

TUCSON PREPARATORY SCHOOL

Student and Parent Handbook

2026–2027 School Year

A simple guide to student expectations, school conduct, and discipline procedures.

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Welcome

Tucson Preparatory School provides an individualized educational program for students who benefit from a supportive alternative high school setting. This handbook explains the basic conduct expected of every student and the disciplinary procedures used when expectations are not met.

Students and parents or guardians should review this handbook together. These rules apply on school grounds, during the school day, at school activities and events, and in other circumstances when student conduct affects school safety or operations.

Our Approach to Discipline

TPS is committed to a safe, respectful, and positive learning environment. Staff will ordinarily use supportive and corrective responses intended to help students understand and change unacceptable behavior. More serious or repeated misconduct may result in traditional discipline, including suspension or expulsion.

Discipline is based on the seriousness of the conduct, the student's history, safety concerns, and other relevant circumstances. Consequences may be used alone or in combination.

Shared Responsibilities

Students

- Attend assigned classes, arrive on time, and remain on campus unless authorized to leave.
- Treat students, staff, visitors, and property with respect.
- Follow reasonable directions from school employees and provide truthful information.
- Use school technology and personal electronic devices responsibly.
- Ask a staff member for help when a safety, academic, or personal concern arises.

Parents and Guardians

- Review school expectations with the student and support regular attendance.
- Keep contact and emergency information current.
- Respond to school communications and participate in conferences when requested.
- Contact the school promptly with questions or information that may affect the student's safety or success.

Expected Student Behaviors

1. Be respectful of school staff, peers, school property, and personal property.
2. Use appropriate language. Do not use vulgar, foul, abusive, or offensive comments or gestures.
3. Never bring weapons, firearms, ammunition, explosives, fireworks, or dangerous objects to campus or school events.
4. Do not bring or display items associated with gang affiliation, including bandanas, or use gang signs, symbols, or graffiti.
5. Maintain safe and respectful boundaries. Threatening, bullying, fighting, sexual harassment, hate speech, intimidation, and hazing are prohibited.
6. Do not possess, use, distribute, sell, or be under the influence of alcohol, illegal drugs, tobacco, nicotine, or THC products. This includes related paraphernalia, matches, lighters, e-cigarettes, and vape devices.
7. Follow the Electronics and Internet Policy, including limits on cellphones, wireless devices, and social media access.
8. Consume food and beverages outdoors during scheduled breaks only. Food-delivery services may not be used by students.
9. Attend assigned classes and remain on campus during the school day. Outdoor areas may be used only during scheduled breaks. A student who leaves campus without permission before dismissal may not return that day.
10. Do not loiter in alleyways adjacent to the school.

TPS may inspect student bags when permitted by law and may confiscate prohibited or improperly used property. Confiscated items may be released to a parent or guardian at the end of the school day or as directed by administration.

Cellphones, Wireless Devices, and Internet Use

Personal cellphones and other wireless communication devices must remain put away and may not be used during the school day unless a school employee authorizes use for one of the following reasons:

- An educational purpose directed by the student's teacher.
- An emergency.
- A documented medical need.

The school day includes instructional periods, passing periods, breaks, and meals. School-provided internet access may restrict social media platforms. A teacher may authorize social media access when necessary for an educational purpose.

Parents or guardians who need to contact a student during the school day should call the school office at (520) 622-4185. A student who needs to contact a parent or guardian should ask a staff member for access to the school office telephone or other approved communication method.

Prohibited Conduct

The following summary identifies conduct that may result in discipline. It is not an exhaustive list.

