

**Student/Parent Agenda
2022-2023**



**TELESIS
PREPARATORY ACADEMY
“Home of the Telesis Tigers”**

Excellence in Education Since 1991



WE ARE K-12 ACCREDITED

Welcome

We, at Telesis Preparatory Academy, are pleased that you have selected Telesis as your academic program. Telesis means “planned progress.” And together, you and all the teachers at Telesis will plan your progress to help you expand your learning, so that you will enjoy learning your whole life.

Your family has made a very important decision by allowing you to attend Telesis. They know how important learning is and how much it will help you as you grow up to live in a world that has more to learn than ever before. Your family also knows that learning is not always easy. At Telesis, we will develop a learning plan that is just right for you. But, we need your help. We want to see you do your best and if there are any problems or difficulties, always use your voice to report, so we can help whatever way we can.

Your classroom at Telesis will probably be a little different from other schools you may have attended. First of all, you will have fewer classmates in your room. Some may be as old as you, some may be a little younger, some a little older. There may be times when you might go to another classroom to work with another teacher and students, or when the whole school will do things together.

We hope that you are as excited about the new school year as we are. When we all work together to make good things happen, it will be a time of educational fun and learning that will be a part of your life forever!

This agenda has been developed as a guide to the policies and procedures that govern your educational life at Telesis. We hope it answers your questions or concerns. Please share this agenda with your family. We are here to make your school life a success.

Sincerely,



Sandra K. Breece, Ed. D.

Founder

*“We can give our children two things...one is roots,
the other wings.”*

SCHOOL WIDE GOALS FOR 2022-2023

By May 2023, 60% of our students will demonstrate a Typical Growth of 40 SGP from August 2022 to May 2023 on STAR Reading.

By May 2023, 60% of our students will demonstrate a Typical Growth of 40 SGP from August 2022 to May 2023 on STAR Math.

This will improve our students' overall performance and achievement in English Language Arts and Mathematics on Galileo, AzM2, and ACT State Assessments.

To achieve this goal:

We will continue to make data-driven decisions and focus on our school-wide priorities directing our staff and intervention team to drive continuous improvement and strengthen instruction to meet the needs of our students.

We will offer daily tiered intervention time to provide differentiated instruction in Mathematics and English Language Arts based on students' needs.

Introduction

Mission

Telesis Preparatory Academy is a kindergarten through twelfth grade school committed to offering a curriculum individually designed and delivered to meet the needs of each student in real preparation for lifelong learning.

Philosophy

The word "Telesis" (derived from Greek) means: to bring each child to completion through intelligent and planned direction, in other words "planned progress." We want each child to learn how to reach his or her own unique potential. As we have developed our curriculum, we have been guided by the following commitments:

- To plan individual progress inherent in the name "Telesis."
- To allow and encourage each individual child to progress at a pace that is appropriate to his or her abilities.
- To provide specialized programs which benefit the future growth and development of each individual.
- To offer quality education at its best.

Student Learner Outcomes

Telesis Preparatory expects our students to develop academically through our student learning outcomes. These are statements that specify what Telesis students will know or be able to demonstrate by the end of each academic year. The statements are observable and measurable in showcasing the abilities of students' learning experiences at Telesis. Here at Telesis, our TIGERS is not only our Mascot but also our Student Learning Outcomes:

- T - Teamwork (collaborate using critical thinking and communicate thoughtfully)
- I - Innovate (by being inventive and creative through use of technology)
- G - Grow (scholastically through relevant and rigorous standards-based and data-driven curriculum)
- E - Excel (through developing skills necessary for continue independent learning)
- R - Respect (diversity and develop good character through positive relationships with others)
- S - Succeed (through various programs to create responsible citizens)

Program

Telesis Preparatory is not simply a school for children. It is a school for the parents who want their children to love learning, not only now, but always. If we are successful in our mission, our students will focus on academics and critical thinking skills. At the same time, we have organized the delivery of our curriculum so that as students are learning content, they are also learning the following:

- How to function independently and in groups.
- How to socialize with other children and adults.
- How to develop good work habits and attitudes.
- How all disciplines (science, history, humanities, and the arts, for example) are related.

As experienced teachers, we also understand the importance of a child's self-concept, and we know that positive self-esteem will follow when an empathetic teacher or parent helps a child grow academically, socially, and emotionally. Students may have opportunities to accelerate at their own pace. We believe that the key to success is to let the student work at the level where he or she can be challenged successfully.

Program Division by Academic Level

Academic Level	Traditional Grade Level
Kindergarten	Age 5 by September 1 st
Primary	1 st and 2 nd
Intermediate	3 rd , 4 th , and 5 th
Junior Academy	6 th , 7 th , and 8 th
Academy	9 th , 10 th , 11 th , and 12 th

The Telesis Triangle

The Telesis staff and administration firmly believe in what we call the Telesis Triangle., which represents the partnership we have with students and parents at Telesis. The Telesis Triangle, a metal sculpture displayed on our campus, represents the curriculum that is shaped to meet the needs of each individual student.



Curriculum

The classroom environment will be stimulating and challenging. At Telesis we will be focused using the Arizona Academic Standards and the Arizona Board of Regents requirements as a foundation and guideline from which we will build our program. The curriculum will be developmentally appropriate and student oriented; the subject matter chosen will address the abilities and maturation of the respective students and will be relevant to students. The Telesis curriculum is not limited to but rather enhanced by the following programs, some of which use the most current technology:

Kindergarten:

- Zaner-Bloser (SuperKids)
- Savvas EnVision Math K
- Social Studies Weekly
- Science Weekly

Primary-1:

- Zaner-Bloser (SuperKids)
- Savvas EnVision Math 1
- Social Studies Weekly
- Science Weekly

Primary-2:

- Zaner-Bloser (SuperKids)
- Savvas EnVision Math 2
- Social Studies Weekly
- Science Weekly

Intermediate-3:

- Savvas myView Literacy

- Savvas EnVision Math 3
- Social Studies Weekly
- Science Weekly

Intermediate-4:

- Savvas myView Literacy
- Savvas EnVision Math 4
- Social Studies Weekly
- Pearson Interactive Science

Intermediate-5:

- Savvas myView Literacy
- Savvas EnVision Math 5
- Social Studies Weekly
- Houghton Mifflin Harcourt Science Dimensions

Junior Academy-6:

- Savvas myPerspectives English Language Arts
- Savvas EnVision 2.0 Math 6
- Houghton Mifflin Harcourt Science Dimensions
- Houghton Mifflin Harcourt Social Studies/Social Studies Weekly

Junior Academy-7:

- Savvas myPerspectives English Language Arts
- Savvas EnVision 2.0 Math 7
- Houghton Mifflin Harcourt Science Dimensions
- Houghton Mifflin Harcourt Social Studies

Junior Academy-8:

- Savvas myPerspectives English Language Arts
- Savvas EnVision 2.0 Math 8
- Houghton Mifflin Harcourt Science Dimensions
- Houghton Mifflin Harcourt Social Studies

Academy-9 to 12:

English:

- Savvas myPerspectives English Language Arts 9
- Savvas myPerspectives English Language Arts 10
- Savvas myPerspectives English Language Arts 11
- Savvas myPerspectives English Language Arts 12

Math:

- enVision AGA Common Core Algebra 1/Math XL for school
- enVision AGA Common Core Algebra 2/MathXL for school
- enVision AGA Common Core Geometry/MathXL for school
- MCGRAW-HILL Financial/BUSINESS Mathematics
- Madura: Personal Financial Literacy
- Savvas Economics

Science:

- Houghton Mifflin Harcourt Science Dimensions-Biology
- Houghton Mifflin Harcourt Science Dimensions-Chemistry
- Holt Reinhart and Winston Science-Earth Science
- Prentice Hall-Physical Science
- Pearson Essentials of Human Anatomy & Physiology

Social Studies:

- Houghton Mifflin Harcourt-World History

- Holt Reinhart and Winston-US History
- Holt Reinhart and Winston-US Government
- Geography

Electives/Other:

- Progress Learning Platform (PLP) – Credit Recovery, Honors course, Advanced Electives, etc.
- Rosetta Stone
- Amazon future Program, MCC Dual Enrollment, ASU Universal Learner, Western Arizona Vocational Education (WAVE), etc.

Supplemental Resources:

- Discovery Intensive Phonics
- Discovery K-3
- Renaissance Learning - Accelerated Reader /Accelerated Reader 360
- STAR Early Literacy/STAR Reading/STAR Math
- Galileo Reading/Math/Science
- Read Naturally
- AZCIS (Arizona Career Information System)
- Mountain Math/Mountain Language
- Triumph Learning
- MobyMax

Many of these programs give us immediate, measurable results on the curriculum taught in the classroom. We are constantly searching for new, proven programs that strengthen our curriculum at all academic levels.

Communication: Teacher/Students/Parents

It's important to communicate with teachers, first, if any concerns or questions arise. If you have a concern, we kindly ask that you do the following:

1. **Contact your child's teacher first. Teachers can be emailed through ParentVue or you can visit with the teacher before/after school.**
2. **If your concern still hasn't been resolved, please contact the front office to request an appointment with administration.**
 - **Important Note: The administrative staff will ask you if you have spoken with the teacher and had a teacher-parent conference, prior to including the principal to address concerns. Please understand that appointments may not always be scheduled right away, as it takes time to rearrange schedules and properly assess the matter.**

Telesis provides several important ways of keeping lines of communication open between staff, students, and parents. Telesis believes that this communication is imperative for student success.

