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Telesis Preparatory Academy

**Dear Parent/Guardian,**

**Please review the Telesis Preparatory Academy Student-Parent Handbook with your child. Please sign below and return this form to the school.**

**My child, (print name clearly) \_\_\_\_\_ and I have reviewed and understand the Student-Parent Handbook for the 2019-2020 school year.**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

**Student Homeroom Teacher: \_\_\_\_\_**



# Telesis Preparatory Academy

“Home of the Telesis Tigers”

2598 Starlite Lane Lake Havasu City, AZ 86403

Phone: 928-855-8661

Fax: 928-855-9302

www.telesis-academy.org



## 2019-2020 Student Planner

This planner belongs to:

### **PERSONAL INFORMATION**

Name:

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Address:

---

City:

State:

Zip:

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Phone:

M

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# SCHEDULE

## First Semester

FROM / TO	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

## Second Semester

FROM / TO	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY



**Student/Parent Handbook  
2019-2020**



**TELESIS  
PREPARATORY ACADEMY**  
“Home of the Teleses 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 learn all the important things, the extra special things, 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, you need to tell us so that we can help in 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 handbook 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 handbook with your family. We are here to make your school life a success.

Sincerely,



Sandra K. Breece, Ed. D.  
Superintendent/Principal/Founder

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

## **SCHOOL WIDE GOALS FOR 2019-2020**

By May 2020, 85% of our students will demonstrate a Typical Growth of 50 SGP from August 2019 to May 2020 on STAR Reading.

By May 2020, 85% of our students will demonstrate a Typical Growth of 50 SGP from August 2019 to May 2020 on STAR Math.

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

To achieve this goal:

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

### **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.

#### **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 Page | - 10 -positive self-esteem will follow when an empathetic teacher or parent helps a child to develop competency, especially in areas where he or she is frustrated and feeling quite incompetent. Students will be in a developmental classroom. This means that if a student is a fourth grader working at a fifth grade level in reading but a third grade level in math, that student will be grouped according to his or her skill level, not grade level. We believe that the key to success is to let the student work at the level where he or she can be challenged successfully, rather than at his or her frustration level.

### **Program Division by Academic Level**

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

### **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 word *telesis* is derived from a Greek word that means “planned progress.” If we are going to plan the progress of each individual student, we need to join together as a three-member team: the teacher, the student, and the parents – thus the triangle. The meaning of the sphere in the middle of the triangle is two-fold. It represents the curriculum that is shaped to the needs of each individual student and the world that awaits each student upon successful completion of one’s education. The Telesis Triangle, a metal sculpture in our entrance planter, is there to remind us of this very important partnership to make the vision we hold for each of our students possible.

### **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:

- Zaner-Bloser (SuperKids)

- Reach for Reading (National Geographic)
- Pearson Reading Street
- Pearson Literature
- Pearson EnVision Math K-5
- Pearson EnVision 2.0 Math 6-8
- Power Algebra and Geometry/Math XL for school
- Pearson Prentice-Hall Math
- Pearson Interactive Science
- Houghton Mifflin Harcourt Science
- Holt Reinhart and Winston Science
- Science Weekly
- Houghton Mifflin Harcourt Social Studies
- Holt Reinhart and Winston Social Studies
- Social Studies Weekly
- DibelsNEXT
- Discovery Intensive Phonics/Reading Horizons
- Discovery K-3/Elevate 4-6
- Renaissance Learning - Accelerated Reader /Accelerated Reader 360
- STAR Early Literacy/STAR Reading/STAR Math
- A+ Learning
- Read Naturally
- RAZ-Kids
- AZCIS (Arizona Career Information System)
- SchoolsPLP
- Rosetta Stone
- Mountain Math/Mountain Language
- 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, including the principal, is tied down to a strict schedule. However, Telesis never wants you to feel like your issue or concern isn't important. 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](http://www.telesis-academy.org) contains important news and events relevant to our entire campus. It is updated frequently 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](mailto:jdoe@telesis-academy.org).
- Students are provided with a Student Handbook which should be kept handy for referencing questions throughout the year. This handbook is also available on [www.telesis-academy.org](http://www.telesis-academy.org).
- Telesis provides two parent/teacher conferences during the first semester. One conference is scheduled during the second semester. **Students are required to attend with their parents.** Parents can call for additional conferences at times other than all-school conference sessions.
- Email and ParentVue is the most efficient means of communication with teachers; however, parents can call an individual teacher before or after school (as to not disrupt class time). Each teacher's extension is their room number.
- Teachers will communicate with classroom progress reports and phone calls at other times, especially for students who are failing or in danger of failing a specific class.
- All students receive a Student Planner. It's used to track daily assignments, make notes and reminders, etc. It is a source of correspondence between students, teachers, and parents.
- **Parents can check ParentVue periodically to keep up-to-date with their child's progress. Students can also track their progress through StudentVue. Both links can be found at [www.telesis-academy.org](http://www.telesis-academy.org).**
- **Parents should also update any new information (phone numbers, addresses, email, etc.) in ParentVue.**

## **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 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**
- Soft locked down drills are conducted to prepare students and staff for possible threats to the campus and/or to prevent staff and students from becoming involved in a potential dangerous situation.
- Soft lock down 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 pre-determined 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.

**Updated 1/11/19**

# **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.

## **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 August 31<sup>st</sup> 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 State of Arizona does not fund full-day kindergarten. This means that Telesis incurs an expense for each kindergartner enrolled. Though we care more about the education of a child, the hard truth is that it takes money to run a successful school. In addition, if a kindergarten student is enrolled at Telesis, but does not meet the requirements to move on to first grade at the end of the year, we do not receive any funding for that child.

