Triumphant Learning Center

Family Handbook

Personal & Academic Excellence



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2016-2017

GENERAL SCHOOL INFORMATION

TLC Office

TLC Telephone Number: 348-8422
Office Hours: 7:45 a.m. - 4:00 p.m., Monday through Thursday
Website: www.tlctiger.com Email: office@tlctigers.com
Governing Board Meetings: 4th Wed. Of each month at 3:00 p.m.*
Parent Board Meetings: 1st Thursday of each at 3:00 p.m.*
*Subject to change

School Hours

Kindergarten: 8:00 a.m. - 12:00 p.m.
1st - 8th Grades: 8:00 a.m. - 3:45 p.m.
Learning Lab: 3:45 p.m. - 4:45 p.m.

Teachers & Staff

Dr. Robin Dutt. . . . . Founder & Principal
Linda Kavanaugh. . . . . Assistant Administrator
Jennifer Manning. . . . . Office & SPED Secretary
Joan Olsen. . . . . 7/8 Teacher
Cheri Bills. . . . . 5/6 Teacher
Katlyn Archibeque. . . . . 3/4 Teacher
Brittney Henry. . . . . 1/2 Teacher
Mary Ann Larson. . . . . Kindergarten & 7/8 Teacher
Kim Farough. . . . . Librarian
Marisol Grado. . . . . Spanish Teacher & Aide
Jennifer West. . . . . Algebra/Geometry Teacher
. . . . . Music Teacher
Josh Garcia. . . . . PE Teacher
Brandie Fraley, Bonnie Eaton, Rizza Webb, Stephany Apodaca. . . . . Aides
Robin Dutt, Joan Olsen, Charmaine Chidester,
and Tom Thompson. . . . . Governing Board

CALENDAR LIST
2016-2017

Registration.	July 27 & 28, August 1 & 2
Meet the Teacher Night.	Monday, August 9
School Begins..	Tuesday, August 10
Labor Day - No School.	Monday, September 5
End of 1st Quarter.	Thursday, October 13
Parent/Teacher Conferences & Report Cards.	October 19 & 20
Thanksgiving Feast.	Thursday, November 10
Thanksgiving - No School..	(Wed. & Thurs.) November 23 & 24
Christmas Parties.	Thursday, December 22
End of 2nd Quarter..	Thursday, December 22
Christmas Vacation.	December 26 - January 5
School Resumes.	Monday, January 9
Report Cards.	Monday, January 9
MLK Day - No School.	Monday, January 16
Presidents' Day - No School..	Monday, February 20
Parent/Teacher Conferences.	Week of February 20
End of 3rd Quarter.	Thursday, March 10
Science Fair.	Tuesday, February 28
Spring Break..	Week of March 13
Report Cards.	Monday, March 20
AZ State Testing Window..	March 27 - May 4
8th Grade Banquet.	Thursday, May 11
8th Grade Trip.	Thursday, May 18
Awards Night.	Wednesday, May 24
Report Cards.	Thursday, May 25
Last Day of School - 2:30 p.m. Release.	Thursday, May 25

TLC MISSION STATEMENT

Triumphant Learning Center's staff believes the students of the Gila Valley can and will achieve to a higher level. We are committed to the education of the total child in a positive, respectful, and nurturing environment. Excellence in academics and character is the standard of measure for TLC's students. TLC offers an alternative for parents, students, and teachers who want an active roll in shaping future leaders.

ACADEMIC GOALS & EDUCATIONAL FOCUS

TLC staff offers a quality education focusing on reading, writing, math, and responsibility. Reading is our highest priority because it is crucial to all other learning. Personal responsibility is also extremely important and is taught through character training, community service, and code of conduct. Using criterion assessments and direct observations, students will demonstrate one year's academic and personal growth. The goal for each student is to constantly aspire for academic and personal excellence.