- Our website at www.telesis-academy.org contains important news and events relevant to our entire campus with pertinent information for students and parents.
- All staff members have email accounts through Telesis. Use the staff member's first initial and last name @telesis-academy.org. For example, jdoe@telesis-academy.org.
- All students receive this Student Agenda, which should be kept handy. It's used to track daily assignments, make notes and reminders, etc. It is a source of correspondence between students, teachers, and parents. This agenda is also available on www.telesis-academy.org.
 - Telesis provides two parent/teacher conferences, one in the Fall and Spring Semesters.
 - **Students are required to attend with their parents.**
 - **Parents can request additional conferences throughout the school year.** Contact your child's teacher to make arrangements.
- Email and ParentVue are the most efficient means of communication with teachers; however, parents can call an individual teacher before or after school.
- Teachers communicate classroom progress through reports, newsletters and phone calls.
- **Parents can check ParentVue periodically to keep up-to-date with their child's progress and update any new information (addresses, emails, phone numbers, etc)**
 - **Students can also track their progress through StudentVue. Both links can be found at www.telesis-academy.org.**

TELESIS EMERGENCY RESPONSE PLAN INFO

- Telesis Preparatory Academy has an Emergency Response Plan in place which is reviewed and updated by the School Emergency Response TEAM (SERT) each school year.

SERT TEAM

- The Telesis SERT consists of twelve staff members, arranged in an order of command (First command, second in command, and so forth). SERT members are assigned to sections of the campus and report to those sections to oversee drills and evacuations.
- Key SERT members train all teachers and staff on the proper way to carry out drills, react to emergency situations, and how to obtain help in emergency situations.

DRILLS

- **Fire Drill**
- Fire drills are conducted to prepare students and staff on proper protocols and reaction during a fire emergency on campus. Fire drills are held each month during the school year.
- **Soft Lock Down Drill as known as Shelter-in-place.**
- Soft Lock Down drills are conducted to prepare students and staff for possible conditions that require students and staff to shelter in place because of a disaster nearby such as severe weather, chemical spill, or a potentially dangerous situation and instruction continues.
- These drills are conducted twice during the school year.
- **Hard Lock Down Drill**
- Hard lock down drills are practiced to provide staff and students with information on proper protocol and reaction in the event of an imminent threat on campus; and how to protect themselves and students in such a situation.
- Hard lock down drills are conducted twice during the school year.

EMERGENCY PREPAREDNESS

- In addition to the above drills, teachers and staff received Stop the Bleed training through Havasu Regional Medical Center. Stop the Bleed kits are in every classroom.
- SERT team members will direct students and staff to a predetermined off-site location if the emergency calls for a complete evacuation of the campus.
- In the event parents need to be contacted, a SERT member will initiate a text/email through the InTouch messaging system. If possible, a message will be posted on the school website.

Student Information and Policies

Admission

Telesis Preparatory Academy is dedicated to the purpose of offering an educational setting for any student regardless of race, color, creed, sex, or religion. We exist to help children learn. The admission process is necessary in order to place a student correctly in one of our six academic levels per our developmental format upon admission and registration. Telesis shall enroll eligible students who submit a timely application via a lottery, unless the number of applications exceeds the capacity of a program, class, or academic level. Preferences shall be given to pupils returning to the school in their second or any subsequent year and to siblings of pupils already enrolled in the school. If a program, class, or academic level is full, applications will be put in our Waiting Application Folder until the next available opening when again the lottery will be used to fill the vacancy.

By law, Telesis 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 program or in the past, was expelled from Telesis.

Early Admittance to Kindergarten Program

According to the Arizona Education Code 15-821 (C), a child can be admitted to kindergarten if the child is five years of age by September 1st of the current school year. In some cases, Telesis will administer a readiness screening to children who miss the age cut-off date to determine if the child possesses the maturity and skills needed to be successful in full-day kindergarten. The screening process DOES NOT guarantee acceptance into Kindergarten.

Lunch Schedule

Academic Level	Mon-Thurs	Friday
K/1 st /2 nd	10:40am – 11:05am	9:35am – 10:00am
3 rd /4 th /5 th	11:15am - 11:40am	10:10am – 10:35am
6 th /7 th /8 th	11:50am – 12:15pm	10:45am – 11:10am
9 th /10 th /11 th /12 th	12:25pm – 12:50pm	11:20am – 11:45am

NOTE:

Due to our Wellness Policy with the National School Lunch Program, Telesis cannot accept food deliveries from restaurants for students, unless PARENT purchases items and brings food to the Main Office for pick up.

Arrival/Dismissal

Academic Level	Mon-Thurs	Friday
Kindergarten	8am -2pm	8am – 12pm
Primary (1-2)	8am -2:45pm	8am - 12:45pm
Intermediate (3-5)	8am – 3pm	8am -1pm
Jr. Academy (6-8)	7:30am – 2:30pm	7:30am – 12:30pm
Academy (9-12)	7:30am – 3:15pm	7:30am – 12:30pm

Traditional K-5: Parents are expected to have their child or children at the Telesis Main Campus no earlier than 7:30 a.m. All students should be on campus by 7:50 a.m. to allow for adequate student preparation for classes. In addition, your child is expected to be picked up (or leave the school grounds) no later than 15 minutes after school dismissal time.

Junior Academy and Academy: Students should not arrive until 7:00 a.m. All students should be on campus by 7:20 a.m. to allow for adequate student preparation for classes. In addition, your child is expected to be picked up (or leave the school grounds) no later than 15 minutes after school dismissal time.

It is imperative that students be picked up on time unless they are attending after school activities. If students are waiting for younger siblings to be released from school, they must wait at the Main Office. No loitering is allowed on campus.

All drivers are required to follow the Telesis Drop-Off and Pick-Up Guide to ensure pedestrian and driver safety and to allow for smoother traffic flow. Please contact the office if you need a Drop-Off and Pick-Up Guide.

Student Driver

STUDENTS MUST SHOW A VALID ARIZONA DRIVER'S LICENSE, PROOF OF INSURANCE AND REGISTRATION PAPERS TO THE MAIN OFFICE. Students must complete the "Student's Auto Information" and will be kept in the main office. All documents and forms must be turned in and completed on the first week of school to the main office. These are required for all vehicles driven by a student to Telesis Preparatory Academy; **IF YOU FAIL TO PROVIDE THE SCHOOL THE REQUIRED INFORMATION, THE SCHOOL HAS THE RIGHT TO INFORM THE STUDENT TO REMOVE THE VEHICLE FROM THE SCHOOL PARKING LOT/PREMISES.**

Attendance and Tardiness

Due to COVID-19, attendance issues will be addressed on an individual basis. We encourage you to follow CDC guidelines and stay home if you are ill. Excessive absences from in-person or remote learning days without proper documentation/parental communication to the school office could result in an attendance hearing and possible loss of credit.

***ARIZONA REQUIRES 180 DAYS OF INSTRUCTION.
ATTENDANCE IS KEY TO A STUDENT'S SUCCESS***

You need to be aware that your attendance does count in your overall evaluations in your classes at Telesis. Much of what happens in the classroom cannot be replicated when you are absent. You miss discussions, videos, website investigations, and general background given verbally. That means you are only getting part of the education and material you are expected to know upon graduation. For each class, **10 percent** of evaluation will be attendance. If a student is absent, they

lose 20 points for that day. Each week will have a maximum point count of 100 points, if present for the week. Punctuality can make a difference in your success.

Due to COVID-19, attendance issues will be addressed on an individual basis. We encourage you to follow CDC guidelines and stay home if you are ill. Excessive absences from in-person or remote learning days without proper documentation/parental communication to the school office could result in an attendance hearing and possible loss of credit.

What to do if my child is going to be absent:

1. Please report the absence to our main office (928) 855-8661.
2. Homework requests may also be made through email directly to the teacher. Please use the school website to access teachers' email addresses: www.telesis-academy.org or direct communication via ParentVue.

Illness During the School Day

If a student is injured or becomes ill during the school day, the parent will be notified so the child may be picked up and taken home. If there is no home or mobile phone number on record, the school must have an emergency phone number for a neighbor, friend, or relative that can be reached to care for the child. When a student becomes too ill to remain at school, no one may authorize departure from school grounds except the principal or designee. A parent or other identified adult who is to pick up a child during school hours must sign a checkout log in the office. Parents- Please notify the school immediately of any change of address or telephone number.

Health and Wellness starts at home. Please keep your child at home when he/she is sick and/or running a fever. Families should self-assess and not send their child to school if they exhibit common symptoms associated with COVID-19 or other communicable diseases.

Health screening and temperature checks will be performed as needed. Students and Staff who exhibit any of the following symptoms during the school day, will be temperature checked and health screened. Students and staff who present with an elevated temperature of 100.4 or higher will be required to leave campus immediately.

- Fever or chills Difficulty breathing Cough New loss of taste and/or smell
- Headache Sore throat Fatigue Congestion or runny nose
- Diarrhea Shortness of breath Nausea or vomiting Muscle or body aches

Pre-Planned absences

The definition of a pre-planned absence is an absence that has been approved ahead of time by the administration with make-up work done before or after the absence. One week prior notice is necessary for pre-planned absences. Please contact the administration for prior approval. All work assigned must be completed during a planned absence. The instructor(s) will then compile, if possible, any assignments that should be done prior to returning to school. Should an illness prevent attendance, please contact the school at 928-855-8661 **on the morning of the illness** so we may notify your student's instructor(s). At that time, please specify if you would like to pick up any missed class work and homework assignments for your student. They can be ready for pick up at the end of the school day. **All students shall be required to make up all work missed as a result of absences and will be allowed 1 extra day for each day absent. It is the responsibility of the student to check with**

their teacher(s) upon their return for missed work. Parents and students should also check their teacher's Google Classroom for work.

