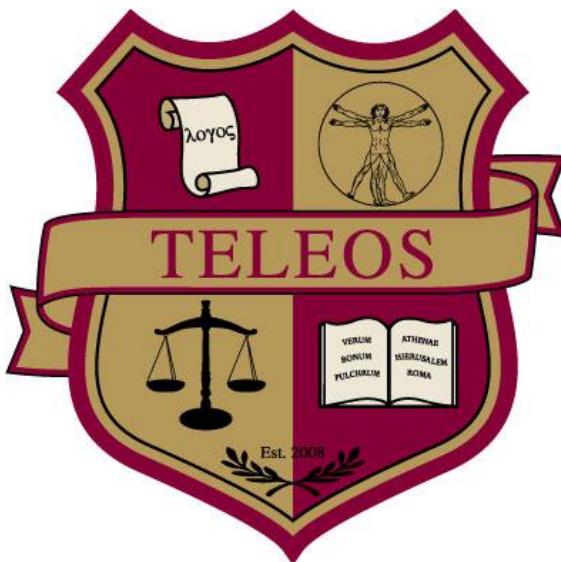


# *Teleos Preparatory Academy*

*A GREAT HEARTS ACADEMY*



## FAMILY HANDBOOK

Revised February 2011

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## **Letter from the Headmaster**

Dear Families,

Welcome to Teleos Preparatory Academy!

As a family, please take the time to read through our entire handbook. Please note that we revise and improve the handbook annually, so re-reading is important for returning families as well. The following pages clarify many of the essential details that a family must understand to participate fully in our community. In effect, knowing the handbook helps your family to join the larger Teleos family as we share common values and expectations of one another. When you have finished reading the handbook, both parents and the student(s) should complete and detach the mandatory signature page. Please return this page to the school office by the end of the first week of school.

The center of our school is the classroom and the Socratic dialogue between the teacher and the student. Yet our community would be incomplete if the partnership between the Academy and each family stopped at the classroom door. As such, I urge every parent, student, and teacher to become wholeheartedly involved in at least one activity outside of the classroom each year. For a parent, this might mean joining the Parent Organization or volunteering at the reception desk; for a teacher, coaching a sport or organizing a club; and for a student, playing a sport or being a leader in an extracurricular arena. Through work and friendship, let's continue to build up each others' spirits and develop our community.

Before you turn the page, I would like to quote from The Athenian Oath. The young men of ancient Athens took this oath when they reached the age of seventeen.

“We will revere and obey the City’s laws, and will do our best to incite a like reverence and respect in those above and below us . . . We will strive to quicken the public’s sense of civic duty. Thus in all these ways we will transmit this City, not only, not less, but greater and more beautiful than it was transmitted to us.”

What a powerful call to service from one of the great cities of the Western tradition! Each of us, as free citizens of the Academy, should equally strive to make our school a better place—a city of truth, beauty, and goodness—for those students, parents, and teachers who will follow us.

Warmest regards,

Natalie Young Williams

Headmaster

## **Our Mission**

The mission of Teleos Preparatory Academy is to educate all students to become critical thinkers, articulate speakers, and compelling writers through a process of Socratic inquiry, thus empowered to attain their Teleos.

The Teleos High School graduate has a foundation in the liberal arts of grammar and rhetoric, logic and mathematics, history, natural science, and philosophy. The graduate has also practiced the fine arts of music, poetry, drawing and painting, and drama. The graduate is thus prepared for every career, every course of advanced or specialized study, and every kind of leisure. In short, the Teleos graduate is ready to live the lifetime of learning that is possible for a human being.

Teleos will fulfill its mission by the following means:

- Service to a rigorous, core liberal arts curriculum in the Western tradition that is the same for all students
- Small classes
- Dedicated, enthusiastic, and intellectually excellent teachers who serve as models of learning and of character
- Detailed student evaluation, with an emphasis upon written, narrative evaluation of learning rather than upon grades and percentages
- Regular and meaningful homework assignments
- High standards of personal conduct and comportment for students and staff

Though the curriculum is rigorous and the expectations of the students high, Teleos is not an exclusive school for the best and the brightest. Our mission is to provide an environment that allows every student who is curious and diligent the opportunity to fulfill her or his highest potential.

## **Our Charter, Accreditation, and Affiliations**

Teleos Preparatory Academy is certified by the State Board for Charter Schools, and is a subsidiary corporation of Great Hearts Academies (GHA), a non-profit charter management organization. Great Hearts Academies supports its member schools with curriculum, data management, faculty orientation and professional development, human resources services, business management (such as accounting), special education services, and funding and facility development. The other Great Hearts Academy member schools currently in operation are Veritas Preparatory Academy in Phoenix, Chandler Preparatory Academy, Archway Classical Academy at Chandler Prep, Mesa Preparatory Academy, Scottsdale Preparatory Academy, Glendale Preparatory Academy, and Anthem Preparatory Academy.

## **Parent Involvement**

The primary way that parents are involved in the school is by supporting their child in their journey through the Academy. Parents will want to have an established plan for listening to and then encouraging their students when they are working hard. Likewise, parents may want to communicate frequently with their son's or daughter's teachers so the parents can develop an understanding of the Academy's expectations of how preparatory-level, liberal arts studies form

habits of learning. Also, parents should contact the teachers to share important information on how their child approaches the curriculum at home and if he or she is experiencing difficulty. Teleos students invest a great deal in their education, and thus teachers and parents should be unanimous in their support of the students and of one another.

The teachers of the Academy are honored by the great trust that parents have placed in them. This trust between the parents and the school must be maintained not only by ongoing communication, but by a mutual understanding of the “big picture”: what a Teleos education will offer young people in the long run. It can be difficult for both young people and adults to maintain a focus on the long-term benefits that a liberal education offers. Likewise, students, especially younger students, may not fully sense the extent of their own intellectual and moral growth over time. When students are applying themselves on a particular part of their journey, they will look to their parents and their teachers for a reaffirmation that their investment is yielding positive gains. As such, mutual trust between parents and teachers is essential to convincing students that we have an achievable plan in place for them that is in their best interest.

We know from experience that students find the curriculum more manageable in the upper grades, even though the course work there is the most advanced. Teleos offers a core curriculum in which each of the grades builds on previous grades over the student’s six-year tenure. The 11th and 12th grades in particular will be culmination years that gather all of the previous years of liberal arts study together to offer the student a critical and comprehensive understanding of the Western tradition. All parents and students should maintain a vision of what the Teleos graduate will look like at graduation. Our graduates will be confident, articulate, and prepared to live full human lives. They will have studied some of the greatest works in the history of the world; they will understand the intellectual foundations of the world in which they live; they will have been trained in advanced mathematics and science; they will appreciate art and culture as expressions of the human spirit; they will be approaching fluency in a modern European language or reading fluency in Latin and Greek; and they will possess the intellectual skills and disciplines that make a lifetime of learning possible. Of course, a liberal arts education is not one that can be completed hurriedly or with a sense only of its immediate benefit or material value. The formation of our students’ characters and imaginations involves an exposure to great works and thinking over time, and it is not complete even at graduation. Teleos does not claim to offer a definitive or exhaustive education, for as the great American philosopher and teacher Mortimer Adler once wrote, “Education stops only with the termination of life; the only fully educated human being is a dead one.”

## **Fingerprinting and Classroom Observations**

All employees of charter schools and school volunteers who work with students, shall be fingerprinted and have a criminal background check conducted by the Arizona Department of Public Safety and the FBI. In order to minimize the inconvenience to our parent volunteers, we will announce one day at the beginning of each school year when a Great Hearts Lead Office staff member will come to campus to fingerprint all new volunteers or potential volunteers. If you are interested in working this year with students as a chaperone, lunch assistant, playground monitor, tutor, office volunteer, or for any other purpose, we encourage you to attend the group fingerprinting day. The Academy will cover the cost of fingerprinting for its volunteers at that

time. Any parent requesting to be on campus for purposes other than occasional classroom observations (observations exceeding once a quarter) must possess a valid fingerprint clearance card. All classroom observations must be scheduled and arranged with an administrator. This will alleviate multiple parent observations occurring in the same class period. At other times during the year, new volunteers may contact Great Hearts Human Resources – 602-438-7045, to make arrangements to have the required fingerprinting completed.

## **Tolerance and Pluralistic Sensitivity**

Teleos is a public, non-sectarian institution serving a variety of Arizonans. All members of the Teleos community—the administration, teachers, parents, and students—should show profound respect and tolerance for the religious, political, and cultural traditions and perspectives of others. The administration and teachers will take the lead at Teleos in actively promoting tolerance, civility, and sensitivity. Teachers are not permitted to encourage a particular religious or political perspective in the courses they teach. Rather, they encourage a civil and tolerant discussion of ideas when such topics naturally arise in class or on campus.

## **Registration, Records, and Medication Policies**

### **Registration**

In order to complete the registration process, parents must have their records transferred from the child's previous school to Teleos. This documentation should include your child's immunization history and a copy of his/her birth certificate, as well as his/her complete academic and disciplinary records, including any special needs or information. A request form may be obtained at the school office. Official transcripts should be sent to Teleos directly by the previously attended school or, if hand delivered, the transcripts should arrive sealed with a signature across the back of the envelope. If your child was home-schooled, a record of state-required testing must be submitted to Teleos, along with a signed description of the curriculum and course content mastered.

High school transfers will have their official transcripts from previous high schools reviewed by the Headmaster and college counselor/registrar. After the review, the Headmaster will send the parent(s) a letter notifying them of any additional courses that must be taken to meet graduation and state requirements. All credit deficiencies must be made up prior to the beginning of the senior year, or sooner if the class is a prerequisite to another course in the Teleos curriculum.

Home-school coursework for junior high grades will also be reviewed to assure appropriate preparation to enter Teleos' curriculum at the 7th, 8th, or 9th grade level. Home-school credits will not be accepted for high school classes, although any courses taken from a community college or from a regionally-accredited distance learning program will be considered for credit. High school home-school students without such credits must start with Teleos in 9th grade.

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

review the FERPA notification which follows for more information regarding access to and disclosure of student information.

## **Official Transcripts**

Once we have a need to produce them, transcripts will take a bit of time to generate, as the Registrar must calculate grade point average and class rank, as well as include AIMS, PSAT, SAT, and ACT scores (if applicable). Official transcripts must be sent directly from the school and cannot be hand-carried. You must submit a transcript request form at least five days before the application deadline. There will be no fee for the first five transcripts. Additional transcripts are \$5 for each request. For each transcript you request, include a business-size envelope with the complete address of the college or university where you want the transcript directed clearly notated. Families are responsible for addressing the envelope correctly. Bring the request and other materials to the front desk.

## **Prescription and Over-the-Counter Medication Policy**

Parents must fill out an Emergency Information Card that will remain on file in the front office. This form will also allow parents to indicate permission for the student to take specific standard over-the-counter (OTC) drugs (such as acetaminophen or ibuprofen).

If a student must take prescription or any other OTC drugs (cold remedies, etc.) while at school, the parent must bring the prescription/OTC medication to the school office, and complete an additional permission form with signed instructions for administration. Dosage requested by the parent or guardian shall be in keeping with the manufacturer's recommendations. Each instance of administration of a prescription or non-prescription (OTC) drug shall be documented in the school's database by the administering office staff.

**Students are not permitted to keep prescription or OTC medications on their person or in their lockers on campus (all medications are kept locked in the front office).**

Non-medical use or on-campus possession of OTC or prescription medication is strictly forbidden by school policy. The Headmaster must be notified immediately of students suspected of breaching these regulations. Violation of these policies place the student and others at great risk of personal harm, and as such, will result in disciplinary action.