SCHOOL PHILOSOPHY

Parents are ultimately responsible for the education of their children. Today's parents shop around to find the best possible education or the type of school for their children. Parents hire (with tax dollars) the school which best fits their ultimate educational goals, and they expect specific results. TLC is the school you have chosen and hired to educate your children. TLC staff offers a challenging curriculum with high academic standards, but is not a rigid "one size fits all" education. Each year the students are accessed, and then given appropriate level curriculum to optimize their learning.

Parents' responsibility for education does not end when the children are dropped off in the school parking lot. Yes, parents have "hired" the school staff to educate their children, but parents are still ultimately accountable. This school was founded to help parents educate their children in academics and personal responsibility. Yes, teachers are doing the majority of work, but the staff will not usurp parental authority. When a student misbehaves or is not working up to ability, the parents will be notified. The staff members are not miracle workers nor is the school a panacea for every educational problem. We can only assist parents and students working together in partnership toward our common goal of successfully educating our future.

TLC SCHOOL ETHOS

At Triumphant Learning Center, we rejoice in our students' ability to rise to challenges. Contrary to popular belief, genuine self-esteem is earned from within through academic success, civic responsibility, and correct behavior. Our aim is to provide a suitable learning environment that will enable our students to achieve their goals and rise to each challenge. The entire school celebrates the academic and personal success each year at our annual Awards Night.

NOTE FROM THE PRINCIPAL

by Dr. Robin Dutt

A founding belief is that parents have the sole responsibility to see that their children receive a quality education, and current research indicates active parental engagement highly influences student academic success. Parents are allowed a much more active roll and partnership in their children's education here at TLC; in fact, they are highly encouraged to take part. Parents must do more than chauffeur their children to school, and then wait to see report cards. Children learn to be responsible leaders when they see the adults in their world being responsible. I want to thank all of our parents who are actively involved with their children's education.

Charter schools are not some miracle place that will automatically change years of children's bad work habits. Parents must understand that they need to take an active part in their children's lives, and if necessary, change their current lifestyle to afford their children the opportunity to succeed. Turn off or restrict television, telephone, video games, and computer time. Replace these with reading with your kids, playing math games, and other academic pursuits. Be creative and have fun learning! They will not be children forever, and a quality education is the best predictor of future success.

Another founding belief is volunteerism. Become a classroom volunteer or serve on the parent board, and see your help change this world one child at a time. We have a great many parents that, as yet, have not participated in volunteering their time and talents. Without you, we may not be as successful as possible. For the parents that do help, I take my hat off to you. Thank you!

CODE OF CONDUCT

Academic & Personal Excellence

At Triumphant Learning Center, we endeavor to provide a well-rounded educational experience for each student, grounded firmly in ethical and moral values. Appearance, behavior, and attitude are life skills. Personal responsibility, self-respect, self-reliance, teamwork, leadership, and community service are key concepts at TLC. We are developing the future leaders of our Great Nation.

TLC students are expected to treat others with respect and dignity, and strive to attain their personal best. Because our students are the best and the brightest, we expect them to be prepared for school each day. Please encourage your children to ***"Never settle for less than your best."***

TLC'S ACADEMIC GRADING SYSTEM

K - 2nd Grades

E = Exceeds	90% - 100%
M = Meets	70% - 89%
AP = Approaches	60% - 69%
FB = Far Below	Below 60%

3rd - 8th Grades

A = 90% - 100%
B = 80% - 89%
C = 70% - 79%
NP = Not Passing (Below 70%)

TLC SCHOOL PROCEDURES

During the first days of school, students learn our school-wide rules and classroom procedures. Teachers will spend the necessary time teaching our students what is expected, and then give them opportunities to practice. Once students possess the necessary tools for success, they are expected to use them.

Entering the Building

Always enter quietly and walk.

Where to go when you arrive at school

Students should not arrive before 7:45 a.m. At 7:55 a.m., the warning bell will sound. All students will have 5 minutes to prepare for the school day: use the restroom, get a drink, sharpen pencils, unpack backpacks, turn in homework, etc.

At 8:00 a.m., the bell will sounds to signal the beginning of school, and all students should be in their seats ready for school. Any students not in their seats by the second bell, will be considered tardy.