As required by law, Telesis Preparatory Academy operates on 180 school days per year. Parents and students are reminded again that consistent attendance at school each day therefore, doctor and dental appointments should be made, whenever possible, after school hours or on days off.

AUTOMATIC ATTENDANCE MESSAGES

Telesis uses a system that automatically calls and/or emails a parent of a student who has been marked absent or tardy on the same day of the occurrence.

IMPORTANT ATTENDANCE POLICY INFORMATION:

Academy level students will not earn one (1) credit for each class in which they are absent for 10 days or more per semester. Exceptions will be made at the administration's discretion and will only be made in the event of extreme emergencies. Academy students are also subject to long-term in-school suspension for excessive absences.

For K-8 students: Excessive absences will result in possible retention (repeat current grade). Students who are excessively tardy will be required to serve In School Suspension (ISS). The dates/times detentions are served are at the discretion of Administration. Detention will be 30 minutes at minimum. Additional tardiness will be met with longer detention periods at the discretion of Administration.

Parent/Guardian Information and Responsibilities

- To report a student's absence or tardy, the parent/guardian must call Telesis' attendance office the night before, or the day of the student's absence by 8:00am at 928-855-8661 x 120. If a message to report an absence or tardy is not given within 24 hours, the absence/tardy will not be excused.
- When leaving a message on the attendance line, please leave the following information:
 - Student's name
 - Student's grade
 - Reason for absence
 - Return telephone number
- A parent/guardian may report an absence or tardy with a note, signed by a parent/guardian. If the absence or tardy is due to a doctor's visit, the note must be from the doctor's office.

Unexcused absences/tardy include but are not limited to:

- If a student is in school and fails to attend a class
- If a student arrives more than 5 minutes late to class at the beginning of the school day without a pass
- If a student arrives late after the bell rings during the school day
- If a parent/guardian fails to call the attendance line - within 24 hours after the absence/tardy - to report the student's absence/tardy.

Attendance is extremely important to a child's academic success. The state of Arizona requires schools to record the reason for all student absences and that all students attend school 90 percent of the school year. Telesis students attend school 180 days per year. At Telesis, a student that is absent more than ten days is considered to have “excessive absences” whether the absence is excused or unexcused. An absence is defined as a minimum of one missed class period per day.

- A student that is absent more than ten percent (18 days) of the required number of school days per year is considered to have “extreme absences” whether the absence is excused or unexcused. Furthermore, Telesis must report excessive absences and truancy to law enforcement.
- Absences shall be excused only for necessary and important reasons that include illness, bereavement, other family emergencies and observance of major religious holidays of the family’s faith. Stat law mandates that the school record the reason for all student absences.
- Absences, therefore, must be reported by the parent the day of the absence or before the day of the absence to advise the school as to the reason for the absence(s). The school may require documentation from a doctor to verify a medical condition when absences total more than 10 percent of the number of required attendance days.
- Unauthorized or excessive absences, may lead to disciplinary actions which include but are not limited to detention assignments, ISS, parent conferences, referral to the Attendance Committee or alternative placement.
- Students with ten (10) consecutive unexcused absences will be withdrawn from our program and a letter will be sent home to the parent/guardian informing them of the action taken.

TYPES OF ABSENCES

VERIFIED (EX/ILL/DR/CI/FRL): An absence due to illness approved by a physician or a court summons with verification. Medical, dental, or optometric appointments, with verification. Death of an immediate family member. Other family emergencies and observance of major religious holidays of the family’s faith.

UNEXCUSED (UE): An absence which cannot be verified by a parent/guardian for the above reasons.

TRUANCY (TRU): An absence without the knowledge or approval of parent/guardian, or school authority.

A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in A.R.S. §8-201. Absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days prescribed in A.R.S. §15-802 subsection B, paragraph 1.

TARDY (TDY/TEX/TUE): Arriving at class and/or not being in the assigned seat by the time the bell rings for the period. TDY-Teacher has marked student tardy. TEX – Tardy has been excused. TUE – Unexcused Tardy

SUSPENSION (OSS/ISS): An absence due to a student being involved in violation(s) of any of the listed reasons on the suspension form.

TARDY STUDENTS: Any student who is tardy must check in with a staff member stationed at the front gate to receive a pass. If a staff member is not at the gate, tardy students must report to the main office.

Tardy Policy

Tardy # 1: Warning, counseled by teacher.

Tardy # 2: Teachers may assign their own after-school detention or lunch detention (to be held with the teacher, in his/her classroom). Teacher makes a phone call home to the parent/guardian.

Tardy # 3: Teacher notifies Attendance Clerk. Phone call made by Attendance Clerk to parent/guardian. Teacher continues to document in Synergy and assigns lunch detention or after-school detention.

Tardy # 4: Teacher notifies the Attendance Committee for further discussions that may lead to a meeting with the student and parent/guardian.

LEAVING CAMPUS

- Students will not be permitted to leave campus at any time without permission.
- If a student becomes ill, they need to report to the MAIN Office. The office aide will see the student and decide if it is necessary to send the student home. Parents/guardians will be contacted to come in to check students out through the Main Office.
- If a student has a doctor, dental, or personal appointment, parent/guardian must check the student out through the Main Office. Students must present official medical appointment verification that they were seen in order to get an absence excused.
- **STUDENTS THAT LEAVE CAMPUS WITHOUT PERMISSION ARE CONSIDERED TO BE TRUANT.**

DETENTION

Detention is assigned to students who fail to comply with the Telesis Preparatory Academy Attendance policies for tardy and truancy. Students will serve detention. Detentions are held during lunch or after school (days may vary).

Students may also attend on-campus tutoring sessions to clear tardy detention hours. The following times delineate number of tardies that can be cleared:

- 15 minutes = 1 tardy;
- 30 minutes = 2 tardies;
- 45 minutes = 3 tardies;
- and 1 hour = 4 tardies.

Students must fill out a Tardy Detention Hours Log with their teacher/tutor and submit it to the main office the following day. Students who miss detention are at risk for receiving Out of School Suspension (OSS) or In-School Suspension (ISS).

Rainy Day Protocol **for K-5**

Mornings/Before School- Teachers on morning duty will send all K-5 students to the cafeteria, Administration or Office Staff will assist cafeteria staff. All K-5 teachers will open their doors at 7:45am so that students can be released from the cafeteria to their teachers.

Academics

All academic and elective classes at the various levels of our educational program, including the Junior Academy and Academy levels, follow the Arizona Academic Standards and the requirements of the Arizona Department of Education and Board of Regents. Telesis is accredited by North Central Accreditation (NCA), a division of AdvancEd (now known as Cognia), and has earned accreditation for our entire K-12 program.

Academic excellence is recognized at all curricular levels. Honor Roll, Principal's Honor Roll, Rotary Student of the Month (for Junior Academy), membership in The Telesis Preparatory Academy Chapter of the National Honor Society (for class level 10 to 12), The Telesis Preparatory Academy Chapter of the National Junior Honor Society (for grade level 6 to 9), and The Telesis Preparatory Chapter of the National Elementary Honor Society (for grade level 4 to 5) are some of the ways Telesis promotes and encourages individual academic achievement. The coveted *Tiger Paw/Citizenship Award*, given to deserving Junior Academy/Academy students, and the *Tiger Cub/Citizenship Award*, given to deserving lower level students, are presented annually for the embodiment of academic success, citizenship, character quality, and school spirit.

For those students who are struggling in a certain area or with a certain skill, Telesis has an Intervention Program for Reading and Mathematics which helps students understand and work with difficult key skills and concepts. Extended individualized help in the classroom and from our specialized Intervention Team, plus after school tutoring with teacher, one on one assistance during the school day with an individual student at prearranged times are just some of the levels of our Intervention Program. This list is not all inclusive.

TELESIS HONORS PROGRAM

Goal: Using the stimulating and challenging curriculum and providing specialized programs to offer quality education which benefit the future growth and development.

Honors courses are designed to provide academically advanced students with sophisticated and complex learning experiences in Core Classes. Curriculum in an honors course is rigorous, stresses concept development and typically places emphasis on independent study, critical thinking, and student research. These courses can demand the highest level of participation effort and quality from students.

IMPORTANT: Students who successfully meet honors academic expectations may remain in the honors program for the entire school year. Students who are not meeting honors academic expectations may be exited from this program at semester upon review from the Administration Team. Honors classes require a high level of effort and achievement.

Transfer Students: To be considered, students' transcripts and review from the Administration Team will determine placement.

Junior Academy

Junior Academy will follow a traditional schedule of seven (7) 50 minute periods Monday through Thursday. The schedule will consist of seven (7) 35 minute periods on Fridays. Students will have year-round classes in core subjects English Language Arts, Mathematics, Science, Social Studies, other electives, etc.

Academy

Academy will follow a 4x4 Block schedule (105 minutes per block), students will be in all their classes on their block schedule Monday through Thursday. Fridays are Enrichment/Service days (all students have potential to earn an additional .25 credit each semester) and will follow the Early Release Friday schedule. Students who have no Cs in their classes with a 3.0 GPA or higher, will have the option to conduct enrichment/service activities on or off campus. Students that do not meet the above criteria will attend their classes on the Early Release Friday schedule.

Fees

Class Fee: Some Academy classes may require a class fee. Academy classes that require the \$25.00 class fee are Biology, Chemistry and Physics. Electives at the Academy level that require the \$25.00 fee are Academy Art and Digital Photography. *Scholarship opportunities are available if needed and upon written request.

