



**TELESIS
ACADEMY**
OF SCIENCE
& MATH

**ACADEMY PROCEDURES,
CODE OF CONDUCT
& DRESS CODE
2018-2019**



ROWLAND UNIFIED SCHOOL DISTRICT

Mission of the Board

The mission of the Rowland Unified School District, the progressive international community united in learning, is to empower students so that each actualizes his or her unique potential and responsibly contributes to a global society, through a system distinguished by rigorous academics, innovative use of technology, creative exploration, and nurturing learning experiences.

From the Principal

Dear Titan Families:

It is with great pleasure that I welcome you into the 2018 - 2019 school year at Telesis Academy of Science and Math. I am so thrilled that you all are part of our amazing learning community. I welcome and value your positive energy and dedication to excellence in education, and look forward to working with you and your children this year.

Our amazing faculty and staff have been planning and preparing an incredible and productive school year for your child. The Telesis Parent Teacher Organization (PTO) readily welcomes our families, provides volunteer opportunities, and offers exciting events and programs throughout the year. There are also many other opportunities for parents and family members to become engaged with your child's learning experiences by volunteering in the classroom, for fieldtrips, or even helping out before and after school hours around campus.

All of us are very committed to supporting you and your child in their path to academic success. You may contact your child's teacher at any point in the school year through a note, email, phone call or a parent conference if you have questions or concerns. Please know that teachers will be available to meet after school hours and not during instructional hours or at the beginning of the day due to classroom preparatory needs. We wish for your child's success to be a team effort between the school, the child and the home. Together we are a No Excuses Community with the common goal of providing an education that focuses on college and career readiness.

Should there be any concerns that the staff, including our Assistant Principal, or myself can help you with, please do not hesitate to contact us.

We look forward and are eager to a great 2018 - 2019 school year.

Sincerely,

Johan Schmitz

Academy Schedule

	Start Times	Release Times	
Grades	Daily	Mondays	Tuesdays-Fridays
TK/Kinder	7:55	1:00	1:35
Elementary	7:55	1:00	2:30
Middle School	7:55	1:00	2:34

Breakfast is served daily from 7:15-7:45 a.m.

Students eating breakfast must enter the University Café by 7:45 a.m.

Students not eating breakfast should report to school between 7:35 and 7:52 a.m.

Some Important Dates:

Students Return	August 13
Pupil Free Day	September 21
Elementary Parent Conferences.....	October 8 - 12
Pupil Free Day	October 10
7/8 Parent Conferences.....	October 18
Veterans Day Holiday	November 12
Thanksgiving Break	November 19 – 23
Pupil Free Day	December 21
Winter Break.....	December 24 – January 11
MLK Jr. Holiday	January 21
Spring Break	March 25 – 29
Memorial Day Holiday.....	May 27
Last Day of School.....	June 6

(dates are subject to change)

Keep up & follow us!

telesisacademy.net (website) ☒ @teletitan (twitter) ☒ Telesis Titan (facebook)

STAFF EMAIL ADDRESSES

Principal	Mr. Johan Schmitz	jschmitz@rowlandschools.org
Assistant Principal	Ms. Helen Oh	hoh@rowlandschools.org
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	Mrs. Faviola Evans	fevans@rowlandschools.org
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	Mrs. Martha Dickey	mdickey@rowlandschools.org
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TOSA Team	Ms. Cristina Canales	ccanales@rowlandschools.org
	Mrs. Alisa Trakulboon	atrakulboon@rowlandschools.org

I. STUDENT, PARENT, AND STAFF RESPONSIBILITIES

1. It is important that students, parents, and school staff work together to maintain a positive educational atmosphere.
2. The staff at Telesis Academy of Science & Math has the goal of maintaining a school atmosphere in which all children have the right to feel safe, secure, and happy, in addition to having the maximum opportunity to learn. Parents must support promoting acceptable behavior from their children in order to make this a reality.
3. Our goal is to help children develop self-discipline and character in order to meet the challenges they will face in society. Students will be taught strategies to resolve conflicts and to accept individual responsibility for their actions.

