

Think Through Academy



FAMILY & STUDENT HANDBOOK 2022-2023

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Section 1: Introduction

1.1 Overview

THINK THROUGH ACADEMY (“School”) was authorized by the Arizona State Board for Charter Schools (ASBCS) on December 11th of 2017.

Think Through Academy is a unique school within the community. We are the first school servicing high school students in this community with an academic system design with the following components:

- **Individualized Growth Plans** for every student.
- **Blended Learning Model** that combines traditional teacher-led instruction, online learning, and project-based learning.
- **College Bound Culture** that supports post-secondary planning for our students.
- **Double Dose Block Scheduling**

1.2 Fundamental Beliefs, Mission, Vision, and Core Values

Fundamental Beliefs	Think Through Academy’s leadership will improve academic achievement for students in the targeted West Phoenix area while holding the following beliefs: <ol style="list-style-type: none">1. Strong leaders are essential for a well-functioning school.2. Every student can learn when their basic needs are met.3. Students must develop skills as next-generation learners to compete in 21st century world.4. Family engagement is an essential component in an effective educational system.
Vision	The vision of Think Through Academy is to empower new generation learners to become collaborative, critical thinkers equipped for lifelong learning in an increasingly global community.
Mission	The mission of Think Through Academy is to equip learners with the 21st century skills necessary for success within and beyond school, through a highly effective and differentiated curriculum delivered by an effective instructional staff within a collaborative environment.
Core Values	1. <u>Trustworthiness</u> : Trust is highly valued within the TTA community. Because staff and students are trustworthy, they are reliable, dependable and support each other.
	2. <u>Team-oriented</u> : TTA’s staff and students communicate and collaborate with each other in a respectful and supportive manner. As a unified team, they pitch in to help each other. As solutions-oriented team members, they are problem-solvers, not problem-dwellers, problem-blamers, or problem-avoiders.
	3. <u>Tenacity</u> : TTA’s staff and students are persistent and determined to succeed. Tenacity is critical for our learners, many of whom will need to persevere in order to break out of the circle of poverty and realize their dreams of financial stability and productive community life.
	4. <u>Thoughtfulness</u> : TTA’s staff and students are reflective and contemplative problem solvers. Students are taught to be critical thinkers who think deeply before making academic and life choices.
	5. <u>Talent</u> : Every student has a unique talent which needs to be nurtured. TTA provides opportunities for students to discover their talents and use them to excel academically and socially.

1.3 Strategic Plan

1.4 Hour of Operation & Yearly Calendar

Hours of Operation: In the pursuit of excellence, THINK THROUGH ACADEMY has created a daily schedule that maximizes instruction. This gives students more time for academic growth and non-academic enrichment. It also gives students the time and support needed to make great strides in realizing their potential, both academically and personally.

Standard Work Week: Monday, Tuesday, Wednesday, Thursday, and Friday (excludes holidays/breaks)

Monday-Thursday		Friday Early release	
Breakfast	7:00-7:20	Breakfast	7:00-7:30
Advisory	7:20-7:50	Advisory	7:30-8:30
Period 1	7:52- 9:22	Period 1	8:32- 9:17
Period 2	9:24- 10:54	Period 2	9:19- 10:04
Lunch	10:55- 11:25	Period 3	10:06- 10:51
Period 3	11:28- 12:58	Period 4	10: 53 -11:38
Period 4	1: 00 -2:30	Lunch	11: 38 -12:08

The school building will be open to students at 6:45 am, Monday through Friday. All students should aim to arrive by 7:00 am in order to have breakfast. Students may not enter the facility before 7:00 am unless an appointment has been arranged in advance with a specific staff member. In order to ensure student safety, it is recommended that students do not arrive on campus prior to 6:55 am, as the campus will be locked, and supervision will be limited as we prepare for the school day.

The school office will be open from 7:00 PM to 4:00 PM. Additional appointments that occur outside of those office hours must be approved by the staff at Think Through Academy in advance and only under special circumstances.

Yearly Calendar:

2022-2023 TTA Calendar													
22-Jul					August		22-Aug						
M	T	W	T	F	8	First Day of School	M	T	W	T	F		
				1			1	2	3	4	5		
4	5	6	7	8			8	9	10	11	12		
11	12	13	14	15			15	16	17	18	19		
18	19	20	21	22			22	23	24	25	26		
25	26	27	28	29			29	30	31				
22-Sep					September		22-Oct						
M	T	W	T	F	5	Labor Day Holiday	M	T	W	T	F		
			1	2			3	4	5	6	7		
5	6	7	8	9			10	11	12	13	14		
12	13	14	15	16			17	18	19	20	21		
19	20	21	22	23			24	25	26	27	28		
26	27	28	29	30			31						
22-Nov					November		22-Dec						
M	T	W	T	F	11	Veterans' Day Holiday	M	T	W	T	F		
	1	2	3	4	24-25	Thanksgiving Holiday				1	2		
7	8	9	10	11			5	6	7	8	9		
14	15	16	17	18			12	13	14	15	16		
21	22	23	24	25			19	20	21	22	23		
28	29	30					26	27	28	29	30		
23-Jan					January		23-Feb						
M	T	W	T	F	2	Winter Break	M	T	W	T	F		
2	3	4	5	6	16	Martin Luther King Holiday			1	2	3		
9	10	11	12	13			6	7	8	9	10		
16	17	18	19	20			13	14	15	16	17		
23	24	25	26	27			20	21	22	23	24		
30	31						27	28					
23-Mar					March		23-Apr						
M	T	W	T	F	13-17	Spring Break	M	T	W	T	F		
		1	2	3			3	4	5	6	7		
6	7	8	9	10			10	11	12	13	14		
13	14	15	16	17			17	18	19	20	21		
20	21	22	23	24			24	25	26	27	28		
27	28	29	30	31									
23-May					May		23-Jun						
M	T	W	T	F	22-25	Finals	M	T	W	T	F		
1	2	3	4	5	26	Last Day of School				1	2		
8	9	10	11	12	30	Graduation	5	6	7	8	9		
15	16	17	18	19			12	13	14	15	16		
22	23	24	25	26			19	20	21	22	23		
29	30						26	27	28	29	30		
Term 1: 44 Days					Sem 1: 88 Days		Term 3 - 47 Days					Sem 2: 94 Days	
Term 2 - 44 Days							Term 4 - 50 Days						
					First/ Last day of School		Days Taught					185	
					Graduation								

Section 2: Attendance Policies and Procedures

2.1 Essentials

We realize that there are times when students will not be in school, but we strongly believe that your student's education must be a priority for both you and your student. It should be understood that a student who has been absent from class has missed a valuable part of the benefit of in-school education and may experience difficulty achieving scores as high as the student who is present and participates every day in class.

In order for our academic program to be successful, it is essential that students be present at school on a consistent basis. The attendance policy at THINK THROUGH ACADEMY has been formed to ensure that this remains the case. Therefore, ***any student who misses 10 unexcused days in a row will be withdrawn.*** The school reserves the right to make exceptions to this policy in the instance of an extended absence due to medical or other reasons.

Students, Parents, and guardians are expected to call the school as early as possible to report an absence or tardy if. Earlier, written permission is both welcome and appreciated. Calls should be made as far in advance as possible and can be left on the school's main voice mail. In phone calls, voice mails, and notes, please indicate your student's name, your relationship to the student, and the reason for and date(s) of the student's absence. If a student is not at school and the school has not been notified that he or she will be absent, THINK THROUGH ACADEMY staff will make reasonable efforts to contact the student, student's parent/guardian by telephone, writing, or in person.

2.2 Attendance Consequences

Perfect Attendance: Perfect attendance may result in incentives for the student as made available

Excused Absences: We will only count the following absences from school as excused:

- A doctor's note, explaining the nature of an illness, or a clear explanation from the parent, explaining specifically what is wrong. Please note: all routine doctor and dentist appointments should be conducted outside of school hours.
- A death in the immediate family.
- Religious holiday.
- Court-mandated appearances with proper documentation.

Under certain circumstances, THINK THROUGH ACADEMY will also consider students' IEPs, accommodation plans and individualized health care plans in determining whether an absence is "excused."

Unexcused Absences: All other absences than the described above will be considered unexcused. Students will not be excused for family vacations or any other engagement.

Students will be assigned consequences for unexcused absences. Consequences may include lunch detention, community service, after school detention, Saturday School, or any other administrative consequence that may be deemed necessary to bring about compliance. Consequences may be assigned by teachers and/or administration.

Excessive Absences: Please be aware of the following specific policies pertaining to excessive absences:

- The state requires the schools to automatically withdraw a student from school who has been absent for ten unexcused consecutive days. If a major illness or extenuating circumstance has caused the absence, documentation will need to be provided to the school staff on or before the fifth consecutive absence

Truancy: According to Arizona state law, all students under the age of 16 are expected to be in school. All students under the age of 16 are expected to comply with these laws and the school will follow procedures set out in statute if the student does not comply with the law.