To ease the burden of these additional costs, and to ensure that Telesis is not utilized as a “stepping stone”, there will be a tuition charged to all kindergarten students who do not meet the August 31<sup>st</sup> age cut-off date. The tuition fee is \$2,000 (\$1,000 per semester).

- Upon successful screening, the first \$1,000 will be due at the time of registration. The remaining \$1,000 will be due in December, before the start of the second semester.
- If the student is still enrolled with Telesis by the 100<sup>th</sup> day of the following year (when the child has entered 1<sup>st</sup> grade), a refund of \$500 will be given.

## Lunch Schedule

Academic Level	Mon-Thurs	Friday
K/1 <sup>st</sup> /2 <sup>nd</sup>	10:10am – 10:40am	9:25am – 9:55am
3 <sup>rd</sup> /4 <sup>th</sup> /5 <sup>th</sup>	10:50am - 11:20am	10:05am – 10:35am
6 <sup>th</sup> /7 <sup>th</sup> /8 <sup>th</sup>	11:30 – 12:00pm	10:45am – 11:15am
9 <sup>th</sup> /10 <sup>th</sup> /11 <sup>th</sup> /12 <sup>th</sup>	12:10pm – 12:40pm	11:25am – 11:55am

### NOTE:

**Due to our Wellness Policy with the National School Lunch Program, Tesis cannot accept food deliveries from restaurants for students.**

## Arrival/Dismissal

Academic Level	Mon-Thurs	Friday
Kindergarten	8am -2pm	8am – 12pm
Primary (1-2)	8am -2:45pm	8am - 12:45pm
Intermediate (3-6)	8am – 3pm	8am -1pm
Jr. Academy (6-8)	7:30am – 2:30pm	7:30am – 12:30pm
Academy (9-12)	7:30am – 2:30pm	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 3:15 p.m. Monday through Thursday and no later than 1:15 p.m. on Friday.

**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 2:45 p.m. Monday through Thursday and 12:45 p.m. on Friday.

It is imperative that students be picked up on time unless they are attending after school activities. Many discipline and behavior issues arise when students “hang out” with friends after school while they wait for rides.

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 PROVIDED 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**

***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 discussion, 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 10 points for that day. Each week will have a maximum point count of 50 points if present for the week. If a student is absent, they lose 10-20 points per day. Each week will have a maximum point count of 50-100 points if present for the week. Your student’s teacher will be determining applicable points system for their class.

Being tardy also affects your attendance. It is disturbing to a class that has already begun to be interrupted by someone who is tardy. You also miss important announcements, collection of assignments, etc. when entering class late. Students who are tardy at the start of the school day

should sign in at the front office. Being on time is a good habit to form now as employers, colleges, trade/technical schools, and the military do not allow their employees, students, or personnel to be late. Punctuality can make a difference in your success.

Exceptions are at the discretion of the Administration and staff depending upon reasons provided by parents and students for absences. We do realize that there are times when situations such as surgery and recovery time must be considered. All work missed must be made up by the student. Telesis encourages and recognizes perfect attendance at the end of the year award ceremonies where students can earn prizes plus their personal awards. Perfect attendance is defined as not being late to school or leaving early. (This includes all late arrivals or early releases for doctor appointments.)

Should you find that a planned absence is necessary; parents should contact the Telesis office two days before the absence occurs. 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 blog 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 is a significant factor for success in a student's education. Charter schools receive funding only when students are in attendance; 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 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 the Principal or Student Conduct Director.

Detention will be 30 minutes at minimum. Additional tardiness will be met with longer detention periods at the discretion of the **Student Conduct Director (SCD) and Administrator of Campus Safety (ACS)**

## **Parent/Guardian Information and Responsibilities**

- The parent/guardian should monitor his/her son's/daughter's attendance in each of his/her classes in ParentVue.
- We encourage parents to discuss the importance of good attendance with their children.
- To excuse 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 excuse 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 also excuse 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 a class without a pass
- If a parent/guardian fails to call the attendance line - within 24 hours after the absence/tardy - to excuse the student's absence/tardy.

Attendance is extremely important to a child's academic success; children cannot learn if they are not in school. The state of Arizona requires 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.

- When a student reaches 5 absences in a semester, a doctor's note may be required to excuse any further absences.
- 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 due to personal illness, court appearance, or medical appointments can be verified/excused if official documentation is provided.
- Absences due to personal reasons, oversleeping, car repair, shopping, working, lack of clothing or lunch money, babysitting, extended vacation days, or trips do not meet the legal criteria and will be designated as unexcused/unverified.
- Unauthorized or excessive absences, even those verified by parents, may lead to disciplinary actions which include but are not limited to detention assignments, 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):** 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.

**UNEXCUSED (UE):** An absence which is personal and all other forms of illness, not verified by a doctor's note. Parental excused absences that exceed ten days will result in a Saturday Detention assignment.

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

**TARDY (TDY/TEX/TUE):** Arriving to class and/or not being in assigned seat by the time the tardy 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 student being involved in violation(s) of any of the listed reasons of the district 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.

## Telesis Preparatory Academy

### Tardy Policy

Tardy # 1: Warning, counseled by teacher

Tardy # 2: Counseled by teacher. Teacher may assign own after-school detention (to be held with teacher, in his/her classroom). Teacher makes phone call home to parent/guardian and notifies **Student Conduct Director (SCD)/Administrator of Campus Safety (ACS)**.

Tardy # 3: Teacher notifies SCD/ACS. Meeting held with student and SCD/ACS.

Tardy # 4: Teacher notifies SCD/ACS. Meeting held with student, SCD/ACS, and parent.

Tardy # 5: Teacher notifies SCD/ACS. Detention assigned to student.

Tardy # 6-10: Teacher notifies SCD/ACS. Student will receive In School Suspension (ISS).

Tardy # 11 and beyond: Teacher notifies SCD/ACS. Student will receive OSS.