Category	Examples
Safety and violence	Arson; false use of alarms; threats; assault; fighting; conduct that endangers others; weapons or dangerous items; unauthorized entry.
Alcohol, drugs, tobacco, and vaping	Possession, use, sale, transfer, or being under the influence; possession or use of paraphernalia, e-cigarettes, vape devices, matches, or lighters.
Harassment and discrimination	Bullying; sexual harassment; hazing; intimidation; degrading, hostile, or offensive conduct based on a legally protected characteristic.
Disruption and defiance	Disrupting school activities; refusing reasonable directions; dishonesty; profanity or abusive language toward staff; leaving campus without permission; loitering.
Property and honesty	Theft; extortion; forgery; cheating; plagiarism; vandalism; littering; misuse of another person's identity, work, or property.
Technology	Unauthorized cellphone or device use; misuse of school internet or devices; unauthorized access; conduct that violates the Electronics and Internet Policy.
Other misconduct	Truancy or tardiness; unsafe driving; gambling; prohibited dress or displays; gang activity or association; violation of law, Governing Board policy, or school rules.

Dress and Appearance

Clothing and appearance must not create a health or safety concern or disrupt education. Clothing or accessories displaying obscene content or references to drugs, alcohol, gangs, or other prohibited conduct are not permitted. Immodest or indecent attire is not acceptable. Footwear is required.

Possible Responses and Consequences

TPS may use progressive discipline when appropriate. A serious first offense may receive a significant consequence, and repeated conduct may result in stronger action. Responses may include:

- Case management, counseling, behavioral referral, or parent conference
- Oral or written warning and parent notification
- Detention, community service, probation, or loss of privileges
- Temporary classroom removal, reassignment, exclusion from a class, or in-school suspension
- Alternative-to-suspension or alternative educational programming
- Short-term suspension, long-term suspension, or expulsion

Suspension and Expulsion

Short-Term Suspension

A short-term suspension is ten school days or fewer. The Director or an authorized designee may impose a short-term suspension for good cause. A parent or guardian must be contacted before a student under age 18 is released early. If contact cannot be made, the student may be separated from other students until dismissal. The school will provide notice of the reason and terms of the suspension and may require a reentry meeting. A short-term suspension may not be appealed under TPS policy.

Long-Term Suspension

A long-term suspension is more than ten school days and may extend up to 180 school days. When an offense may result in a long-term suspension, TPS will arrange a formal hearing and provide the parent or guardian at least 48 hours' notice of the date, time, place, charges, possible consequence, hearing officer, procedures, and applicable rights.

The hearing officer will issue a decision within 48 hours after the hearing concludes. The student or parent or guardian may appeal a long-term suspension by delivering a written letter addressed to the Governing Board through the Director within five days after receiving written notice of the decision. The letter must explain the objections in detail. The Board's decision is final.

Expulsion

Expulsion is permanent exclusion from TPS unless the Governing Board reinstates the student. Only the Governing Board may expel a student. Students recommended for expulsion will receive notice and due process. Firearm possession or use may result in expulsion for at least one calendar year unless the Board modifies the consequence on a case-by-case basis as allowed by law.

Student Rights and Additional Protections

- Discipline will not be based on race, color, religion, sex, national origin, or ancestry.
- Students facing long-term suspension or expulsion will receive the notice and hearing rights required by applicable law and TPS policy.
- Discipline involving a student with a disability will follow applicable special education and disability laws, including required manifestation determinations and procedural protections.
- A student age 18 or older exercises the parent rights described in this handbook unless the student has a legally appointed guardian.

Reporting a Concern

Students and families should promptly report bullying, harassment, threats, weapons, drugs, unsafe conduct, or other concerns to a teacher, administrator, or the school office. In an immediate emergency, call 911.

Mandatory Reporting and Child Safety

All TPS staff members are mandatory reporters. To promote the safety and protection of all children, a staff member who reasonably believes that a minor has experienced abuse, physical injury, neglect, or another reportable offense must immediately make or cause a report to be made to the appropriate authorities as required by Arizona law. Staff do not investigate or require proof before making a report.

Important Notice

This handbook is a concise summary of the attached TPS conduct expectations and Governing Board discipline policy. It does not replace Governing Board policy, administrative procedures, or applicable law. If a conflict exists, the controlling policy or law applies. TPS may update rules and procedures and will provide notice when required.