State Statute A.R.S. §15-803 defines “Truant” as an unexcused absence for at least one class period during the day. In cases of truancy, the Principal (or his/her designee) will investigate the situation. **THINK THROUGH ACADEMY** operates in compliance with all Arizona Department of Education (ADE) attendance and truancy requirements, which can include mandated reporting of truancy to appropriate state agencies. **THINK THROUGH ACADEMY** keeps accurate records of attendance and will make the records available for inspection by the ADE as needed.

ATTENDANCE TRACKING PROCEDURES: Remote enrollment and attendance will be tracked on a weekly basis and submitted to the Arizona Department of Education (ADE) through the district’s student information system (SIS), PowerSchool, following normal data submission processes. Attendance reporting in PowerSchool will utilize the following code to indicate attendance for students who are getting remote instruction.

Instructor will manually select **P** for students attending in person and **PO** for student attending remotely.
Instructor will manually select **A** for students absent in person and **AO** for student attending remotely

Attendance will be recorded based on:

- daily assignments submitted
- Weekly assignments submitted
- amount of time spent by the student on academic task
- one-on-one check-ins
- or communication with the teacher
- meeting via Zoom

Tracking attendance for all enrolled students who are instructed remotely will be determined by the weekly academic progress in each class/content area. If a student does not meet the attendance criteria laid out in Remote ITM, they will be marked absent. The attendance will be finalized weekly for students who submit all assignments by Sunday 11:59.

Example:

if the students have to submit:

- Assignment 1 and 2 on Monday
- Assignment 3 and 4 on Tuesday
- assignment 5 and 6 on Wednesday
- Assignment 7 and 8 on Thursday
- Assessment on Friday

Students who submitted:

- all the weekly assignments by 11:59 PM Sunday, will be granted attendance for 5 days.
- Students who submitted Assignments 1, 2, 3, 4 and Assessment will be granted attendance for Monday, Tuesday, and Friday.

- Students who did not submitted any assignment by 11:59 Sunday, will be reported absent for the whole 5 days.

Similar to in-person learning, students may need to complete make-up work for days that they are absent. students will get grade for the work, but the attendance reported by the end of the week will not change and remain reported same. If student did not submit the required assignments, school personnel will call the home, work, or emergency contact numbers to verify the absence. The call will be made following the student's plan.

2.3 Punctuality & Tardiness

THINK THROUGH ACADEMY values punctuality. It is an important life skill and a show of respect to others. Just as we expect staff to be punctual for their students, families need to ensure that students arrive to school on time. This is even more important because THINK THROUGH ACADEMY students begin their learning from the moment a student enters the building. If a student is late to school, he or she may miss essential instruction, disrupt the learning of other students, and risk falling behind.

Early Dismissal Policy: Parents and guardians should contact the school in advance and provide an explanation surrounding any request for the early dismissal of a student from school.

Each student who is excused early must be signed out in the office by the student's parent/guardian or by another person(s) with specific, written authorization by the parents/guardians. The school office staff is not authorized to release students to anyone other than the parent/guardian unless specifically authorized by the parent/guardian in writing. There is a designated place in the enrollment packet for the parent(s) to list specific individuals to whom the student may be released. Please update any changes in your emergency form as they occur. All authorized individuals must have a government issued PHOTO identification card for Think Through Academy to release the student. This ensures all students are safe and secure.

Doctor and dentist appointments should be limited to non-school hours to avoid students missing class time. In general, students must be present for at least ½ of the allotted instructional time on a given day in order to be considered present

Make Up- Assignment: It is the responsibility of the student to make up all missed assignments after an absence from school. If a student is unable to attend school and seeks their assignments. The following guidelines have been established for such work.

1. Receive one day per each day they were absent to make up assignments
2. It is the student's responsibility to turn in missing assignments to the teacher; the teacher should not need to ask the student for missing assignments
3. Missed tests/quizzes need to be scheduled with each individual teacher upon return to school; there should be a time frame for when they set the appointment for the make-up test/quiz with the teacher
4. Homework may be requested at any time. The homework can be collected 48 hours after the request is made. Failure to pick up requested work may result in a loss of this privilege in the future.

Withdrawal from a Class: Due to TTA Double Dose Block Scheduling: The deadline for dropping a class without penalty is the 15 days for Math and English (Semester Courses) Classes and is 10 days for each of other classes (quarterly Courses).

Withdrawal from School If it becomes necessary for a parent/guardian to withdraw their student from school during the school term the parent/guardian should try to notify administration 48 hours in advance to prepare transfer records. Parents may come to school and make the withdrawal at any time.

Section 3: School Policies and Procedures

3.1 Student Responsibilities

ALL STUDENTS HAVE THE RESPONSIBILITY TO:

Respect the rights of others to study and learn. Students come to school for an education. No one has the right to interfere with the education of others.

Attend school daily unless ill or excused by the school. Students have a responsibility to take advantage of every opportunity to learn so they can function effectively in society. Students who maximize their opportunities to learn are more successful in school and later in life.

Be on time for all classes. Students who enter a classroom after a class has begun are interfering with the rights of others to learn and study.

Complete all in-class and homework assignments and meet deadlines. The primary responsibility for learning belongs to the student. Since everything that must be learned cannot be accomplished during the school day, there will be homework assignments. Education is an ongoing process that doesn't stop when the school ends.

Come to class with necessary books and materials. A teacher should not have to delay class because a student has come unprepared to begin work. This interferes with the rights of others to learn and study. Getting an education requires more than merely being in class; students are expected to actively participate in their learning.

Bicycles and skateboards are *not to be ridden* on campus at any time. Bicycles ridden to and from school must be secured in designated spaces. Skateboards are not permitted on campus at any time.

Respect public property, and carefully use and return all materials and equipment.

Schools are a community's gift to its young people. It is wrong to abuse that gift. Responsible use of materials and equipment will preserve them for future students.

Obey school rules. Rules are designed to ensure schools and classrooms are learning environments where students are safe and successful. Students have a responsibility to obey these rules, so each student has the proper environment in which to learn.

3.2 Forty-Five Day Screening

Every student is screened within 45 days of entrance for health, behavior, and academic strengths and weaknesses. This information is then used to identify those students in need of special service.

3.3 Breakfast and Lunch Procedures

The school participates in the National School Breakfast and Lunch Program, which provides free or reduced-price meals and free milk to eligible students.

Free Breakfast: TTA will offer free breakfast to all students regardless of their qualification for free and reduced lunch. Breakfast is served from 7:00 until 7:30. Students who arrive after 7:30 will not be served breakfast.

Free/ Reduced Lunch: At the beginning of the school year, each student will be given an application for families to complete. Once the student's application for free or reduced meals has been returned to the school, families will be notified by mail of their eligibility. For students that do not qualify for free or reduced meals, school may charge \$2.60 for lunch and \$1.60 for breakfast.

Students may either purchase lunch and milk from the school or bring their own lunches from home. Since school lunches are prepared off-site, the school must have an accurate number of meals that students wish to order and must place that order with the caterer one week in advance of the meal. Students who do not pay in advance for their meals will be billed at the end of the month for meals they ate. Students are welcome to bring a lunch from

home. They will not have access to a microwave to heat any lunches. Students are required to clean and wipe up their tables after lunch.

Food Allergies: The school will make all reasonable efforts to accommodate students with food allergies. Parents are required to inform the school of all food allergies and their severity. Once parents have informed the school, school officials will meet with the family in order to develop an Individual Health Care Plan. A parent of a student with food allergies is responsible for providing lunch for his or her own student.

3.4 Student Id Cards

All students are required to have their photo ID card issued by TTA in their possession at all times while on campus, and students must present it at the request of any faculty or staff member. The ID must be visible, legible, and in its original condition. Students who fail to comply will be subject to disciplinary action. A free student ID is available the first month of school or within two weeks of enrollment. If the card is lost or stolen, there is a \$5.00 replacement cost. The ID card must be returned when withdrawing from school.

3.5 Internet Acceptable Use Policy

Acceptable Use: The Internet is a global network linking computers around the world. Internet use provides valuable opportunities for research, curriculum support, and career development. THINK THROUGH ACADEMY offers Internet access to students and staff. The primary purpose of providing access to the Internet is to support the educational mission of the school. The school expects that students and staff will use this access in a manner consistent with this purpose.