At the teacher's discretion, tardy and absent students are at risk for receiving OR losing daily/weekly attendance points, which affects the overall class grade.

Please note: the above applies PER SEMESTER.

## **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. Students are not to call their parents directly from their cell phone. The office aide will see student and decide if it is necessary to send the student home. Parent/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 student out through the Main Office. Students must present official medical 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 tardy and truancy policies. Students will serve detention in Room 30. Detentions are held during lunch or after school (days may vary).

Students may also attend on-campus tutoring sessions to clear tardy detention hours. Students must ask their teacher/tutor to send an email to the Student Conduct Director or Administrator of Campus Safety to advise of the number of minutes/hours that will count toward their detention hours.

Students who miss detention are at risk for receiving Out of School Suspension (OSS).

## **Rainy Day Protocol for K-6**

**Mornings/Before School**- Teachers on morning duty will send all K-6 students to the cafeteria, The Student Conduct Director and/or Administrator of Campus Safety will assist cafeteria staff. All K-6 teachers will open their doors open 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 State 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, and has earned accreditation for our entire K-12 program.

Academic excellence is recognized at all curricular levels. Renaissance, Honor Roll, Principal's Honor Roll, Students of the Month (for Junior Academy and Academy classes), 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), The Telesis Preparatory Chapter of the National Elementary Honor Society (for grade level 4 to 5), and our annual awards ceremonies for lower level classes and upper level classes are some of the ways Telesis promotes and encourages individual academic achievement. The coveted *Tiger Paw Award*, given to a deserving Junior Academy/Academy student, and the *Tiger Cub Award*, given to a deserving lower level student, 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 English Language Arts and Mathematics (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, & 9<sup>th</sup>). Advanced math students will have opportunities to participate in advanced levels of mathematics. These courses demand the highest level of participation, effort and quality from students. This document contains suggested criteria for participation in Telesis Honors program.

**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. Honors classes require a high level of effort and achievement.

**Note:** Honors placement in the middle school does not automatically guarantee Honors placement in high school. Honors placement in 9th grade may be determined by a student's STAR/Galileo/AzMERIT scores and middle school Grade Point Average (GPA).

### **Honors courses:**

Honors courses provide highly motivated and academically talented students with a differentiated curriculum that includes a wider range and greater depth of subject matter than that of the standard or regular course. Honors courses demand the highest level of participation, effort, and quality from students. Curriculum in an honors course is rigorous, stresses concept development and typically places emphasis on independent study, critical thinking, and student research. Honors classes require students to utilize habits of independent analysis, creativity, collaboration, leadership, and intellectual skills.

## **HONORS ENGLISH (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> GRADE)**

### **HONORS ENGLISH PLACEMENT**

Placement of students into Honors Reading is based on the following considerations:

1. 75% or above Proficiency (Blue/Green) on Galileo Reading
2. Proficient or above (Blue/Green) on AzMERIT Reading

### **HONORS ENGLISH COURSE EXPECTATIONS:**

Students are expected to:

- Maintain a minimum of a “C” average,
- Complete all assignments and homework when assigned,
- Fully participate in class discussions and group work, and
- Satisfy any other expectations assigned by the teacher.
- Student must maintain good attendance and display appropriate learning behaviors in any situation.
- Students may be required to complete summer projects.

### **IMPORTANT:**

**If a student is not meeting academic expectations, s/he may be rescheduled into a regular Reading and Language Arts class, per the discretion of the Honors Committee and/or the school’s principal.**

## **MATH PLACEMENT (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup>)**

Placement of students into an Honors Math course could be made using the following suggested criteria:

1. 75% or above Proficiency (Blue/Green) on Galileo Math
2. Proficient or above (Blue/Green) on AzMERIT Math

**Note: Students in 7<sup>th</sup> grade Honors Math could be eligible to enter Algebra 1 as 8<sup>th</sup> graders and earn a HS math credit.**

### **MATH PLACEMENT (advanced by one year, Honors Algebra 1)**

Placement of students into a math course advanced by one year at the Honors level could be made using the following suggested criteria:

1. 85% or above Proficiency (Blue/Green) on Galileo Math
2. Proficient or above (Blue/Green) on AzMERIT Math

### **MATH COURSE EXPECTATIONS:**

Students are expected to:

- Maintain a minimum of a “C” average,
- Complete all assignments and homework when assigned,
- Fully participate in class discussions and group work, and
- Satisfy any other expectations assigned by the teacher.
- Student must maintain good attendance and display appropriate learning behaviors in any situation.
- Students may be required to complete summer projects.

**IMPORTANT: If a student is not meeting academic expectations, s/he may be rescheduled into another math class, per the discretion of the Honors Committee and/or the school’s principal.**

**Transfer Students:** To be considered if proof of current honors program is provided/take the placement test.

**Non-Selected Students:**

- Discuss with Counselor, teachers, and Honors Committee members your interest in having your child in honors offerings.
- Have on-going conversations with the classroom teacher about their progression during the year and how you can help them exceed.
- After a semester if a student's classroom grades, effort, and classroom/district assessment scores are at the honors level, plus there is available slots, they can be recommended for Honors placement(s).

**Honors Selection Timeline:**

**May**

- All 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grade students will take the STAR Reading, STAR Math, Galileo Reading, Galileo Math, and AzMERIT (Reading & Math) assessment.
- Assessment data will be analyzed.
- Honors selection team looks at all data and students are selected.

**June**

- Parents will be notified by letter or phone call, by the end of June, if their child has qualified for an honors program.

**Honors Exit Procedures:**

In the event a teacher or parent feels that a student participating in an Honors Program would be better served in the general education curriculum, the district has in place the Honors withdrawal procedure.

