
TUSD Public	\$193.84	\$174.46	\$168.92	\$160.61	\$152.30

Note that tuition for an infant to attend a quality, safe day care at other day cares costs between \$29.60 - \$38.60 a day. As a TAP student, you also receive 50+ free diapers a month (an average cost of \$12.50). In short, if your infant or toddler is enrolled in a TAP ECL Lab, you are receiving a service that costs \$726.50 to \$655.50 a month for FREE.

At TAP, day care is provided at no monetary cost to our students and families, however, it does require a commitment to attend school daily and communicate clearly with TAP staff when a baby and/or student are going to be absent.

To receive TAP's high quality day care service, TAP requires that:

- a. your baby attends the ECL Lab daily (babies thrive on consistency);
- b. your baby arrives on time and prepared for the ECL Lab (they are fed, changed and have the bottles, snacks, diapers, etc. they will need for the day);
- c. you are on time and attend school daily;
- d. you attend and participate fully in your ECL Lab period daily.

If your baby is not going to be in the ECL Lab on a school day, you must call your baby's ECL Lab and let them know your baby will be absent (see ECL Lab numbers below). This must be done before 8:30 am so that ICSs can log information prior to school starting on any given school day.

ECL Lab Phone Numbers:

Infant ECL Lab: 520-225-3286

Crawler ECL Lab: 520-225-3276

Toddler 1 ECL Lab: 520-225-3274

Toddler 2 ECL Lab: 520-225-3234

If you are going to be absent, you or your guardian (if you are under 18) must call Valerie and tell her your reason for not attending school. Valerie can be reached at 520-225-3256.

Please review how to document excused absences. It is essential that you call your ECL Lab if your baby is going to be absent from a ECL Lab.

The following absences are excused if proper communication and documentation is completed:

- a. Baby is ill and you do not have day care at home;
- b. You are ill (this must be called in to Valerie **520-225-3256**, she will contact the ECL Lab for you);
- c. Death in the family. Please call or if under 18, have parent call Valerie 225-3256 and let her know how many days you will be out.
- d. Doctor, dental, and other medical appointments for you or your baby: Please arrange your appointments for early morning or late afternoon so you can attend part of the school day. Please ask for a card with appointment time and date or ask office to fax a verification of appointment to Valerie (**Fax #: 520-225-3206**).
- e. Personal emergency: this must be called in to Valerie and if it is going to keep you out of school for more than a day, you must contact TAP's counselor or principal to problem solve the issue.
- f. DES, DCS, WIC and other service appointments: Please get a date and time stamped appointment card. These services will provide information upon request for employees and students.

Unexcused Absences will result in loss of ECL Lab privileges:

- a. Work schedule conflicts. If your work schedule conflicts with school you must speak with the school's counselor to change your work schedule or consider a change in your school schedule (which may or may not be possible).
- b. Taking the day off (e.g. 3 day weekends, just not feeling like coming to school)
- c. WIC appointments off campus are not excused. Please switch WIC appointment location to TAP High School or arrange WIC to appointment to Wednesday or Friday afternoons.

Strategies to avoid absences. As a new parent who needs to finish high school, you will need to implement the following strategies to ensure you are not missing school and to ensure that you continue to be in good standing to receive day care for your baby.

- a. Pack your baby's diaper bag the night before (diapers, bottles, formula, diapers, wipes, baby change of clothes, etc);
- b. Ensure bottles are cleaned the night before;
- c. Check to make sure you have bus card, school supplies, wallet, etc. the night before.
- d. Use nighttime routine to bath baby: baby in bed by 8 pm, you in bed by 9 pm.
- e. Turn off all electronics at 9 pm so you can sleep.

- f. Arrive at TAP by 7:50 am to eat breakfast and prepare baby for day in ECL Lab.

Acknowledgement of Baby Attendance, Processes, requirements and expectations

Signing below acknowledges that you have read and understand TAP's student and baby attendance processes, requirements and expectations.

I, _____ have read and accept the terms listed in the above
(Student Name)

Teenage Parent High School 2018-19 ECL Lab and Student Attendance Contract. I understand that if I do not meet the ECL Lab communication and attendance requirements, I will lose ECL Lab privileges for my son or daughter.

_____	_____
Student Signature	Date

_____	_____
Parent Signature (if applicable)	Date

TAP High School 2019-20 ECL Lab and Student Attendance Contract

I, _____, understand that by signing this attendance contract, I am
(Student name printed)
agreeing to the terms listed above. I understand that if I am serious about and committed to graduating from high school, I must attend TAP High School daily. I understand that attending school must be my main priority. I understand that if I am to keep my baby's ECL Lab spot, I must deliver my baby to the ECL Lab on time, with the proper supplies, and ready for the day, every day Monday - Friday. In addition to daily attendance, I also agree to carefully document any absences that I or my baby have, and communicate with the ECL Lab and the front office as described above.

Please provide written documentation for doctor, dentist, DES, WIC and other appointments by requesting an appointment card from the office receptionist. The card should have the office name, address with a date and time stamp of the appointment. Students/parents can also document appointments by having the professional office fax your appointment attendance date and time verification to Valerie at 520-225-3206.

If my baby's or my own absences are not called in and excused, I understand that:

- I will receive a verbal reminder and conference with the counselor or principal to better understand how to document my absences;
- Upon a second unexcused absence violation, I will loose my baby's ECL Lab privileges for one day or more;
- If I continue to experience unexcused absences, ECL Lab privileges may be suspended.

By signing below, I acknowledge that TAP ECL Lab services are a privilege and that I am committing to the requirements listed above. By following attendance communication and documentation requirements and processes, I will qualify to receive ECL Lab services during the 2018-19 school year so I can attend TAP daily and complete requirements for high school graduation.

_____ Student Signature	_____ Date
_____ Principal Signature	_____ Date