While the Internet is a tremendous resource for electronic information, it has the potential for abuse. The school makes no guarantees, implied or otherwise, regarding the factual reliability of data available over the Internet. Users of the school's Internet service assume full responsibility for any costs, liabilities, or damages arising from the way they choose to use their access to the Internet. Technology resources covered by this policy include commercial, governmental, and private telecommunications-accessible networks (such as the Internet), local networks, databases, and any computer-accessible source of communication or information, whether from or to file servers, hard drives, tapes, compact disks, floppy disks, or other electronic storage or retrieval means.

Unacceptable Use: The following is a list of prohibited behaviors. The list is not exhaustive but illustrates unacceptable uses of the school's Internet service:

- Disclosing, using, or disseminating personal identification information about self or others.
- Accessing, sending, or forwarding materials or communications that are defamatory, pornographic, obscene, sexually explicit, threatening, harassing, or illegal.
- Using the Internet service for any illegal activities such as gaining unauthorized access to other systems, arranging for the sale or purchase of drugs or alcohol, participating in criminal gang activity, threatening others, transferring obscene material, or attempting to do any of the above.
- Using the Internet service to receive or send information relating to dangerous instruments such as bombs or other explosive devices, automatic weapons or other firearms, or other weaponry.
- Vandalizing school computers by causing physical damage, reconfiguring the computer system, attempting to disrupt the computer system, or destroying data by spreading computer viruses or by any other means.
- Copying or downloading of copyrighted material without authorization from the copyright holder, unless the copies are used for teaching (including multiple copies for classroom use), scholarship, or research. Users shall not copy and forward or copy and upload any copyrighted material without prior approval of school staff.
- Plagiarizing material obtained from the Internet. Any material obtained from the Internet and included in one's own work must be cited and credited by name or by electronic address or path on the Internet. Information obtained through E-mail or news sources must also be credited as to sources.
- Using the Internet service for commercial purposes.

- Downloading or installing any commercial software, shareware, freeware, or similar types of material onto network drives or disks without prior permission of the Computer Teacher; and
- Overriding the Internet filtering software.

Safety Issues: Use of the Internet has potential dangers. The following are basic safety rules pertaining to all types of Internet applications.

- Never reveal any identifying information such as last names, ages, addresses, phone numbers, parents' names, parents' employers or work addresses, or photographs.
- Use the "back" key whenever you encounter a site that you believe is inappropriate or makes you feel uncomfortable.
- Immediately tell a teacher if you receive a message that you believe is inappropriate or makes you feel uncomfortable.
- Never share your password or use another person's password. Internet passwords are provided for each user's personal use only. If you suspect that someone has discovered your password, you should change it immediately and notify a teacher.

Privacy: Users should not have an expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in the user's directory or on a disk drive. The school reserves the right to examine all data stored on any medium involved in the user's use of the school's Internet service. Internet messages are public communication and are not private. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. Network administrators may review communications to maintain integrity system-wide and ensure that users are using the system responsibly.

Violations: Access to the school's Internet service is a privilege not a right. The school reserves the right to deny, revoke, or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (students), or dismissal (staff) for violations of this policy. The school will advise appropriate law enforcement agencies of illegal activities conducted through the school's Internet service. The school also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service.

3.6 Electronics and Restricted Items

All electronic devices including electronic dictionaries, CD players, cassette players, Gameboys, iPods, and MP3 players are not allowed to be played at school. Students may carry a cell phone as long as it remains silent and unused during the school day. Toys, electronic devices, magazines, hats worn inside the building, and any other item that violates school policy or disrupts the class or causes a hazard will be confiscated. Only a parent may pick up these items in person from the school office. Any personal electronic device brought on campus will not be the responsibility of the school. The student and parent/guardians assume all risk for items brought on campus under this category.

3.7 Drug, Alcohol, and Tobacco Free Zone

THINK THROUGH ACADEMY is a Drug and Tobacco Free zone. Arizona law specifically prohibits any type of tobacco or alcohol on public school campuses. This includes outside on the grounds or in the parking lot. This also includes all forms of tobacco. No parent, student, staff member, or other person may smoke or have tobacco products anywhere on the campus at any time.

3.8 Skateboards, Bicycles, Roller Skates, Roller Blades

Students are allowed to ride bicycles to school. We strongly suggest that the bike have a lock to prevent theft and be registered with the school and local police station. Students may not use skateboards, roller skates, roller blades, hoverboards, or roller shoes as a means of transportation to or from school. Skateboards, roller skates, roller blades, hoverboards, roller shoes, and shoes with wheels are not allowed anywhere on campus at any time.

Section 4: Academics

Faculty: Our teachers are effective teachers. They are committed to providing quality educational opportunities for students while promoting a professional learning community. Parents/guardians are permitted to review staff qualifications. Please contact school officials to arrange an opportunity to review a staff member's certification, educational background, and professional experience.

Education: At Think Through Academy education consists of:

- A Rotational Model that integrates through blended learning best teaching practices, Response to Intervention, and technology in all core classes.
- A Project-Based curriculum.
- Individualized Growth Plans for **every** student.
- A Culture that supports higher education aspirations.

4.1 Academic Expectation for Student Learning

- Attend all classes on time and prepared
- Be responsible for doing all classwork and homework
- Take advantage of Advisory time by completing homework and/or traveling to other content classes when needed
- Attend tutoring when needed
- Ask questions and ask for help when needed

4.2 Course Credit

Graduation requirement: In order for TTA students to successfully earn their high school diploma and exceed the Entrance requirement for Arizona Universities, TTA Mandates its students to complete a minimum of 23 credits in the following area:

Course Requirement	TTA Graduation requirement	Entrance Requirement for Arizona Universities ⁽²⁾
English	4	4 (Composition and Literature based)
Math	4	4 (Algebra, Geometry, Algebra II, and 1 course requiring Algebra II)
Science	4	3
Social Studies	3	2
Fine Arts/CTE	1	1
World Languages	2 (Same Language)	2 (Same Language)
Other Electives	5	0
Community Service Hours	200 hours	0
Civics Exam	60% or higher	N/A
Total Credits	23 Credits	16 Credits

Grading Elements: The process for awarding course credit is based upon successful completion of the course with a final grade of 70% or higher.

Formative assessment will occur on a daily basis and will include classroom participation, quizzes, board work, small and large group observations, and homework. Students will be given a unit test as summative. These assessments will account for 90 % of the grade. The end of course assessment will account for 10 % the grade.

Given the Two-Double Doses Block Schedule (TDDBS) (see Table A.4.10) which provides twice the allocated for Math and Reading than the state requires, credits in these courses are awarded follows:

1. 0.5credit per semester for each course in Math and ELA.
2. 0.5 credit per quarter for each course other than Math and English.

Grading Scale

At TTA, the Grade Point Average (GPA) will be computed from report card letter grades using the following numerical equivalents:

Percent	Grade	Regular Weighted Grade Points	Honor Weighted Grade Points	Description
90-100	A	4	5	Excellent performance
80-89	B	3	4	Above average
70-79	C	2	3	Average
60-69	Incomplete	0	0	Poorly met the minimum requirement.
0-59	F	0	0	Failure to meet the minimum requirement

- ☐ Students who score between 60% and 69% will be given an opportunity to earn the course credit by completing the missed assignments.
- ☐ Students who failed to meet the minimum requirement to pass the course and who score below 60% must re-take the course before moving to the next level.
- ☐ For any student transferring from another school with a letter “D” grade in any core subjects, the grade will be accepted for credit if the student shows mastery on the course standards as measured by Galileo’s diagnostic test. If the student does not meet the standards, then the course will be counted as an elective and the student must retake the core course.
- ☐ Credits applied toward high school graduation include high school level courses, except Algebra 1-2 earned at middle school and credit earned based on Dual Enrollment classes. If a student earned Algebra 1-2 credit at the middle school level, this credit will be counted towards a student’s graduation only if the student demonstrates proficiency of the content based on the TTA Galileo diagnostic benchmark. Students will receive 1 credit for 3 college credits completed based on Dual Enrollment courses completed at TTA or a college.

Types of GPA Computed for TTA Students:

Three GPAs are computed for secondary students at TTA.

1. quarterly GPA will appear on each quarterly report card. It is derived by performing the following procedure:
 - a. The credit value of each course receiving an A, B, C, or F for the quarter will be divided by the number of quarterly grades that the course receives during the year (quarterly credit).
 - b. For each course receiving an A, B, C, or F, the quarterly credit will be multiplied by the grade points awarded for that course.
 - c. The sum of the products from (b) above will be divided by the sum of quarterly credits.
2. The final, end-of-year GPA will appear on the final report card, the student record card, and the computer printed student record card. It is derived by performing the following procedure:
 - a. The sum of the products of the quality points awarded in each attempted course is multiplied by the credit value in the same course.
 - b. The sum of those products is divided by the sum of the credits attempted.