- Initial Concern - The teacher will contact the student's parents at the first sign of a concern.
- Academic Probation - If student's grades fall below the required level for the semester the student will be placed on Academic Probation (letter sent home).
- Exclusion - If the student's grades continue to stay below the required level at the end of the school year the student will be rescheduled into a non-honors class for the following school year.
- Parent Concerns - Contact the child's teacher and the Counselor.

**Junior Academy/Academy Schedule**

JA/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.



### Fees

**Class Fee:** Some Academy classes 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, Domestic Arts, and Performing Arts. \*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:

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

### **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.

#### **PRE-REQUISITES FOR CHALLENGE:**

- Competency Challenge must be presented by instructor of student.
- Student must be performing in the area of challenge with NO LESS THAN 3.0 grade point average (B).
- Student must have been attending the Academy for NO LESS THAN ONE SEMESTER, so quality of work and performance can be formally assessed by all instructors.
- Challenge must be presented NO LATER than two weeks (2) into current semester.
- Challenge must be approved by Academy Team Members.

- Challenge Test must be equivalent (if not the same) as the Final Assessment Test for class of challenge.

#### **PROCEDURE FOR CHALLENGE:**

- Request for Challenge must be agreed upon by Student, Parent(s) or Guardian and Instructor
- Instructor shall complete a “Written Proposal” (signed by: Instructor; Parent and/or Guardian; and student) with indicator(s) that taking of such Challenge WILL NOT be an “automatic” passing of class or gaining of credit. Furthermore, notation of a passing rate of no less than 80% must be met to pass Challenge and gain Academic Credit.
- Instructor will present documentation with reasoning to Academy Team for Approval of Challenge.
- Academy Team will then “vote” or present approval of Challenge.
- Instructor will administer “Challenge Exam” within one (1) week of approval:
  - PASSING SCORE: Student must pass “Challenge Exam” with no less than an 80% for gaining of Credit. Upon passing, student shall be placed into subject area (other class) as needed.
  - NON- PASSING: Student will remain in class.

#### **PRE-REQUISITES 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 “pre-requisite” system of advancement in standard subject areas, we introduce our students to these levels.

Initiation of the following “Pre-Requisite Criteria” for the following standard classes to be initiated at the Fall Semester of 2014:

**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

**DUAL ENROLLMENT OR HONORS SPANISH:** Completion of 70% or better in Spanish 1 & 2 or Permission from Instructor

**ENGLISH 101 with MOHAVE COMMUNITY COLLEGE:** A student can qualify for English 101 upon completion of 10<sup>th</sup> grade English composition course with a Grade of B or higher.

**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 Academic Guidance Counselor. Upon review and approval, student 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 Academic Guidance Counselor prior to enrolling. Note: As of Fall, 2014, **students who took courses from Primavera online high school must 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 as well. 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...

<b>Subject</b>	<b>Credits</b>
English/Language Arts	4
Math (Finance Math requirement for Graduation)	4
Science	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 AIMS Science and AzMERIT	
<b>TOTAL</b>	<b>23</b>

### **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 11<sup>th</sup> or 12<sup>th</sup> 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 12<sup>th</sup> 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 first bill passed in the current legislative session was the American Civics Act (HB 2064) which requires students to pass a civics test in order to graduate from high school beginning with Cohort 2017.

The Assessment details will be posted on [www.telesis-academy.org](http://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.

Juniors and seniors seeking scholarship information or answers to SAT/ACT questions should see the Academic Counselor. Juniors and seniors can earn dual credit in other than English 101 or 102 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 Guidance 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 .5 credit for our transcript purposes.

**Senior Early Release Privilege:** Seniors may earn early release, in attendance for 3 classes per semester, only if the following criteria are met: GPA is 3.500 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. **Classes must be taken consecutively. Depending on options available, and if all requirements met, students may choose to omit a first block class OR a 4<sup>th</sup> block class leave after 4<sup>th</sup> period.** Telesis reserves the right to decline this privilege to any senior; seniors who plan to attend institutions of higher learning are strongly encouraged to broaden their educational base by attending under this privilege at least 4 classes each semester.

**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 AIMS Science and AzMERIT assessments, basic CPR training have a minimum cumulative GPA of 3.75 or higher, have the recommendation of teachers of all core subjects, and had no suspensions or major disciplinary actions in the previous school year and demonstrate a level of social and academic maturity." However, the student 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.

In order to facilitate a continuous standard regarding late work, we at Telesis have established a policy adopted at each level that will assist students in preparing for the demands they will face in real life. This policy will become gradually stricter as the students advance. Kindergarten students' grace period will be set by individual teachers. Early Elementary 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, not to exceed five (5) continuous days.

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 collect make-up work prior to their return to school.

## **Accelerated Reader/Renaissance Learning**

One of the cornerstones to a student's education is the ability and skill necessary to read proficiently. Reading extends into the subject matter of all academic curriculums. That is why Telesis has and will continue to place an enormous emphasis on reading at all developmental levels. Accelerated Reading, a program from Renaissance Learning, is one important way that Telesis emphasizes reading on our campus.

Each year, Primary through Academy (traditional grades 1-12) students take 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 for them and at the same time challenges them to become better readers. Through the program

AR Points are determined. Students choose appropriate books in their reading level and “earn” points for successfully passing an AR Quiz on their chosen book. Each book is rated by a group of professionals who give a point total to that book and write the quiz questions available on the internet. The reading for AR Points is above and beyond reading done in class. All developmental 1-8 Primary, Intermediate, and Junior Academy levels **ARE** required to do AR reading and meet their **AR Points goal each semester**. Although some class time is given for AR reading at these levels, students must also work on these AR Points at home. Depending on the level of a student, failure to reach or surpass AR Points will result in a reduction of a student’s English /Language Arts grade.