Students who are scheduled for two or more classes that require a class fee (in a semester) will pay the following fees:

First class	\$25
Second class	\$40
Third class	\$55

GRADES

Grading Scale: The following grading scale is used at Telesis Preparatory Academy unless a class/subject is of a Pass or Fail nature. More specifically:

A+ = 97.0 +	B+ = 87.0 - 89.9	C+ = 77.0 - 79.9	D+ = 67.0 - 69.9
A = 94.0 - 96.9	B = 84.0 - 86.9	C = 74.0 - 76.9	D = 64.0 - 66.9
A- = 90.0 - 93.9	B- = 80.0 - 83.9	C- = 70.0 - 73.9	D- = 60.0 - 63.9
F ≤ 59.9			

Grade Replacement

Academy (9-12) students have the option to re-take any previously completed class to attempt a better/higher grade. The higher grade will be recorded in place of the lower grade.

Study Hall/TA Credit (s)

Grades for TA (Teacher's Aide) and Study Hall classes will be Pass/Fail and add no value to a calculated GPA.

PREREQUISITES FOR CHALLENGE (only for transfer students):

- Competency Challenge must be presented by the counselor.
- Students must be performing in the area of challenge with NO LESS THAN 2.5 grade point average (B).
- Challenge must be presented ten (10) days after review of credits.
- Challenge Test must be equivalent (if not the same) as the Final Assessment Test for class of challenge and must pass with a 70% or better.

PROCEDURE FOR CHALLENGE (only for transfer students):

- Requests for Challenge must be agreed upon by student, parent(s)/ guardian and counselor.
 - o NON- PASSING: Students will remain in class.

PREREQUISITES FOR CORE CLASSES:

Telesis prides itself on presenting an education that enables our students to be successful in the world of higher education. However, allowing student to progress with a “D” level of understanding is in direct contrast with this belief. For us to maintain an education that not only provides a “well rounded” knowledge of subject matter, we must also focus on “developing” the student and instilling study habits that will aid our students in the higher education arena. As colleges become more competitive and mandating a performance level of no less than 80% to continue in specialty areas of study, we need to develop a more “demanding” level of success in preparing our students. By initiating a “prerequisite” system of advancement in standard subject areas, we introduce our students to these levels.

Initiation of the following “Prerequisite Criteria” for the following standard classes to be initiated at the Fall Semester:

PHYSICS: Completion of 70% or better in Chemistry, and Algebra 3 or Permission from Instructor

CHEMISTRY: Completion of 70% or better in Biology and Algebra 2 or Permission from Instructor

ALGEBRA 3: Completion of 70% or better in Algebra 2 or Permission from Instructor

CALCULUS: Completion of 70% or better Algebra 3, and Pre-Calculus or Permission from Instructor

PRE-CALCULUS: Completion of 70% or better in Algebra 3 or Permission from Instructor

ENGLISH 101 with MOHAVE COMMUNITY COLLEGE: A student can qualify for English 101 upon completion of 10th grade English composition course (and/or the recent English class that was taken) with a Grade of B or higher

Math 151 – College Algebra with Mohave Community College: A student can qualify for College Algebra by having a B or better in Algebra 2 and a cumulative GPA of 3.0 in place of an appropriate score on placement test.

Credit Recovery:

Telesis Preparatory Academy allows students the opportunity for individual "Credit Recovery" as needed. In order to assure quality achievement in classes completed "Outside" the standard curriculum, students will need to submit a request in writing with proof of completion of course and passing grade for review by Academic Team Leader and School Counselor. Upon review and approval, students shall be granted appropriate credit for specified class. It should be noted, "online" curriculum utilized must meet with the approval of Administration and NOT ALL ON-LINE CURRICULUM may meet the standards. Please see School Counselor prior to enrolling. Note: As of Fall, 2014, **students who took courses from Primavera online high school may need to take our final exam to meet Telesis requirements.** Our curriculum includes credit recovery ability via on-campus programs.

Finals Policy:

Students in all JA and Academy level classes will be required to complete a class "Final" at the end of each semester. This Final assessment will represent 10% of the student's overall grade for Academy (9-12) classes and 5% of the student's overall grade for JA (7-8) classes. These "Finals" will be administered during the last two weeks of school and are mandatory for all students.

Failure to complete the required Final, will result in the student earning a "0" on the final. If there are extreme circumstances on the day of the final - death in family, illness, etc. - the "0" can be changed at a later date if the student is allowed to take the final. Students who do not take their finals will not be considered for Honor Roll recognition. Teachers are not expected to give finals in advance of the designated time or to give full credit for such examinations ahead of time. Students leaving before the end of the school year without taking finals do so at their own risk.

FINAL EXAM EXCEPTIONS

Students maintaining an overall average of 85% or greater in any Junior Academy or Academy level English, Math, Science, Social Studies, or Language will not be required to apply final exam grade to overall grading period at end of term, but they **MUST** take the final exam.

Graduation Requirements

The Arizona State Legislature has recently passed new legislation specific to graduation requirements. The *minimum* credits for graduation are 22. Four years of Math (Algebra 1, Geometry, Algebra 2, and one other significant math course) are required. An economics requirement in social studies has been put into place. Therefore, many schools have raised their requirements as well. Telesis has always felt that more exposure to these subjects was needed. **Telesis requires 23 credits for graduation.** The best education possible has always been our mission.

Special consideration for transfer students will be dealt with on an individual basis. Some allowances can be granted. Seniors must have their credit accumulations in place before they can be part of the graduation ceremony.

Graduation Requirements Cont...

Subject	Credits
English/Language Arts	4
Math-Finance Math requirement for Graduation	4
Science-Biology is a requirement for Graduation	3
Social Studies-World History (1), US/AZ History (1), AM/AZ Gov (.5), Economics (.5)	3
Physical Education/Health	1
Fine Arts	1
Electives	7
Pass AZ Civics Test	
Basic CPR Training	
Participate in ACT Aspire, ACT, and AzSCI	
TOTAL	23

Exchange Student Policy:

Any foreign exchange student choosing to attend Telesis Preparatory Academy must enroll for at least one (1) full academic semester during their high school years, traditionally 11th or 12th grade. Tuition must be paid in full and in advance of their attendance at Telesis. Credit will be given for classes taken and passed. In the case of 12th grade students, foreign exchange students may walk in graduation with their Telesis graduating peers, but official graduation occurs only at their school in their homeland.

American Civics Act

The American Civics Act (HB 2064) requires students to pass a civics test in order to graduate from high school.

The Assessment details will be posted on www.telesis-academy.org and on our Facebook page. Parents and students please check our website and Facebook for further updates. ALL sophomores will be required to take the Civics Test in the fall semester of their sophomore year. The results will be updated on student's transcripts and students who did not meet the cut score of 60 or above will have an opportunity to test until the spring semester of their senior year.

SAT/ACT/Scholarships

Juniors and seniors seeking scholarship information or answers to SAT/ACT questions should see the School Counselor. Juniors and seniors can earn dual credit in English 101/102 and other courses from an approved institution of higher learning i.e., earning academy credit and college credit at the same time by taking classes, for example, at Mohave Community College. Interested students should contact the School Counselor for credit consideration by Telesis. It is the parent's/student's responsibility to sign up, take any required testing, and pay for the college classes as required by the Community College. All grades will come directly from their instructors. Telesis does not have any part in their grading system. It is the student's responsibility to get an official transcript sent to our office for appropriate credit. A 3-credit college course will be given a 1.0 credit for our transcript purposes.

Senior Early Release Privilege: Seniors may earn early release privileges only if the following criteria are met: GPA is 3.50 or higher, all necessary credits will be achieved, and character/behavior record is good. Exceptions are made at the discretion of administration and are made on an individual basis. Telesis reserves the right to decline this privilege to any senior.

EARLY GRADUATION: Students applying for early graduation must fill out an application and have met the following requirements:

- Have met and passed AZ Civics Test,
- Participate in ACT Aspire, ACT, and AzSCI assessments
- Complete basic CPR training

- Must be in good standing with attendance records
- Have a minimum cumulative GPA of 3.75 or higher,
- Have the recommendation of teachers of all core subjects
- No suspensions or major disciplinary actions in the previous school year
- Demonstrate a level of social and academic maturity

Note: Exceptions may be made at administration's discretion.

Students who graduate early will not be eligible to be nominated as a Valedictorian or Salutatorian since he/she will not be enrolled as a student of Telesis at the time of graduation.

Valedictorian/Salutatorian Criteria:

The student selections for valedictorian and salutatorian are determined by the following:

- GPA – all grades earned in all subjects, both required and elective, shall count in determining the final average.
- Challenging or advanced classes taken
- Attendance
- Behavior
- Extracurricular participation

Any disciplinary issue dealing with academic honesty will disqualify a student. (Including but not limited to cheating and/or plagiarism.)

No one may be valedictorian or salutatorian if they receive any major discipline in junior or senior year that results in two or more days of Out of School Suspension.

To qualify, a student must have attended a minimum of one (1) year at Telesis Preparatory Academy. All grades earned in all subjects, both required and elective, shall count in determining the final average.

In the instance of a tie, there will be dual valedictorian and/or dual salutatorian selections.

Homework

Teachers may give assignments that are not completed in class or must be done outside of class as required work. Students are expected to complete these by the assigned due date. It is also expected that students spend time studying outside of class to learn material that has been presented and prepare for tests.

Kindergarten students' grace period will be set by individual teachers. Primary students will be given a 3-day grace period. Elementary students 2 days, Intermediate students 1 day, and

Junior Academy and Academy students will be allowed no grace period. Of course, absences will allow a student 1 day for each missed day of school for completing make-up work.