3. Cumulative GPA is calculated for all courses bearing credit and appears on the computer printed student record card in the summary section, provided that the student's history file is current. It is derived by performing the following procedure:
 - a. The sum of the products of the grade points awarded in each attempted course (receiving an A, B, C, or F) is multiplied by the credit value in the same course.
 - b. The sum of all credits is divided by the sum of all credits attempted. This includes foreign language and mathematics credits and grades awarded in middle school through the High School Credit for Middle School Coursework plan. It also includes day, evening, and summer school courses from initial entry into Grade 9 through dates of issuance of the computer printed student record card.

4.3 Homework

Homework will be assigned to each student at Think Through Academy

Homework Requirements

We believe that homework allows our students the chance to extend their learning day by simply adding an hour of homework to each school day, every student receives 185 extra hours of academics a year! That translates to more success! Homework may also serve as a portion of student grading in class.

The teacher will:

- Create meaningful assignments.
- Be certain that every assignment is understood.
- Relate the assignment to what was learned in class.
- Use homework to check for understanding of the skill and content.

Students should:

- Be responsible for completing assignments on time, accurately, and neatly.

Parents should:

- Provide time and a quiet place for their student to study.
- Help their student develop responsibility by completing all their assignments.
- Be aware of all assignments, review the student's work, and assist as needed.
- Make sure that every assignment is completed to THINK THROUGH ACADEMY's standards.
- Talk to their student about what he or she learned at school and encourage their student to develop a positive attitude about learning.

4.4 Parent-Teacher Team Meetings

There will be 2 Parent-Teacher Team Meetings at THINK THROUGH ACADEMY each school year. Parents are invited to attend (either in person, on-line, or phone conference) each session. At each session, valuable information will be shared on understanding student Individual Growth Plan (IGP) and learning some ways to assist our students at home. Most importantly, these meetings allow for the student's support team to all meet together to discuss his/her progress.

There will be parent-teacher conferences scheduled at the end of quarter 1 and quarter 3.

IGP's will be updated each month through the benchmark data.

4.5 Community Services/ Field Trips

The school's curriculum calls for outside learning experiences such as community services and field trip. During these activities, it is important for all students to be responsible for their behavior since the site of the activity is a temporary extension of the school grounds. A permission slip that allows students to attend each school field trip will be sent home prior to the trip and must be signed by a parent or guardian. Students who fail to return the signed slip – or who are not permitted to attend the particular trip as a result of a loss of privileges – will not be eligible to participate and will be required to remain either in another classroom or in the office during the field trip. If parents or other volunteers assist with field trips, students must give these parents or other volunteers the same respect they would give to teachers. Appropriate behavior must be maintained when attending school-sponsored events, and riding on school-provided transportation. Inappropriate behavior may result in community violations, suspension, or loss of field trip privileges. THINK THROUGH ACADEMY requires a minimum of one adult chaperone for every 10 students.

Section 5: Code of Conduct

We believe at Think Through Academy that it is the teacher's job to teach, the student's job to learn, and the administration's and parents' jobs to support the learning environment. Academic learning in the classroom is the primary purpose at Think Through Academy.

5.1 Safe and Orderly Environment

THINK THROUGH ACADEMY is unequivocally committed to providing a safe and orderly environment in which students can maximize their academic achievement. Students whose behavior does not meet the school community's clearly defined standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others.

Without a firm and consistent discipline policy, none of what we envision for the school can happen; therefore, we cannot over-emphasize the importance of providing a firm and consistent discipline policy. Students and families have a right to attend a safe and orderly school. Therefore, for every infraction, there will be a consequence. This is the basis of our student code of conduct.

5.2 Behavior Code

It is part of the culture at Think Through Academy to maintain a positive and caring atmosphere for all. To be a Think Through Academy, we demonstrate the qualities and actions that make us exceptional.

5.3 In School Disciplinary Actions

Conference A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct the inappropriate behavior.

Parent Conference Parents are notified of this conference by telephone, personal contact, letter or certified letter. A conference is held with the student, the parents, appropriate school personnel and/or any other individuals concerned.

Behavioral Contract Following the parent conference, a behavioral contract is established which needs to be signed by both the parent and the student.

Other Disciplinary Actions Community Service Evening School Lunch Detention Saturday School

Removal from Classes The student is removed from one or more classes but remains at school in an assigned study hall during these class periods. The student is expected to complete class assignments while in the study hall.

After-School Detention Teachers may assign after-school detention and are responsible for monitoring students in the after-school detention. Teachers will follow the procedures listed below before referring a student for not attending afterschool school detention: 1. Parent contact. 2. Teacher conference with student. 3. Other appropriate follow-up actions. The administration may assign after-school detention to study hall or the in-school detention/suspension room.

5.4 Suspension

In the case of a suspension, the student will be removed from class and will be sent to the Main Office or another designated school location, following which, the student's parent or guardian will be notified of the incident by the school. In all cases where the student has committed a crime or violation of local, state or federal law, law enforcement authorities will be notified. There will be no corporal punishment of students at THINKTHROUGH ACADEMY, though staff may use reasonable, necessary force to restrain a violent, disruptive, or disobedient student.

Under the Fourteenth Amendment to the United States Constitution, students are guaranteed due process and fair treatment at school. Therefore, prior to THINK THROUGH ACADEMY taking disciplinary action against a student, the school will provide the student with appropriate due process. When the disciplinary action consists of ten days of suspension or a lesser penalty, this process will consist of informing the student of the charges against him/her and giving the student an opportunity to respond. As described below, more formal procedures will be followed when the discipline proposed is greater than ten days of suspension.

Suspension Under or Equal to 10 Days (Short-Term): If a student commits one of the infractions listed below, the student may receive an out-of-school suspension. The principal may suspend any student for up to 10 school days. Before the student is returned to class, the student, his or her parent or guardian, and the principal will meet in order to address the student's behavior and plan for improvement. Furthermore, students will not be allowed to return to class after a suspension without a parent signature on the suspension letter. If the school is unable to contact the parent/legal guardian, the suspended student will be held in school until the end of the day. The parent/legal guardian shall be held liable for all damages caused by a student. Students are not entitled to appeal a short-term suspension. Infractions that merit immediate suspension include but are not limited to:

Suspension Over 10 Days (Long-Term): Using the same list of infractions listed under short-term suspension, the principal will make a recommendation to the Governing Board, if the suspension of a student is more than 10 days. Prior to a suspension of more than 10 days, the following due process procedures will apply:

- The parent/legal guardian will be notified of the intent to suspend for over 10 school days
- Date, time and place of a hearing will be sent to the parent/legal guardian with at least five working days' notice
- Notice of the right at the hearing to be represented by his/her parents, legal or other representative (at the student's/parent's own expense)
- Present evidence
- Confront and cross-examine witnesses

The school will record (by tape or other appropriate means) the hearing and a copy of such will be made available to the student upon request. This hearing must include the student, the Behavioral committee member(s), and the parent/legal guardian if under 18 years old.

Exclusion from Class If a student's conduct in class disrupts the educational process or if the student persists in willful misconduct, a teacher may exclude the student from class for the remainder of the class session that day. The teacher shall explain to the student the reason he/she is being excluded from class and issue the student a pass to the appropriate administrator. A Discipline Referral form will be completed by the teacher and given to the appropriate administrator explaining the offense committed by the student. For any situation that necessitates the exclusion of a student from class, the teacher shall complete a proper pass directing the student to the appropriate administrator. A conference shall be held with the student by an administrator to determine what actions shall be taken. A teacher may remove a student from the classroom if either of the following conditions exists:

- The teacher has documented that the student has repeatedly interfered with the teacher's ability to communicate effectively with other students in the classroom or interferes with the ability of the other students to learn.
- The teacher has determined that the student's behavior is so unruly, disruptive or abusive that it seriously interferes with the teacher's ability to communicate effectively with the other students in the classroom or with the ability of the other students to learn.

The placement review committee will determine the placement of the student if the teacher refuses to readmit the student beyond one period. The placement review committee process, to determine the placement of the student in a new class or replacement in the existing class, shall not exceed three business days from the date the student was first removed from the teacher's class. (In the case of a student with a disability, the placement review committee will defer to the IEP team.)

Emergency Suspension: An emergency suspension occurs when a student is removed from school without prior use of formal due-process procedures. An emergency suspension is allowed if the student's continued presence in school poses a danger to person(s) or property or an ongoing threat of disruption to the academic process.

5.5 Expulsion

The Governing Board has decided that the all expulsion hearings shall be closed to protect the privacy of the student unless the parent requests that it be open to the public. The Governing Board's decision is final.

In the case of an expulsion, the student will be removed from class and will be sent to the Main Office or another designated school location, following which the student's parent or guardian will be notified of the incident by the school. In all cases where the student has committed a crime or violation of local, state or federal law, law enforcement authorities will be notified. Expulsion is defined in as the permanent withdrawal of the privilege of attending a school unless the governing board reinstates the privilege of attending the school.