Reading proficiency raises language awareness by providing examples of appropriate language usage, which students then carry over into their own writing. Accelerated Reading also provides exposure to and knowledge of literary techniques that the AzMERIT 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.

### **Books and Supplies**

Textbooks will be furnished to the students and are the property of the school. 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**

### **Academy P.E.:**

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 grey T-shirt. (There should be no emblems or design on the T-shirt.) These items may be purchased at most retailers. **This uniform is not for campus-wide wear.** They must also wear closed-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.

### **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 than 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.

### TOPS

- REQUIRED -Telesis shirt with logo (black t-shirt or long sleeve)  
**OR** plain white collared shirt
- Students may wear school club t-shirts every Tuesday
- Student may wear the yellow or grey Telesis t-shirts every Tuesday
- Students may wear black jackets with the Telesis logo **OR** any plain, solid black jacket. Telesis letterman jackets may also be worn.
- Students may wear solid white or solid black long sleeve shirts under their Telesis t-shirts or white collared shirt.
- 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. No plaid, camouflage, tie-dye, or other designs.
- No ripped/torn bottoms.
- No tights (worn as pants), yoga pants, sweat pants, board shorts, or athletic pants/shorts.
- Skirts and shorts must be of the appropriate length - **no shorter than fingertips.**
- Waistbands should 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 slippers.**
- Leggings of appropriate fit may be worn if the Telesis t-shirt/top worn is at fingertip length and length of the t-shirt/top is past hips. Students may wear a long black cami-style shirt under their Telesis t-shirt to add length.
- Tights (under clothes) and knee-high socks must be white, black, or khaki -- **No mesh, stripes, bold colors, or designs are allowed when wearing tights or knee-high socks.**
- 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 Heely's or other shoe with wheels may be worn to school
- Sunglasses may not be worn indoors.
- NO hats or hair scarfs to be worn in classrooms.
- 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.
- **HAIR MUST BE OF NATURAL COLOR: NO SPRAYS, GELS, OR DYES.**
- **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.
- **NO VISIBLE BODY PIERCING JEWELRY MAY BE WORN ON CAMPUS.** This would include, but is not limited to: eyebrow, tongue, lip, or nose piercings. **Such items should be removed before arriving on campus.** Only small stud or hoop earrings ½ inch in diameter or less are allowed due to safety/injury reasons. Ear gauges are not allowed; they must be removed before arriving on campus.

**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, given in-school detention/ suspension, or be sent home. Repeat offenses by a student will be viewed as insolence and be dealt with according to the Telesis Code of Conduct.

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.

Letter jackets are earned in sports, band, and certain other 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](http://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.

### **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 discipline. 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 be prosecuted in strict 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.

<b>Potential Consequences</b>	
<b>1<sup>st</sup> violation</b>	Warning/Contact with parent by teacher
<b>2<sup>nd</sup> violation</b>	SCD or ACS contact with parent, Detention, and/or ISS (at discretion of administration)
<b>3<sup>rd</sup> violation</b>	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 ring will have the phone confiscated.

<u>Personal Electronic Device Use Consequences</u>	
1st Offense	Warning
2 <sup>nd</sup> Offense	Phone taken and held by front office. Student can pick it up after school.
3 <sup>rd</sup> Offense	Phone taken and held by front office. <b>Parent</b> must pick up after school.
4 <sup>th</sup> Offense	Student Conduct Director and Administrator of Campus Safety will hold phone.

Repeated offenses will be deemed as insolence and will be handled at the discretion of the Student Conduct Director and/or Administrator of Campus Safety. Consequences will be, but not limited to, ISS and/or OSS. There may be a termination of privileges for student to possess any personal electronic devices on campus.

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 Student Conduct Director**

iPods, Game Boys, Laser Pointers, and other Personal PC Items are **NOT to** be used in classrooms, and Telesis **strongly** encourages that these items not be on campus. ***The school is not responsible for their disappearance or damage.*** 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 School Conduct Director; a confiscated item 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 Student Conduct Director and/or Administrator of Campus Safety.

### **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's 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 program 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. The contents of a user's files on a network will be considered private, and users will be expected to respect the same rights of privacy associated with other hard copy forms of personal documents.
7. 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 of these rules.

## 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 | - 37 - 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. The speed limit on campus is **5 MPH**. Students may only park in the designated area. Stereo systems should be played at a reasonable level on campus.

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. All cars should be locked and valuables kept at home or in the student's possession. Students are only allowed in the parking lot when arriving to 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. Rollerblades are not allowed on campus at all. 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 Tesis 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
- Due process procedures

These student rights are accompanied by the following student responsibilities:

- To attend school and classes regularly
- To respect school staff and property
- To refrain 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

<b>Code of Conduct Violations</b>	
Dress Code	Language/Mannerism
Disruptive Behavior	Note Writing
Cell Phone/Electronics*	Food in Classroom**
Gum Chewing	Defiance of Teacher/Authority (Insolence)
Possession - Playing Cards*	Lack of Respect, Rudeness, Discourtesy
Public Display of Affection	Leaving Class Without Permission
Tardiness (see tardy policy for consequences)	Failure to Report to Assigned Detention
Littering	Interference of Learning of Others
Language/Mannerism	Internet/Computer Usage Violation

<b>Code of Conduct Violation Potential Consequences</b>	
<b>1<sup>st</sup> violation</b>	Warning/Contact with parent by teacher
<b>2<sup>nd</sup> violation</b>	SCD or ACS contact with parent, Detention, and/or ISS (at discretion of administration)
<b>3<sup>rd</sup> violation</b>	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
  - Allowing another student to copy your work
  - Writing that has been copied from someone else and is presented as being your own
  
- Cheating on a test, quiz, or assignment and/or helping a student cheat on a test, quiz, or assignment