## **FERPA Notification**

### **REQUIRED ANNUAL NOTIFICATION TO PARENTS AND ELIGIBLE STUDENTS REGARDING STUDENT RECORDS**

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

### **YOUR RIGHT AS A PARENT OR ELIGIBLE STUDENT**

### **The Right to Inspect and Review the Student's Educational Records.**

If you wish to inspect/review the student's educational records, please contact the Headmaster to make an appointment to do so. You will be provided access to records within a reasonable period of time, but in no case more than 45 days after your request is received. School personnel will respond to reasonable requests for explanations and interpretations of the records. The Academy will provide you with a copy of the records or make other arrangements for inspection and review of the requested records if its failure to do so would effectively prevent you from exercising your rights to inspect and review the records.

### **The Right to Consent to Disclosures of Personally Identifiable Information Contained in the Student's Educational Records, Except to the Extent the Law Authorizes Disclosure Without Your Consent.**

The Academy will limit the disclosure of information contained in a student's education records except: (1) By your prior, written consent; (2) As directory information; or (3) Under certain limited circumstances permitted by FERPA. Some instances in which disclosure is permitted without your consent are set forth below.

**Directory Information.** Your consent is not required for the Academy to release the following student information designated as "directory information":

- Name
- Date of birth
- Class designation
- Address
- Place of birth
- Previous school or district attended
- Telephone number
- Extracurricular participation
- Weight & Height for athletic teams
- Parent name
- Student photograph
- Dates of attendance
- E-mail address
- Achievements or honors

If you wish to refuse to permit the Academy to release directory information, you must submit your written refusal to the Headmaster's Office within two weeks of the first day of classes.

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

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

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

**The Right to Seek Amendment of the Student's Education Records that the Parent or Eligible Student Believes to Be Inaccurate, Misleading, or Otherwise in Violation of the Student's Privacy Rights.**

If you believe the student's records contain information that is inaccurate, misleading, or in violation of the student's privacy or other rights, you may ask the Academy to amend the record. You are also entitled to a hearing to present evidence that the record should be changed if the Academy decides not to alter it according to your request. A form for this purpose and additional information is available in the Headmaster's office.

**The Right to File a Complaint with the U.S. Department of Education Concerning Alleged Failures by the Academy to Comply with the Requirements of FERPA.**

You are entitled to file a Complaint with the U.S. Department of Education if you believe the Academy has violated FERPA. Complaints may be sent to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901.

The Academy complies with FERPA (20 U.S.C. § 1232g and § 1232h; 34 C.F.R. Part 99); the Individuals with Disabilities Education Act (20 U.S.C. § 1400; 34 C.F.R. Part 300); and A.R.S. §§ 15-151, 15-142.

**Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

**PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:**

- **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- **Receive** notice and an opportunity to opt a student out of —
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- **Inspect**, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Teleos Preparatory Academy has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

Teleos Preparatory Academy will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Teleos Preparatory Academy will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Teleos Preparatory Academy will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

### **Arizona Early Intervention Program (AzEIP) – Child Find**

Arizona Early Intervention Program's (AzEIP) intent is to ensure that all children from birth through 21 with delays or disabilities are identified, located and evaluated with minimal cost to parents.

Anyone who has contact with the child may refer him or her to AzEIP. Contact AzEIP if you have concerns about how a child: Plays and interacts with others, learns, communicates, moves, sees or hears.

When children are "found", they are referred to a specialist to screen their development. The screening helps "identify" any areas of concern that need to be evaluated further. In order to receive early intervention or special education services, a child must be evaluated to confirm they have a delay or disability that falls under state definitions.

If needed, the child is evaluated using state criteria for specific delays or disabilities. If eligible, the Arizona Early Intervention Program or a public school system will offer early intervention or special education services according to the child's needs.

- Early intervention supports and services assist families of children who are eligible by helping children ages Birth to three years develop to their full potential. In Arizona, early intervention services are provided through the Arizona Early Intervention Program (AzEIP).
- Preschool special education services for children ages 3 to 5 provide special strategies to help children reach their developmental milestones.
- Special education services for school-aged children in kindergarten through the age of 21 provide specialized instruction and services to assist children in the educational environment.

#### **Contact information:**

Parent Information Network Exceptional Student Services; Arizona Department of Education

Becky Raabe, Child Find Coordinator

2384 N. Steves Blvd., Flagstaff, AZ 86004

Tel: (928) 679-8106 or (800) 352-4558      Fax: (928) 679-8124

For older children, aged 2 years, 9 months to 5 years, you may also contact the local school district.

#### **Individuals with Disabilities Education Act (IDEA)**

IDEA is a federal law that protects the rights of students with disabilities. In addition to standard school records, for 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

This notice is available in English and Spanish on the ADE website at <http://www.ade.az.gov/ess/specialprojects/pinspals/> under "Resources."

For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.

## **Academic Expectations, Evaluation, and Student Promotion**

Though the curriculum is rigorous and the expectations of students are high, we are not an exclusive school for the best and the brightest. Our mission is to provide an environment that allows every student who wants to learn the opportunity to achieve academically. A student's desire to learn, in short, his or her curiosity, is the key to success and fulfillment at Teleos. While the school understands that some students are more talented than other students in certain subjects, every student who has passed the appropriate prerequisites, is genuinely curious, and applies him or herself diligently on a daily basis will succeed at Teleos. Success is measured as a student's growth in maturity, accomplishment, and understanding over the course of his or her enrollment at the Academy and will finally be demonstrated in his or her character as a typical Teleos senior and graduate, a truly impressive young man or woman.

As a key philosophical assumption, Teleos holds that every student can learn. As human beings, we are equal in that we all have the capacity to learn and grow. But this equality *in* capacity cannot be confused with equality *of* capacity, and certainly not with equality of academic results. Just as individuals differ in their physical gifts and characteristics, we all have different gifts and challenges in the subjects of learning. Teleos is committed to helping each student achieve as much as he or she can. True excellence across the curriculum is a rare and worthy achievement, to be admired by all, but not to be unreasonably expected of all.

Since Teleos requires a rigorous course of study, we strongly recommend that students do not work at an outside job during the school year.

Teleos will offer a study-skills workshop or forum, on alternate half-days and some Saturdays, which is designed to support students needed additional assistance in an academic area or organizational skills. These forums and workshops have proven to be extremely helpful to new students, as well as older students who wish to improve their skills in organization and studying. For this reason, it is especially recommended for all students who are having difficulty mastering key academic concepts or transitioning from public school to the academic rigor of Teleos. Please contact our Director of Academic Services for additional information. Study skills are also covered in the regular curriculum, especially in courses in the Junior High.

## **Supplies and Textbooks**

In order to do well at school, the student must be prepared with the proper tools. Backpacks or book bags may be used to carry books to and from school. Lockers may be assigned for middle school students. Each student should be prepared with several pencils and blue ink ballpoint pens, as well as other materials specified on the **supply list** provided by the teachers (which is also posted on our website).

**Textbooks** will be issued to each student for use during the academic year, and will remain the property of the school. A book deposit is required, and *if a student loses a book, he or she will be charged for the full replacement cost of the book*, which is significantly more than the per-book deposit amount. (Students may also be charged a \$3 return fee by the reception desk to return assigned textbooks found by staff on the campus.). An extra “at-home” set of textbooks may be purchased by parents, but this is in no way necessary or required by the school. Once the textbook is returned in good condition at the end of the year, the deposit will be refunded to the family, or “rolled-over” to the following year’s deposits per parental request. (In case of financial hardship, please see the “Fees and Fee Waivers” section of this Handbook.)

A series of paperback texts, also known as **consumables**, is also required and will be provided by the school. Teleos, as a great books school, has always encouraged its students to keep the literature paperbacks that they read in their courses. We encourage students to make notes in these texts as they read and discuss them in class and at home, truly making them their own. Likewise, we want our students to develop a library of the classics over the course of their six years of study. Teleos thus considers paperbacks to be “consumables”, and asks families to donate to the Academy for the cost of the books, since they cannot be reused by the next group of students. As noted earlier in the handbook, financial assistance to each academy via book donations is extremely important. Only 80 percent of the school's budget income actually comes from the state, and your assistance is absolutely vital to the health of each school.

## **Homework**

Students should expect to do meaningful homework each night. Homework is an essential part of preparatory studies because it reserves class time for instruction, discussion, dialogue, and the collective pursuit of truth. In turn, homework is a time of quiet concentration in which the student truly makes the subject his or her own.

Study habits vary, so it is difficult to estimate the amount of homework time for any one student. Often success with homework is a condition of the student's self-regulation. Skillful self-regulators have a collection of strategies that enable them to achieve efficiently and effectively: help-seeking, planning, goal-setting, time-management, self-monitoring, reducing distractions, questioning, comprehension monitoring, and using feedback. Students who struggle often do not systematically employ these strategies, even though they may, in fact, spend a significant amount of time working/studying. We think that junior high and high school are appropriate places for young people to develop and strengthen their work skills; in essence, students *learn how to learn* through the rigors of school.

Students can expect to spend time on homework each night, with the following guidelines:

- K-2<sup>nd</sup> Grades – 20-30 minutes per night
- 3<sup>rd</sup>/4<sup>th</sup> Grades – 30-60 minutes per night

- 5<sup>th</sup>/6<sup>th</sup> Grades – 1-1.5 hours per night
- 7<sup>th</sup>/8<sup>th</sup> Grades – 2 hours per night (approx. 20 minutes per class)

High school students should expect up to one hour of homework for Humane Letters each night and one-half hour each night for other subjects. Teachers work carefully in measuring out a proper amount of work for their class and will coordinate with other teachers of a section of students in scheduling their major tests and projects. Thus, students will rarely have two major exams and/or projects/essays due on the same day. Granted, certain times of the year are busier than others, such as the end of a grading period; nevertheless, teachers will strive to be fair and reasonable in their scheduling and expectations.

It is the responsibility of the student to make up missed homework after any absence, planned or due to illness, in a timely manner. If a student is unable to attend school and seeks his or her assignments, he or she should contact a classmate for that information, *not* the school office. It is wise to coordinate with a friend (perhaps one who lives close by) early on in the year so that homework handouts might also be collected for the absent student. Students who are absent should *always* consult with their teachers upon returning to school to discuss any homework and in-class work they have missed.

An absence on the due date of a major assignment (essay, lab report, project, etc.) or exam may not extend the due date of that assignment. The student should expect to submit the work and/or make-up the exam on the day of his/her return. Likewise, absences during the preparation time of a major assignment may not extend the due date. Please see the course overview provided by each teacher for specific guidelines regarding make-up work following absences.

The Official School Calendar lists a number of “R and R” weekends. These are designated as school-wide “*no homework*” weekends. Teachers will not assign homework over these weekends and tests will not be administered on the Mondays following. It may be the case that a long-term or multi-day project is given well before and due a few days after an “R and R” weekend; students will need to stick to a disciplined work schedule so as to enjoy the well-deserved break.

## **Evaluation of Students**

At the end of each quarter, each student’s academic progress will be thoroughly evaluated, and a report will be mailed home. Twice a year, a longer narrative semester evaluation for each course will be sent home. At mid-year, the evaluation will also be discussed in conferences with the teachers and parents. Students in Kindergarten through 9<sup>th</sup> grades do not attend these conferences. Tenth graders are encouraged to attend primarily as observers. Eleventh and 12<sup>th</sup> graders will be required to attend the conferences and engage in substantial self-assessment.

A liberal arts education requires a special kind of written evaluation – one that offers a prose discussion of the student’s sense of wonder, depth of inquiry, specific areas of mastery and needs for improvement, and attitudes toward learning and towards others. This semester evaluation narrative is much more meaningful than the assignment of a single letter grade or a percentage (please see below for an example of this form). End-of-semester transcripts will include a letter grade and statement of the specific content and skills covered for each subject for transfer to another high school or to college. Students will also be assessed according to state requirements using standardized achievement tests such as the AIMS, Terra Nova, and AIMS-DPA.