When a student arrives late to school, he/she is required to go to the office for a admittance slip.

Dismissal

Teachers dismiss school at 12:00 p.m. for kindergarten and 3:45 p.m. for 1st through 8th grades. Any student remaining after 4:00 p.m. will go the office to call the parent. Student will then join After School Learning Lab. Parents are asked to go to the designated classroom and check out their children from Learning Lab.

Office

Only enter the office if a staff member is present.

Telephone

Students must obtain permission from their teacher to use the school telephone. Students should only use the telephone for matters of an urgent nature. In most cases, the secretary will call the parent for the student.

Because our students are the best and the brightest, we expect them to be prepared for school each day. Therefore, we will discourage calling home for homework, lunches, and arranging of social activities.

Copy Machine Room & Copy Machines

Students are not allowed in the copy room or to use the copy machines. Students should go to the office or ask a staff member to make copies. If a student loses a photocopied assignment, he/she should bring 10 cents for a replacement copy.

Lost & Found

All lost and found items will be placed in the Lost & Found box located in the library. Twice each year, any remaining items will be donated to the local thrift store. Please check the box often.

Lunch and Snacks

Some children are negatively affected by artificial dyes and flavors, additives, MSG, high sugar content, gluten, nuts, dairy, etc. Fruit and vegetables are preferred lunch/snack foods. The school must be notified about any special dietary requirements a child might have.

Students are encouraged to bring a snack for morning break. Please encourage your children to choose healthful snacks, instead of sodas, candy, etc. Students should dispose of any wrappers in designated trash cans.

All students should bring a lunch in a lunch box or some type. For health reasons, the lunch box should include a cold/freezer pack when applicable. Students will have access to microwaves to heat their food. Lunches should be manageable and nutritional balanced. Lunch time is reserved for quiet conversation and social interaction. It is of utmost importance that students clean up after themselves.

Milk

Milk is sold during lunch for $.50 per carton. Milk cards are available for $10.00 for 20 cartons of milk. Price is subject to change.

Pantry

Non-perishable lunch items are kept in the TLC pantry for students who forget their lunches. Parents are encouraged to donate items, such as ramen noodles, soup, canned pasta, bread, peanut butter, ketchup, jelly, paper plates, paper bowls, plastic utensils, and napkins.

Note: Please check to make sure your child packs a lunch everyday. Sometimes students don't pack a lunch because they would rather eat something from the TLC pantry. These items are for emergencies, or when student forgets his/her lunch and a parent is not available to bring something. When a significant number of students use the items regularly, they run out very quickly. Thank you for your cooperation in this matter.

SCHOOL & PLAYGROUND RULES

School Rules

1. NO gum and NO suckers!

2. Absolutely no coloring, streaking, or dying of hair.

3. TLC is a closed campus during school hours. Once the students are dropped off, they may NOT leave school property without permission.

4. No electronic devices. This may included, but not limited to cell phones, MP3 players, tablets, e-readers, game devices, etc.

5. No discourteous talk, profanity, or crude language will be used at TLC anytime or anywhere. The spoken word is a powerful tool; therefore, this type of language will not be tolerated.

6. No alcohol, tobacco, weapons, pornography, illegal drugs, gang activity, etc. will be tolerated. The severity of the infraction will determine the consequences from parent notification to expulsion.

Playground Rules

1. Play in designated areas only.

2. No “rough-housing” or “horseplay”.

3. Share (take turns) with playground equipment.

4. Be responsible with equipment. If you get it out, put it away.

5. No discourteous talk, profanity, or crude language.

Note: If a student willfully or maliciously breaks or damages school or personal property, the school, teacher, or student will be reimbursed by the offending student and family in a timely manner.