Parents are encouraged to check with the appropriate teacher to stay informed of assignments/ homework and to see that the student completes them.

Students who are placed in Out of School Suspension (OSS) will not be able to make up work during OSS -- Students upon their return date will have three days to complete their work.

Accelerated Reader/Renaissance Learning

One of the cornerstones to a student's education is the ability and skill necessary to read proficiently. At Telesis, we feel that Accelerated Reader is an important part of the curriculum. Accelerated Reader helps students to become proficient and capable readers and lifelong learners. To that end, every student in Grades:1-8 will have an Accelerated Reading goal which they must meet by the end of the semester. Reaching this goal will be worth a **cumulative 10% in every English class.**

Each year, Primary through Academy (traditional grades 1-12) students take the STAR Reading Test at the beginning, middle and end of the school year. The test places them at a grade appropriate reading level and gives each student a reading range that is comfortable and at the same time challenges them to become better readers.

Accelerated Reading also provides exposure to and knowledge of literary techniques that the AASA Tests check for at various academic levels.

We encourage all parents to:

- See that their student(s) reads every evening for 20 to 30 minutes.
- Have students occasionally read aloud to them at night.
- Discuss with students what they are reading.
- Have a family reading time together.

Telesis Library

At Telesis, reading is regarded by its very nature as a foundational element of education. This can be continually reaffirmed via the resources offered at the Telesis library. The following are general rules to be adhered to by students who wish to check out resources:

- Students are responsible for any books they check out.
- Students need to sign their name on the library card and turn it into their homeroom teacher.
- Students returning a book must return it to the teacher for library card replacement.
- If students lose or damage a book from the school library, just as with the public library, they will need to pay for a replacement.
- Students may not check out more than one book at a time.

- Books may be checked out for up to three weeks.
- If students need to extend this time, they may renew the book with their homeroom teacher.
- If a Telesis library book is found at home, it should be returned to the school.
- Books, with the student's name, may be dropped off in the green drop box in front of the school so it can be returned to the library.

Books and Supplies

Textbooks will be furnished to the students and are the property of the school, depending on grade levels, some textbooks are also available to students online. Although normal wear is expected, if a student damages a book, the school will expect immediate payment for that text. Accidental damage to a book should be reported to the issuing teacher where a settlement may be arranged. Lost books should be reported to the issuing teacher immediately. No writing or drawing in books is permitted. At the close of the final marking period for which it is used, the book will be examined for damages; fines will be levied if necessary. Accelerated Reader books are property of the Telesis Library; students who check out a book are responsible for returning that book to the AR staff member in charge of book check out and return. Students who lose library books will be asked to replace that book.

School supplies requested by the teacher(s) are to be supplied by the student. For lower level students, most teachers furnish supply lists. For upper level, students need notebooks or paper, folders, pen, pencil, and eraser. These items should be with students every day in every class. A backpack is recommended for storage of these items.

Physical Education

Junior Academy/Academy P.E. (Grades 6-12):

JA and Academy students will change before and after their P.E. class and **must wear the designated P.E. uniform**. The required uniform is solid black basketball shorts and a solid light or charcoal gray T-shirt. (There should be no emblems or design on the T-shirt that violate school dress code.) These items may be purchased at most retailers. **This uniform is not for campus-wide wear**.

They must also wear close-toed, supportive athletic shoes. In addition, they should have a spill proof, labeled water bottle and sun protection as needed. When the weather turns cool, students may wear a school-designated sweatshirt and sweatpants. Academy students will need to bring clean P.E. uniforms with them each day.

Sports Offered

FALL SPORTS Volleyball, Cheerleading, Cross Country

WINTER SPORTS Boys Basketball and Girls Basketball
Cheerleading

SPRING SPORTS Beach Volleyball, Baseball, Softball

Extracurricular Clubs and Organizations:

Sports & Athletics, Kiwanis Key Club and Builder's Club, Student Council, Character Councils, National Honor Society, National Junior Honor Society, and National Elementary Honor Society (all three Chapters of the Honor Society have a \$15.00 annual membership fee), Yearbook Club, plus others. You can also see a full list on the AZ State Tax Credit Form on our website. Other clubs can be organized if student interest is shown. However, all clubs must get administrative approval and have a staff member as a sponsor. No club/organization will meet without a sponsor present or proper approval. Telesis is proud to have these organizations on our campus.

Dress Code

Telesis wishes to develop within its students a feeling of pride for proper grooming and dress. A "uniformity" dress code at Telesis includes approved selections for each academic level that are provided as a guideline for purchase. The dress code applies to students of all ages. Appropriated dress is expected whenever a student is on the campus or at a school related function or activity. "Free Dress" is acceptable on pre-approved days; however, **dress must be school appropriate**. These "Free Dress Days" will be announced as they are earned. (See special regulations for Free Dress below.)

The responsibility of determining student appearance starts with the student and the parent/guardian. However, school authorities have an obligation to ensure that standards of decency, health, safety, and a positive learning environment are maintained. Acceptable clothing for school may be different from clothing worn in other environments. The Telesis Dress Code still allows students to express some personal tastes in dress and grooming as long as these are consistent with school standards and are appropriate for an educational setting. The Telesis staff can and will deal with specific dress code problems as the need arises. Students coming to school in inappropriate dress will be asked to change clothes or be sent home. The final determination of appropriate attire resides with the administration. Remember, GOOD TASTE IS ALWAYS IN FASHION.

Dress Code Policy -- All Students

All clothing should be in good repair without frays or tears.

TOP ATTIRE

- REQUIRED - Telesis shirts with logo (black, gray, white, or gold) any day during the week
- Students may wear school club t-shirts any day during the week, or college shirts on Wednesdays.
- Students may wear black jackets with the Telesis logo; any plain, solid black, gray, white jacket **OR** College wear Sweatshirts or Jackets, they must have the College or University Mascot or Logo. Telesis letterman jackets may also be worn.
- Students may wear white or black long sleeve shirts under their Telesis t-shirts.
- Shirts that are not tucked in **MUST COVER** the midriff when arms are raised above the head. **No bare midriffs allowed.**

BOTTOM ATTIRE

- **Solid color** shorts, pants, or skirts (including jeans) may be worn. Plaid, camouflage, or other designs are allowed as long as they meet dress code expectations.
- No ripped/torn bottoms above the knees are allowed.
- **No tight fitting leggings are allowed, shirts must extend below waistline when wearing leggings of any kind. Tights cannot be worn as PANTS.**
- Sweatpants, board shorts, or athletic pants/shorts must not hang below the waist.
- Skirts and shorts must be of the appropriate length - **no shorter than fingertips.**
- All pants, skirts and shorts must sit on the waist and shirts should extend below the waistline.
- **Excessively baggy clothing may NOT be worn.**
- Appropriate shoes or sandals shall be worn at all times. **No flip-flops or sliders/slippers.**
- Tights (under clothes) and knee-high socks must be white, black, gray, or khaki -- **No mesh tights. Tights with stripes, bold colors, or designs are allowed when wearing tights or knee-high socks but must be worn with shirts that extend below the waistline.**
- Undergarments may not be visible with the exception of undershirts. Undershirts may not have logos, writing, pictures, or designs that show through outer shirts. Undershirts must be black or white (NO OTHER COLORS), long or short sleeve.

HAIR & ACCESSORIES

- No Heelys or other shoe with wheels may be worn to school
- Sunglasses may not be worn indoors.
- Hats or hair scarfs are not to be worn inside any buildings on campus
- Bandanas are NOT to be worn on campus.
- Moderation should be exercised in hair styles, make-up and jewelry. No black, very bright, or neon color lipstick is allowed.
- No mohawks
- Hair should be well-groomed and clean.
- No gloves are to be worn in class.
- Articles of clothing or jewelry which may cause damage, maintenance problems or are of health or safety concerns are not allowed. This would include spiked or riveted clothing, jewelry, and belts. No chain belts are allowed. NO EXCESSIVE JEWELRY or JEWELRY that has drug or sexual connotations is allowed.
- Body piercings must be in good taste. Piercing jewelry should be clear, skin tone, white, or black.
 - Ear gauges must be small and clear, white, or black.
 - Tattoos are discouraged, however, if inappropriate images or language are embedded in a tattoo design, the student will be required to wear medical gauze to conceal inappropriate language or images.

Students must wear required “uniform” clothing and adhere to all dress code policies until they leave campus. The only exception will be for sponsored after school activities that require other clothing.

Students who do not adhere to the dress code will be asked to change clothes, remove jewelry that is distracting, and parents will be notified. Repeat offenses may require students being sent home, parent conference, and other disciplinary actions at the discretion of the administration.

The Telesis Hooded Sweatshirt is available through the Front Office on an order basis only. Payment must be made at the time order is placed. Families that need financial assistance should contact the Front Office.

Letterman jackets are earned in extracurricular campus activities. See the Athletic Director or a coach for ordering information.

Campus Behavior Expectations

Silent Witness

This program allows a student to provide information about a crime, school safety issue, or violations of school rules. You can remain anonymous. Information can be provided to the school administration through the link at www.telesis-academy.org. In some cases, determined by school administration, cash rewards will be made if the information is verified and leads to school disciplinary action or an arrest. A student may also contact any staff member to report such items. The same confidentiality will apply as to the source of the information. Students are reminded that false reporting is cause for a red citation.

Telesis follows campus “Pawsitive Behavior” which includes Be Respectful, Be Safe, Be Responsible.