A. STUDENT RESPONSIBILITIES - The following are expected of students:

1. **Attendance** - Students are expected to be at school every day on time. In the event of an absence, the parent or guardian shall inform the school through a note or phone call. Students who accumulate excessive absences and tardiness will be counseled at school on the importance of attendance and punctuality. *Telesis has partnered with the Los Angeles County District Attorney's Abolish Chronic Truancy (ACT) program to enforce attendance and punctuality.* Excessive tardiness and absences will be monitored and addressed; if improvement does not occur, it will be reported to the School Attendance Review Board (SARB).
2. **Attendance Incentive Program** - Telesis Academy of Science & Math would like to celebrate and recognize students who maintain good attendance.
 - a) **Free Dress** – Every student who shows up each day and on time will receive a free dress day on a monthly basis. The free dress day will be awarded the Monday following the Student of the Month Assemblies. Students will receive a permission slip that must be carried on them at all times to show they have earned free dress.
 - b) **Perfect Attendance Bingo** - This event will occur after the first and second trimesters for grades 1 through 6. Students who have NO TARDIES, NO ABSENCES, and NO EARLY RELEASES can earn a certificate of entry to the Perfect Attendance Bingo Game, which will be held at Telesis Academy during the school day. (Parents: No exceptions will be made, so keep this in mind when you are making appointments for your child.)
3. **Cell Phones** - Cell phones must be off, silent, and in backpacks while on the Telesis campus *once students walk into the gates until they exit the gates.* Any infraction will result in the phone being confiscated and turned in to the front office, where a designated person on the student's contact list (with parent permission) may pick up once notified. On the second infraction, the student will be assigned Character Academy after school. The third infraction will result in the loss of phone privileges for the year.
4. **"Character Counts!"** - Students will follow and support our Character Counts! Program. Our school-wide rules are to be Trustworthy, Respectful, Responsible, Fair, and Caring Citizen. *At our monthly assemblies, every homeroom teacher will recognize one or more student exemplars for the highlighted trait.*
5. **Personal Standards** - Students shall dress appropriately in our Telesis uniform dress and meet standards for health and cleanliness. They shall refrain entirely from profanity, vulgarity, and racial slurs.
6. **Quality of Work** - Students shall, to the best of their ability, complete assigned lessons each day, including homework and assignments missed because of absences or tardiness. Quality of work will be evident when students are actively engaged in the learning process. Students are to turn in work in a neat and comprehensible manner.
7. **Relation to Others** - Students shall respect the rights and privileges of each person in the school. Good citizenship in school, as well as in the community, includes respect for the rights and property of others. Bullying and harassing in any form is not permitted;

- students are expected to report any incidences to staff. The expectation is that students will communicate with teachers, all staff, and all students in a polite manner.
8. **Responsibilities** - All students shall comply with regulations, pursue the required course of study, and submit to the authority of all staff members of the school. (Education Code Section 48921)
 - Students will **not** be permitted to call home for forgotten money, lunches, homework, instruments, etc.
 - If an item is forgotten at home, students may check in the office during Nutrition, Recess, or Lunch to see if parents have delivered the forgotten item. The office will not disturb the classrooms to deliver items or messages regarding forgotten items.
 9. **School Rules** - Students shall follow established rules at school, when they are on their way to and from school, and during school sponsored activities.
 10. **Honor Roll/Principal's Honor Roll** - The purpose of the honor roll program is to recognize and honor students who have attained outstanding success and to provide positive reinforcement that inspires all students to strive even harder and perform at their highest level in all subjects.
 - a) **Honor Roll**
 - **Grades 3-6** - Minimum Requirements to receive trimester Honor Roll
 - 3 As, 2 Bs, **no Cs**.
 - No 3s in citizenship, no Character Academies, no suspensions, and no referrals through character logs *for the grading period*.
 - **Grades 7-8** - Minimum Requirements to receive semester Honor Roll
 - GPA of 3.5-3.99.
 - No referrals to office through character logs, no Character Academies, and no suspensions *for the grading period*.
 - b) **Principal's Honor Roll**
 - **Grades 3-6** - Minimum Requirements for trimester Principal's Honor Roll
 - All As, **no Bs or Cs**.
 - No 3s in citizenship, no Character Academies, no Suspensions, and no referrals through character logs *for the grading period*.
 - **Grades 7-8** - Minimum Requirements for semester Principal's Honor Roll
 - GPA of 4.0.
 - No referrals to office through character logs, no Character Academies, and no suspensions *for the grading period*.
 11. **Second Grade End-of-Year Academic Achievement Award**
 - a) Only As and Bs, **no Cs** for the whole academic year.
 - b) No 3s in citizenship, no Character Academies, no suspensions, and no referrals through Character Logs.
 12. **Eighth Grade End-of-Year Awards** – *RUSD policies require commencement ceremonies be reserved for high school graduation only. Therefore, Telesis's Eighth Grade Awards Night is by invitation only with the intent of honoring students who have excelled in one or more of the following categories: character, service, and academics.*
 - a) **President's Award for Educational Achievement**
 - Minimum overall GPA of 3.0 in grades 7 & 8.
 - No referrals to office through character logs, no *more than one* Character Academy, and no suspensions in grades 7 & 8.
 - b) **President's Award for Educational Excellence**
 - Minimum overall GPA of 3.5 in grades 7 & 8.
 - No referrals to office through character logs, no *more than one* Character Academy, and no suspensions in grades 7 & 8.