<b>Academic Dishonesty Consequences</b>	
<b>1<sup>st</sup> Violation</b>	Loss of Credit on Test, Quiz, or Assignment, and Parent/Student/Teacher/ Staff Conference
<b>2<sup>nd</sup> Violation</b>	Referral to SCD/ACS /1 Day Suspension, Loss of Credit on Test, Quiz, Assignment, and Parent/Student/Teacher/Staff Conference
<b>3<sup>rd</sup> Violation</b>	2-Day Suspension, Loss of Credit on Test, Quiz, Assignment, administration and parent meeting, and/or Possible Review before the School Board for Long Term Suspension/Expulsion

## **SEVERE INFRACTIONS/VIOLATIONS**

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

<b>Violation</b>	<b>Range of Consequences</b>
Leaving Campus Without Permission	ISS, OSS, Parent/Teacher/Student/Staff Conference
Vandalism	OSS, Restitution, Police Referral
Possession of Item Capable of Imposing Harm	OSS, Pending School Board Review, Expulsion, Police Referral
Verbal/Written Assault of Student or Employee	OSS, Pending School Board Review, Expulsion, Police Referral
Physical Battery of Student or Employee	OSS, Pending School Board Review, Expulsion, Police Referral
Disorderly Conduct	ISS, OSS, Police Referral
Bullying/Harassment/Intimidation*	ISS, OSS, Pending Board Review, Expulsion, Police Referral
False Reporting	OSS, Pending Board Review, Expulsion, Police Referral
Inappropriate, Lewd, or Obscene Act or Material	ISS, OSS, Police Referral
Sexual Harassment/Assault	ISS, OSS, Expulsion, Police Referral
Interference In Disciplinary Proceedings	OSS, Pending School Board Review, Expulsion, Police Referral
Theft/Possession of Stolen Property	ISS, OSS, Police Referral



Threats to Educational Institution	OSS, Pending School Board Review, Expulsion, Police Referral
Possession/Use/Distribution/Sale of Alcohol/Tobacco	OSS, Pending School Board Review, Expulsion, Police Referral
Possession/Use/Distribution/Sale of Any Form of Over-the Counter medication***	OSS, Pending School Board Review, Expulsion, Police Referral
Possession/Use/Distribution/Sale of Any Controlled /Illicit Substance or Imitation of Such****	OSS, Pending School Board Review, Expulsion, Police Referral
Any Other Violation of the Laws as Set Forth by the State of Arizona and/or the Federal Government	OSS, Pending School Board Review, 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 Administrator of Campus Safety, Student Conduct Director,

Principal, or Silent Witness. 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](http://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

### **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 CONSUMED OUTSIDE THE CLASSROOM AT THE END OF THE SCHOOL DAY.** All waste should be deposited in the containers which are provided for that purpose. Water is allowed in classroom or hallways **ONLY**. Any other drinks are prohibited. 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 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 Cop 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.
- 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.

### **Telesis Library**

At Telesis, reading is regarded by its very nature as a foundational element of education. Students, no matter what their age, need to have a book to read at all times. This foundation 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.

### **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.

### **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, judgements, 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 handbook, 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. Or you may contact:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901	Arizona Department of Education Exceptional Student Services 1535 W. Jefferson, BIN 24 Phoenix, AZ 85007
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This notice is available in English or Spanish on the ADE website, [www.ade.az.gov/ess/resources](http://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.

**Withdrawal**

Students shall be considered enrolled at Telesis until such time that written notice is provided by the parent or guardian. There is a withdrawal form available in the Front Office.

Withdrawal can also happen under the following circumstances: By law, students with ten (10) consecutive unexcused absences will be withdrawn from a school program. Telesis places strong emphasis on the academic program in place; therefore, if a student is disruptive to the degree of hindering and/or endangering other students, the Telesis staff can recommend removal (see Code of Conduct).

**Parents Right to Know**

As a parent of a student of Telesis Preparatory Academy, you have the right to know the professional qualifications of the teachers who instruct your child. Parents may request and receive from the office information regarding the professional qualifications of the student’s classroom teachers, including: (a) whether the teacher is state-certified; (b) highly qualified; (c) whether a teacher is teaching under emergency or other provisional status; and (d) the baccalaureate degree major of the teacher and any other graduate degree major or certification. A process has been set in place by completing the request form available in the front office.

The school provides appropriate services based on each student’s Title I status. If you would like more information regarding our Title I program, please contact the main office.

**In Conclusion**

This handbook 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 handbook. This handbook 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 handbook, 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 it be your best year, yet. Thank you for choosing Telesis Preparatory Academy.

**Telesis Preparatory Academy**  
**ATHLETIC HANDBOOK**  
**2019-2020**  
**WELCOME TO**  
**TELESIS ATHLETICS**

*Telesis is a part of the AZCAA (Arizona Canyon Athletic Association)*

*Telesis Preparatory Academy, A Division of Telesis Center for Learning, Inc. is an accredited Kindergarten through 12<sup>th</sup> grade public (charter) school. As a representative of our city, we have taken on the role of being a model school for all other schools in our state. Representing Character and Integrity on or off the playing field, our student athletes display these characteristics on behalf of Telesis Preparatory Academy. It is imperative that our team character be placed first whether it is a win or a loss at all team games in or out of the community. When coaching and teaching student athletes the true value in character is not only the successfulness of the athletic program in school but also the impact made in their own personal lives.*

*Our school is represented by our teams, media, fans and community. As a Character First school it is our responsibility to hold our standards high and present ourselves with character first. To maintain the right perspective about our school team sports will help us in our quest for character first student athletes.*

*The Goal*

*The main goal of the Telesis administration and coaching staff is to develop athletes who serve as role models for their classmates. These student/athletes are reminded while at practice, competing in a contest, participating in the classroom, or the community at large; they're a representative of Telesis. As such, it is expected that their sportsmanship be above reproach at all times.*

**Goals and Objectives**

- Implement the “CHARACTER FIRST MODEL” with trustworthiness, respect, responsibility, fairness, caring, and citizenship.
- Emphasize the highest standards of sportsmanship, ethical conduct, fair play and commitment.
- Encourage and develop qualities of a leader, respect, consistency, cooperation, team effort, and understanding.
- Provide a satisfying and enjoyable activity for the athletes, student body and community and at the same time compete to our best ability.
- Employ the best possible coaches who understand the values of “CHARACTER FIRST”.
- Create a desire to succeed and finish within the bounds of good sportsmanship.
- Develop a desire for physical fitness and health.
- Maximize participation within budgetary realities.
- Develop the mentality of T. E. A. M. together everyone accomplishes more.
- Always finish what you start and finish it strong!