	Be Respectful	Be Safe	Be Responsible
Hallway	<ul style="list-style-type: none"> • Keep hands and feet to self • Stay quiet - classes are in progress • Hold doors for others • Use indoor voice 	<ul style="list-style-type: none"> • Walk face forward • Keep to the right of another person • Keep hallways clear and clean 	<ul style="list-style-type: none"> • Go directly to your destination • Set a good example • During class have a pass • Follow directions
Restroom	<ul style="list-style-type: none"> • Respect privacy • Use kind words and actions • Use equipment and supplies properly • Wait your turn 	<ul style="list-style-type: none"> • Wash hands • Report problems to an adult • Walk at all times • Keep water in sink 	<ul style="list-style-type: none"> • Throw trash in receptacle • Use time wisely • Go, flush, wash • Allow others to use the restroom during passing periods
Gym	<ul style="list-style-type: none"> • Take turns • Use kind words and actions • Line up when you are called upon • All cell phones devices powered off and in backpack 	<ul style="list-style-type: none"> • Stay in designated area • Report problems to an adult • Walk to and from building • Candy and gum to be left at home 	<ul style="list-style-type: none"> • Be dressed out in PE clothes • Set a good example • Use equipment appropriately • Play by the rules
Cafeteria	<ul style="list-style-type: none"> • Respect other’s space • Use kind words and actions • Use an indoor voice 	<ul style="list-style-type: none"> • Follow directions from adults • Walk at all times • Eat only your food • Raise your hand for help 	<ul style="list-style-type: none"> • Leave a clean table, chair and floor • Sit with feet under table • Throw trash in trash bins • Sit appropriately facing forward

Library	<ul style="list-style-type: none"> • Take care of books and equipment • Respect others trying to read and learn • Be quiet 	<ul style="list-style-type: none"> • Follow directions from adults • Walk at all times • Raise your hand for help 	<ul style="list-style-type: none"> • Stay on task • Put things away in their proper place • Return materials on time • Use time wisely
Classroom	<ul style="list-style-type: none"> • Use kind words and actions • Raise your hand to speak • Participate when called upon • All cell devices powered off and in backpack • Pay attention to your teacher and follow instructions 	<ul style="list-style-type: none"> • Use classroom materials and technology appropriately • Walk at all times • Keep hands, feet and objects to yourself • Food and gum are to be left at home 	<ul style="list-style-type: none"> • Come organized and prepared with all materials and supplies • Ask for help when needed • Be ready to learn and try your best • Stay on task
Field Trips	<ul style="list-style-type: none"> • Keep noise down • Use kind words and actions • Listen for directions 	<ul style="list-style-type: none"> • Stay seated face forward • Watch for traffic when entering/exiting • Keep hands and feet to yourself • Report problems to adult 	<ul style="list-style-type: none"> • Listen to bus driver • Keep track of your own belongings • Keep your backpack closed

In addition to following our Pawsitive Behavior Intervention System, we believe in using restorative practices when working with students through disciplinary infractions. We believe that in order for students to move forward, students must come together through mediation and discuss how to meet their needs arising from wrongdoing, repairing the harm and continue to transform student outcomes with our Character First Expectations.

Equipment, Buildings, and Grounds

It is expected that all cooperate in the care of our school equipment, buildings, and grounds. Keeping desks clean, free of gum and writing and using computers and other electronic equipment as carefully as possible are but a few examples of proper use of school equipment. Students are expected to use our school buildings appropriately. Damage to doors and walls is not tolerated. Students are expected to use receptacles for trash and recycled items. Students are to stay out of landscaped areas and are not allowed to damage campus plants or trees.

Students who mark, carve, or do any other damage to school furniture, equipment, buildings, or landscaping will be assessed a minimum repair cost of \$25.00 as well as being subject to other disciplinary infractions.

If damage is severe to any school property, parents will have to pay to have it replaced. Parents are responsible for their student's actions and will be held legally liable for the

assessment and replacement cost if necessary. Parents will be responsible for all costs of collection including attorney fees if necessary.

Drug Free Policy

Telesis Preparatory Academy takes a strong stand in the war against drugs. We have a **Zero Tolerance Policy**; all violators of the drug-free status will face disciplinary actions at the discretion of the administration and law enforcement agencies in accordance with the law.

A student shall not possess, handle, conceal, sell, offer to sell, use or be under the influence of tobacco, alcohol, drugs, or drug paraphernalia (except for the use of medication if it is prescribed by a physician and used in accordance with the prescription) on the Telesis campus.

All medication should be turned in at the school office. (See medicine guidelines under Illness/Injury.) Office staff will dispense medications as prescribed. The exceptions are EpiPens and asthma inhalers, which should be available for student use at all times and be kept by the student or teacher in charge.

Visitor Policy/Closed Campus

Telesis Preparatory Academy operates a **CLOSED CAMPUS** at all times. Students remain on campus during school hours and only depart on planned field trips or with parent/guardian permission. (Running for P.E. class may involve areas within sight of campus with teacher supervision.) **In order to maintain this closed campus policy, all visitors, including parents or relatives of students, and volunteers must first check in at the office to receive a required Visitor Badge.**

Classroom Visitors: Parents are always welcome to visit their child(ren)'s classroom. Please sign in at the main office.

Lunch Visitors: Parents are always welcome to join their students for lunch. Siblings who are under the age of 18 years old will not be permitted to visit students for lunch unless parent permission is given.

Language

Students will use appropriate language with staff and other students. Verbal abuse, including using racial, religious, ethnic, and cultural slurs, will **NOT** be tolerated. Defiant, disrespectful, defamatory, harassing, intimidating, profane or vulgar language and/or gestures/signs, including gang signs, will **NOT** be tolerated.

Public Displays of Affection

Students **MUST** refrain from participating in any form of public displays of affection while on the school campus. This includes – hugging, kissing, holding hands, and inappropriate bodily contact as these could be construed by some people as sexual harassment.

Potential Consequences	
1st violation	Warning/Contact with parent by teacher
2nd violation	Main Office will contact with parent, Detention, and/or ISS (at discretion of administration)
3rd violation	At discretion of administration

Personal Electronic Devices

Cell Phones/Smart Watches: Cell phones and smart watches are **NOT** to be used on our campus from 7:30a.m. to 2:30p.m. Students are not to make or receive phone calls on cell phones. **No** text messaging is allowed. Messages should be checked at the end of school. Students are encouraged to give their cell phones for holding to their homeroom teacher (first hour instructor) and pick them up at the end of the school day. Any student who has a phone out during the school day or allows it to disrupt the class will have the phone confiscated.

Exception: Cell phone use is permitted when a teacher is allowing a student to use a cell phone for EDUCATIONAL AND LEARNING PURPOSES ONLY. If a student is caught using their cell phone during class time for any other reason – and without teacher approval – the cell phone will be turned over to the Teacher to be picked up at the end of class time.

<u>Personal Electronic Device Use Consequences</u>	
1st Offense	Warning by Teacher
2 nd Offense	Phone taken and held by the front office. Students can pick it up after school.
3 rd Offense	Phone taken and held by the front office. Parents must pick them up after school.
4 th Offense	The Main Office will hold the phone upon student reporting to 1 st period. Students can pick it up after school.

Repeated offenses will be deemed as insolence and will be handled at the discretion of Administration. Consequences will be, but not limited to, phones required to be turned in daily to Main Office, ISS and/or OSS. There may be a termination of privileges for students to participate in school spirit events or sport activities.

If students need to make a call, there is a phone in the school office for their use, once permission is given from the Front Office Assistant. Parents who need to contact a student are to call 855-8661; the message will be forwarded to the student in a timely manner.

Exception: Cell phone use is permitted when a teacher is allowing a student to use a cell phone for EDUCATIONAL AND LEARNING PURPOSES ONLY. If a student is caught using their cell phone during class time for any other reason – and without teacher approval – the cell phone will be turned over to the Teacher to be picked up at the end of class time.

iPods, Game Boys, Laser Pointers, and other Personal PC Items are **NOT to** be used in classrooms, and Telesis **strongly** encourages that these items are not on campus. **The school is not responsible for their disappearance or damage of any electronic personal device.** Any use of iPods or other non- educational electronic equipment in a classroom will be cause for confiscation. The device will be turned over to the student at the end of the school day at the Main Office; if the item is confiscated again, it will be returned to a parent at the end of the school day. Repeated offenses will be deemed as insolence and will be handled at the discretion of the Administration.

Student Computer/Internet Policy

It is the policy of Telesis Preparatory Academy to expect that students will use the Internet and computers in a responsible manner. Telesis has established a policy and procedures for computer and internet use. Students who do not comply with the standards of behavior or the Internet rules below may lose their privilege to use the computer/Internet and/or be subject to other disciplinary action.

1. Telesis will allow every student access to the Internet provided parents or legal guardians of said student do not object in writing to a student having such access. This objection will be placed on file in our office.
2. Users shall **NOT** use school computers or networks for any reason other than legitimate learning purposes. Users are **NOT** to use a computer for unlawful purposes, including illegal copying or installation of software. All software shall be installed by the school staff only.
3. Users shall **NOT** intentionally damage the system or information not belonging to them, nor shall they intentionally misuse system resources or allow others to misuse system resources.
4. Users shall **NOT** tamper with, remove components from, or otherwise deliberately interfere with the operation of computers, networks, printers, or other associated peripherals. Such action will be considered an act of vandalism and/or theft.
5. All files and programs on the computers and networks are the property of the school. Users shall **NOT** erase, rename, or make unusable in any fashion any other individual's files or programs. These actions will be considered damage to property, resulting in disciplinary action.

6. Telesis reserves the right to inspect user directories for inappropriate materials or executable files and programs that are unauthorized and may affect the operation of the school networks. Such files are subject to removal when found.