Prior to expulsions, the following procedures will apply: The student is informed immediately that he/she is subject to expulsion. Due process procedure is explained. The student's parent/legal guardian is notified by telephone and certified letter that the student is subject to expulsion. Notification includes clear instructions regarding due process procedures. The expulsion does not become effective until the due process procedure has been completed.

- The parent/legal guardian will be notified of the intent to long-term suspend or expel a student.
- The date, time and place of a hearing will be sent to the parent/legal guardian with at least five working days' notice
- The student and parent will be given written notice of the right at the hearing to:
 - Be represented by his/her parents, legal or other representative (at the student's/parent's own expense).
 - Present evidence.
 - Confront and cross-examine witnesses.
- The school will record (by tape or other appropriate means) the hearing and a copy of such will be made available to the student upon request.
- The hearing will include the student if he or she chooses to participate, the principal (and/or other staff), and the parent/legal guardian if he, she, or they choose to participate.
- All expulsion hearings shall be closed to the protect the privacy of the student unless the parent requests that it be open to the public.
- A student and/or parent, upon request, will have the right to review the student's records.
- The decision by the board will be in writing and the controlling facts upon which the decision is made will be stated in sufficient detail to inform the parties of the reasons for the decision.

The decision of the Governing Board is final.

Students have the right to reapply for admission after one year of expulsion. The Governing Board has the right to deny admission of a student who has been expelled from another school or is in the process of being expelled, and to deny, upon review of a request, readmission of a student previously expelled from the school.

5.6 Discipline of Students with Special Needs

All students should expect to be disciplined pursuant to the same standards of conduct and due process procedures. When misconduct occurs by a student with a disability, it is the policy of the district to comply with the requirements of the IDEA and/or Section 504 of the Rehabilitation Act as they relate to disciplinary measures taken with a student with a disability. For information pertaining to student discipline for a student protected under Section 504 contact your child's school counselor. For questions regarding student discipline for a student who is considered to have a disability and receiving special education services on an IEP, contact the campus ESS Facilitator.

The Individuals with Disabilities Education Act (IDEA) and related regulations provide eligible students with certain procedural rights and protections in the context of student discipline. A brief overview of these rights is provided below.

Short-Term Suspensions: School personnel may refer a student to an alternative placement or suspension for up to 10 total school days without services. For subsequent exclusions which do not constitute a change in placement:

1. The school must provide Free and Appropriate Public Education (FAPE) services to the extent necessary for progress in the general curriculum and IEP goals as determined by school personnel in consultation with at least one teacher.
2. If appropriate, the school must conduct a functional behavioral assessment and develop a behavioral plan.

Change of Placement: A change of placement is defined as removal for more than ten consecutive school days or for a series of shorter removals (exceeding 10 days in total) with consideration of the length and total time removed, as well as the proximity and similarity of behavior. On the date of a decision to make a removal constituting a change of placement, parents/guardians must be notified of the decision and the procedural safeguards.

Within ten school days of a decision resulting in a change of placement, the team must conduct a manifestation determination. The meeting must include representatives of the school, parents/guardians and any other relevant members. The team must consider all relevant information in the student's file, teacher observations, and relevant information from the parents/guardians. The team must determine whether the conduct was: (1) caused by the disability; or (2) had a direct and substantial relationship to the disability; or (3) was a direct result of the school's failure to implement the IEP. If any of these criteria are met, then the conduct is a manifestation of the student's disability.

If the team determines that the conduct was a manifestation of the disability, the student must be returned to his/her placement. The parties, however, may change the IEP and placement through the team process. Also, the team must conduct a functional behavioral assessment and implement a behavior intervention plan or, if a behavioral plan already exists, review the plan, and make any necessary modifications.

If the team determines that the conduct was not a manifestation of the disability, the school discipline can be put into effect. The student is entitled, however, to receive educational services to enable progression in the general curriculum and IEP goals. The team must determine which services are necessary and the setting where they will be provided.

Appeal Rights: When a parent/guardian disagrees with the Team's decision on a "manifestation determination," or an alternative placement, the parents/guardians have the right to request an expedited hearing from the Bureau of Special Education Appeals. Placement pending the appeal is in the alternative setting as determined by the team for the duration of the discipline or completion of the appeal.

Exceptions for Specified Conduct: Under certain special circumstances as defined by federal law, school personnel may place the student in an interim alternative setting for 45 school days, without regard to the manifestation determination. These special circumstances include incidents where the student possesses, uses, sells, or solicits illegal drugs, carries or possesses a weapon, or inflicts serious bodily injury while on school premises or at a school function. The federal definition for serious bodily injury means bodily injury that involves:

1. A substantial risk of death.
2. Extreme physical pain
3. Protracted and obvious disfigurement; or
4. Protracted loss or impairment of a bodily member, organ, or mental facility.

Otherwise, if the student's continuation in the current placement is substantially likely to cause injury to himself/herself or others, the district may request an expedited hearing for an order to place a student in an alternative setting for a period not to exceed 45 school days. The district also has the right to seek a court injunction.

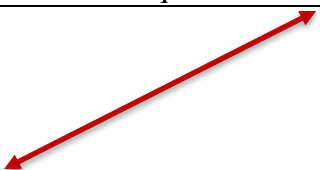
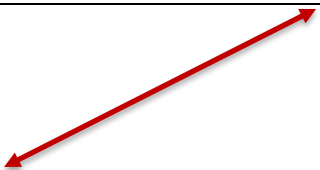
Students with Disabilities under Section 504 Students who are not eligible for services under the IDEA, but who have disabilities within the meaning of Section 504 of the Rehabilitation Act are entitled to certain procedural protections associated with Section 504.


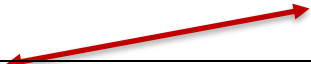



Complaint Process: Both the school and the Board work in conjunction with one another to hear and resolve any complaints by parents. If a problem arises, both the school and the Board encourage the complainant to address the problem directly with the staff member(s). If the complainant is dissatisfied with the proposed resolution by the appropriate faculty or staff member, the complaint should be delivered in writing to the principal. The principal will receive a written report from the appropriate faculty or staff member. After reviewing the written statements by the staff member and the complainant and undertaking any additional investigation deemed necessary by the situation, the principal will present a decision to the complainant. The Board will not hear complaints that have not followed this procedure.

If the complaint has still not been resolved to the parent's satisfaction, the parent should contact the Governing Board Chair about placing the issue on the agenda for the next Governing Board meeting. Notifying the Board Chair (or Principal, or any other board member) of the issue, however, is not a guarantee that the issue will be placed on the Board's agenda. Also, the parent should bear in mind that the more information that a board member receives about the issue outside of the properly noticed open meeting of the Board, the more likely that board member will have to recuse himself or herself from discussion and voting on the issue.

5.7 Disciplinary Actions

Students who violate behavior rules and expectations will be subject to disciplinary actions. Depending upon the behavior problem of the student, and prior discipline history, one or more of the following actions will be taken by the school officials.

Violation	Least intensive Intervention	Moderate Intensive Intervention	Highly Intensive consequences
Tardiness	Staff, Student, Parent Conference	Referral to Behavioral	
Cheating/Plagiarism		Success Team Behavioral Contract	
Forgery		Temporary Removal from the class	
Gambling			
Dress and appearance	Staff, Student, Parent Conference	Referral to Behavioral	
		Success Team Behavioral Contract	
	Temporary Removal from the class	Temporary Removal from the class	
Absence without permission	Conference –	Contract	Truancy Officer
Disruptive Behavior Academic Misconduct Defiance of Authority Gambling Hazing and Initiation Obscenity, Profanity Defamation Abusive Language	Conference	Suspension	Expulsion
Bullying Assault	Conference Temporary Removal from Classroom Behavior Contract	Suspension	Expulsion Police Report
Bus Misuse	Conference	Temporary Removal from Classroom Behavior Contract	Loose bus Privilege. Refer to School Policy
Cyberbullying	Conference Temporary Removal from Classroom Referral to Behavioral Success Team Behavior Contract	Suspension	Expulsion Police Report
False Accusations	Conference Temporary Removal from Classroom	Referral to Behavioral Success Team Behavior Contract	Suspension up to 3 days

Fighting	Conference Temporary Removal from Classroom Referral to Behavioral Success Team Behavior Contract	Suspension up to 10 days	Expulsion Police Report
Hate Crime		Suspension	Expulsion Police Report
Bullying Harassment Sexual Harassment Sexual Misconduct	Conference Temporary Removal from Classroom Referral to Behavioral Success Team Behavior Contract	Suspension	Expulsion Police Report
Arson Emergency Alarms & Fire Control Devices *Endangering the Health & Safety of Others	Conference Temporary Removal from Classroom Referral to Behavioral Success Team Behavior Contract	Suspension	Expulsion Police Report
Tobacco	Conference	Suspension	Suspension up to 1 year
Theft/ Burglary		Suspension	Expulsion Police Report
Alcohol Drugs		Suspension	Expulsion Police Report
Threatening Act		Suspension	Expulsion Police Report
Weapons and Dangerous Items		Suspension	Expulsion Police Report

Section 6: Building Safety and Security

There are a number of basic procedures the school has in order to ensure the safety and security of its students and staff. Cooperation on everyone's part will go a long way in guaranteeing that the business of the school – teaching and learning – can take place.