## Semester Evaluation Form

### STUDENT EVALUATION

Name:

Academic Year:

Section:

Semester:

Course:

Teacher:

NOTE: This evaluation is always written for parents, not students. Therefore we do not recommend that the student read it. However, parents should always carefully communicate the contents of the evaluation to their child as they see fit.

Depth of Inquiry and Sense of Wonder:

Basic Understanding of Subject Matter:

Participation, Attitude, Behavior:

Projects/Writing Assignments:

Tests, Quizzes, Homework:

Other:

1st Quarter Grade:

3rd Quarter Grade:

2nd Quarter Grade:

4th Quarter Grade:

Semester 1 Grade:

Semester 2 Grade:

### Student Promotion

Students must pass all of their courses to be admitted to the next grade level. Teleos Prep does not assign year grades, but semester grades. The grades for second semester will thus be used to determine promotion. In the case of a student failing eighth or twelfth grade, Teleos Prep does not permit that student to participate in the commencement ceremony, even if there is a course of study established for the summer designed to get him or her sufficiently ready for the next grade. Students must pass the summer school/study plan established by the Assistant Headmaster and teacher to be promoted to the next grade. Please see the Assistant Headmaster for specific guidelines regarding transcript/credit recording for such retakes.

In the event that a student fails one or more courses **in the second semester\***, the following will apply:

1. Student fails one course – Typically, the student will be allowed to complete a summer course of study in order to be promoted. At the Headmaster’s discretion, the student may be required to repeat the entire year.

Note: Humane Letters in the high school counts as two courses.

2. Student fails two courses – Typically, the student will be required to repeat the entire year.

Note: In exceptional circumstances, the Headmaster may permit a student to remediate both of the failed courses during the summer and be promoted. Parents seeking permission to remediate two courses during summer must submit a written request / rationale for seeking special promotion.

3. Student fails more than two courses – The student will be required to repeat the entire year.

**Teleos requires 24.5 credits of high school study for graduation from the high school. This exceeds the minimum state requirement, which is 20 credits. Please see below for an outline of the official graduation requirements, grade by grade. Please also see the information on the senior thesis and community service, as they are also graduation requirements.**

**A high school student who fails any course at any point, regardless of whether that student is eligible for year-to-year promotion at Teleos, earns zero credit for the course, and must make up that credit, through means approved by the Headmaster, for Teleos graduation. “Missing” credits can also impact college applications; in general, then, students should complete such credit make-ups *before* their senior year.**

Students who transfer into the high school must still meet all Teleos requirements (24 credits) to graduate. The Headmaster will determine which courses from other schools attended prior to Teleos will receive Teleos credit.

## **Official Graduation Requirements for Teleos Preparatory Academy**

“The governing board may prescribe the course of study and competency requirements for the graduation of pupils from high school which are in addition to or higher than the course of study and competency requirements which the state board prescribes.”

*Arizona Revised Statues 15-701*

According to Title 7 of the Arizona Administrative Code, the State Board of Education prescribes 20 credits as the minimum required for high school graduation. At Teleos Preparatory Academy, 24 and ½ credits, which include a senior thesis and community service, are required for graduation.

The State Board further clarifies that students shall obtain credits within required subject areas based on successful completion of subject area course and competency requirements. The table

below clarifies all of the required Teleos Preparatory Academy high school subjects and how all of the specific State Board requirements are met (R7-2-302.04).

<b>Teleos Grade and Course (all courses are year-long)</b>	<b>Teleos Credits Earned</b>	<b>State Requirement Met, Local Governing Board Requirement to Meet Minimum 20 credits, OR Teleos courses that exceed minimum state requirement</b>
9th: Humane Letters	2.0	1.0=English, 1.0=U.S. History
9th: Geometry	1.0	1.0=math
9th: Foreign Language I	1.0	1.0=local requirement
9th: Biology	1.0	1.0=science
9th: Chorus/Music Theory	0.5	0.5=fine arts
9th: Poetry I	0.5	0.5=fine arts
10th: Humane Letters	2.0	1.0=English, 0.5=source of U.S. ideals, 0.5=world history
10th: Algebra II	1.0	1.0=math
10th: Foreign Language II	1.0	1.0=local requirement
10th: Physics I	1.0	1.0=science
10th: Chorus/Music Theory II	0.5	<i>Exceeds</i>
10th: Poetry II	0.5	<i>Exceeds</i>
11th: Humane Letters	2.0	1.0=English, 0.5=world history, 0.5=exceeds
11th: Pre-calculus/calculus A	1.0	1.0=local requirement
11th: Foreign Language III	1.0	1.0=local requirement
11th: Chemistry	1.0	1.0=local requirement
11th: Drama I	0.5	<i>Exceeds</i>
11th: Studio Art I	0.5	<i>Exceeds</i>
10th/11th: <i>community service</i>	0.25	<i>Exceeds</i>
12th: Humane Letters	2.0	1.0=English, 0.5=speech and debate, 0.5=local require.
12th: Calculus B/C	1.0	1.0=local requirement
12th: Foreign Language IV	1.0	<i>Exceeds</i>
12th: Physics II	1.0	1.0=local requirement
12th: Drama II	0.5	<i>Exceeds</i>
12th: Studio Art II	0.5	<i>Exceeds</i>
12th: <i>Senior Thesis and Defense</i>	0.25	<i>Exceeds</i>
Total Credits	24.5	<i>Exceeds minimum state requirement</i>

## **Project Week**

Project week typically takes place in the week just before the start of the second semester, the same week in which the parents and teachers meet for evaluation conferences. Students will be given directions for a research project before they leave for winter break. The project assignments vary from grade to grade, spanning over the six years of instruction the core elements of the liberal arts. Students are to work on their projects only during project week since winter break is for rest and family time. Students can expect to invest 20 to 30 hours on their projects, which are due on the first day they return for the second semester. Projects usually involve some form of library/internet research and/or hands-on problem-solving, and/or preparation of an oral presentation. All faculty participate in the grading and evaluation of projects. This assessment is factored into the second semester —projects¶ category for the course that corresponds to the project subject area.

## **Foreign Language Selection**

High school students are asked to submit (and rate) their individual preferences for foreign language study for the high school. Typically, there will be three Modern European language options: French, Spanish, and German (one or more of these may not be offered if not logistically feasible). Students may also select a Classical language track and continue their study of Latin in the high school. Students in the classical language track will also study Greek in their junior and senior years. All of the foreign and Classical languages are appropriate for preparatory studies and high-level college admissions.

Teleos does not guarantee that all students will receive their first language choice. In some years there will be more interest in one or two of the languages than in the others. The foreign language class size is limited in order to facilitate more discussion and participation between students and the teacher. If a student does not receive his or her first choice, then the administration will assign him or her to a second choice.

Students may transfer between languages during the summer only if the following criteria have been met: 1) there is an available opening in the desired language course; 2) the student holds a B or higher in both semesters in the language he or she is leaving; and 3) he or she passes an approved summer study course or entrance exam for the language he or she wishes to enter.

## **Senior Thesis**

The culminating project for the Teleos student is the senior thesis. Over the course of the year, the senior explores, a topic of great interest to him or her, reading from the great books and writing an original analysis.

Under the guidance of a faculty member designated as the “Thesis Director”, each senior selects a field of inquiry from the curriculum. The student should be inspired to pursue the meaning of what the field has contributed to mankind over the course of the Western tradition. Each student will also have a faculty advisor, a teacher who will work closely with the student to develop the thesis after he/she has chosen a general topic. The first semester involves the selection of readings, directed study, note-taking, and conversations with the faculty advisor. The student hones his or her understanding and brings the topic into focus. The second semester (including project week) involves the writing of the (minimum 15 page) thesis in sections, with the advisor offering feedback and guidance at each successive stage. The thesis culminates with a public oral defense in front of a committee of three faculty members and an audience. All members of the

school community are welcome to attend each student's senior defense. The oral defense and dialogue is the crowning accomplishment in a senior's career at Teleos. It demonstrates that the senior is now on par with the faculty in his or her understanding of some aspect of the liberal arts and in his or her ability to share that understanding with others.

A senior thesis and successful defense is required for graduation from Teleos. The title of the thesis is listed on the high school transcript as soon as it is submitted by the student (another way that Teleos students and transcripts may be differentiated from those of other schools), and the assessment of the thesis by the defense committee (high pass, pass, or low pass) will be listed on the final transcript as well.

## **Valedictorian**

The senior valedictorian is the recipient of the highest honor that Teleos can confer upon a student. The valedictorian is selected at the beginning of May by the assembled faculty. The two criteria outlined for selection are: 1) the senior must be one of the top two or three students in his or her class in terms of academic achievement, and 2) he or she must be a solid moral example to the community in terms of behavior and participation in the school culture and activities. The faculty reserves the right to not award the top academic student if the faculty determines that another high-level academic student stands as a considerably better character example to the community. In the case of a tie in the faculty valedictory vote, the Headmaster will make the final decision.

## **Family-Teacher Communication**

As a preparatory school, Teleos believes that the students should be the primary agents in their education. They should be responsible for tracking assignments, understanding stated course requirements, and meeting deadlines. It is also the job of the students to communicate honestly to their parents about their day-to-day performance and academic standing. That said, it is the teacher's duty to clearly communicate to the students what is expected of them. It is also the teacher's responsibility to share information with the parents, even prior to the quarter reports or semester evaluations, when a student is struggling considerably with the material or is not performing as expected.

## **Deficiency Notices**

When a student falls into the D or F range for a course, a *Deficiency Notice* will be mailed home by the teacher. It is the responsibility of the parents to sign and return a copy of the Deficiency Notice to the Front Office or to the teacher as soon as possible. Teachers at Teleos will follow-up a mailed Deficiency Notice with a phone call if it is not returned and signed by a parent.

We encourage parents to talk with the faculty as soon as they think their son or daughter might be having difficulty. The earlier a problem is recognized, the easier it is to resolve. If you wish to talk with your child's teacher by phone, or to make an appointment for a conference, please call the school and leave a message on the individual teacher's voice-mail box with your name, your child's name, your phone number, and times during which you will be available. Teachers may also be reached via e-mail. The teacher will return communication within 24 hours. Please see the Directory at the back of this handbook for faculty contact information.

Stopping by the classroom or faculty office before school starts is usually not a good time to meet with the teacher, unless an appointment has been made. Students or parents should not enter the faculty office (Room 213). This is a private workspace, which contains confidential student records. Teachers and parents and/or students may meet in the multipurpose room, or in one of the classrooms.

## **Student-Teacher Relationships: On-campus and Off-campus**

Teleos highly values the working relationship between teachers (or staff) and students. This is a relationship best characterized as a *professional* friendship grounded in mutual respect. Teachers will treat each student as a unique individual and will serve the student with a heart of charity. Students, on their part, will treat each teacher with the respect properly accorded his or her role as an authority figure and leader here at the Academy. With this in mind, students should address teachers by their formal title, i.e. Mrs., Ms., Mr., Dr., and their last name.

Our teachers, staff members, and coaches will maintain a proper professional boundary between themselves and the students. They will not be overly familiar with a student or get involved in the details of the student's personal life. (If a teacher senses that a student requires counseling for a social or family issue, that issue will be referred confidentially to the administration and/or parents). The faculty/staff/coaches of Teleos will insist on maintaining appropriate physical boundaries, and will not meet in a room alone with a student with the door closed. It is also Academy policy that faculty/staff do not transport students in their personal vehicles. This is excepting, of course, when transporting his/her own children, or when acting in some other capacity (for example as a camp counselor or church leader) *and* parental permission for such transportation is explicitly granted.

