

**STUDENT HANDBOOK – TELOS ACADEMY**

Welcome to Telos Academy…………………………………………………………….... 2

Mission / Vision………………………………………………………………………………….. 2

Academic Support………………...……………………………………………………………. 3

Athletics………………………………………………………………………………………………. 4

Attendance Policy………………………………………………………………………………. 5

Bell Schedule……………………………………………………………………………………….. 6

Calendar………………………………………..……………………………………………………… 6

Computer / Electronic Use…………………………………………………………………… 7 - 8

Credit………………………………………………………………………………………………….. 9

Dress Code………………………………………………………………………………………….. 10

Honor Code…………………………………………………………………………………………. 10

SAT Testing………………………………………………………………….………………………. 11

Schedules / Schedule Changes…………………………………………………………….. 11

Student Government…………………………………………………………………………… 12

Tardy Policy……….………………………………………………………………………………… 12

**WELCOME TO TELOS ACADEMY**

Welcome to Telos Academy home of the Titans! We are committed to providing you a quality education with a high level of support. Teachers will be able to meet your educational needs as they promote lifelong learning. Below is a list of the outstanding Telos Academy staff!

Kevin Kuykendall - Academic Director/Academy Principal

Kristin Williams - Admissions Director/Academy Principal

Alex Kay - Administrative Assistant

Shaun Christian - Physical Education Teacher/Triathlon Coordinator

Jennie Clawson - Study Skills & Yoga Teacher

Jefferson Hall - Math Teacher

Everett Jamison - Physical Education Teacher

Andy Jensen - Physical Education Teacher

Irene Bolter - English/Language Arts Teacher

Rachel Parrish - Art and Art Therapy Teacher

Brian Walker - Social Studies/Humanities Teacher / Academic Adviser

Tyler Youngbull - Science Teacher

Cindy LaMont – Executive Function Coordinator

Randi Bevins – Math Teacher / Special Education Coordinator / Academic Adviser

Kerry Downs – Academic Adviser

Trent Call - AM Residential Coordinator

**MISSION / VISION**

The mission of Telos is to create inspiring interpersonal relationships that invite and assist all people to move toward their ultimate potential.

The vision of Telos Academy is to guide students in the process of positive, intellectual growth towards academic competency and to strive to develop healthy attitudes that are supportive of lifelong learning and productive citizenship.

Telos Academy’s effective school tenets:

1. High Expectations
2. Clear Focused Vision
3. Time on Task Learning
4. Instructional Leadership
5. Frequent Monitoring of Student Progress
6. Home & Family Relations
7. Safe & Orderly Environment

**ACADEMIC SUPPORT**

Each student at Telos Academy will be assigned an Academic Adviser. Academic Advisers track your grades, attendance, effort, behavior, academic strengths and weaknesses, and progress in each course. Your Academic Adviser will meet with you often to discuss your progress and give you the direction you need to succeed at Telos Academy.

Executive Function Tutors work with students one-on-one in the classroom and help you to stay organized, manage your time, remain focused, give you tools to perform work, and teach you life-long executive function skills. Your Executive Function tutor will work together with your teacher to help you.

 Make sure and communicate with your Academic Adviser and Executive Function Tutor whenever you have needs or concerns. They are there to support you in your academic goals you want to achieve.

They are on your treatment team and will share detailed information about your progress in school.

My Academic Adviser is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My Executive Function Tutor is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ATHLETICS**

Telos Academy invites all students to participate in the 1A Utah High School Activities Association. We offer nine sports including:

Baseball July

Basketball October

Cross Country July

Golf March

Soccer March

Swimming October

Tennis March

Track & Field March

Wrestling October

Athletic Director Karl Jensen karl@telosrtc.com

Assistant Athletic Director Taryn Lopez taryn@telosrtc.com

Baseball Head Andy Jensen andy@telosrtc.com

Baseball Assistant Trent Call trent@telosrtc.com

Basketball Head Tyler Youngbull ragingbull3@telosrtc.com

Basketball Assistant Trent Call trent@telosrtc.com

Cross Country Head Shaun Christian shaun@telosrtc.com

Golf Head Alex Johnson alex22@telosrtc.com

Soccer Head Kim Stratford stratty13@gmail.com

Soccer Assistant Lauren Sack soccerfb96@yahoo.com

Swimming Head Shaun Christian shaun@telosrtc.com

Tennis Head TBA

Track & Field Head Shaun Christian shaun@telosrtc.com

Track & Field Assistant TBA

Wrestling Head TBA

Wrestling Assistant Craig Rollo craigrollo4@telosrtc.com

To be eligible to compete:

1. You must be a student between grades 9 – 12.
2. You must be a full-time student.
3. You must earn a 2.0 GPA the grading period prior to trying out.
4. You cannot earn more than on F. A “NG” (no grade) or “I” (Incomplete) is calculated as an “F.”
5. You cannot turn 19 years old before September 1 the year you intend to play.

If you have additional questions regarding athletics please contact Telos Academy Principal Kevin Kuykendall 801-920-1832 Kevin@telosrtc.com.

**ATTENDANCE**

Telos Academy expects **daily dedication** with regards to attendance. Why daily dedication?

To not miss important information in class

To earn credit for graduation

To develop good habits of learning

Excused absences include:

1. ***Illness***

Any time a student misses school due to illness the school nurse must verify it for this to be valid. In this case, the school nurse authorizes illness, and the residential staff will notify the AM Lead Coordinator so the name can be added to the daily “Check Out” list.

1. ***Therapy***

Therapy sessions are prearranged and scheduled by therapists. The AM Lead Coordinator should be notified of all therapy sessions so the information can be added to the daily “Check Out” list. Therapy sessions that occur during school time will be marked as excused absences.

1. ***Home Passes***

It is common for students to leave on home passes throughout the year. All passes must be prearranged and approved by the therapist and teachers notified before the student leaves on pass for it to be excused. Steps appropriate home pass use:

1. A student fills out a home pass request at least 72 hours before the requested leave.
2. The therapist approves and signs the home pass request.
3. The teacher signs the home pass request and arranges homework for the student.
4. ***Mental Health Days***

From time to time a mental health day will be approved by the primary therapist. In the event a therapist is not available, the Academic Advisor and Academic Director may together authorize a mental health day. Mental health days are only granted under extremely sensitive situations. Students who are not approved for mental health days are allowed the option of an R&P before returning to class.

Homework: For any absence the student should contact his teacher to discuss make-up work. This should be done within two days of the absence.

Examples of unexcused absences:

1. *Skipping class*
2. *Walking out of a class without permission and not returning*
3. *Missing class for any reason not on the excused list*
4. *More than ten minutes late without a valid excuse*

***For unexcused absences students lose participation points and credit.***

Truancy:

1st unexcused absence – Educator’s Handbook - Teacher/Student Conference & one Flex Hour

2nd unexcused absence – Educator’s Handbook -AM Lead Coordinator & two Flex Hour

3rd unexcused absence – Educator’s Handbook - Academic Director & three Flex Hour

4th unexcused absence – Treatment Team Referral through Academic Advisor

**BELL SCHEDULE**

Monday through Thursday students attend school all day. On Friday students attend school for a half day on an alternating A/B schedule. On “A” day students attend periods 1-4. On “B” day students attend periods 5-8 including an advisory.