6.1 Closed Campus

Under no circumstances are students to leave the school building without permission. Students need to be aware that the school has several neighbors and should be respectful and courteous of their needs. Once students have entered the school in the morning, they may not leave the building unless they are escorted by a school staff member or other authorized adult.

In addition, if a parent wishes to have lunch with their student, he/she will need to check the student out through the front office. This is to ensure the safety of all students in our care.

Campus Passes: Campus passes are required any time a student is out of class. When using a pass, a student must go quickly and directly to and from the specified destination.

6.2 Visitors/Volunteers

Visitors: THINK THROUGH ACADEMY is happy to have visitors. Anyone, including family members who wish to visit the school, must first call the office to set up an appointment. Our Office Manager will make every attempt to arrange the visit within 24 hours of the request.

Volunteers: Volunteers often inadvertently have access to sensitive information. Any information about students or their grades, discipline, or any personally identifiable information about School employees, including address, salary, Social Security number, or telephone number, etc. is to remain confidential. If a volunteer has a concern involving something that is witnessed or overheard, it should be discussed with a faculty member or the Principal. If a volunteer disregards this policy, the privilege of volunteering may be revoked. All employees of charter schools, and school volunteers who work with students, shall be fingerprinted and have a criminal background check conducted as required by statute.

Any visitor, including parents and guardians, who do not report to the office or are found in the building without authorization will be asked to leave immediately. Visitors should wear visitor badges at all times to indicate that they have checked-in at the main office.

6.3 Student Searches

In order to maintain the security of all students, THINK THROUGH ACADEMY reserves the right to conduct searches of its students and their property. If searches are conducted, the school will ensure that the privacy of the students is respected to the greatest extent possible, and that students and their families are informed of the circumstances surrounding, and results of, the search. School cubbies and desks, which are assigned to students for their use, remain the property of the school and students have no expectation of privacy in these areas. All school premises are subject to canine searches and to random searches by school officials at any time.

6.4 Emergency Drills

Fire Drill: During the first month of school and frequently throughout the school year, students and staff will participate in fire drills to ensure that the entire school community is familiar with the appropriate response in the event of an emergency. It is important for students to follow instructions quickly and quietly during an emergency drill. Procedures are as follows:

- Everyone must respond immediately to the fire alarm.
- All electrical equipment must be turned off before exiting a room.
- All doors must be closed but not locked.
- Exit quietly in a single file line.
- Use either the primary or secondary exit.
- Proceed to assigned area where attendance will be taken, and absences reported to a school administrator.
- Students should turn away from the building and remain quiet to listen for further directions.
- No one may return to the building until an “all clear” signal is given.

Lock Down Procedures: A school administrator or staff member who sees that there is an immediate need for an emergency lock down will initiate the following procedures:

1. Notify the school office immediately upon observing a situation that may put student in imminent danger.
 - a. A school administrator will notify school personnel to lock down.
2. At this time, teachers will complete the following steps as quickly as possible:
 - a. Lock their doors – once the door is locked, teachers are not to unlock it for any reason (not even to permit a student to enter);
 - b. Have the students move away from all windows and sit silently on the floor;
 - c. Take attendance and call the office if they are missing any students (they may be in the bathroom or in another classroom);
 - d. Under NO CIRCUMSTANCES are teachers to open their classroom doors until they hear the code word or are directed to do so by local law enforcement or fire officials.

Volunteers/guests must also follow the above procedures for a fire alarm and lock-down.

Section 7: Family Involvement

THINK THROUGH ACADEMY is an academically challenging, disciplined, and joyful high school in which all members of the school community – board members, leaders, teachers, families and scholars – understand and are driven by our vision and mission. We believe in the importance of working together to make a positive impact in the academic growth, character growth, and development of every student. Although the responsibility of making decisions of school policy belongs to the Governing Board and Principal, families are involved on an individual level and through organized parent groups. We recognize that an effective partnership between school and home sets each scholar up for success by garnering family support of our school and reinforcement in the home for the school's activities and expectations.

7.1 Family Communication

In the case of an emergency, a parent may come to the front office to meet with the administration. If situation is deemed not to be an emergency, an appointment will be set.

Daily: Parents can communicate through calls and emails to set an appointment at the front office with the school staff.

All school staff will be available by email. The school staff will make every effort to return correspondence within 24 hours, with exceptions to weekends and breaks.

7.2 Parent and Family Involvement

Family involvement in a student's educational life is critical to a student's success. We encourage families to develop strong positive partnerships with the school.

Personalized Enrollment Visits. For new students, members of the school's staff meet with parents personally prior to the start of school to go over the Think Through Academy expectations, get to know the family, and answer any questions. Staff will also explain vital information about class rules and discipline systems, class specific policies, give an overview of the general daily schedule, and answer any general questions that parents have about the school.

Visiting Classes: Our school has an open-door policy that allows family members to sit in on class any time AFTER the first month of school by appointment only. Appointments can be set up as early as 24 hours in advance. During the beginning of school, it is critical for students to transition into their new setting, and the presence of families in the classroom can slow this process. After Labor Day, we encourage families to come into the classroom and see our dedicated teachers and students at work. Please do not bring another student into the classroom. When observing in the classroom, families are asked not to disrupt the education of their student or of other student or to attempt to conduct individual conversations with the teacher during instructional time. Family members who are disruptive to the educational process will be asked to leave. Visitors need to sign in at the office before visiting a classroom and wear a visitor badge while in the school.

Meet the Teacher Meeting: New families of THINK THROUGH ACADEMY are asked to bring their student in to the school before the start of school to meet with their student's teachers. These meetings will last about half an hour and will be scheduled directly by the teachers. These meetings will give students and their parents a chance to meet their teacher before the first day of school and will also allow teachers to learn a little bit about the student's educational history and personality. It is critical that all parents and student attend this initial teacher meeting.

Celebration of Learning Nights: We are excited about our PBL at the school and want to share what is going on in our classrooms. Throughout the year, we will hold celebration of learning nights, and we encourage all parents who can attend to do so. We will send out a calendar at the start of the year that has all of the dates.

Individual Growth Reports: Scholar achievement data and behavior progress is communicated with families throughout the school year. Families receive reports that outline: (1) their student's academic proficiency regarding prioritized standards in every subject, (2) the targeted intervention the school will provide in the coming weeks to maximize academic progress, and (3) tangible supports to be provided by the family at home.

Volunteer at THINK THROUGH ACADEMY. Families are asked to host and give tours to school visitors, assist classroom teachers with various needs, serve as chaperones for school field trips, and participate in planning sessions for school activities that support the school's mission. All employees of charter schools, and school volunteers who work with students, shall be fingerprinted, and have a criminal background check conducted by the Arizona Department of Public Safety and the FBI. Families are appreciated. We demonstrate appreciation of all of our families for entrusting us to educate their student to the highest quality, and we honor and recognize families that go above and beyond the required efforts to enhance their scholar's achievement and our mission.

Community Updates/Information: We will utilize the school Facebook and website for upcoming events.

Section 8: General School Information

8.1 Phone Use

Although THINK THROUGH ACADEMY aims to have as much communication as possible with families, it would take an incredible amount of staffing and resources to provide message services, and we cannot guarantee that messages will actually reach students or teachers during the day. Teachers will, however, receive messages after 3:30 PM. Students are prohibited from using school telephones unless it is an emergency that requires immediate attention, students may use their phone with a staff authorization.

The office phone is a business phone and should be used by students for emergencies only. The phones may not be used by students to arrange for delivery of any items, including signed progress reports, signed report cards, or missing homework assignments. If parents need to leave a message for their student, they should call the office, to leave a message before 12:30 p.m. Students will not be called from class to the office to speak with a parent except in case of an emergency.

8.2 Lost and stolen Property

We strongly encourage families to ensure that student do not bring valuable objects to school. Any items that students bring to school which may cause disruption will be confiscated at the school. We make every reasonable effort to return all personal property to a parent; however, the school is not responsible for replacing lost or stolen property or compensating the family for the value of that property.