COMPUTER RULES

1. Students must have permission to use computers in the Media Center, and a staff member must be present. **Students are NOT ALLOWED in the Media Center during breaks and lunch time.**

2. Absolutely NO FOOD, DRINK, OR GUM in the Media Center.

3. All documents should be saved to the students' USB storage devices.

4. No unauthorized games are to be downloaded, installed, or played on these computers.

5. No social media (Facebook, Pinterest, etc.) is to be accessed on these computers.

6. Students are NOT to touch the computer screen, play with the drive doors, or peel off stickers from the computers.

7. When finished in the Media Center, students must close all programs and push in chairs. They must pick up the area and take all papers and materials. Teacher will collect headphones or earbuds into the classroom collection box.

8. Computers and printers are to be used for classroom assignments and projects ONLY. Students are NOT allowed to listen to music unless it is for a music project or assignment. Students are NOT allowed to watch tv programs or movies on the computers.

Internet Use

When possible, use the links provided by the teacher.
Do NOT surf the Internet or play games without permission.
Do NOT download games or other items from the Internet.

General Maintenance

Wash hands before using the computers.
Do NOT touch the screens or put feet on the shelves.
7/8 students will turn off computers and monitors at the end of each day.
7/8 students will clean computers and area each week.

Computer & Media Center Violations

Student may be required to clean the Media Center.
Student may be issued a discipline form: My Action Plan, Behavior Notification, or Suspension.
If violations continue, student may lose computer or Media Center privileges.

THE IMPORTANCE OF REGULAR SCHOOL ATTENDANCE

It is a fact that students who attend school regularly learn more and are more successful than students who do not. Parents who make regular school attendance a priority are also helping their children learn to accept responsibility. This is an important lesson for a successful life.

Attendance patterns are formed early in life. Children who develop good attendance habits in the early grades will be more likely to continue them throughout their school careers. This is important because students who miss school, miss out on carefully planned sequences of instruction. They miss out on active learning experiences and class participation, and they are more likely to fall behind.

The administration and staff would like to work closely with parents and guardians to ensure regular attendance for all students. Regular participation in classroom activities fosters critical thinking, communication skills, and responsibility, all of which are essential skills for future employment. Good attendance in school is also part of the self-discipline that we try to instill in our students to enable them to act as responsible members of the community.

What You Can Do

1. Let your children know that you expect them to attend school every day. Explain that, just as you have a job, it is their job to attend school and learn.

2. Set a time for doing homework each evening and a time for going to bed. Unfinished homework and too little sleep are common reasons why parents hear the words, “I don’t feel good, “ on school mornings.

3. Get involved with your children’s school. When they see you in the halls or the classrooms, they understand that school is important.

Source: The Parent Institute
Notebook on Family Involvement

AFTER SCHOOL LEARNING LAB

Students who do NOT have assignments completed and turned in on time will stay in our After School Learning Lab. (Students are NOT allowed to call home for a parent to bring assignments.) Learning Lab is held in one of the classrooms from 3:45 p.m. to 4:45 p.m. and students work on assignments and/or read their AR books. It is the parents' responsibility to check their children's homework each evening. After School Learning Lab is provided as a backup to parental support for late assignments, and will not be used as a long term replacement for this support.

NOTE: For safety and security reasons, parents are required to go to the designated classroom at 4:45 p.m. to pick up their children. If one of your children is staying Learning Lab, please pick up your other children at 3:45 p.m. Resources are not available to provide child care services after school.

Policy for K - 3rd Grades

Students in kindergarten through 3rd grades will stay in during break times to complete late or missing assignments. Learning Lab may be implemented in specific situations at the teacher's discretion. Students in 3rd grade will transition to the following policy after Christmas break.

Policy for 4th - 8th Grades

After 3 Learning Labs

After a student attends Learning Lab a total of 3 times, student will receive a Behavior Notification (orange slip). Also, a conference may be scheduled with the parent, student, teacher, and principal to create a plan to address/correct the problem. Every subsequent Learning Lab will also earn a Behavior Notification.

After 3 Behavior Notifications (orange slip)

When a student has earned 3 behavior slips for either Learning Lab or behavior, the student will lose the privilege of participating in electives and extracurricular. The count will reset after Christmas break. Any students who earn 3 behavior slips for either Learning Lab or behavior during the second semester will lose the privilege of participating in electives and extracurricular activities.