## **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.

### **Sports Offered**

#### **FALL SPORTS**

Football  
Volleyball  
Cheerleading  
Cross Country

#### **WINTER SPORTS**

Boys Basketball  
Girls Basketball  
Cheerleading

#### **SPRING SPORTS**

Baseball  
Softball

### **Eligibility**

#### **AGE LIMITS**

If a student becomes 19 years of age after September 1, he/she is eligible to compete for the remainder of the school year. If he/she becomes 19 years of age on or before September 1, he/she is not eligible for any part of the school year.

#### **ACADEMICS**

Students must pass all classes every week in order to be eligible to compete in interscholastic activities. Failure to receive a cumulative passing grade in every class will result in being restricted from competition, but not from practice.

Eligibility will be determined on Friday of every week. A passing grade is an accumulative C/70% or higher. If a student is failing (59% or lower) ANY class, student is automatically ineligible the following week. Those students who do not have an accumulative 70% average will be ineligible to compete the following week

Monday- Saturday. However, if they do bring their grade up they are eligible for the following week; if not they stay ineligible for another whole week Monday-Saturday. Coaches, students and parents will be notified of ineligibility. Students on Suspension or In School Suspension are ineligible for practice or games that week. No exception to rule.

### **ATTENDANCE**

If a student has an unexcused absence from school for any part of the day he/she will not be allowed to practice and or participate in an athletic activity that afternoon or evening on the day of the absence. If a student has missed more than 10 days of school (unexcused) they become ineligible for that entire semester. Any athlete that has more than 3 unexcused absences from practice; the coach then has the right to remove that athlete from the team.

If an athlete misses the following day of school after a game he/she will not be allowed to participate in the next practice, game or contest. If an athlete participates in practice or a game after missing a day of school they will be ineligible immediately to play the next scheduled practice or game.

### **CITIZENSHIP**

Students who fail to conduct themselves in and out of class properly will not participate in interscholastic activities. Any student who is found in violation of the Code of Conduct will be suspended for one week of interscholastic activities. If a student receives a red violation, he/she is under review for suspension for any and all interscholastic activities for the remainder of the school year.

### **RESIDENCE REQUIREMENTS**

A student whether an adult or not, is privileged with eligibility for interscholastic competition only if they attend Telesis or if they are enrolled in online or home schooling and are taking at least 3 full time classes (enrollment must be proven).

### **RECORDS ON FILE**

**The following must be on record in the Athletic Directors office prior to a student being allowed to practice and/or participate in athletics:**

1. Annual Preparticipation Physical Evaluation Medical History – to be completed by guardian
2. Annual Preparticipation Physical Evaluation/Physical Examination – to be completed by physician
3. Concussion Training
4. Signed and returned Athletes/Parents Handbook Commitment to Excellence
5. Signed and returned Individual Insurance Waiver Form
6. Signed and returned Student-Athlete Agreement Form
7. Signed and returned Waiver of Liability
8. Paid sport activity fee

Additional forms may be required.

## **INSURANCE**

Students participating in athletics must have insurance coverage.

## **SPORT FEES**

- Academy Football - \$250  
JA Football - \$150  
Other sports - \$150  
Cheerleading - \$50 + uniform fees
- All lower level student athletes will be charged an annual sport fee of \$25 with a minimal charge for a t-shirt or hat.
- Sport fee must be paid in full to the front office prior to the first game. Please see the Athletic Department Liaison in the front office to be provided a receipt for your payment and for any questions concerning financial assistance if necessary.
- **TAX CREDIT:** An Arizona State Tax Credit form is in the Athletic Handbook. Your Tax Credit payment made now to Telesis Center for Learning, Inc. will be applied to your Sport/Extracurricular Activity fee. **TAX CREDIT DOLLARS ARE NON-REFUNDABLE.**
- Sport fee does not constitute equal playing time. Playing time is determined by coach and coaching staff.
- Sport fee is subject to change per academic school year and determined by governing school board.
- Sports fees are **NON-REFUNDABLE**. The **ONLY** exception made will be in the event of a canceled sports season **BEFORE** any games are played and the reason for cancellation is not related to student ineligibility.

## **SPORTS REQUIREMENT**

Student athletes will be required to participate in at least two fundraisers.

## **N.C.A.A. INITIAL ELIGIBILITY CLEARING HOUSE**

Many college athletic programs are regulated by the National Collegiate Athletic Association (N.C.A.A.), an organization founded in 1906 that has established rules on eligibility, recruiting and financial aid. The N.C.A.A. has three divisions- D-1, D-2 and D-3. Institutions are members of a division according to the size and scope of their athletic programs.

If a student is planning to enroll in college as a freshman and wishes to participate in D-1 or D-2 athletics, he/she must be certified by the N.C.A.A. I-E requirements for all prospective student athletes at all member institutions. Clearinghouse information and packets are available at the Athletic Director's office.