8.3 Admission Policy

Admission is not limited based upon ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, or athletic ability. There is no tuition or fees charged for attending THINK THROUGH ACADEMY.

THINK THROUGH ACADEMY will admit all eligible pupils who submit a timely enrollment application. The school shall give enrollment preference to pupils returning to the charter school in the second or any subsequent year of its operation and to siblings of pupils already enrolled in the charter school. If, by the application deadline, the number of applicants exceeds the capacity of a program, class, grade level, or building, all applicants for that program, class, grade level or building will be selected for the available slots through an equitable selection process except that preference shall be given to siblings of a pupil selected through an equitable selection process such as a lottery. After the application deadline, pupils for any remaining slots or for a waiting list will be accepted in chronological order. A.R.S. 15-184(A).

THINK THROUGH ACADEMY may refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution. A.R.S. 15-184(F).

8.4 Registration and Records

Registration: Enrollment forms need to be filled out for each student to be registered at THINK THROUGH ACADEMY.

After the registration of the student and if a student is transferring from another school, THINK THROUGH ACADEMY ***will need the records from the student's previous school.*** This documentation should include the students complete academic and disciplinary records, including any special needs or information. A request form may be obtained at the school office. Official transcripts should be sent to THINK THROUGH ACADEMY directly by the previously attended school or, if hand delivered, the transcripts should arrive sealed with a signature across

the back of the envelope. If your student was home-schooled, a signed description of the curriculum and course content mastered must also be provided.

Parents have the right of access to the records of their student. The school reserves the right to have a 24-hour waiting period in order to maintain the smooth flow of school business, and to charge a reasonable fee for the cost of copying records. Non-custodial parents also have the right of access to records, unless the school has received a court document to the contrary.

Standardized Testing: As is required by the state, all students in grades 9 through 12 participate in the AZMERIT exams administered each academic year. From time to time, students may take other exams as well in order to measure their academic progress and may be asked to provide routine information.

8.5 FERPA - Annual Notification Regarding Student Records

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

YOUR RIGHT AS A PARENT OR ELIGIBLE STUDENT

- **The Right to Inspect and Review the Student's Educational Records.** If you wish to inspect/review the student's educational records, please contact the principal to make an appointment to do so. You will be provided access to records within a reasonable period of time, but in no case more than 45 days after your request is received. 34 Code of Federal Regulations § 300.613. School personnel will respond to reasonable requests for explanations and interpretations of the records. The school will provide you with a copy of the records or make other arrangements for inspection and review of the requested records if its failure to do so would effectively prevent you from exercising your rights to inspect and review the records.
- **The Right to Consent to Disclosures of Personally Identifiable Information Contained in the Student's Educational Records, except to the Extent the Law Authorizes Disclosure Without Your Consent.** The school will limit the disclosure of information contained in a student's education records except: (1) By your prior, written consent; (2) As directory information; or (3) Under certain limited circumstances permitted by FERPA, the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), and the No Student Left Behind Act of 2001. Some instances in which disclosure is permitted without your consent are set forth below.

Directory Information: Your consent is not required for the school to release the following student information designated as “directory information.” If you wish to refuse to permit the school to release directory information, you must submit your written refusal to the principal’s’ Office within two weeks of the date of this notice.

Name	Date and Place of Birth	Class Designation
Address	Grade level or major field of study	Previous School or District Attended
Telephone	Participation in officially recognized activities and sports	Wt. and Ht. for athletic teams
Name	Date and Place of Birth	Class Designation
Parent Name	Student Photograph	Dates of Attendance
Email	Degrees and awards received	

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

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

A "legitimate educational interest" is the person's need to know in order to fulfill the school official's professional responsibility and/or to provide a service or benefit to the student or the student's family.

- The Right to Seek Amendment of the Student's Education Records that the Parent or Eligible Student Believes to Be Inaccurate, Misleading, or Otherwise in Violation of the Student's Privacy Rights. If you believe the student's records contain information that is inaccurate, misleading, or in violation of the student's privacy or other rights, you may ask the school to amend the record. You are also entitled to a hearing to present evidence that the record should be changed if the school decides not to alter it according to your request. A form for this purpose and additional information is available in the principals' office.
- The Right to File a Complaint with the U.S. Department of Education Concerning Alleged Failures by (the school) to Comply with the Requirements of FERPA. You are entitled to file a Complaint with the U.S. Department of Education if you believe THINK THROUGH ACADEMY has violated FERPA. Complaints may be sent to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901.

THINK THROUGH ACADEMY complies with FERPA (20 U.S.C. § 1232g and § 1232h; 34 C.F.R. Part 99); the Individuals with Disabilities Education Act (20 U.S.C. § 1400 et seq.; 34 C.F.R. Part 300); and A.R.S. §§ 15-141, 15-142.

Parents and eligible students have a right to file a complaint concerning alleged failures by a school district to comply with the requirements of the student records laws and regulations with the Arizona Department of Education. Complaints relative to federal statutes and regulations governing student records may be filed with the Family Policy Compliance Office, U.S. Department of Education.

8.6 Individuals with Disabilities Education Act (IDEA)

IDEA is a federal law that protects the rights of students with disabilities. In addition to standard school records, for student with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such 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 pertinent sources, such as doctors and other health care providers. This information is collected to assure the student 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 student with a disability must be in accordance with IDEA regulatory requirements.

For additional information or to file a complaint, you may: Call the federal government at (202) 260-3887 (voice) or 1-800-877-8339 (TDD) or the Arizona Department of Education (ADE/ESS) at (602) 542-4013. Or you may contact: Family Policy Compliance Office, U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901 or the Arizona Department of Education Exceptional Student Services 1535 W. Jefferson, BIN 24, Phoenix, AZ 85007. This notice is available in English and Spanish on the ADE website at www.ade.az.gov/ess/resources under forms. For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.

8.7 Custody

In most cases, natural parents shall be given reasonable access to their student at school and to their student Ren's official school records. Exceptions to this will be made in cases where there are court orders restricting the rights of a parent to access a student and/or the student's official school records.

It shall be the responsibility of the natural parent who has a court order restricting the rights of the other (non-custodial) parent to a student or the student's official school records to notify school officials of the conditions of the court order and to provide school officials with a current copy of the court order. In cases in which a person other than the natural parent has been granted guardianship, the rights and privileges of the natural parent shall be considered divested, in the absence of court action granting the natural parents specific rights. In cases of guardianship, the legal guardian shall be responsible for notifying school officials of the conditions of the guardianship and for providing school officials with all pertinent written documentation or changes.

8.8 Reporting Student Abuse

Student abuse is something that will not be ignored at THINK THROUGH ACADEMY. All school employees are required by Arizona state law and school policy to report any suspected student abuse. THINK THROUGH ACADEMY is required by law to report to Student Protective Services or the police department with jurisdiction any suspected non-accidental injury, sexual molestation, abuse, or neglect.

8.9 Non-Discrimination

THINK THROUGH ACADEMY does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); on the basis of age, in accordance with the Age Discrimination in Employment Act of 1974 (ADEA), or on the basis of pregnancy status in accordance with the Pregnancy Discrimination Act of 1978. In addition, no person shall be discriminated against in admission to the school on the basis of race, sex, color, creed, ethnicity, sexual orientation, mental or physical disability, age, or ancestry. Finally, no person shall be discriminated against in obtaining the advantages,

privileges, or access to the courses of study offered by the school on the basis of race, sex, color, religion, national origin, or sexual orientation.

8.10 Grievance Procedure

Introduction: It is the school's policy to ensure that students or parents with a grievance relating to the school, its administration, and/or other employees shall, except as otherwise set forth below, use a procedure which may resolve grievances as quickly and as fairly as possible.

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

2. Where To File a Complaint: Any student who believes that the school has discriminated against or harassed her/him because of her/his race, color, creed, ethnicity, national origin, sex, sexual orientation, mental or physical disability, age, or ancestry in admission to, access to, treatment in, or employment in its services, programs, and activities may file a complaint in writing with the principal. If the Director of Operation is the person who is alleged to have caused the discrimination or harassment, the complaint may be filed with the principal. These individuals are listed below and are hereinafter referred to as "Grievance Administrators."

- Principal, Najat Benaoussar: nbenaoussar@tths.com

Complaints of Harassment by Peers: In the event the complaint consists of a student's allegation that another student is harassing him/her based upon the above-referenced classifications, the student may, in the alternative, file the complaint with the principal.

Complaints of Discrimination Based Upon Disability: A student who alleges discrimination on the basis of disability relative to the identification, evaluation, or educational placement of that student, who because of a handicap needs or is believed to need special instruction or related services, pursuant to Section 504 of the Rehabilitation Act of 1973, Chapter 766, and/or the Individuals with Disabilities Education Act should first contact the principal. If the complaint remains unresolved after contacting the principal, the procedure set forth in Arizona Administrative Code § R7-2-405 must be followed.