1st Lunch Schedule 2nd Lunch Schedule

1st Period 8:30 – 9:10 1st Period 8:30 – 9:10

2nd Period 9:15 – 9:55 2nd Period 9:15 – 9:55

3rd Period 10:00 – 10:40 3rd Period 10:00 – 10:40

4th Period 10:45 – 11:25 4th Period 10:45 – 11:25

5th Period 11:30 – 12:10 5th Period 11:30 – 12:10

**6th Period 12:10 – 12:55 1st Lunch\*** 6th Period 12:15 – 12:55

7th Period 1:00 – 1:40 **7th Period 1:00 – 1:40 2nd Lunch\***

8th Period 1:45 – 2:25 8th Period 1:45 – 2:25

Flex Hour 2:30 – 3:30 (Homework) Flex Hour 2:30 – 3:30 (Homework)

**\*PSYCHOLOGY is the class during which you have lunch**

**CALENDAR – For all Telos Academy calendar information go to academy.telosrtc.com**

August 12 Quarter 1begins

September 2 Labor Day

September 5-6 Family Days

September 20 Teacher Retreat

October 24 Quarter 1ends

October 25 Quality Teaching Day

October 28 Quarter 2 begins

November 7-9 Family Days

November 27-29 Thanksgiving Break

December 23 Winter Break

January 13 Quarter 2 ends

January 14 Quality Teaching Day

January 15 Quarter 3 begins

January 20 Martin Luther King Day

January 30-31 Family Days

February 17 President’s Day

March TBA Teacher Retreat

March 20 Quarter 3 ends

March 21 Quality Teaching Day

April 17-19 Family Days

April 7-11 Spring Break

May 29 Quarter 4 ends

May 30 Quality Teaching Day

June 2-6 Summer Break

June 9 Quarter 5 begins

July 4 Independence Day

July 24 Pioneer Day

August 7 Summer Quarter end

August 8 Quality Teaching Day

August 11-15 Summer Break

August 18 First day of school Quarter 1

**COMPUTERS / ELECTRONICS**

*Cell phone use is strictly prohibited during school hours. Students allowed to carry cell phones must keep them on silent and not use them during school time. It is strongly recommended that any student carrying a cell phone store the device in the office until school is over. Students needing cell phone use during school hours must ask permission prior to use (calling for a ride). If a cell phone is used without permission, it will be taken and given to the Academic Director or administrative assistant. The key… get permission before using your phone. If there are repeated violations of cell phone use, the student will be asked to leave the phone on the floor or back at Anthem House.*

*Computers and other learning devices are powerful tools that can enhance learning. Like other tools, a computer may be used in harmful ways. Be familiar with these guidelines and follow them when using all Telos Academy computers:*

* Academy computers are for completing school assignments and teacher directed research only.
	+ Any other use of Academy computers is considered inappropriate and will result in restriction of use.
	+ Academy computers are not for email, Facebook, or any other form of social networking or communication.
* Only Academic staff set the terms of use for each device. Students must abide by staff directives regarding use of all devices **at all times**. (When directives from two staff contradict, the present staff’s direction takes precedence).
* Computers may be accessed only when an Academy teacher is present.
* No after-hours access to computers (or anything else) in classrooms.
* Editing computer settings is not authorized and will result in restriction of privileges.
* Do not attempt to install, load, or otherwise execute your own software on academy computers. This includes games of any form.
* Do not attempt to access another student’s logon account or files.
* Keep the computers (and their areas) clean and organized.
* Academy computers are not for therapeutic work or principles work.
* Personal computers are not allowed at Telos Academy.
* **Keep your password private**. Do not allow other students to know your password. Pay attention when you are entering your password to ensure that another student is not watching you type it in!
	+ Always log off when you are finished.
* This list is **not** all-inclusive. Any obvious inappropriate use of computers is not allowed.
* If you feel that you are not able to regulate your computer use or there are temptations that you are not ready to deal with, you may voluntarily have your account locked out until you feel you are in a better place.

Violations of proper computer use will result in restriction from using computers. In order to reinstate privileges, a contract will need to be filled out and properly signed after the required restriction period. If you get restricted 3 times, restriction will be indefinite. You will need to initiate a meeting with your therapist and the academy to determine under what conditions you may be reinstated. Major violations may also result in indefinite restriction.

**Computer Use Reinstatement Contract**

Date of Restriction\_\_\_\_\_\_\_\_\_\_\_\_\_ Minimum length of Restriction\_\_\_\_\_\_\_\_\_\_\_

**Accountability**

Why did you lose privileges for computer use?