13. **After School Sports** - Students who wish to participate in after school sports programs must maintain a Grade Point Average of a C (2.0) or better and no F's in any class. *Grade checks will be conducted prior to tryouts.* Students must also remain in good character and academic standing; referrals and suspensions received during the season will remove them from play.
 14. **After School Dances** – Students receiving a suspension lose the privilege of attending the next up-coming dance. *Students may be removed for inappropriate attire and cell phone usage.*
- B. **PARENT RESPONSIBILITIES** - The following responsibilities are expected of parents:
1. **Conduct** - Support Telesis Academy by reviewing Telesis Academy Procedures, Code of Conduct and Dress Code rules and regulations with all family members to ensure that everyone is familiar with and understands the standards of conduct expected by school personnel. Praise children at home who demonstrate appropriate behavior.
 2. **Discipline** - Cooperate with and support school officials in carrying out appropriate discipline penalties when such action is necessary. Maintain an active interest in your child's work.
 3. **Personal Standards** - Send your child to school with proper attention given to health, personal cleanliness, neatness, and appropriate dress. Students not wearing the uniform shirt or pants will be loaned a shirt or pants. The inappropriate garment will be returned when the loaned item is *washed and* returned.
 4. **Attendance** - Cooperate with the school in motivating your child to be at school every day and on time. Parents set a good example for their children when they demonstrate promptness in bringing their children to school. Parents are models for their children and model the importance of punctuality. This is life-time learning for your child and will help them develop good work ethics at an early age.
 - a) Students who arrive to the classroom after our school-wide flag salute are considered tardy. Tardy students who arrive before 8:10 AM need to go to the classroom where they are marked tardy. Tardy students arriving after 8:10 AM are to report to the office. Please see that your child arrives to school no later than 7:52 each morning.
 - b) When they are absent, please call the office after 8:30 a.m., call 626-965-1696.
 5. **Birthdays and Other Classroom Activities** - Due to the State of California Guidelines on Wellness, no treats containing sugar will be permitted in the schools. No consumable treats will be permitted for birthday celebrations. For classroom celebrations, only non-consumable items (such as pencils or stickers) can be distributed after dismissal. Additionally, flowers and balloons *will be confiscated until the end of the school day.*
 6. **Communications from Telesis Academy** - Read and comply with all communications from the school, signing and returning them if requested. *Utilize electronic means of communication such as AERIES Homelink, Class DOJO, and emails when available.*
 7. **Conferences** - Cooperate with the school by attending scheduled conferences regarding your child's progress. Maintain an active interest in your child's work *including regularly checking AERIES Homelink for middle school students.*
 8. **Early Release** - If you need to take your child out of school early, arrange to take them out at least ½ hour before school is out. Students will not be released as the last ½ hour is crucial as teachers review homework assignments, and answer any last-minute questions.
 9. **Emergency Kit** - We are requesting that each child have an emergency kit brought from home. The emergency kit will consist of one Ziploc (gallon size) bag. The bag should be furnished with water and snacks that will not perish prior to the end of the school year. Be sure you write your child's name in permanent pen on the bag. The bag will be returned to you at the end of the school year, if it is not used.

