

T.E.L.P. FAQ 2018-2019

- **What is TELP?**

- TELP (Transportation Extended Learning Program) is an ELP program set up at various sites (hubs) for certain IB and Collegiate Academy students that do not utilize the magnet ramp system. It is to provide tutoring and homework assistance for these students.

- **Where are the TELP sites?**

- Brandon, Newsome, Plant City, Strawberry Crest, Robinson, Alonso, Armwood, Tampa Bay Tech, Durant, Spoto, Plant, Westchase Elem, Bloomingdale, Leto

- **How does TELP work?**

- Students are dropped off at their assigned TELP site in the morning and transferred to their appropriate magnet schools. In the afternoon, the reverse occurs. If a student chooses, he/she may remain at the TELP site until 6:00 pm or when his/her ride arrives.

- **Is TELP available to all students?**

- No – only magnet students who attend Armwood Collegiate Academy, Strawberry Crest IB, or Robinson IB.

- **Who hires TELP instructors?**

- The principal at the TELP site interviews and hires TELP instructors.

- **Who coordinates TELP program at the site?**

- A TELP instructor will be responsible for coordinating the program, including monitoring attendance and check-in/check-out protocol.

- **Who does the personnel transactions and payroll for TELP instructors?**

- The principal's secretary will initiate personnel transactions and payroll.

- **What is the rate of pay for a TELP instructor?**

- Instructors will receive a flat rate of \$27.00/hour

- **What are the TELP hours?**

- TELP hours are from 3:40 - 6:00 pm M-F excluding semester exam days.

- **When does the TELP program start?**

- TELP will begin the second day of the 2018-2019 school year (August 13, 2018).

- **How many TELP instructors should each site have?**
 - Each site should strive for approximately a ratio of 25 students : 1 instructor. Sites are welcome to have a rotation of instructors – inevitably, some days/times of year will house more TELP students.
- **Where is TELP to be housed at the site?**
 - Students should be in a room that has computer/internet and restroom access and is separate from a traditional ELP room.
- **What are the standards of student conduct for TELP?**
 - All district policies are in effect and, therefore, enforced.
- **What is the electronic device policy for TELP students?**
 - Students may bring smart phones, tablets, laptops, etc. to assist with work they are doing.
- **How are discipline issues to be handled by TELP instructors?**
 - TELP teachers are encouraged to work with students. Any disciplinary conduct or referrals are to be sent to the APC of the appropriate site (Armwood, Robinson, Strawberry Crest).
- **How does a TELP instructor know who is supposed to be in TELP?**
 - The TELP instructor will receive a master list of TELP students. The list will be sent electronically from the home site administrator to TELP instructors.
- **What is the attendance procedure for TELP?**
 - Check-In:
 - TELP instructor meets students at the bus and checks in students. Any students missing who were in school at their magnet site will result in parent/guardian being contacted.
 - Check-Out:
 - TELP instructor needs to physically see parent/guardian for pick-up. Student needs to sign out with time recorded.
- **How do students sign up for TELP?**
 - Parents may fill out a TELP application at their student's school site (Armwood, Robinson, or Strawberry Crest).
- **Do students receive snacks in TELP?**
 - Students at the following sites will receive a district-provided snack: Alonso, Leto, Spoto, Plant City, Armwood, Brandon, Tampa Bay Tech, and Lennard