Many of our teachers live in the same neighborhoods as our students hence it is appropriate to offer a word regarding off-campus relationships. ***The same professional rules governing on-campus relationships apply to off-campus relationships or chance meetings between students and faculty.*** It is not appropriate for students and teachers to interact as anything other than students and teachers, regardless of the location, time, or day of the week. Furthermore, students should not contact or visit teachers off campus unless the teacher has spoken with the parents and explicitly invited such contact, nor should teachers (or staff) contact students off-campus (other than phone calls regarding academics or school-sponsored extra-curricular activities), unless such contact has been approved by the parents.

## **Parent and Student Grievance Procedure - Introduction**

<b>Process</b>	<b>Guidance Notes</b>
It is the Academy's policy to ensure that students or parents with a grievance relating to the Academy, its administration, and/or other employees shall, except as otherwise set forth below, use a procedure which may resolve grievances as quickly and as fairly as possible.	The grievance procedure is clearly outlined and distributed to all families and staff in the <i>Family Handbook</i> .

## **Initial Discussions**

<b>Process</b>	<b>Guidance Notes</b>
If you or your child has a grievance, you should discuss it informally with the teacher, administrator, coach, or staff member directly involved in the matter. We hope that the majority of concerns will be resolved at this stage.	Grievances or information involving an ongoing or imminent threat to a student's well being should skip this stage and be immediately directed to the Headmaster.

### **Stage One**

<b>Process</b>	<b>Guidance Notes</b>
If you feel that the matter has not been resolved through informal discussions, you should put your grievance in writing to the appropriate teacher, administrator, coach, or staff member (the one directly involved). The school employee must offer a response within 5 working days in an endeavor to resolve the matter.	The first stage should allow the family and Academy employee to resolve the grievance without the involvement of the Headmaster or Board of Directors. The aim should be to resolve the grievance at the lowest relevant level.

### **Stage Two**

<b>Process</b>	<b>Guidance Notes</b>
If the matter is not satisfactorily resolved, you may raise the matter, in writing, with the Headmaster, who must give a response within five working days. This response may take the form of a letter and/or follow-up meeting with the family and any employee(s) involved in the matter. The Headmaster will lead this meeting.	The Headmaster is the acting supervisor over all school employees.

### **Stage Three**

<b>Process</b>	<b>Guidance Notes</b>
If the matter is not resolved to your satisfaction, and you wish to pursue this matter further, you should put your grievance in writing to the President of the Board of Directors. You are entitled to have a meeting with the grievance committee established annually by the Board of Directors and comprised of directors. This committee will formally respond by setting a meeting or taking another course of action within 30 days. If the Board as a whole is convened to address the grievance, all	If the Board understands that stages 1 and 2 have not been completed, these may be a requirement prior to further action or hearing from the Board.  A response by the committee may include a dismissal of the grievance, a formal reprimand of the school employee, or headmaster, and/or a

applicable public open meeting laws will be followed, including prior notice and the right of the employee to request an open meeting or an executive session for the hearing. The board's decision is final.

directive for staff to develop an additional policy recommendation for Board consideration.

## **Basic School Information**

### **Office and Student Hours**

The school office is open from 7:30 A.M. until 4:00 P.M. every day during the school year, except for Early Dismissal days when the office will close at noon. The school phone number is 602-275-5455. Messages may be left on voice mail any time the phone is busy or we are out of the office. Messages left after hours will be returned the next working day. Also, families may contact the administration via e-mail (please see the Directory at the back of this Handbook or our website). The school's FAX number is 602-275-5954.

The administration asks that non-urgent calls to the school office be made between 9:00 and 11:00am and between 1:00 and 3:00pm, since other times during the school day are "high-traffic" periods. Messages for faculty can be left in their personal voice-mail boxes at any time. Please refer to the directory in the back of this Handbook or on our website for faculty contact information.

School starts daily at 7:45 A.M. and ends at 3:35 P.M. For safety reasons, students should not arrive on campus earlier than 7:00 A.M. nor stay later than 6:00 P.M., unless they are attending an organized, adult-supervised program associated with the school, or prior arrangements have been made for meeting with a faculty member.

*Teleos has a closed campus. Once a student is on campus, he/she may not leave until school is dismissed, except under parental supervision or under supervision of an authorized teacher or coach. Students may also not receive any unauthorized visitors to the campus during the school day, including before school, during lunch, and even after school. Parents, however, are permitted to take their student off campus for lunch, but will need to sign them out and back into school using the sign in/out sheets located at the Front Office.*

### **Administrative Responsibilities**

The **Headmaster** for the school is Mrs. Natalie Williams. She works with the Teleos Board of Directors under the authority of Great Hearts Academies, and is responsible for overseeing the day-to-day operations of the school. She directly oversees the implementation of the Academy's curriculum and has final authority in managing all teachers and staff at the Academy.

The **Assistant Headmaster** for the school is Mr. Kevin Topper. He works with the Headmaster and primarily assists with implementation of the Academy's curriculum and special programs. He has authority to manage all teachers and staff at the Academy. He also mentors and directs the Honor Council.

The **Director of Academic Achievement** and **School Counselor** is Tim Wypiszynski. He supports the academic success of all students by creating programs and interventions to

challenge students and close academic gaps. He also supports the emotional well-being of students by providing individual and small group counseling.

The **Dean of Students** is Mr. Jerome Joseph. Mr. Joseph leads initiatives to promote a positive culture in the student body. He oversees some aspects of student discipline, including adherence to the uniform code. He also assists the Headmaster creating a culture of high achievement on the Teleos campus.

The **Director of Academic Services** is Mrs. Karyn Mercado. Mrs. Mercado manages the Paideia Enrichment Program and the school lunch program. She all serves as our Title 1 liaison and coordinates our grant program. Mrs. Mercado's primary role is to deliver strong support services to support the success of our students and campus.

The **Athletic Director** is Mr. Jerome Joseph. He oversees all coaches and athletic activities at the school. All questions about sports, especially those pertinent to practice/game schedules and locations should be directed to the athletic office. The **Assistant Athletic Director** is Mr. Nazeer Aljuwani. He supports the Athletic Director in running the athletic program. He also confirms player eligibility for all sports and coordinates uniform purchases.

The **Operations and Communications Manager** is Ms. Kara Kissell. She manages the front office, and works closely with the Headmaster in communicating information to the families. She also assists families with records and school business unrelated to student discipline, curriculum, or the classroom.

The **Assistant Manager of Operations and Communications** is Ms. Ky Griffin. She works with the Operations and Communications Manager and assists in managing the front office. She also coordinates the school lunch program.

The **Exceptional Student Services Coordinator** is Ms. Purvi Shah. Ms. Shah provides academic resources and support for our students. She also coordinates team meetings between parents and teachers as needed, and she is available to answer questions from parents or students regarding academic issues.

Questions or concerns about curricular or disciplinary matters should be directed to the appropriate teacher, Dean of Students, Assistant Headmaster, or the Headmaster. General questions regarding the school may be directed to the Headmaster, or Director of Operations. If you are uncertain whom to contact about a particular issue, please contact the office, and we will direct you to the appropriate employee.

The Great Hearts Lead Office Staff, led by Dr. Dan Scoggin, the CEO of Great Hearts Academies, work with the Headmaster and Boards of Directors, and offer essential support to the network schools. For more information about Great Hearts, please visit the website, [www.greatheartsaz.org](http://www.greatheartsaz.org). Great Hearts Lead Office staff includes:

Dr. Peter Bezanson, Chief Academic Officer

Ms. Kiann Mapes, Chief Talent Officer  
Mr. Jeffrey Van Brunt, Chief Development Officer, and additional development staff  
Ms. Debra Santos, Chief Financial Officer, and additional finance staff  
Ms. Tealai Gonella, Director of Exceptional Student Services  
Mr. Alan Uhlemann, Information Technology Director  
Ms. Krisinda Guthrie, Director of Human Resources, and additional HR staff  
Ms. Jennifer Oby, Director of Co-Curricular Programs (including enrollment)  
Ms. Maryrose Hall-Lins, Great Hearts Office Manager and Marketing/Design Coordinator

*Note to Parents: Copies of resumes and fingerprint clearance cards for all Teleos faculty, Great Hearts Lead Office staff, and Teleos Preparatory Academy Board members are available in a binder at the front desk. Please ask the Assistant Manager of Operation if you would like to see this binder.*

## **Crisis Management Plan**

Teleos has an established Crisis Management Plan that will be available for review at the reception desk at the beginning of school. The plan outlines emergency procedures for natural disasters, violent situations, medical emergencies, and fires. Teleos faculty and staff are trained on the plan during the annual orientation prior to the start of the school year.

## **Official School Calendar and Website**

The official school calendar for each academic year is posted on the school website ([www.teleosprep.org](http://www.teleosprep.org)) and distributed to each family the summer prior to the start of school, usually in June. Any updates and revisions will also be found on the web version of the calendar, which is updated on a weekly basis. This calendar should be carefully coordinated with each family's own calendar and should be consulted on a regular basis throughout the year. The calendar identifies school holidays, half-days, special events, mandatory student fine arts performances, year-end ceremonies, etc. We encourage families to visit our website regularly to view communiqués, faculty contact information, updates on athletic and extra-curricular schedules and locations, and other school-related events and information.

## **Special Education**

As a public charter school, Teleos will provide identification, evaluation and instructional services to any enrolled student as required by state and federal law. As required by law, all new students will also be screened by teachers within the first 45 days of their attendance at Teleos for possible special education eligibility; results of these screenings are confidentially referred to the Great Hearts Academies Director of Exceptional Student Services. If requested by the parent or teacher, a student may be evaluated for possible Special Education placement. Parental approval is required prior to an evaluation. Please contact the Headmaster for more information. Teleos is also required under the "Child Find" law to offer possible referrals and/or evaluations for children not enrolled in the school. Contact the front office for details.

## **Lockers and Backpacks**

Students in grades 6 and above will receive a locker as a part of our incentive program and will receive the combination for their lock from the school office. Teleos requires that students keep their lockers locked throughout the day, with the exception of 6<sup>th</sup> grade lockers, located in classrooms. The school is not responsible for items stored in lockers. This includes theft of books (considered to be the property of the school) and personal belongings such as lunch boxes, jackets, etc. It will be incumbent on students to ensure their lockers are locked at all times, and to conceal their lock combination numbers to avoid lock tampering. Teleos reserves the right to inspect student lockers at any time, with or without notice, and at any time with or without reason. Students are not permitted to write on or otherwise deface school lockers, inside or out. They may tape non-offensive posters or photos *inside* their lockers, but may not glue or paste stickers, and no decoration may be placed on the outside of any locker (excepting "Birthday Surprise" decorations on lockers, which must be removed at the end of the day). Students may bring backpacks, gym bags, and purses to and from school. These items must be stored inside lockers or on the designated shelving units in the locker area or designated rooms during the school day, and may not be brought to class or left on the floor/ground. Backpacks and gym bags should be free of messages offensive or inappropriate to the academy environment. Students may be issued detention for bags or backpacks found on the floor/ground.

Academy officials may search and seize property when there is reason to believe that some material or matter is present that is detrimental to the health, safety, or welfare of students.

## **Food and Drink on Campus**

Teleos will provide lunch to students in the school cafeteria for a reasonable fee. Some families may qualify for a reduced or free lunch. Detailed information about the lunch program will be provided to families prior to the start of school.

Students may also bring a sack lunch to school each day. There is no refrigerator for student use, so care should be taken in packing lunches.

There are several water fountains available on the campus. During very hot weather, students are encouraged to bring clear plastic water bottles to school with their names printed on them. They may refill them from any of the drinking fountains. As a precaution against sickness, students should not share or drink from the same bottles.

Food and drink (except water) are not permitted in the classrooms.