After 6 Behavior Notifications

After a student earns 6 behavior notifications for either Learning Lab or behavior in one semester, the principal may retain or long-term suspend the student for the remainder of the school year. Parents may have the option of re-enrolling their child the following year, but the student might be required to repeat the grade. If the situation is severe, the principal also has the option of expelling the student.

Electives and Extracurricular Activities

Electives and extracurricular activities include but are not limited to orchestra*, choir*, sports*, after school clubs, Computer/Robotics Club, Rotary, school sponsored dances, etc. Students will not be permitted to attend class field trips, hold student council or classroom offices, attend class parties, participate in craft day, or participate in end of the year activities, such as water day, bowling, pool parties, 8th grade class trip, etc.

*Orchestra, choir, and sports: Student may still attend and practice, but they would not be allow to participate in any performances or games.

ATTENDANCE

It is important for parents to honor regular and punctual attendance because it is crucial in your child's academic and social progress. Similarly, it is important to arrive promptly at dismissal time to provide security for your child.

School attendance is a right and responsibility in Arizona. Parents are expected to make sure their children attend school on a regular basis. To implement a successful attendance policy, we need the cooperation of all members of the educational community, including parents, students, teachers, administrators, and support staff. Through the implementation of this policy, TLC administration expects to reduce the current level of absences, tardies, and early dismissals.

Absence Procedure

All absences are to be verified by a telephone call to the office from a parent or guardian, prior to or no later than 9:00 a.m. on the day of the absence. If you must take your child out of school early or you know in advance that your child will be absent, please notify the teacher AND the office. Students who are dismissed early from school for any reason, **must sign out in the office**.

Absence Policy

There is no distinction between excused and unexcused absences. The student is missing instructional time no matter the reason. The TLC Governing Board considers five (5) absences in a semester to be EXCESSIVE. **Any student who is absent a total of 10 or more days in the school year will be in jeopardy of retention.**

1-9 Absences

Parent should bring any documentation to the office which might justify the absences, such as a doctor's note.

After 10 Absences

A letter may be emailed to notify parents of 10 absences, and that the student is in jeopardy of retention. A formal conference with the principal may be scheduled, or parents may request a conference. Final determination of retention is based on report card grades, behavior, attitude, WRAT testing, and the results of the annual state testing.

More Absences

When the principal determines a student will be retained due to absences, she will contact the parents of this decision.

ATTENDANCE CONTINUED

School personnel solicits cooperation from parents in the matter of school attendance and punctuality, particularly in regard to the following:

✏ **Please schedule medical and dental appointments after school hours or on Fridays.**

✏ **Please schedule family vacation/trips during school vacation days.**

✏ **If you plan on taking your child out of school, please make all necessary arrangements: notify the teacher AND the office as soon as possible, arrange for your child to make up homework/assignments prior to leaving if possible, etc.**

CHRONIC ABSENTEEISM

The office will attempt to contact parents/guardian if a student is ever absent without notice. The office will continue to attempt contact up to five consecutive days of absence. After 10 consecutive days of absence without notification to the school, the student will be dropped from enrollment and the proper authorities may be called

CHRONIC HEALTH CONDITIONS

If your child has a chronic health condition or illness which may cause absences, parent must submit written documentation outlining a health care and emergency plan to be kept in the student's file.

Documentation for All Parents

All parents are highly encouraged to bring medical documentation every time the child goes to the doctor. This documentation will help justify the child's absences from school.

BEHAVIOR/ATTITUDE POLICY

Academic excellence and personal responsibility are the primary goals at TLC. Personal responsibility is choosing to follow our school standards including attitude and behavior. All of Triumphant Learning Center's teachers recognize that students' behavior outside the classroom may affect behavior inside the classroom. Teachers will explain the rules and accompanying rewards and consequences that govern all aspects of school behavior.