10. **Forgotten Items** - Forgotten lunches, money, keys, musical instruments, homework, etc. are not to be taken to students in their classrooms. Please bring items to the office by 9:30 a.m., clearly marked with the student's name and room number. Please put money in a sealed envelope. Tell your children that when they forget an item they are to go to the office during **morning nutrition, recess, or lunch** to pick up the forgotten item. **WE DO NOT CALL THE CLASSROOMS**.
11. **Homework** - Please monitor your child's progress through one of the following means, as directed by teacher.
 - a) Agendas
 - b) Communication Folder
 - c) "Schoology" Website
 - d) AERIES Homelink
12. **Late Pick Up** - Please be on time to pick up your child. Make sure the caregiver is informed of early day schedules on Mondays and of non-school days. If you or the caregiver is late, your child may be picked up from the office and will be released upon identification of adult through verification of a valid ID.
13. **Medication** - In order to comply with the Education Code of the State of California, each year we must have on file a Medical Authorization form signed by the physician along with instructions for administration. The form is available in the office. Without this authorization, we are unable to administer any forms of medication. It is the parent's responsibility to complete a new form **every year**. Students may not share medication with another student, even a sibling. Students requiring medication cannot attend fieldtrips without up-to-date medication stored in the office.
14. **All parents and visitors must enter the office via the buzzer gate**. Parents may not go on the playground or go directly to the classroom door to talk to the teachers. Please call to schedule an appointment. Remember that the teacher's first responsibility is the safety of your child.
15. **Student Drop Off** - Parents should say goodbye at the gate and let their child walk on campus and to the line with the other children. This helps students learn responsibility and enables the teachers on duty to supervise effectively. **The expectation is that ALL parents in grades TK-8 say goodbye at the gates and allow their children to line up for the morning flag salute before heading to class.**
16. **Traffic Safety and Rules** - *Students may be dropped off or picked up on the school side of Hollingworth Street. It is illegal for cars to block the crosswalk. All drivers must pull up to the furthest point possible before stopping. This allows the street to remain safe and orderly as well as prevent backup on the street. Parents should under no circumstances leave their car unattended as this lane is designated as a red fire lane. **Parents must remain in their vehicles at all times.** Costly parking tickets may be issued if you park along the front curb. **The parking lot is for staff member use only.** Parents may park at the curb (across from the school) or in the lot on Hollingworth Street (during non-pick-up/drop-off times). **Do not park** in loading/unloading zones; this is for student pick-up and drop-off only. The handicapped parking spaces are for staff and non-ambulatory students. **Students are not permitted in the parking lot.***
17. **Field Trips** –
 - a) *Students who have demonstrated unsafe behavior as demonstrated by suspensions or other repeated disciplinary action may require parent supervision in order to participate in field trips. Any adult who accompanies students on a field trip as a chaperone must be at least 21 years of age.*
 - b) *In grades 7 & 8, students must receive approval from all their teachers to attend. Reasons for loss of privilege to attend may include (but not limited to): insufficient work habits, poor grades, and/or disciplinary concerns.*

C. **SCHOOL PERSONNEL RESPONSIBILITIES** - The following are responsibilities expected of school employees:

1. All employees shall exercise sound professional judgment in employing positive, preventive, therapeutic, or corrective measures to promote acceptable student behavior.
2. Staff members shall maintain contact with parents regarding student progress, and report illegal acts to the local law enforcement agencies as required by law, including incidents of suspected child abuse to the proper authorities.
3. Staff will demonstrate appropriate behavior by modeling respect for each other and for students.

II. **STUDENT ACTS WHICH ARE AGAINST STATE LAWS AND DISTRICT AND SCHOOL POLICIES** - The Education Code of California cites specific offenses as serious enough to warrant suspension and/or expulsion. The school will not tolerate these offenses and considers them serious enough to warrant suspension, involuntary transfer, arrest by law enforcement agencies, and/or expulsion from school. These include incidents when a student has:

- A. Caused, attempted to cause, or threatened to cause physical injury to another person.
- B. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object (lighters, stink bombs, tasers, laser pointers) including toy replicas of such objects.
- C. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind as defined in Section 11007 of the Health and Safety Code.
- D. Unlawfully offered or arranged or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material in lieu of the controlled substance (look-a-like products or paraphernalia), alcoholic beverage, or intoxicant as defined in Section 11007 of the Health and Safety Code.
- E. Committed or attempted to commit robbery or extortion.
- F. Caused or attempted to cause damage to school property or private property.
- G. Stolen or attempted to steal school property or private property.
- H. Possessed or used tobacco or any products containing tobacco or nicotine products including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, and chew packets. However, this section does not prohibit use or possession by a pupil of his or her own prescription product, as long as a Medication form has been filled out and signed by the doctor and the student's parents and it is on file in the nurse's office and the medication is stored in a locked cabinet in the nurse's office.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Unlawfully possessed, offered, arranged or negotiated to sell any drug paraphernalia defined in Section 11364 of the Health and Safety Code.
- K. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel.
- L. Knowingly received stolen or private property.
- M. Possessed an imitation firearm.
- N. Committing or attempting to commit sexual assault/sexual battery.
- O. Harassed, threatened or intimidated a witness.
 - O.2 Engaged in sexual harassment.
 - O.3 Attempted to cause, threatened to cause, or participated in an act of hate violence.
 - O.4 Engaged in harassment, threats, or intimidation against a pupil or group of pupils.
 - O.7 Made terrorist threats against school officials or school property or both.
- P. Persistent misbehavior that other means have failed to correct.
- Q. Engaged in or attempted to engage in hazing as defined in Section 32050.
- R. Engaged in an act of bullying, included but not limited to bullying committed by means of electronic act directed at pupil or staff member.

- S. A pupil who aids or abets the infliction or attempted infliction of physical injury to another person.
- T. Knowingly received stolen school property or private property, but not limited to, electronic files and databases.

III. ADDITIONAL STUDENT BEHAVIORS PROHIBITED AT TELESIS ACADEMY

- A. Defiance of school personnel either by inappropriate behavior, verbal abuse or gestures.
- B. Intimidation of other students, including name calling and bullying.
- C. Rough play such as pushing, shoving, kicking, "play fighting" or fighting.
- D. Any dangerous or unsafe behavior such as throwing objects, running in hallways, or playing pranks on other people.
- E. Vandalism, destruction, or defacement of school property.
- F. Leaving school grounds without permission during school hours.
- G. **Bringing or riding skates, roller blades, razor scooters, motorized vehicles, or horses to or from school or on school premises.**
- H. Riding bicycles or skateboards **on sidewalks adjoining the school or on the school premises, at any time.**
 - 1. Students who violate this rule may have their bicycle or skateboard confiscated, and parents will have to pick up. Second infraction will result in Character Academy.
 - 2. Equipment must be locked up in the bike rack area. ****Telesis does not assume responsibility for any stolen equipment.****
 - 3. Kindergarten through third grade students should not ride bicycles or skateboards to and from school.
- I. Bringing unsafe or inappropriate items to school, such as electronic items, laser pointers, glass containers, animals, toys, gum, candy, Lucas powder, stun pens, fidget spinners, or items unnecessary to school tasks, except by permission of school personnel.
- J. Waiting for siblings and/or classmates for an afterschool event. Adult supervision is required for all students returning to observe any after school event. Kindergarten students **cannot** wait for older siblings and vice versa (i.e. early release days).
- K. Use of cell phones on campus. They must be off and in their backpack during school hours. Smartwatches may be worn as long as they are silent and disconnected.
- L. Chewing gum or candy. Students caught chewing gum will be assigned campus cleanup. The fourth infraction will result in Character Academy.
- M. No selling items on campus except for school-approved fundraisers, events, or products. Money is not to exchange hands between students on the way to school, during school hours, or after school. Unsanctioned items being sold on campus will be confiscated *and referrals will be given.*
- N. *Academic Dishonesty. Students are expected to do their own work, whether it be homework, classwork, tests, or projects. Cheating hurts all students involved. Consequences for cheating (including copying answers and plagiarism) may include but are not limited to: referrals, no credit for the assignment, a score of zero on a test, Character Academy, loss of honors and awards. Consequences will be given to all parties involved.*

IV. DISCIPLINE

- A. All teachers will follow our Character Counts! school-wide discipline plan in their classroom. Listed below are some of the strategies for encouraging appropriate behavior:
 - 1. Teaching students to exercise self-control, responsibility and self-esteem.
 - 2. Class and school rules are posted and discussed with students.
 - 3. Positive student behavior is praised on a continuous basis. *This may include but is not limited to:*
 - a) *Verbal praise*
 - b) *Phone calls and notes home*
 - c) *Class prizes*