**Commitment**

Describe your commitment to use computers appropriately from now on.

**Plan**

How will you follow through with your commitment to use computers appropriately?

**Confirmation**

Discuss the above information with those listed below. Have them sign that they feel you are safe to have computer access again.

Academic Director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_

Academic Advisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_

Therapist\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_

Person who restricted you\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_

Computer Passes:

A small lab of five computers is available after school hours for anyone who follows CLASS and has a computer pass. Computer passes are located in the Academic Director’s office and will be given out after school hours.

Violations:

1st offense: Educator’s Handbook referral - Meet with Academic Director

2nd offense: Educator’s Handbook referral - Computer restriction three days

3rd offense: 3Educator’s Handbook referral - Computer restriction to be determined by therapist

**CREDIT**

Telos Academy is accredited through Northwest Association of Accredited Schools. Student to Teacher ratio is an 8:1 average with special education support available. Teachers are certified through Utah State Office of Education. Students can expect to have a full class load each quarter. Below is an outline of general courses.

**Core Classes Electives**

 English .25 credits Psychology .25 credits (awarded by therapist)

 History .25 credits Study Skills .25 credits

 Science .25 credits PE .25 credits

 Math .25 credits Fine Arts .25 credits

There are five quarters in one calendar year including Fall Q1, Fall Q2, Winter Q3, Spring Q4, Summer Q5 (credit recovery and make up). Students earn 2.0 credits per quarter. Courses and classes vary based on a student’s grade level, official transcript, and educational history. Students are grouped in cohorts according to grade level. Curriculum delivery is individualized according to a student’s ability. The following are sample high school schedules:

 **Grade 9** **Grade 10**

 English 9 English 10

 Biology Chemistry

 World Civilizations US History

 Common Core 1 (or Alg.) Common Core 2 (or Geo.)

 PE PE

PE PE

Psychology Psychology

Fine Arts 1 Fine Arts 2

 **Grade 11 Grade 12**

 English 11 English 12

 Physics Careers

 US Government Financial Literacy

 Common Core 3 (or Alg. 2) US Government

 PE Pre Calculus

 PE PE

 Psychology PE

 Advanced Art Psychology

Telos Academy offers a number of additional elective offerings through BYU Independent Study for a small fee. The Independent Study courses can be accessed through the Learning Center. Independent Study Courses are approved by the Academic Director and cannot substitute the courses already offered in the academy. Independent Study is for students needing credit recovery and required courses for graduation. A student may take up to two Independent Study courses at one time.

**DRESS CODE**

* Neat in appearance
* Clean, washed, clothing
* No tank tops (tank tops are allowed in the summer quarter)
* Shorts are allowed but not clothing used for PE
* No hats, headgear, hoodies (hats may be worn on spirit days)
* No pajama pants or sleep wear is allowed in school
* Appropriate foot wear may be worn but no slippers

Violation 1 – Warning – students are invited to go change inappropriate clothing

Violation 2 – Teacher Conference (review dress code)

Violation 3 – Educator’s Handbook Referral (AM Lead intervention)

Violation 4 – Educator’s Handbook Referral (Academic Director – notification to therapist)

**HONOR CODE**

The Honor Code focuses on four key principles:

1. CARE
2. COOPERATION
3. HONESTY
4. RESPECT

Students should feel safe from physical and emotional harm and enabled to learn and grow as valued and respected individuals. Therefore, students will not engage in the following:

1. Any verbal or non-verbal abuse, threat of violence, or other unsafe behavior to others or self. Derogatory remarks, whether racial, religious, sexist, or otherwise discriminatory are not tolerated.

2. Any form of sexual acting out, including sexually offensive comments or accessing pornography in any form.

3. Any form of damaging or defacing of property, whether belonging to student, staff, or Telos.

4. Any cheating, theft (including unauthorized use of others’ property), or dishonesty in any form.

5. The possession of any contraband, such as drugs, cigarettes, pornography, alcohol or caffeine, as well the aiding of those in possession of such contraband, can be considered both theft and dishonesty.