A student who wishes to participate in Division I or Division II athletics should start the certification process early, usually the end of his/her junior year. To be certified by the Clearinghouse he/she must:

1. Graduate from high school.
2. Earn a grade point average of at least 2.000 (on a 4.000 scale) in a core curriculum of at least 13 academic courses, which were successfully completed in grades 9 through 12. Please become familiar with the required core classes early so that all requirements can be met in a timely manner. This information is in the Clearinghouse information publication.
3. Earn a sum of scores of at least 17 on the A.C.T. or a combined score of at least 820 on the S.A.T. on a national test grade.

### **N.A.I.A.**

The requirements of the National Association of Intercollegiate Athletics (N.A.I.A.) are similar to those of the N.C.A.A. To be eligible for N.A.I.A. the student athlete must meet any two of the following requirements.

1. Graduate from the upper half of his/her class.
2. Earn a grade point average of at least 2.00 (on a 4.000 scale).
3. Earn a composite score of at least 17 on the A.C.T. or a combined score of at least 820 on the S.A.T. on a national test day.

### **TRAINING RULES**

It is an honor and a privilege to compete in athletics. Athletes at Telesis Preparatory Academy occupy a position of leadership and influence. They are expected to set an example of sportsmanship, integrity, and exemplary conduct. We are proud to be TIGERS here at Telesis. Our accomplishments and reputation, which are based not only on wins/loss records, but also on the conduct our athletes have exhibited on and off the field. The following guidelines will be applied to all participants in our athletic program:

1. The student handbook applies to all of our athletes.
2. The use, possession and/or distribution of tobacco, alcohol, drugs, and/or paraphernalia at any time will result in suspension from the team for the season.
3. Each head coach will establish specific rules and regulations for their programs.
4. Any arrest of an athlete, police citation issued to an athlete, or actions, which bring dispute to the Telesis Athletic program, will result in suspension from the team for the season and/or school year.

## **APPEARANCE**

The Athletic Department and Administration believe that pride, discipline, morale, team unity and community relationships are influenced by the general appearance of our athletes. The following regulations will be applied.

1. No athlete shall wear clothing to practice and athletic events, which violate the dress code as outlined in the student handbook.
2. Athletes will be clean-shaven. No one is allowed to change out in open areas.
3. Head coach of each sport will determine team dress.

## **AZCAA (Arizona Canyon Athletic Association)**

“The Canyon Athletic Association is a not-for-profit corporation created to provide competitive athletic competition for non-traditional educational institutions. The CAA consists of member schools at the Junior High and High School level that wish to participate in interscholastic activities. The member schools include, but are not limited to, charter schools, public schools, home school organizations and parochial schools. It is our goal to help facilitate communication, provide structure and guidelines, organize tournaments and manage the funds necessary for these activities. The CAA seeks to provide high standards of integrity while providing great flexibility to accommodate non-traditional schools.”

## **EQUIPMENT**

Athletes will sign out equipment acknowledging receipt of equipment. Equipment is all numbered and at the end of the season athletes are responsible for returning the exact items issued. If an item is lost or damaged through abuse, the athlete is responsible for paying for the cost to replace it.

No athlete may check out equipment for another sport until he/she has returned and been cleared from previous sport.

Any athlete that quits or is removed from a team must turn all items in immediately. Those athletes who do not turn in the equipment will be charged to replace the equipment.

## **TRANSPORTATION**

Students are required to travel TO AND FROM athletic events by school transportation. Exception: Students may be allowed to return with their parents/legal guardians if an ALTERNATE TRANSPORTATION PERMISSION SLIP is submitted to the Athletic Director for approval a minimum of 24 hours prior to the trip; specific forms are available for request in the administration office. Coaches will not be allowed to accept late forms at an event.

Parents must be ready to pick up students as we return from our away trips; consistent failure by the parent may result in the student not being able to go on away contests/games. Coaches are not allowed to transport your student athlete home in their personal vehicles.

Upon return from any game/event, students will return TO SCHOOL to be picked up by a parent/guardian. Coaches will not release students to anyone other than the student's parent, guardian, or emergency contact -- unless written permission is given by parent/guardian prior to pick-up.

### **AWARDS**

1. Coaches will establish criteria for athletic awards.
2. The following awards will be given to an athlete in recognition of his/her achievement:
  - ANY athlete that participates and finishes a season with a team will receive a pin and a certificate of completion.
  - All JA athletes may only receive a pin and a certificate.
  - Telesis student/athletes who start in any single game/contest for a varsity sport he/she will receive a TPA letter.
  - Bars designate additional years in lettering in a varsity sport.
3. NO athlete who has quit or been removed from a team, or has failed to complete the season will be eligible for an athletic award.
4. Coaches have the prerogative to recommend an award to an athlete who was unable to complete the season.
5. At the end of the season, special awards may be given to outstanding athletes.
6. The male and female athlete of the year award will go to the most outstanding athlete on and off the field and will be chosen by the coaching staff.
7. Any athletes who are invited to the all star game or named 1<sup>st</sup> team all state will be recognized at the sports banquet with their patch.
8. All teams that win state in their sport will be recognized as well at the sports banquet with their trophy. The same goes for any team who wins their district. Which are eligible for patches and possibly rings.

### **COMPLETION OF A SPORT**

1. Any athlete who quits or is removed from the team for disciplinary reasons may NOT participate in any other sport until the sport he/she quit is over. For those teams that qualify for state the season ends after their last day of competition.
2. Students who do not complete a season will not receive any awards.

## **RECORDS**

### **District Champions**

Academy Co-ed Soccer 2009  
Academy Baseball 2009  
Academy Baseball 2010

### **#1 IN THE CITY**

JA Co-ed Soccer 2009  
Lower level Co-ed Basketball 2009  
JA Boys' Basketball 2009

### **STATE CHAMPIONS**

Academy Baseball 2010  
Academy Baseball 2011