## **Restrooms/Elevator**

Restrooms for student use are available on each floor of the classroom building. All restrooms have handicapped-accessible stalls.

The elevator in the classroom building is for moving heavy objects and persons with disabilities only. For normal traffic between floors, the stairs on the southeast end of the building should be used. Students are not permitted to use the elevator or alternate stairwells without express permission from a faculty member.

## **Lost and Found**

Teleos maintains a lost and found box near the front office desk. Unclaimed items will be given away or discarded periodically throughout the year. It is strongly recommended that any items of value be marked with the student's name. Jackets and shirts should have the family name on the inside label; calculators should have the name etched on them, and we recommend that consumable books have the student's name prominently displayed either on the front cover or on one of the four sides of the book. Lost (and found) school-issued textbooks will be released to the student upon receipt of a \$1.00 fine.

## **Student Information Center / Bulletin Boards**

There are several large bulletin boards located in the classroom building. These boards serve as the Academy's Student Information Center. Posting flyers, bulletins, posters, signs, etc., anywhere else on the campus is not permitted. If a student or parent group wishes to post information for the campus as a whole, it may be placed on the bulletin board(s) only with the Headmaster's permission. Faculty and administration may also use the bulletin boards to post messages to students from parents. Students should regularly check this portion of the board if they are expecting a message from home.

## **Traffic Flow for Drop-off and Pick-up**

For maximum safety and traffic flow, please enter the campus parking lot from the northeast entrance, off of 15<sup>th</sup> St and Jefferson, and pull up to the circular drop-off area. Please pull up as far along the drive as possible to drop your children off (so that others may pull up behind you) and then exit slowly on to 15<sup>th</sup> Street.

Please note that cars may not be left unattended in the pick-up/drop-off lane. If you wish to leave your car and enter the school, even for just a moment, you will need to pull out of the lane and take a parking space in the parking lot.

## **Transportation**

Teleos does not provide bus transportation to or from school. Discounted student passes for the city buses and light rail are available from Valley Metro. Information is available on their website at [http://www.valleymetro.org/fares\\_and\\_passes/fare\\_options/](http://www.valleymetro.org/fares_and_passes/fare_options/). Please contact the front office if you have questions or need assistance with bus passes.

If you are interested in carpool opportunities with other families in your area, please send an email to the Parent Organization at [tpapomail@gmail.com](mailto:tpapomail@gmail.com) to receive more information.

Students who walk or bicycle to school should cross Jefferson St at the light and always obey the traffic lights and Walk/Don't Walk signals. Bicyclists should dismount and walk their bikes across the street and through the parking lot. **This is one of the busiest streets in Phoenix, and both students and parents must exercise great care in pulling out into traffic and in crossing the streets at the crosswalks. Students who ride bikes to school are required to wear a helmet.**

Students will not be released to leave school with any adult except the parent, or by written permission of the child's parent. If another parent will be picking up your child to drive home after school, please file a permission card with the office.

It is school policy that Teleos faculty/staff do not transport students in their personal vehicles.

*Once a student is on campus, he/she may not leave until classes are dismissed, except under parental supervision or under the supervision of an authorized teacher or coach.*

## Campus Leave and Visitor Policies

Because we take seriously our responsibility to supervise and protect our children, Teleos has a closed campus. This means that students are not permitted to leave the campus for any reason during school hours or during after-school activities, unless accompanied by the adult supervisor of that activity. Parental requests to excuse students to leave campus on their own for lunch will not be honored. However, parents may come to the school and sign their own children out and accompany them off-campus for lunch. Parents who do so must then accompany their children back to school and sign them in at the office. The lunch period is 30 minutes long.

Non-custodial parents who wish to pick up a student during or after school must have a signed statement from the custodial parent for each occasion, or there must be a statement of permission on file with the office. If you plan on having other adults pick up your child at the end of school, please file a list of the names of those adults with the office.

Since we are a public school, strangers who come on campus without official business are considered to be trespassing. If you or your child ever notices a stranger or suspicious behavior, please contact the school office at once.

Students' friends from other schools are never permitted to visit the campus socially before, during, or after school. Official signs will be posted that prohibit trespassing, stating that Teleos is a public school, and that visitors must come directly to the office. Former Teleos students are also not permitted to visit the campus before, during, or after school hours. Alumni of the school may visit the campus before or after school hours, but must still sign in at the front office.

All visitors to the school must come directly to the school office, where they must sign in and obtain an official school visitor's pass to wear visibly on their outer clothing.

Students are not allowed to leave school grounds, unless accompanied by a supervising adult. Students who leave the school grounds during the school day without permission may be suspended from school for truancy, and the school will report missing students to the Phoenix Police Department.

## Student Trips Away from Campus

Students will have the opportunity to take field trips from time to time. Students involved in clubs and sports will also have the opportunity to travel; in some cases, trips will extend over night and even take students out of the state. Some trip guidelines for families are: 1) all families must sign a liability waiver before the student travels; 2) all students must have the proper insurance and have submitted proof of that insurance to the trip director prior to leaving campus; and 3) the student traveling must follow all the rules established by the school and trip director. For its part, the Academy will maintain the safest travel conditions possible (properly maintained vehicles with a seatbelt for every traveler, for instance) and provide appropriate supervision by the chaperones. On all trips, the Academy maintains a student to chaperone ratio of at least 10 to 1. For overnight trips, the chaperones will engage in periodic room checks to ensure that the travelers are adhering to the set curfew. Parents who agree to be chaperones on trips must follow the guidelines established by the trip director. Students may not drive on trips off campus.

## **Fees and Fee Waiver System**

Families can expect to pay fees for various services the Academy offers beyond the classroom, such as various trip fees. The Academy, of course, never seeks to profit from any of the special services it offers. Fees are only meant to assist with funding services that are not funded by monies from the state.

Please see the more detailed information in the “Academic Expectations” section of this Handbook or on our website regarding textbook deposits and consumable book donations as well as the information below on fees for extracurricular participation.

Each extracurricular activity will have a fee associated with it, commensurate with the cost per participant to operate the program. These fees are not voluntary; they are required. The fee must be paid prior to the student joining the extracurricular program. In addition, there is a deposit required for the textbooks that the students use during the year, and that deposit is returned at the end of the year when the students return their textbooks in reasonable condition.

Teleos Preparatory Academy does not want to exclude any student from participation due to financial hardship. However, the administration of the school is not in a position to determine fairly which families should receive full or partial fee waivers. As such, if a family wishes to apply for a fee waiver, they may apply to the FAIR system (Financial Aid Independent Review.) The family may complete a financial aid application, which is then processed *confidentially* by this outside company. The family must submit all required information, including Federal Tax Returns and W2 and/or 1099 forms. FAIR will then review the family’s financial position to determine what level of discretionary income is available for fee payment. Depending on the level of discretionary income, the FAIR report that Teleos receives will determine if a family is eligible for 100% fee waiver, or a percentage waiver thereof. Families who seek a waiver are wise to apply well prior to the start of a season or the school year due to the processing time required.

## **Attendance**

### **Absences**

Regular attendance and prompt arrival at school are vital to the Teleos student’s attitude and subsequent success as a serious scholar.

It is the responsibility of the parent/guardian to call the school before 8:00 A.M. to report an absence by calling the School Office: 602-275-5455. Students will be recorded as having an unexcused absence if no message is left. (The administration is required to attempt to contact parents in the event of a message not being left.) Please be sure the office has your current work and home telephone numbers on file.

Whenever possible, if a student absence is anticipated, we recommend that the student notify his or her teachers and request the assignments prior to the absence. It is the responsibility of the student to make up all missed assignments after an absence from school. If a student is unable to attend school and seeks his or her assignments, the student should contact a classmate for that information, not the school office. Once again, it is the responsibility of the student to make up missed homework after any absence, planned or due to illness, in a timely manner. Each teacher

will have an established make-up policy, including appropriate deadlines, for missed work. At the discretion of the Headmaster, students may not be allowed to make-up for missed work due to an unexcused absence or suspension. Parents will receive a detailed attendance report at the end of each grading period.

Since regular attendance is essential to a student's success at Teleos, and numerous absences are also destructive to the student's and the school's morale, Teleos has a policy of assigning incompletes for semester grades to those students who miss more than 10 full days (or the equivalent thereof in partial absences) in a semester. Students will need to repeat the grade to remove the incompletes from their academic record. Only the Headmaster may make exceptions to this policy in the case of very serious illness or approved leave of an academic nature.

## **Illness**

If your child has a fever or is otherwise ill, it is best to keep the child at home, rather than send him/her to school where others may be exposed to infection. Students who come to the reception desk with a fever will be sent home upon parent contact. Each family should have an emergency card on file that specifies what medicines may be administered by the school and what action to take in the event of illness or accident. Please see the section on medication for additional information regarding prescription and OTC medications.

## **Tardiness**

Teleos recognizes that a student may be late on occasion due to transportation problems or a family emergency. Students who arrive on campus before 7:45am should go directly to the gymnasium for Family Meeting at the start of the school day; students who arrive after 7:45am must report first to the front office for a late pass in order to be admitted to class. If your child will be late, please provide him/her with a signed excuse or sign them in at the office upon arrival.

Teleos does distinguish between cases of planned tardiness (e.g., due to a doctor's appointment) and accidental tardiness (due to a student oversleeping, transportation problems, or some other late start). In cases of planned tardiness, families should try to deliver their student near the end of an instructional period, and should either send the student in to the Front Office with a signed note of explanation or walk the student in to sign him/her in.

The school frowns, however, upon the accumulation of accidental tardiness. Persistent tardiness interrupts instruction and undermines morale in the classroom. The school administration will make every effort to reach out to families regarding chronic late arrivals prior to penalizing the student. On the third occasion that a student has an accidental tardy in a quarter (either late arrival to school or late arrival to any class during the school day), a detention slip will be issued to the student by the teacher or an Administrator. (Of course, arrival at school after first hour will also be counted as tardiness.) For each subsequent tardy in the quarter, another detention will be issued. When a student has received four detentions for tardiness in a quarter then he or she may receive an in-school suspension for a duration determined by the Headmaster.

## **Behavior Code and Discipline**

All of the information that you will find below is directed toward the common good of the Academy and its maintenance as a place of learning and moral development. At Teleos, we believe that habits of behavior play a significant part in forming habits of mind. The teachers at Teleos will make every effort to enforce the rules below consistently, informatively, and with a heart of mercy for the student's overall well being.

Students at Teleos strive to make the most of their educational opportunities. No less than their parents and the faculty, our students appreciate the overall environment that they help maintain for the good of the entire school community. It does not take long for our students to recognize the benefits of mutual encouragement, respect, courtesy, and helpfulness. As many students and parents will gratefully attest, Teleos is a very good place to be.

Nevertheless, our students are human and sometimes make mistakes in speech or behavior. Usually these mistakes are normal consequences of their age and can often be overlooked. Sometimes, however, their mistakes can be disruptive to other students and to our teachers. Therefore, for the sake of orderly and productive community life, it is necessary to discuss school expectations and sanctions so that students and families can have a blueprint for conduct which contributes to a wholesome academic environment and to each student's self-esteem and success.

The philosophy of Teleos is that students are young adults in the making who will learn civil, polite and respectful conduct by the example of their teachers and other adults. Consequently, students will be treated with respect and courtesy by the Teleos staff and will be expected to treat not only all adults on campus with such respect, but one another as well. Several very obvious signs of such respect are a student's willingness to refrain from talking in class when others have the floor; a respect for the property of the school and of other students; a willingness to refrain from sarcastic or critical comments towards others; and a willingness to ask (and give) forgiveness when someone has been wronged.