Student Internet Behavior and Rules

1. Students **SHALL**:

- ❖ Adhere to the same standard of conduct expected and required in a classroom.
- ❖ Follow rules that apply for passwords.
- ❖ Follow rules for using resources, time limits, and printing instructions.
- ❖ Report violations

2. Students **SHALL NOT**:

- ❖ Give other students their logins and passwords.
- ❖ Create a computer virus and place it on the school's network.
- ❖ Use school computers for personal emails.
- ❖ Delete material from saved files if it is class related and used by other students in that class.
- ❖ Use Facebook, YouTube or any social networking site unless under the direction of a staff member.
- ❖ Send messages that are inappropriate, obscene, sexist, racial, ethnic, or gender-based slurs that contain derogatory or abusive language.
- ❖ Send any message with someone else's name on it.
- ❖ Read files or messages without the owner's permission.
- ❖ Interfere with the ability of other users to make effective use of school computing and network resources.

Vandalism which is any malicious attempt to harm or destroy data of another user, the Internet, or any Page | - 30 -component of the Telesis Network will result in cancellation of all computer privileges. The Technology Director or appropriate administrator will review all alleged violations of the Telesis Computer and Network System Policy on a case-by-case basis. Clear violations, not promptly remedied by the user, may result in referral for disciplinary action, a minimum vandalism fee of \$25.00, termination of Internet and computer privileges, suspension, and/or expulsion of the user from school.

Driving Privileges

Parking is available for students with a valid driver's license. This is a privilege. Vehicles driven to school must be registered with the front office. Student vehicles must have a current registration and insurance and comply with all state safety requirements. Students are expected to follow all the rules of safe driving. Students may only park in the designated area.

Vehicles on school property may be inspected, searched, and/or photographed. School officials may inspect the interiors of student automobiles when they have reasonable suspicion that dangerous, illegal, or unauthorized materials are present. Every effort will be made to contact a student and/or parents that such a search is necessary and have them

present; however, inspections and/or searches may be conducted without notice, without consent, or without a search warrant. If a student fails to provide access to a vehicle to a school official, the parking privilege will be revoked and the student is subject to school discipline.

The school is **NOT** responsible for any vandalism, theft, or damage to a vehicle while it is on school property. Students park at your own risk. Students are only allowed in the parking lot when arriving at or leaving school. Administrative permission is required if a student needs to go to the parking lot during the school day

Bicycles, Skateboards, and Scooters

Bicycles, skateboards, and scooters may be ridden to school; however, they are not to be ridden on campus property. They should be walked or held on campus. They should be stored in the designated area in front of the Library located in Building A. Students are responsible for locking up their bicycles, skateboard, and scooters. Students who park bicycles, skateboards, or scooters do so at their own risk; the school is not responsible for vandalism, theft, or damage. It is strongly recommended that students riding bikes, skateboards, or scooters wear helmets. Bikes, skateboards, and scooters should be walked off campus before riding.

Code of Conduct

The purpose of the Telesis Code of Conduct is to create and foster a safe, secure, and optimal learning environment. Although the Code of Conduct contains a listing of infractions, it is clearly not intended to be all-inclusive, since no list can be.

Each student is guaranteed the right to:

- Be heard
- Have fair and consistent rules

These student rights are accompanied by the following student responsibilities:

- To attend school and classes regularly
- To respect school staff and property
- To restrain from conduct that disrupts or threatens to disrupt the learning of other students
- To follow the laws as set forth by the State of Arizona and/or the Federal Government

Code of Conduct Violations	
Dress Code	Language/Mannerism
Disruptive Behavior	Truancy
Cell Phone/Electronics*	Food in Classroom**
Gum Chewing	Defiance of Teacher/Authority (Insolence)
Public Display of Affection	Lack of Respect, Rudeness, Discourtesy

Tardiness (see tardy policy for consequences)	Leaving Class Without Permission
Littering	Failure to Report to Assigned Detention
Internet/Computer Usage Violation	Interference of Learning of Others

Code of Conduct Violation Potential Consequences	
1st violation	Warning by Teacher, notification in Synergy to parent
2nd violation	Parent conference or other consequence by teacher
3rd violation	Counselor contact with parent, Detention, and/or ISS (at discretion of administration)
4th violation	At discretion of administration

ACADEMIC DISHONESTY

- Plagiarism (using and/or taking ideas and words of others, without clearly acknowledging the source of that information, as if they were your own) which includes:
 - Copying another student’s work or allowing others to copy your work
- Cheating on a test, quiz, or assignment and/or helping a student cheat on a test, quiz, or assignment

Academic Dishonesty Consequences	
1st Violation	Loss of Credit on Test, Quiz, or Assignment, Parent Notification
2nd Violation	Loss of Credit on Test, Quiz, Assignment, and Parent/Student/Teacher/Staff Conference
3rd violation	At discretion of administration

SEVERE INFRACTIONS/VIOLATIONS

The following are considered severe violations of the Telesis Code of Conduct and will be met with maximum consequences:

Violation	Range of Consequences
Leaving Campus Without Permission	Parent/Teacher/Student/Staff Conference
Vandalism	OSS, Restitution, Police Referral
Possession of Item Capable of Imposing Harm	OSS, ISS, Expulsion, Police Referral, Parent Conference

Verbal/Written Assault of Student or Employee	OSS, Police Referral, Parent Conference \ Expulsion,
Physical Battery of Student or Employee	OSS, Pending School Board Review, Expulsion, Police Referral, Parent Conference, Expulsion,
Disorderly Conduct	ISS, OSS, Behavioral Contract, Parent Conference
Bullying/Harassment/Intimidation*	ISS, OSS, Behavioral Contract, Parent Conference, Police Referral, Expulsion,
False Reporting	OSS, ISS, Parent Conference
Inappropriate, Lewd, or Obscene Act or Material	ISS, OSS, Parent Conference,
Sexual Harassment/Assault	ISS, OSS, Parent Conference, Police Referral
Interference In Disciplinary Proceedings	OSS, ISS, Parent Conference, Police Referral
Theft/Possession of Stolen Property	ISS, OSS, Parent Conference, Police Referral
Threats to Educational Institution	OSS, ISS, Parent Conference, Police Referral, Expulsion
Possession/Use/Distribution/Sale of Alcohol/Tobacco	OSS, Pending School Board Review, Referral to Tobacco Counseling, Parent Conference, Expulsion, Police Referral
Possession/Use/Distribution/Sale of Any Form of Over-the Counter medication***	OSS, ISS, Referral to Drug Counseling Program Parent Conference, Police Referral, Expulsion
Possession/Use/Distribution/Sale of Any Controlled /Illicit Substance or Imitation of Such****	OSS, ISS, Referral to Drug Counseling, Parent Conference, Expulsion, Police Referral
Any Other Violation of the Laws as Set Forth by the State of Arizona and/or the Federal Government	OSS, ISS, Parent Conference, Expulsion, Police Referral

(ISS – In-School Suspension, OSS – Out-of-School Suspension)

NOTICE:

Telesis administration and the Governing Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities.

Telesis administration and Governing Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

For all employees, applicants and students, all school programs and activities shall be free from harassment, discrimination, intimidation and bullying based on gender, gender identity, gender expression race, color, religion, ancestry, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. Telesis administration and Governing Board are dedicated to providing a safe and secure educational environment and strictly prohibits any type of bullying. Harassment of students and staff, including bullying, intimidation, cyber-bullying, cyber-harassment, hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering is prohibited and subject to disciplinary action.

Cyber-bullying and cyber-harassment includes the posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships.

If you or someone you know is being discriminated against or harassed or bullied in anyway, please contact any administrator or submit a report through Silent Witness. **Bullying, Harassment, and Intimidation**: No student will be intimidated, harassed or bullied on school grounds, school property, school buses and any school sponsored event and activity. Reports by a student of an incident of harassment, intimidation, and/or bullying will be kept confidential. Such incidents should be reported to any staff member or on our Silent Witness Program on our website. All school employees are required to report suspected harassment, intimidation, or bullying to the Administration Offices.

A formal process for an investigation of suspect incidents will be executed by school officials. A procedure that provides consequences for submitting a false report to school officials will also be followed. Disciplinary procedures will be enforced for students admitting to, or who are found guilty of committing harassment, intimidation, or bullying.

Sexual Harassment: All individuals, both students and staff, are expected to conduct themselves at all times in a manner that promotes an atmosphere free from sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment may include, but is not limited to, suggestive or obscene written statements, slurs, jokes, epithets, assaults, touching, impeding or blocking movement, leering, gestures, or displaying sexually suggestive objects, pictures, or cartoons. Sexual harassment may also include expressing sexual interest after being told interest is unwelcome, withholding grades or scholastic support because sexual requests were denied or engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.

All complaints of sexual harassment should be made to an administrator, and every complaint will be investigated in accordance with the sexual harassment policy contained in the district policy manual. All matters involving sexual harassment complaints will remain confidential to the fullest extent possible.

Medication (accompanied by proper medical documentation and authorization) needed by a student shall be secured in the Front Office and distributed accordingly by an authorized staff member.

Controlled Substances

Are listed at www.deadiversion.usdoj.gov/schedules/schedules.htm

Consequences will be handled by school staff on a case by case basis; other consequences may be used as deemed appropriate.

General Information

Parent Teacher Booster Club (PTBC)

This is an organization that supports Telesis Preparatory Academy, including the athletic department. Teachers, staff, and parents are encouraged to join. A portion of the funds raised by PTBC are used to supplement equipment purchases, send athletes to summer camps and assist coaches in attending seminars. All parents are encouraged to support the Booster Club by joining each year (a nominal fee) and helping wherever possible.