Contents of Complaints and Timelines for Filing. Complaints under this Grievance Procedure must be filed within 30 school days of the alleged discrimination. The complaint must be in writing. Any person of the student's choosing, may assist the complainant with filing the complaint. The written complaint must include the following information:

1. The student's name and the parent's name who is filing the complaint on behalf of the student.
2. The name, address, telephone number, and e-mail address of the student's legal representative, if any.
3. The name of the person(s) alleged to have caused the discrimination or harassment (respondent).
4. A description, in as much detail as possible, of the alleged discrimination or harassment.
5. The date(s) of the alleged discrimination or harassment.
6. The name of all persons who have knowledge about the alleged discrimination or harassment (witnesses), as can be reasonably determined.
7. A description, in as much detail as possible, of how the student or parent wants the complaint to be resolved.

Investigation and Resolution of the Complaint: Respondents will be informed of the charges as soon as the principal deems appropriate based upon the nature of the allegations, the investigation required, and the action contemplated. The principal or one of their designees will interview witnesses whom s/he deems necessary and appropriate to determine the facts relevant to the complaint and will gather other relevant information. Such interviews and gathering of information will be completed within fifteen (15) school days of receiving the complaint.

Within twenty (20) school days of receiving the complaint, the principal will meet with the student, parent and/or her/his representative to review the information gathered and, if applicable, to propose a resolution designed to stop the discrimination or harassment and to correct its effect. Within ten (10) school days of the meeting with the student, parent, and/or representative, the principal will provide written disposition of the complaint to the student, parent and/or representative and to the respondent(s).

Notwithstanding the above, it is understood that in the event a resolution contemplated by the school involves disciplinary action against an employee or a student, the complainant will not be informed of such disciplinary action, unless it directly involves the complainant (i.e., a directive to "stay away" from the complainant, as might occur as a result of a complaint of harassment).

All the timelines above will be implemented as specified, unless the nature of the investigation or circumstances prevent such implementation, in which case, the matter will be completed as quickly as practicable. If the timelines specified above are not met, the reason(s) for not meeting them must be clearly documented. In addition, it should be noted that in the event the respondent is subject to a collective bargaining agreement which sets forth a specific timeline for notice and/or investigation of a complaint, such timelines will be followed.

Confidentiality of students/respondents and witnesses will be maintained, to the extent possible.

Retaliation against someone because he/she has filed a complaint under this Grievance Procedure is strictly prohibited. Acts of retaliation may result in disciplinary action, up to and including suspension or expulsion/discharge.

Appeals: If the student/parent is not satisfied with the disposition of a complaint, the student/parent may appeal the disposition to Governing Board. The Governing Board will issue a written response to the appeal within 30 school days of receiving the appeal. The Board expects that all prior steps have been followed before action is taken at a Board level. All applicable public open meeting laws will be followed for the Board's meeting, including prior notice and the right of the employee to request that any potential employment action be held in an open meeting. The Board's decision is final.

8.11 Transportation

Think Through Academy will provide transportation to students. However, transportation is a privilege, not an explicit right. Students who receive 3 bus referrals over the course of one school year may have their bus privileges terminated for that academic school year at the sole discretion of the principal.

SCHOOL BUS GUIDELINES

The following are guidelines only and do not limit the judgment of the administrator who must assess the situation. These rules apply when a student is traveling to or from school (including bus stops), on field trips, or on extra-curricular activities.

1. Be at your stop 10 minutes prior to your designated time.
2. Be on time for to the bus leaving the school
3. Stand a safe distance from the curb or highway
4. Remain seated facing forward in your assigned seat while the bus is moving
5. Obey the bus driver all times and follow his/ her directions the first time that they are given.
6. Keep hands and all parts of your body inside the bus.
7. Do not eat or drink on the bus (except for water)
8. Keep harmful objects off the bus (Drugs, Weapons, Tobacco)
9. Keep Aisle clear, except for exiting the bus
10. Keep the bus clean
11. Listen to the same classroom rules for the bus
12. Report any problems to the driver
13. Talk quietly
14. When crossing a street by the school bus, always cross in front of bus.
15. Always use the steps and handrail when boarding and leaving the bus.
16. All items carried by students (i.e., band instruments, athletic equipment, backpacks, etc.) must be under their control at all times, and must be carried in the lap, between seats, or properly secured in a vacant seat. Instruments cannot occupy needed seating space or be placed in the driver's compartment or in the stepwell.
17. Skateboards, scooters and roller blades are not allowed on the school bus.
18. You are permitted to use only their designated bus stops. Any changes require a parent/legal guardian's written request, counter-signed by a school official.
19. You are permitted to ride only their assigned bus. Any exceptions must be requested in writing by the student's parent or legal guardian and approved by a school official.
20. Show your student ID card to bus driver upon request.

These expectations are taken from various regulatory sources including, federal regulations and laws, Arizona state laws and regulations, DPS regulations, and Chandler School District policies.

8.12 Tax Credit Donations

Arizona taxpayers have the unique opportunity to help public schools through the use of tax credit donations to be used for extra-curricular activities. Individuals may donate up to \$200 each calendar year, while couples who file taxes jointly may donate up to \$400.

Section 9: Forms to be Signed & returned

Contract of Commitment

At THINK THROUGH ACADEMY, we recognize that all members of the school community must work together in order to create an environment conducive to academic excellence. Every student learns best when his or her family is actively involved in the student's education and abides by the school's cultural expectations. Parent, students, and the school's administration, teachers and staff all have responsibilities to promote student learning and growth. As education partners, we must agree to create a respectful school environment, with everyone treating others as values members of the community. School personnel, students, and all parents/guardians need to sign this contract, indicating a willingness to uphold our responsibilities as active participants within the community.

As a THINK THROUGH ACADEMY student, I agree to:		
Show respect, enthusiasm, achievement, courage, hard work every day. Come to school every day unless I am sick Complete my homework every night.		
Student's Name (Print)	Student's Signature	Date
As a THINK THROUGH ACADEMY parent or guardian, I/we agree to:		
<ol style="list-style-type: none">1. Make the school a safe and orderly environment by supporting the school as it enforces the school's code of conduct (as spelled out in the student handbook), including policies regarding immediate conferences and the issuance of suspension.2. Ensure that my student arrives at school before 7:30 am, attends school regularly and is prepared to work. I have read the attendance policy in the student handbook and understand the school's policy regarding lateness, excused and unexcused absences, and 10 days policy. I understand that 3 tardy arrivals equal 1 absence.3. Ensure that my student wears the appropriate school outfits, as explained in the dress code section of the student handbook.4. Communicate regularly with my student's teachers regarding my student's academic and behavioral performance and attend all required family events5. Check my student's homework assignments nightly. I understand that unsatisfactory or incomplete homework will result in a corresponding consequence.		
Parent/Guardian Name (Print)	Parent/Guardian Signature	Date
As a THINK THROUGH ACADEMY employee, I certify that the school agrees to:		
<ol style="list-style-type: none">1. Ensure that valuable school time is utilized thoughtfully and efficiently so that the school can provide our students with an education that is academically rigorous and that meets or exceeds the requirements of the Common Core Standards.2. Make the school a safe and orderly environment by enforcing school rules as consistently as possible and by doing our part to instruct our students regarding appropriate and inappropriate behavior in school.3. Communicate regularly with parents regarding their student's behavioral and academic performance through progress reports, report cards, parent conferences, telephone contact, and by welcoming parents to the school.4. Assign, collect, and evaluate nightly work assignments designed to support classroom instruction and teach responsibility, and ensure that students are held accountable for finishing those assignments on a daily basis.5. Constantly monitor the strengths, weaknesses, and progress of our students, both academically and behaviorally, provide extra academic and homework help to our students on a regular basis, and consistently enforce the code of conduct as a means of holding students accountable for their behavior in school.		
Staff Member Name (Print)	Staff Member Signature	Date

ACKNOWLEDGMENT OF RECEIPT OF THINK THROUGH ACADEMY'S FAMILY AND STUDENT HANDBOOK

Thank you for taking the time to read the THINK THROUGH ACADEMY Family and Student Handbook.

We have read, understand, and agree to abide by the rules, regulations, and procedures outlined in THINK THROUGH ACADEMY's Family and Student Handbook*. I understand that if I ever have any questions regarding school policies, I should ask the Principal or the Operational Manager for further explanation.

*If a family has more than one student attending the school, a separate Acknowledgement must be returned for each student.

Student Name

Parent/Guardian Name

Student Signature

Parent/Guardian Signature

Date

We thank you for your cooperation and wish you the best for the upcoming school year!