In conjunction with parents, Teleos has the goal of developing not only habits of good scholarship and critical inquiry, but also the character traits of courtesy, promptness, forgiveness, self-control, responsibility, diligence, courage, generosity, and magnanimity. Good behavior is expected of all students and will not be specially rewarded at school. It is its own reward in the esteem the student earns from his teachers and his fellow students.

Teleos' guiding policy is to be fair, firm, and consistent in the application of discipline for inappropriate behavior. However, the following guidelines for discipline are not intended to be exhaustive. The school reserves the right to exercise reasonable judgment as an individual circumstance might dictate.

## **Expectations, Consequences, and Incentives**

### **Minor Infractions – 1<sup>st</sup> Verbal Warning, 2<sup>nd</sup> Lunch Detention, 3<sup>rd</sup> After- School Detention**

- Not following procedures or directions
- Not seated and ready when instruction starts

- Not being prepared for class [materials]
- Gum chewing
- Talking to a neighbor
- Passing notes
- Throwing paper
- Leaving seat without permission
- Off-task behavior
- Food, candy, or beverages other than water in a clear water bottle
- Body language that is disrespectful or disruptive

### **Major Infractions – Removed from class, phone call home, and after School Detention**

- Loud, disruptive outburst
- Disrespect to teacher or peer
- Bullying (see explanation of bullying and harassment below)
- Fighting or “play” fighting
- Physical contact with the intention to harm
- Cursing/profanity/co-cursing
- Hate or racial language
- Cheating
- Stealing
- Destroying or damaging Teleos property
- Talking back to teacher or excessive arguing
- Laughing or teasing other students

### **Teleos Credo**

- I am responsible for the quality of my own education.
- I am at school to become morally self-disciplined and intellectually well-ordered.
- I will strive to bring honor to my family, my school, and to all those I represent and love.
- I will rebel against the spirit of apathy and become a role model for others.
- I will recognize that education is impossible without humility.
- I am prepared to endure hardship and difficulty in order to become a successful student.

## **Detention**

At Teleos, Teachers and Staff are committed to responding thoughtfully to student behavioral challenges. As mentors, our faculty and staff will seek to bring about behaviors that reflect the principles of our Teleos Credo.

Students may be assigned detention, or lose the privilege of lunch-time recess or extra-curricular activity, or be required to perform some work detail, such as cleaning, depending on the nature and frequency of offenses such as: littering; possession and/or chewing of gum on campus; being late to class; talking out of turn or otherwise disrupting class; use of profanity or disrespectful speech toward other students; uniform and dress code violations; or other inappropriate behaviors. If a student repeatedly violates any of the above, the parent may be contacted and other disciplinary measures may be taken.

Detention will take place on Wednesdays which are half days. Students may not skip detention. Any student who fails to report to detention at the scheduled time will receive additional penalties (typically an additional detention). Unless otherwise excused, five-minutes will be added for each minute that a student is late for detention. After being ten-minutes late for an assigned detention, an additional detention will be assigned to the student.

Students should not ordinarily ask to have a detention rescheduled; detentions are by their very nature inconvenient, and students should view the inconvenience that detention causes to be a direct result of the misbehavior that incurred the punishment in the first place. Exceptions may be made in the event of a family emergency or serious scheduling conflict. All matters pertaining to the scheduling and serving of detentions should be directed to the Dean of Students.

Detentions can be serious in nature and a high number of detentions can indicate a student's general unwillingness to cooperate with the school. If a student has received six detentions for any reason in a quarter then he or she will be suspended for a duration determined by the Headmaster.

A student may be suspended for a lesser number of detentions if many of the detentions are received for the same offence (such as tardiness), or if the Headmaster determines that the detentions are of a serious nature and warrant immediate action.

In the case of more serious misbehavior, such as forging a parent's signature, lying to an adult, cheating on exams and/or academic assignments, fighting, theft, willful destruction of property, defiance of authority, disrespect of adults, leaving class and/or teacher without permission, leaving campus without permission, skipping class, etc., the parent will be contacted and other disciplinary measures taken.

*Please see the Academy Honor Code below for special information on academic dishonesty.*

Threats of violence and physical, verbal or sexual harassment are illegal and will result in parent contact and, depending on the nature of the offense, may result in other disciplinary measures, including notification of law enforcement authorities, suspension, and expulsion.

## **Cell Phones**

The use of **cell phones** during the school day is prohibited. The reason for such a prohibition is to promote an uninterrupted academic environment and to encourage the development of personal relationships among Teleos students while they were at school. One can immediately

see the disruption to classes and the interruption of communication among students were cell phones to be used at random on campus.

On the other hand, parents sometimes provide cell phones to their children in order to promote the safety of their children or to communicate regarding unanticipated changes in transportation. We do prefer that the student uses school phones to contact parents (which are available after school in the classrooms), but we understand that there are occasional exceptions. In light of this, the following restrictions/allowances apply:

- A student may keep a cell phone ***turned off and stored in his or her locker or backpack*** during the school day. A student may not have the cell phone in a pocket, purse, or with them at all in the classroom.
- A cell phone may only be used to communicate with one's parents ***before or after school***.
- Any other use or possession of cell phone will result in confiscation of the cell phone.
- First offense will result in the cell phone being taken away and a parent or guardian must retrieve the phone to get it back.
- Second offense will result in the cell phone being banned from school for the remainder of the year. If the student breaks this rule, they will receive out-of-school suspension.

## **Electronic Devices and other Prohibited Items**

I-pods or other portable music players, pagers, cameras, electronic games, laser pointers, skateboards, roller blades, and other toys that are not part of the academic or extra-curricular program are prohibited on campus. Students may be disciplined, and such items will be confiscated and returned only at the parent's request. The second time the item is confiscated, parents will need to come retrieve it.

Students are not permitted to chew gum anywhere on campus at any time.

Tobacco and other legally controlled substances, lighters, matches, pocket knives, weapons of any kind, and sexually explicit materials are also prohibited on campus at all times. Possession of these items will result in immediate disciplinary action.

## **Photography and Public Internet Postings**

- The name and crest of Teleos Preparatory Academy are the property of the school and may be used only for official school business. Any Teleos student who, without written permission from the headmaster, posts the crest or logo of Teleos on the internet or in any other public forum for purposes of identifying themselves or other students is subject to school disciplinary action.
- All personal photography is banned on campus unless permission for it has been obtained, in writing, from the Headmaster. No photos taken on campus, whether authorized or not, may be posted on the Internet or in any other public forum without written permission from the Headmaster. No photos of minors may be publicly displayed without the consent of the parent(s) or guardian. Any Teleos student found to be in violation of these rules is subject to school disciplinary action.
- Any public display or posting by a Teleos student, in the internet or other forum, of derogatory, offensive, or harassing speech directed against another student, teacher, or

other member of the school community is in violation of the standards of Teleos Preparatory Academy and is subject to school disciplinary action.

## **Harassment and Bullying**

Bullying and harassment create an atmosphere of fear and intimidation, rob a person of their dignity, detract from the safe environment necessary to promote student learning, and will not be tolerated by Teleos Preparatory Academy. Students who bully or harass another person shall be held accountable for their actions whether it occurs on the school grounds; off school grounds at a school sponsored or approved function, activity, or event; or going to or from school or a school activity.

Bullying is any pattern of behavior by a student, or a group of students, that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another child or group of children. Bullying behavior can be a threat of, or actual, physical harm or it can be verbal abuse of the child.

Bullying is a series of recurring actions committed over a period of time directed toward one student, or successive, separate actions directed against multiple students.

Examples of bullying and harassment may include but are not limited to a pattern of behavior involving one or more of the following:

- Sarcastic "compliments" about another student's personal appearance
- Pointed questions intended to embarrass or humiliate
- Mocking, taunting or belittling
- Non-verbal threats and/or intimidation such as "fronting" or "cheating" a person
- Demeaning humor relating to a student's race, gender, ethnicity or personal characteristics
- Blackmail, extortion, demands for protection money or other involuntary donations or loans
- Stealing or hiding books or belongings
- Deliberate physical contact or injury to person or property
- Uninvited pressure to participate in illegal or unethical activities
- Public display of explicitly offensive or demeaning materials
- Comments or actions demeaning to race, religion, ethnic origin, gender, or sexual orientation
- Threats of harm to student(s), possessions, or others
- False accusations of harassment
- Retaliation toward someone making a complaint about harassment
- Blocking access to school property or facilities
- Isolation from friends or peers

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature made by someone under any of the following conditions:

- Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual

- Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile, or offensive academic environment

Students are encouraged to report behavior they consider to be bullying or harassment, to their teacher or the Dean of Students. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying or harassment shall report the incident(s) to the Dean of Students. Parents or legal guardians may submit written reports of incidents they feel constitute bullying to the Dean of Students. The Dean of Students will be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.

## **Suspension**

The Headmaster may suspend any student for up to 10 school days for serious cause, including, but not limited to the following: defiance of authority of Teleos staff, disregard or disobedience of school rules and regulations as outlined in the Teleos Family Handbook, violation of the Academy Honor Code, verbal abuse of adults or students, disruptive or disorderly behavior, violent or threatening behavior, bullying or harassing conduct, hazing, fighting, intoxication, possession of tobacco, or controlled substances, including illegal and prescription drugs, possession of over-the-counter drugs for non-medical purposes, destruction or theft of school property or personal property, truancy, persistent absenteeism that is not due to certifiable medical illness or disability, and persistent tardiness.

In cases of out-of-school suspension, the Headmaster shall present the student with the reasons and evidence for suspension and provide the student with an informal opportunity to respond to the charges prior to the suspension. The school officials involved shall make reasonable efforts to verify facts and statements prior to recommending a discipline. Depending on the severity of the offense and the student's past behavior, the Headmaster may choose to impose a lesser discipline, including before- or after-school detention, in-school suspension from regular classes, parental conference, and/or work detail.

In cases of inappropriate behavior observed by the teacher, the teacher has the discretion to assign detention or initiate a parental conference, or to recommend suspension orally or in writing to the Headmaster. In cases where the teacher assigns a detention or other discipline, the student has the opportunity of appeal, first to the teacher, and then to the Headmaster, whose decision shall be final. There is no right to appeal a short-term (less than 10 days) suspension imposed by the Headmaster.

There will be no corporal punishment of students at Teleos, though staff may use reasonable, necessary force to restrain a violent, disruptive, or disobedient student.

The parent/legal guardian will be notified (by phone or in writing) of the behavior problem and the corrective measures taken. In the case of suspension, the parent/guardian will be notified in writing and will be required to attend a conference with the student and the school prior to re-admission. If the school is unable to contact the parent/legal guardian, the suspended student will be held in school until the end of the day. The parent/legal guardian shall be held liable for all damages caused by a student. The Headmaster shall notify the Board of Directors in writing of all suspensions. Students are not entitled to appeal a short-term suspension.

## **Suspension over 10 School Days and Expulsion**

The Headmaster may recommend to the Board of Directors, suspension for over 10 days and/or expulsion of a student for serious cause, including, but not limited to the following: defiance of authority of Teleos staff, repeated disregard or disobedience of school rules and regulations as outlined in the Teleos Family Handbook, verbal abuse of adults or students, disruptive or disorderly behavior, bullying or harassing conduct, hazing, violent or threatening behavior, fighting, destruction or theft of school property or personal property, truancy, persistent absenteeism that is not due to certifiable medical illness or disability, persistent tardiness, possession of firearms or other dangerous weapons, possession of controlled substances, including illegal drugs, alcohol, tobacco, and prescription drugs, and possession of over-the-counter drugs for non-medical reasons. In cases where the student has committed a crime or violation of local, state or federal law, law enforcement authorities will be notified.