Lunch Program

Telesis is proud to participate in the National School Lunch Program (a division of the AZ Department of Education), **offering paid meals** – breakfast and lunch – for all students Kindergarten through Academy. Parents are provided with Household Applications that need to be completed and returned to the office as soon as possible. **These applications are necessary to determine the meal status of each student (paid, free and/or reduced).** Household Applications should be returned to the office even if a student is not going to take part in the breakfast and lunch program.

Parents are discouraged from bringing “fast food” lunches to campus as they do not meet nutrition regulations. We have a closed campus and this applies to lunch time. Students are **NOT** allowed off campus at lunch. Students will eat their lunch in the cafeteria only. Eating will not be permitted in the classrooms or restrooms.

FOOD FOR A SPECIAL CLASS ACTIVITY (Holiday party, birthday, etc.) SHALL BE APPROVED BY THE ADMINISTRATION. All waste should be deposited in the containers which are provided for that purpose. Water is allowed in the classroom or hallways **ONLY**.

Any other drinks are prohibited in hallways and in the classrooms. Students will be asked to throw away anything other than water.

Character Council

Character Council is a student driven organization and is made up of students who have consistently demonstrated the character qualities emphasized by the *Character First* Program. Members' help the staff foster and recognize exemplary character traits on the Telesis campus.

We include character instruction and training at Telesis Preparatory Academy for two reasons: first, to follow the dictates of our conscience as to what makes an excellent educational center and second, to follow the Arizona state standards, which promotes character education.

The Character First Program includes the following:

- School-wide use of ***Character First*** curriculum and materials in which students study and practice character traits like truthfulness, honesty, obedience, etc.
- A link on our website to the ***Character First*** website for newsletters and more information.
- A large ***Character First*** sign identifying Telesis' commitment to this program.
- The month's Character Trait was announced in our outdoor display case at the school entrance.
- Three Character Councils conduct meetings and activities on our campus: Lower Level Character Council, Junior Academy Character Council and Academy Level Character Council, in which all student representatives, including the Developmental Kindergarten students, meet together and have input and vote on all issues.
- A Character Caught program, in which, students "caught" exhibiting good character are given tickets by the Character Council. The tickets are then put in a drawing for prizes, front of lunch line, or other rewards approved by the Character Council.
- A Silent Witness program, which allows council members and other students to anonymously report serious misbehavior they observe. The information the student body has communicated to us has helped us resolve several troubling problems.
- Positive Strokes: teachers and staff can recommend students for positive strokes to the Principal who calls parents and guardians to inform them of a student's demonstration of good character

National Honor Society

Telesis is proud to have three chapters of the National Honor Society. *The Telesis Preparatory Academy Chapter of the National Elementary Honor Society* is an organization for our qualifying students in Elementary level 4 and Intermediate level. *The Telesis Preparatory Academy Chapter of the National Junior Honor Society* is an organization for our qualifying students in Junior Academy and freshmen at the Academy level. *The Telesis Preparatory Academy National Honor Society* is an organization for our qualifying sophomore, junior, and

senior Academy students. Membership is by invitation only to those students who meet the national qualifications set up by the National Honor Society Directors. National Honor Society students perform chapter and individual projects for their school and community which help members develop leadership skills for the future.

Report Cards and Conferences

Telesis provides two parent/teacher conferences during the school year, one each semester. These conferences provide an opportunity for parents and teachers to assess their child's progress. **Students are required to attend with their parents.** At that time future goals will be established. If at any time a parent deems a special conference is needed, a conference will be held as soon as possible. Please refer to the school calendar for planned conferences and reporting schedules.

At the conclusion of each semester, report cards will be available in StudentVue and ParentVue. A hard copy of reports cards and transcripts will be made available upon request.

JA/Academy Parent-Teacher Conferences:

Mandatory Parent-Teacher Conferences for students who have C's and below. For students who have A's and B's it is optional and parents who opt to attend the conference will be accommodated.

Illness/Injury

A student should immediately notify a school authority if he or she is involved in a minor accident involving small cuts or scratches. An authorized person will then direct or give first aid procedures.

If it is necessary for a student to be sent home because of a serious accident or illness, and if the parent cannot be reached, the person designated as the first or second emergency contact will be notified.

IN AN EMERGENCY, EVERY EFFORT will be made to reach and notify the parent of the student. Ordinarily, parents will be contacted and asked to arrange for homebound transportation for such students. The school must know any resident or emergency phone number changes in the event of an emergency.

Any medications sent to school without proper identification will not be given. All medications to be taken by students must be given to office personnel to administer. No medications are given to students by school personnel without parental consent.

Waiver of Liability

Student Waiver of Liability Forms are available for On-Campus Activities and Off-Campus Field Trip/Activities.

We recognize that unanticipated situations and problems can arise during school-sponsored activities, which situations or problems are not reasonably within the control of the supervising teacher(s) or staff (including volunteers). Telesis Center for Learning, Inc. Board of Directors, its agents, officers, employees and volunteers are not responsible or liable for medical costs, suits, demands, judgments, interest and expense, (including attorneys' fees and costs) arising from injuries or accidents to the student.

Immunizations

An immunization history is required of EVERY student at the time of registration. In order to be in compliance with Arizona State Law regarding the immunization requirements for school enrollment, it is imperative that students be immunized on a regular schedule in order to protect him/her from serious communicable diseases. In the event a child has or has been exposed to a communicable disease, parents are required to notify the school immediately. Respectively, Telesis will advise all parents of any contagion.

Parent and Community Volunteers

The Telesis teaching staff occasionally requires the use of a volunteer(s) in the classroom or with a program. Telesis encourages parents and community members to be involved in helping whenever it is possible and feasible. Parent and community volunteers must follow any and all rules and procedures established by the Governing Board of the School. (Arizona Statute requires that parental and community volunteers who have regular, unsupervised contact with the students must be fingerprinted in accordance with A.R.S. § 15-183(F) and § 15-512.)

- Fingerprints are needed if a volunteer will be working with students on an individual basis. A person is not allowed to work unsupervised in the classroom without a State of Arizona DPS fingerprint card. Fingerprint card applications are available at the front office.
- There is a Sign-In Book at the front office. Volunteers are required to sign-in when they arrive on campus and are required to sign out when they depart.
- Volunteers must keep all student information and issues of school personnel confidential.
- Volunteers may not discipline students in any way. They may not give permission to any student to leave the school campus. These matters should always be referred to the nearest teacher or staff member.
- There may be occasions when, if volunteers are willing, we may request their help on a particular project.
- Parental volunteers are also encouraged for our extracurricular activities.
- **Volunteers must follow staff dress code**

For further information, potential volunteers are welcome to pick up a volunteer packet at the front office.

Lost and Found

Students who have misplaced an article should report the missing item to their classroom teacher. Teachers will make every effort to locate articles within their classroom, but the school cannot be responsible for such losses. Many items are left around campus at the end of the school day. Students are encouraged to make sure all personal possessions have been picked up when leaving their P.E. classes or the campus. Items left around campus are collected and placed in the Lost and Found in the front office. Students who have lost an article should check for missing items there as well. Articles that are not claimed after one month will be donated to a local thrift store.

Student Records

All student records maintained by the school shall be confidential. Scholastic reports, which contain only objective pupil data (transcripts), shall be kept permanently. Parents or guardians of students shall have the right to inspect their records upon request. In the case of divided or combined families permission should be contained in the records for access by non-custodial or step-parents if their access to records is allowed. A written request from another educational institution, signed by the parent or guardian, will be required before releasing and transferring student records.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools which receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records.

Those rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

- Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies.
 - Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.
- Generally, schools must have written permission from the parent or eligible student before releasing ANY information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:

- School employees who have a need to know
- Other schools to which a student is transferring
- Certain government officials in order to carry out lawful functions
- Appropriate parties in connection with financial aid to a student
- Accrediting organizations
- Individuals who have obtained court orders or subpoenas
- Persons who need to know in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may also disclose, without consent, “directory” type information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Examples include, The Annual Yearbook, Honor Roll or other recognition lists, Graduation programs, Sport Activity Sheets – such as for wrestling, showing weight and height of team members. However, schools must inform parents and eligible students about directory information and allow parents or eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in school bulletin, student agenda, or newspaper article) is left to the discretion of the school.

The Individuals with Disabilities Education Act (IDEA)

The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children 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 child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

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

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.

<p>Or you may contact: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901</p>	<p>Arizona Department of Education Exceptional Student Services 1535 W. Jefferson, BIN 24 Phoenix, AZ 85007</p>
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This notice is available in English or Spanish on the ADE website, 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.

In Conclusion

This agenda is provided to help insure student success and safety at Telesis. All staff members at Telesis will work as a team to enforce the standards established in this agenda. This agenda is not all inclusive and cannot foresee all possible situations and events. Parental support and cooperation is expected. If you have any questions regarding this agenda, please feel free to talk with any member of the Telesis Team. All rules are subject to change without prior notice. There are times when mitigating circumstances must be taken into account; Telesis reserves the right to determine this on a case to case basis, if applicable. Telesis Preparatory Academy does not discriminate on the basis of gender, race, color, national origin, religion, age, disability, sexual orientation, marital status, or ancestry in any of it policies, practices, procedures, or employment.

The Telesis Administration and Staff hope that this school year is both enjoyable and academically rewarding. May you follow the TIGER way: Teamwork, Innovate, Grow, Excel, Respect and Succeed. Thank you for choosing Telesis Preparatory Academy, Go Tigers!.