- d) *Purple Character Counts Raffle tickets or Front of the Line Passes*
 - e) *Participation in Spirit Activities (through Leadership)*
 - f) *Awards and Certificates*
 - g) *Monthly Student of the Month awards*
 - h) *Free Dress Days for Perfect Attendance, participation at Special Events*
4. Conflict resolution strategies (alternative ways to behave) are taught, posted, and *reinforced*.
 5. Awards for outstanding performance in academics, attendance, and citizenship are presented on a regular basis.
- B. Every discipline case will be considered individually. Factors considered in determining appropriate action may include the severity of the behavior, the student's prior record, and parental input when available. When students display inappropriate behavior, the following strategies (depending upon individual circumstances) may be used by the teacher, Principal, and/or Assistant Principal.
1. Verbal warning
 2. Character Citations (used by school staff)
 3. Character Logs
 4. Counseling
 5. Note sent home to parents or telephone call to parents
 6. After-school Character Academy
 7. Parent-teacher conference
 8. Campus Beautification/clean-up
 9. Teacher Council
 10. Behavior contract
 11. Time out to another classroom for a limited amount of time
 12. Loss of special school privileges
- C. All students attend a school-wide character assembly *two* times a year. During this assembly, students view a presentation about classroom, playground and lunchtime rules, acceptable and unacceptable behaviors, sexual harassment and bullying, dealing with problems, and most importantly, how to be a successful student.
- D. When a teacher has used these strategies, and unacceptable behavior continues, the teacher will refer the child to the Principal or Assistant Principal. If a serious infraction has occurred, the child will be sent immediately to the Principal or Assistant Principal. The Principal and/or Assistant Principal will take one or more of the following actions after consideration of the child's specific misbehavior, and previous incidences:
1. Counseling
 2. Appropriate task completion related to incident
 3. Removal from class or recess
 4. Assigned afterschool Character Academy
 5. Discipline letter sent to parents
 6. Phone call to parents at home or work
 7. Conference with the teacher and parents
 8. Teacher Council
 9. Denial of school privilege(s)
 10. Referral to the School Attendance Review Board (SARB)
 11. Suspension from class or school
 12. Transfer to another school
 13. Recommendations for expulsion, if warranted and/or required
 14. Report of incident to law enforcement agencies (if warranted and/or required by law)
 15. Citation by *law enforcement*
 16. Sent home, with or without instructional support

17. Juvenile Court School
18. County Court School
19. Other county programs
20. Placed in another district

V. **DRESS CODE** - It is expected that all students shall dress appropriately in order that the educational process is not disrupted. Telesis Academy students participate in a mandatory Uniform Only dress code. The Telesis Academy uniform only dress is in effect every day. If a student shows up to school not wearing a uniform, Telesis will loan a clean uniform to the student until the end of the day. The Staff and Administration may add appropriate dress code regulations as it deems necessary. Telesis uniform shirts must be tucked in.

A. **Telesis School uniform includes:**

1. **Required Polo Shirt** - A solid royal purple polo shirt, short or long sleeved, with a collar. T-shirts are not permitted unless it is an Academy T-shirt with our “No Excuses University” logo or the university shirt representing the student’s homeroom college. T-Shirts may only be worn on designated days. Students are not to wear another shirt or T-shirt over their required polo shirt. Club shirts such as Band, ASB, Choir, etc. may only be worn on Wednesdays and must be from the current school year.
2. **Pants, Shorts, Skirts and Jumpers** - All pants, shorts, skirts and jumpers are to be Khaki colored ONLY. Pants should be “docker’s style”. No skinny jeans or tight, form fitting pants, no jeggings allowed. No sagging or oversized pants. Shorts, skirts and jumpers must be no shorter than 2 inches above the knee. Longer skirts and shorts are permissible. Students may NOT wear leggings, stocking or knee hi socks under shorts. No torn or frayed pants or pants with holes in them are permitted. Sweat pants are not to be worn at Telesis during the school day. Sweats may be worn in PE class for 7th & 8th grade students only.
3. **Hats and Beanies** - Hats and beanies must be a solid color with no writing or logos. Hats or beanies with college or university logos are permitted. Hats and beanies are only to be worn outside. They are to remain off while inside the classroom and school buildings. Hats must be worn properly with brim facing forward.
4. **Sweatshirts, Jackets, Sweaters or Hoodies** - Sweatshirts, jackets, sweaters and/or hoodies may not be oversized and must be **100% one solid color with no stripes, patterns, polka-dots, logos, graphics, etc.** Only exceptions: Telesis Logo *or Telesis related events or clubs*, No Excuses University Logo, or a College Logo. No sports team logos are permitted *including those for intramural sports*. Sweatshirt/jacket hoods must remain down when indoors.
5. **Belts** - Belts must fit at the waist and not be over sized or dangling. Belts with initial belt buckles or large belt buckles are not permitted. Belts must be looped through or tucked inside the belt loops.
6. **Socks, Shoes and Leggings** - Fish net stockings are not allowed. Solid color leggings may be worn under jumpers or skirts only. All shoes are to be closed toed and encompass the entire foot. Open-toed shoes pose a safety risk and are not allowed on campus.