The parent/legal guardian will be notified of the intent to suspend for over 10 school days or expel the student, and a hearing shall be held, after at least five working days' notice, and must include the student, the Headmaster or other staff, and the parent/legal guardian. Parents will have the right to request an open meeting or an executive session of the Board of Directors for the expulsion hearing and the right to reapply for admission after one year of expulsion. If a student is being recommended for a long-term suspension or expulsion, the parent will be provided with a complete copy of the Academy's policies regarding these discipline procedures.

The Headmaster or Board of Directors has the right to deny admission of a student who has been expelled from another school or is in the process of being expelled, and to deny, upon review of a request, re-admission of a student previously expelled from the Academy.

The Academy will meet all requirements of Section 504 of the Rehabilitation Act, the IDEA, and State laws regarding disciplining of students with disabilities.

Note: *Colleges routinely ask students and/or schools to report all suspensions or expulsions in the college application paperwork. Teleos honestly answers such questions and reports all suspensions at the high school level. (Colleges will take into consideration the timeframe and nature of the suspension, and students with suspensions have been accepted into top colleges.)*

## **Academy Honor Code**

The objective of the Teleos Honor Code is to build trust among students and to maintain an academic community in which a code of values is shared. The Teleos Honor Code is given below:

As a student and citizen of Teleos Preparatory Academy, I agree to the following when I sign on the Signature Page at the end of this Family Handbook:

- I will not lie, cheat, or steal in any of my academic endeavors.
- I will forthrightly oppose each and every instance of academic dishonesty.
- I will not request, receive, or give aid in examinations/tests/quizzes.
- I will not give or receive unpermitted aid in class work, homework, in the preparation of reports, or in any other work that is to be used by the teacher as the basis of grading. I will understand the difference between studying and reviewing with others (which often is acceptable) and producing written documents that are submitted under my name for credit (which can only be done alone).
- I will not copy from or collaborate with others in completing homework. When I put my name on a homework assignment, I attest that all of the work on the assignment is my own in origin and content.
- In the case of all essays and research papers, I will carefully cite all external sources. I will not represent someone else's work as my own. I will do my very best to learn from my teachers the clear distinctions between appropriate research and plagiarism, intentional or unintentional.
- I will never use any "study aids" such as Cliff's Notes, Sparks Notes, or other materials, nor will I watch a movie/video version of a work of literature before or during study of it in school. I will do the reading for myself and strive to understand it for myself.
- I will give prompt (and confidential) notification to the appropriate faculty member or the Dean and Headmaster if I observe academic dishonesty in any course. I will let my conscience be my guide if I should make such a report.

I join the entire student body of Teleos in a commitment to this Code of Honor. The faculty on its part manifests its confidence in the honor of its students by refraining from taking unusual and unreasonable precautions to prevent the forms of dishonesty mentioned above. The faculty will also avoid, as far as practicable, academic procedures that create temptations to violate the Honor Code. On some occasions, teachers may ask students to write "AHC" (Academy Honor Code) on the heading of their assignments to remind them of the details and spirit of this honor code.

Please see the Discipline Section for information on how violations of the Academy Honor Code are addressed by teachers and the Headmaster. Since academic dishonesty is viewed as a serious offence, even first offenders may be punished with a suspension. The Academy Honor Code is reviewed in class with students during the first week of school each year.

*-Portions of this honor code are derived from the current Duke University and Stanford University honor codes.*

## **Uniform and Dress Code**

Teleos has a primary objective of developing a "community of learners," dedicated to the highest standards of academics and deportment. As such, a distinctive uniform is a unifying factor within our school community. It is also a visible signature of our school to the larger community, an indicator of our unity and of our pride of purpose. This is one of the most important functions of a uniform: it identifies its wearer as part of a distinctive group with a distinctive purpose. It is a reminder to its wearer of that purpose and of one's responsibility to that group.

If a child is deemed to be wearing inappropriate attire, the parent will be notified and a change of clothing may be required for attendance that day. If in doubt about the appropriateness of an article of clothing, check with the school office before purchasing. Decisions about the appropriateness of apparel may be referred to the Headmaster, whose judgment will be final.

Other than the uniform requirements for school, there are special dress code requirements for periodic, special events throughout the year, such as the “semi-formal” dress code for concert participation and the all-school awards ceremony. Please see page 45 of the Handbook for an exact definition of how the Academy defines “semi-formal” attire.

**Students must stay in uniform whenever they are on campus (including the parking lot) during a school day. This means arriving on campus *fully* in uniform and leaving campus *fully* in uniform (correct shoes, shirts tucked in, etc.). Students may only change out of uniform after school with teacher/coach permission to participate in an approved curricular or extracurricular activity that requires a change in dress.**

All of the Teleos uniform pieces are available at Collette’s Uniform, which sets the standard for the kind of clothing that is required. All uniform pieces should be purchased through Collette’s Uniform for consistency.

## Dress Code Guidelines

- Shirts must be tucked in at all times; undershirts must be white to match the Teleos uniform shirt.
- Clothes must fit and be worn appropriately and uniforms should be kept neat and clean.
- Students are only permitted to wear Teleos sweaters during the school day.
- Hats, caps, do-rags, and other head coverings are not permitted.
- For safety reasons, the following jewelry for both boys and girls are not permitted: chains, chokers, and dangle earrings. Earrings should not hang from the earlobe (i.e., studs are permitted). Small hoops (smaller than a quarter) are allowed. Females may only wear one earring per ear and may not have any other type of piercing. Males must remove earrings in the building. As a general guideline all jewelry should be modest.
- Students may wear one ring per hand (and the rings must be tasteful)
- Students may wear one watch and one bracelet.
- Necklaces may be worn, but be tucked in to shirt at all times.
- No sunglasses.
- Fashion eyewear will not be permitted. Glasses are not to be worn unless prescribed by a doctor.
- Hair color must be natural.
- No designs shaved into heads.
- Fingernails should not be excessively long. Fingernails may only be painted in shades of light pink, French, and neutral hues matching one’s skin tone. Tasteful French manicures are acceptable. No shades of blue, green, yellow, purple, red or black are permissible
- Hair should be kept neat and well-groomed according to the discretion of teachers and administration.
- Students are not permitted to wear make-up with color.
- Chapstick and lip gloss are permitted, but no glitter, sparkle, or color.

## **Women's Uniform and Dress Code**

### Ladies Complete Uniform 1<sup>st</sup>- 3<sup>rd</sup> Grade

- Plaid pleated jumper, black athletic shorts (under skirts)
- Peter Pan oxford shirt [short or long-sleeved] with Teleos logo on sleeve
- Black casual dress shoes, white socks or tights
- Burgundy cardigan with logo [students are not required to wear sweater everyday]

### Ladies Complete Uniform 4<sup>th</sup> - 5<sup>th</sup> Grade

- Plaid pleated skirt, black athletic shorts ( under skirts)
- Peter Pan oxford shirt [short or long-sleeved] with Teleos logo on sleeve
- Plaid crosstie
- Black or white casual dress shoes, white socks or tights
- Burgundy cardigan with logo [ students are not required to wear sweater everyday]

### Ladies Complete Uniform 6<sup>th</sup> - 8<sup>th</sup> Grade

- Plaid burgundy skirt, black athletic shorts ( under skirts)
- Oxford shirt with Teleos crest [short or long-sleeved]
- Burgundy crosstie
- Black casual dress shoes, white socks or tights
- Burgundy cardigan with logo or black sweater vest [ students are not required to wear sweater everyday]

## **Men's Uniforms and Dress Code**

### Gentleman Complete Uniform 1<sup>st</sup> - 3rd Grade

- Pleated khaki slacks
- Oxford button down shirt [short or long-sleeved] with Teleos logo
- Burgundy tie
- Black belt
- Black casual dress shoes, tan or black socks
- Black casual dress shoes
- Black cardigan with logo [students are not required to wear cardigan everyday]

### Gentleman Complete Uniform 4th - 5th Grade

- Pleated khaki slacks
- Oxford button down shirt with Teleos crest [short or long-sleeved]

- Burgundy tie
- Black belt
- Black casual dress shoes, tan or black socks
- Black cardigan with logo [students are not required to wear sweater everyday]

#### Gentleman Complete Uniform 6<sup>th</sup> - 8<sup>th</sup> Grade

- Pleated khaki slacks
- Oxford button down shirt with Teleos crest [short or long-sleeved]
- Burgundy tie with TPA logo
- Black belt
- Black casual dress shoes, tan or black socks
- Black cardigan with logo or black sweater vest [students are not required to wear sweater everyday]

#### **Athletic Practice and Outdoor Field Day Dress Code**

- Proper, modest attire appropriate for athletic sport
- No excessively baggy or tight clothes
- No muscle shirts, tank tops, or spaghetti strap tops.
- Footwear should be athletic in nature: no sandals, open-toed, or platform shoes.
- No hats or bandanas

#### **Semi-formal Events Dress Code**

There are specific, semi-formal dress requirements for special events, including periodic fine arts concerts and the end-of-year ceremonies (such as commencement and graduation).

Ladies:

- Modest-length skirts or dresses (no shorter than uniform skirt)
- No bare midriffs or overly low-cut tops
- No strapless or spaghetti strap (students may wear shawl or cardigan to cover strapless or tank tops)
- Girls should wear dress shoes or dress sandals (no flip-flops or "Y" strapped shoes)

Gentlemen:

- Dress slacks (no jeans or athletic pants)
- Dress shirt (with a color, button-up)
- Dress socks and dress shoes
- For commencement and graduation, gentlemen should wear ties

## **Guidelines for Social Activities**

We know that healthy friendships between students are vital to the Academy culture as a whole. We encourage relationships between students that are noble and supportive of their overall moral and intellectual growth. To offer leadership in this area, Teleos Prep will have organizations and events that work to promote student social life. The Parent Organization will assist in putting on various social events during the year.

Although Teleos Prep does sponsor social events, these events should not be viewed as the promotion of romantic relationships between our young men and young women. We believe that young men and women should be friends.

We encourage their socializing together and the development of healthy relationships among them. Romantic relationships, on the other hand, can take up an enormous amount of the consciousness of young people. This absorption can be a direct challenge to focusing their consciousness on learning and thinking. This is why the Academy prohibits activity like holding hands, kissing, and other overt forms of romantic behavior among students while on campus and at Academy-related events.

## **Basic Guidelines for Social Events**

- **Only** Students (no guests) will be allowed to attend school functions unless otherwise specified prior to the event. Once students have arrived at a given event, they may not leave and then reenter.
- Dress code regulations for each function will be outlined prior to the function and will be enforced.
- Vulgar, obscene, or profane language will not be tolerated.
- Students will be expected to show respect to teachers, chaperones, fellow students, and the grounds/facilities.
- Alcohol use or intoxication, tobacco, drug use (legal or illegal), and weapons are prohibited.

**All behavioral/social guidelines outlined in this Family Handbook will be enforced as applicable. Chaperones/teachers may take actions they judge necessary to enforce these guidelines, up to and including removal of a student from the event. Misconduct at a school-sponsored social event can result in disciplinary sanctions at school.**

## **Pop Culture at Teleos Preparatory Academy**

Teleos Prep actively discourages and in fact precludes discussions of popular culture in the academy. We believe that pop culture is pervasive in our students' lives and is digested largely uncritically. Frequently young people do not sufficiently reflect on the assumptions and consequences of the ideas and opinions they have adopted.

Therefore we believe that our students need a quiet academic space within which to reflect carefully on who they are as human beings. By studying in the liberal arts, reading and

discussing great books, and questioning the opinions they unwittingly hold, we believe they will lead examined lives that have been freely chosen.

## Community Service

As established by our charter and mission, there will be a community service requirement for *all high school students other than seniors*. Community service is a credit requirement for graduation on the high school transcript. In the spring, the community service director will plan a number of community outreach programs for groups of students: visiting the elderly, serving at a homeless shelter, volunteering at a local museum, working at the school itself, to offer a few examples. Students must complete a total of 10 hours of community service a year.