6. Any other behavior not mentioned in the above categories that creates an unsafe environment.

Violations of the Telos Academy Honor Code constitute an attack on the safe learning environment and will result in disciplinary action.

**SAT / COLLEGE READINESS**

ASVAB and TABE

Upon admission, students are asked to complete one of two two test as an assessment of their academic base and an opportunity to become aware of their strengths and weaknesses. The ASVAB (Armed Services Vocational Aptitude Battery) is hosted by the military, however, we have an account set up that opts out of military analysis and the results of the students are confidential to Telos Academy. This is a great tool for guiding students into a career based on their specific interests. It assess the following: General Science, Arithmetic Reasoning, Mathematics Knowledge, Word Knowledge, Paragraph Comprehension, Electronics Information, Auto and Shop Information, and Mechanical Comprehension.

The other assessment we utilize is the TABE (Tests of Adult Basic Education) which provides useful diagnostic and prescriptive information for targeted instruction and is a predictor of academic performance. The TABE is recognized in the National Reporting System and tests in the following seven subjects: Reading, Mathematics Comprehension, Applied Mathematics, Language, Vocabulary, Language Mechanics and Spelling.

SAT PREP

Telos Academy offers an SAT Preperation Course for Juniors and Seniors. The program includes individual and group tutoring, providing support and appropriate strategies to help a student feel confident and be successful when taking the SAT. There are 30, forty minute sessions taking place over the course of 6-8 weeks. Students will then be registered for an SAT test (not included in the cost of the course) upon completion of SAT Prep. The tutors are Brian Walker (History Teacher), Irene Bolter (English Teacher) and Jefferson Hall (Math Teacher). These tutors have strong knowledge in each area of content and experience with young men. Tutoring sessions are held in the Academy where students are comfortable and have the support and encouragement of a safe learning environment. The first session will familiarize student's with basic and advanced principles to "crack" the SAT. The remainder of the sessions are dedicated to science, math, English, reading, writing, and also include multiple practice tests for students to use the skills they have gained. For the course we use the preparation book released by The Princeton Review, ***Cracking the SAT*** as a resource. Additionally, students will be prepared with strategies to lower testing anxiety and increase confidence, including: student-specific instruction, a minimum of 4 practice tests, one-on-one attention, and test taking strategies and trouble-shooting.

SAT, ACT, SSAT

Telos Academy registers students for the following National tests: The SAT and ACT for college placement and the SSAT for private school admission. These are coordinated on an "as-needed" basis and typically can be accommodated throughout the school year.

**SCHEDULES / SCHEDULE CHANGES**

Each student in the academy will meet with the administration to review their class schedule each quarter. After the first week of school for each quarter schedule changes will not be made unless a therapist asks for a change.

**STUDENT GOVERNMENT**

A student government class is offered at Telos Academy for boys wanting to participate in student government. Student body elections will take place in the fall quarter. Each high school grade will have at least one student body representative. The junior high school will also have one representative. The requirement for office includes:

1. Fill out an application to become an officer
2. A willingness to get involved in school activities
3. Good citizenship
4. Excellent effort and participation in class
5. A desire for leadership development
6. Maintain a 3.0 GPA while at Telos

If you are interested in becoming an officer for the school please obtain a Student Body Application from the Academic Director.

**TARDIES**

At Telos Academy we encourage students to be **one minute early** to every class.

Why one minute early?

1. To not miss key information
2. To not disrupt your classmates
3. To not interrupt teacher instruction

Tardy policy:

1st tardy Teacher – reminder

2nd tardy Teacher – reminder

3rd tardy Conference with teacher

4th tardy Conference with the AM Coordinator

5th tardy Referral on Educator’s Handbook – Registrar sends E-mail to therapist

6th tardy Referral on Educator’s Handbook - Academic Director meets with student and the Academic Adviser is notified.

.