B. What students **CANNOT** wear to Telesis - Rowland Unified School District and Telesis Academy policy requires that all students dress with appropriate taste in order that the educational process not be disrupted. For purposes of safety and maintaining an appropriate instructional program which focuses upon student learning, the following items are prohibited:

1. Clothing which has been deemed by local law enforcement to be gang, tagger, or crew related, such as:
 - a) Unhemmed shorts below the knee.
 - b) Extra-long t-shirts worn on the outside.

- c) Pendleton-type shirt worn loose, untucked, and buttoned at the neck.
 - d) Cloth belts with metal buckles that have initials stamped on or through them.
 - e) Long belts with the end hanging down in front.
 - f) Knee socks worn with shorts below the knee.
 - g) Pants which are slit or frayed at the cuff line.
 - h) Pants worn below the waist (sagging).
 - i) Bandannas hanging from pockets or clothing.
 - j) Altered pants which do not fit without a belt.
 - k) Pants which have been altered to fit around the waist.
 - l) Upon consultation with local law enforcement agencies, additional rules of dress may be instituted by the school principal.
2. Clothing with inappropriate messages. Specifically, clothing with messages that promote the use of alcohol, cigarettes, drugs, violence, or profanity. Also clothing with questionable or suggestive printing or drawings.
 3. Logos, lettering or cartoon characters on shirts.
 4. Undergarments without appropriate outer clothing, or outer clothing which exposes underclothing.
 5. Swimming attire and clothing that does not cover backs, shoulders, or midriffs, and tank tops for both sexes.
 6. Unusual or attention-diverting attire, that is, attire that disrupts the educational process because it is revealing, bizarre, or unsanitary.
 7. Inappropriate or dangerous footwear such as steel-toed shoes, backless shoes, or sandals. Closed toe shoes must be worn in shop and science lab classes.
 8. Clothing that is worn on the head (headbands across the forehead, scarves, hairnets, bandanas, etc.), except for bona fide religious purposes. Sun-protective clothing, including hats, may be worn outdoors only according to school site rules.
 9. Non-prescriptive dark glasses or sunglasses.
 10. Clothing that is defaced military attire.
 11. "Heavy metal" styles and paraphernalia, chains
 12. Piercings and Hair - Facial piercings are not allowed at Telesis. No dangling or large hooped earrings are allowed. Ears that are pierced may not have sharp point backings.
 13. Any other dress or appearance (e.g. mohawks, faux hawks, acrylic nails, nail polish, perfumed scents or cologne, make-up, and temporary tattoos) that the Administration deems distracting or inappropriate.
 14. Bringing make-up on campus is not permitted. All make-up will be confiscated.

VI. SPECIAL DRESS DAYS

- A. **Mondays** – students may wear NEU t-shirts. The proceeds from the sales of these shirts support the Miriam Kim Scholarship fund, which is awarded to a Telesis alumnus who accepts admittance to a four-year university or college.
- B. **Wednesdays** – students may wear their current year Telesis sanctioned club t-shirt (e.g. Science Olympiad, Poetry Club, drama, choir, etc.).
- C. **Fridays** – students may wear a t-shirt that aligns with their homeroom's adopted college/university.
- D. **Denim Dollar Day** – usually the first Friday of the month; students may wear hemmed jeans with no holes or rips in exchange for a donation of a dollar to support school programs.
- E. **Free Dress Days** – students must still abide by district guidelines regarding appropriate attire on these days (please refer to V. Dress Code, Part B on the previous page).

Revisions from 2017-2018 Code of Conduct are in italics.