Hours that are not completed accumulate from year to year and must be satisfied before entering the senior year. Teleos encourages students to participate in the events planned by the school since they build camaraderie and a commitment to service among the student body. However, if a student is involved in an organized form of community service outside of the school, they may have the leader of that outside activity petition the community service director in writing for a release from a portion of the required service hours.

## Extracurricular Activities

Teleos believes that students are happier and more successful in the Academy if they are involved in one or more of our extracurricular activities. Teleos wishes to encourage students to participate in a variety of activities throughout their time at the Academy. The creative and/or physical outlet provided by such participation promotes a well-balanced life. Extra-curricular participation also builds teamwork and school spirit among the community of learners. Additionally, the discipline gathered from participation (in terms of time management and personal habits) can have positive effects on a student's academic growth. There is a range of supervised activities to select from: Latin club, chess club, various music ensembles, art club, science explorers club, yearbook, or one of our many athletic teams. We encourage the parents to work closely with the teachers and administration in supporting superb extra-curricular offerings for our young people.

Most such activities will require a fee for supplies, rented venues, and equipment and, for some time-intensive activities, to pay the coach/supervisor. All extra-curricular programs at Teleos are required to be self-supporting through income from fees and tax credits. The primary, academic budget of the school is not able to manage such costs. **The fee for an extra-curricular activity must be paid prior to the student joining the team or activity, even for practice. The school, however, does take a credit card as a form of payment for fees.** (In case of financial hardship, please see the "Fees and Fee Waivers" section on page 33 of this Handbook.)

Parents of students on Teleos sports teams must submit a medical release form signed by themselves and the child's doctor. Forms may be picked up in the school office.

## Academic Eligibility

To be eligible for extracurricular activities at Teleos, the student must maintain a passing grade in all subjects and must have displayed good behavior.

If a student receives a Deficiency Notice or a failing grade for any quarter, s/he needs the permission of the teacher issuing the report to continue participating in an extracurricular activity. Forms for students to use for securing the needed permissions are available from the Athletic Director.

## **Extracurricular Activities List**

Below are some of the activities that will be available at Teleos Preparatory Academy if there is sufficient student interest. Most of these will be available seasonally, not year-round.

### **Sports and Fitness Opportunities**

- Women's Volleyball
- Men's Basketball
- Women's Basketball
- Flag Football
- Strength & Conditioning

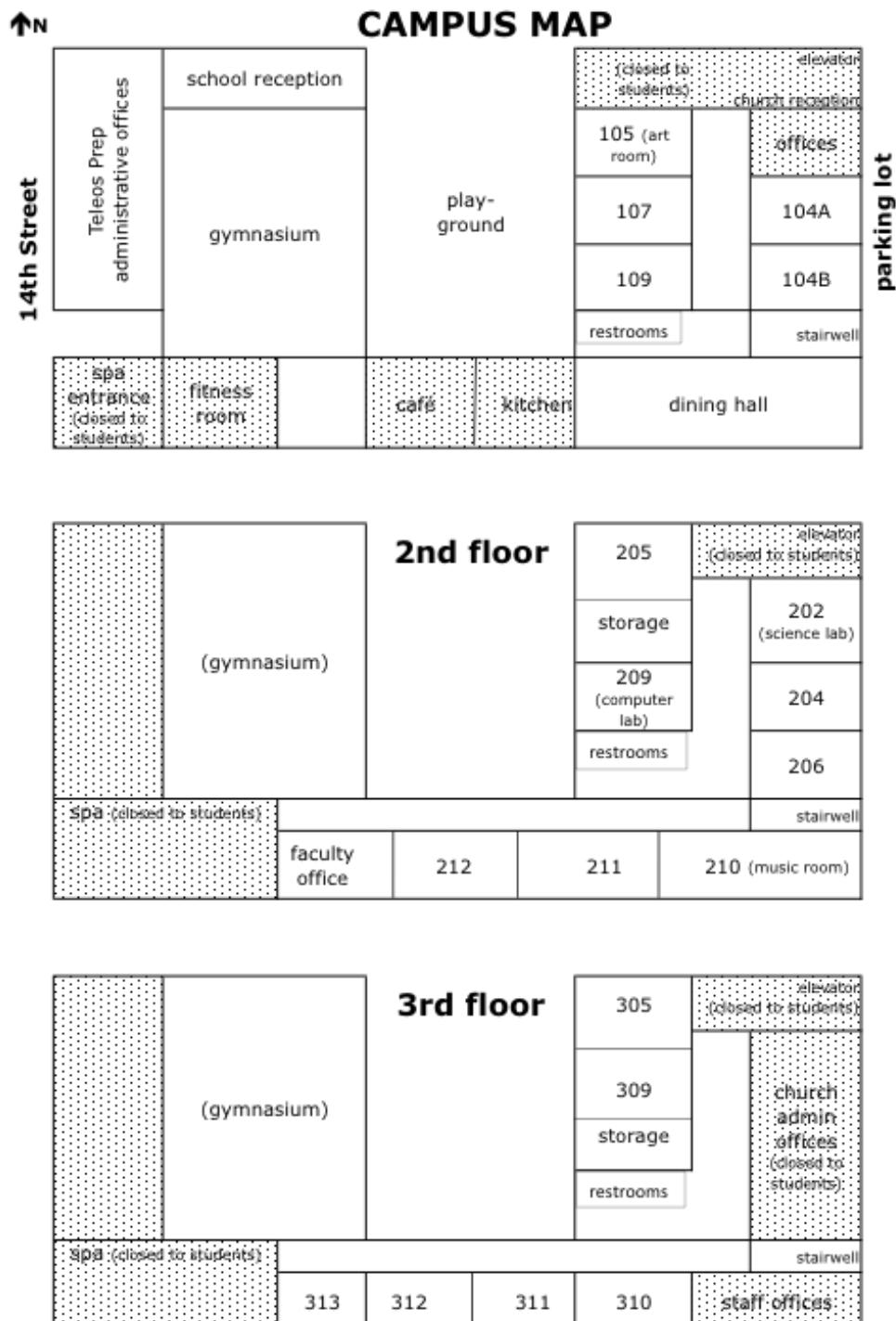
### **Fine Arts Opportunities**

- Choir
- Instrumental Ensembles
- Art Club
- Drama Club

### **Clubs**

- Science/Explorer's Club
- Chess Club
- Speech & Debate
- Student Senate
- Photography/Yearbook Club
- Latin/Junior Classical League (see [www.njcl.org](http://www.njcl.org) for information)

# Campus Map



# Faculty/Staff Directory

Name	Email	Voicemail	Title/Subject Area
Mr. AJ Aljuwani	<a href="mailto:naljuwani@teleosprep.org">naljuwani@teleosprep.org</a>		Assistant Athletic Director/PE
Mrs. Catherine Carter	<a href="mailto:ccarter@teleosprep.org">ccarter@teleosprep.org</a>		Elementary Aide
Ms. Susan Copeland	<a href="mailto:scopeland@teleosprep.org">scopeland@teleosprep.org</a>		Art Teacher
Mr. Winston Christie-Blick	<a href="mailto:wchristieblick@teleosprep.org">wchristieblick@teleosprep.org</a>		6 <sup>th</sup> Grade Teacher
Ms. Shannon Douglas	<a href="mailto:sdouglas@teleosprep.org">sdouglas@teleosprep.org</a>		Elementary Aide
Ms. Ky Griffin	<a href="mailto:kgriffin@teleosprep.org">kgriffin@teleosprep.org</a>		Assistant Communications and Operations Manager
Mr. Jerome Joseph	<a href="mailto:jjoseph@teleosprep.org">jjoseph@teleosprep.org</a>		Dean Of Students
Mr. Andrew Kenger	<a href="mailto:akenger@teleosprep.org">akenger@teleosprep.org</a>		5 <sup>th</sup> Grade Teacher
Ms. Kara Kissell	<a href="mailto:kkissell@teleosprep.org">kkissell@teleosprep.org</a>		Communications and Operations Manager
Ms. Michelle Levan	<a href="mailto:mlevan@teleosprep.org">mlevan@teleosprep.org</a>		3 <sup>rd</sup> Grade Teacher
Mrs. Karyn Mercado	<a href="mailto:kmercado@teleosprep.org">kmercado@teleosprep.org</a>		Director Of Academic Services
Ms. Claire Miller	<a href="mailto:cmiller@teleosprep.org">cmiller@teleosprep.org</a>		6 <sup>th</sup> Grade Teacher
Mrs. Keisha Motley	<a href="mailto:kmotley@teleosprep.org">kmotley@teleosprep.org</a>		1 <sup>st</sup> and 2 <sup>nd</sup> Grade Teacher
Mr. Forrest Raub	<a href="mailto:fraub@teleosprep.org">fraub@teleosprep.org</a>		Middle School Science Teacher
Mrs. Anna Ring	<a href="mailto:aring@teleosprep.org">aring@teleosprep.org</a>		Latin Teacher
Ms. Alexandra Ritson	<a href="mailto:aritson@teleosprep.org">aritson@teleosprep.org</a>		7 <sup>th</sup> and 8 <sup>th</sup> Grade History and Lit Comp Taecher
Ms. Purvi Shah	<a href="mailto:pshah@teleosprep.org">pshah@teleosprep.org</a>		Academics Services
Mr. Kevin Topper	<a href="mailto:ktopper@teleosprep.org">ktopper@teleosprep.org</a>		Assistant Headmaster
Mr. Herbie Washington	<a href="mailto:hwashington@teleosprep.org">hwashington@teleosprep.org</a>		Music Teacher
Mrs. Natalie Williams	<a href="mailto:nwilliams@teleosprep.org">nwilliams@teleosprep.org</a>		Headmaster
Mr. Tim Wypiszynski	<a href="mailto:twypiszynski@teleosprep.org">twypiszynski@teleosprep.org</a>		Achievement Specialist/Counselor
Ms. Esther Wysong	<a href="mailto:ewysong@teleosprep.org">ewysong@teleosprep.org</a>		4 <sup>th</sup> Grade Teacher
Mr. Jonathan Young-Scaggs	<a href="mailto:jyoungscaggs@teleosprep.org">jyoungscaggs@teleosprep.org</a>		Math Instructional Assistant

**Teleos Preparatory Academy**  
 1401 E. Jefferson St.  
 Phoenix, AZ 85034

602-275-5455 phone  
 602-275-5954 fax  
[www.teleosprep.org](http://www.teleosprep.org)

## **Signature Page**

Thank you for taking the time to read the Teleos Preparatory Academy *Family Handbook*. If you have any questions or comments about this Handbook, please contact the school office. Please sign and return this Signature Page to the front office. Additional copies of this Handbook may be purchased for \$1.00 from the school office.

We have read, understand, and agree to abide by the guidelines and procedures outlined in the Teleos Preparatory Academy *Family Handbook*.

Family Name \_\_\_\_\_

Student Name \_\_\_\_\_ Student Name \_\_\_\_\_

Student Name \_\_\_\_\_ Student Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(if more than one Teleos student in family)

### **Teleos Family Directory**

Please check the box to the left if you do NOT want your family's address and phone number published in the Teleos Family Directory. This directory facilitates academic and social life at the school between families and is not to be used for any other sort of communication.

Please check the box if you do NOT want your family e-mail address to be used by coaches, teachers, or the Parent Organization to communicate with you.

### **Media Release**

By signing the agreement above, you hereby give permission for your child to appear in photos and/or video that may appear in media receptacles covering Teleos and Great Hearts Academies. You also give permission to Teleos and Great Hearts Academies to use at no cost, photos or video of your child for official websites, promotional materials, and collateral. If you wish to opt out of this media release, please check below:

Please check the box if you do NOT agree to the media release terms above.