Possible Disciplinary Action will include one or more of the following solutions depending on the severity and frequency of the problem.

Disciplinary Action

➢ Verbal reprimand or warning

➢ My Action Plan

Student will complete a My Action Plan form to find a solution to his/her problem. Some students may need a short time-out.

➢ Detention

Student will stay after school for a 15 minute detention for disruptive, disrespectful, disobedient, or defiant behavior. Student will also be required to hand write the classroom rules before admittance to the classroom on the following day.

➢ Behavior Notification (orange slip)

Student will receive a Behavior Notification which must be signed and returned before student will be admitted into class the following day. Occasionally, parents may be called and expected to come immediately and pick up their student due to out-of-control behavior. This would not be considered a suspension.

After 3 Behavior Notifications (orange slip)

When a student has earned 3 behavior slips for either Learning Lab or behavior, the student will lose the privilege of participating in electives and extracurricular activities. The count will reset after Christmas break. Any students who earn 3 behavior slips for either Learning Lab or behavior during the second semester will lose the privilege of participating in electives and extracurricular activities. These are listed on the next page.

BEHAVIOR/ATTITUDE POLICY CONTINUED

Behavior Notification = 1 Point

Suspension = 3 Points

➢ 3 Day Suspension

Parent will be called and will be expected to come immediately to pick up his/her student. A conference will be held to discuss the situation and a plan to change student's behavior/attitude. Parent will also sign the suspension form.

After the suspension has been served, student and parent will meet with the principal before student is admitted back to the classroom. All assignments must be completed and the attitude changed. (In lieu of an at-home suspension, a parent may sit in class all day with the student for three days.)

➢ Retention, Long -Term Suspension or Expulsion

If a student earns 6 points of behavior notifications or suspensions during one semester, the principal may retain or long-term suspend the student for the remainder of the school year. Parents may have the option of re-enrolling their child the following year, but the student might be required to repeat the grade. If the situation is severe, the principal also has the option of expelling the student.

The parent may appeal the principal's decision by writing a letter requesting to be put on the agenda of the next TLC Governing Board Meeting. The letter must be received one week prior to the meeting.

➢ Extreme Situations

Students who participate in situations which are physically harmful and/or abusive to others, dishonesty, involve the destruction of property, or are found to be in violation of Arizona criminal code will be subjected to all disciplinary action including immediate expulsion. The local police may also be called to help in the situation.

Electives and Extracurricular activities

Electives and extracurricular activities include but are not limited to orchestra*, choir*, sports*, after school clubs, Computer/Robotics Club, Rotary, school sponsored dances, etc. Students will not be permitted to attend class field trips, hold student council or classroom offices, attend class parties, participate in craft day, or participate in end of the year activities, such as water day, bowling, pool parties, 8th grade class trip, etc.

*Orchestra, choir, and sports: Student may still attend and practice, but they would not be allow to participate in any performances or games.

If you cannot comply with TLC's philosophy or expectations, this school may not be a good match for your family.

FOCUS ON BEHAVIOR REFLECTION PLAN

Teacher or staff will let the principal know about out of control, disrespectful, disruptive, disobedient, or defiant student behavior. This student will be required to reflect on his/her behavior. Said student will identify in writing his/her personal behavior or action that needs improvement, and how he/she will begin to improve these behaviors. This reflection plan will be used in lieu of corporal punishment. Student will write using Standard English.

1) Outline the problem

2) Identify the core ethical values for study

3) Provide examples for correction

4) Describe an action plan

5) Final solution to this concern

Student will focus on one of the six pillars of "Character Counts" character. Student will write his/her reflection focusing on one of the pillar concepts (trustworthiness, respect, responsibility, fairness, caring, or citizenship). Student will not be allowed to return to his/her classroom until this reflection, his/her class work is completed, as well as having a changed attitude.

Required reflection lengths are

1) First graders: ½ page

2) Second graders: 1 page

3) Third & Fourth graders: 2 pages

4) Fifth & Sixth graders: 3 pages

5) Seventh & Eighth graders: 4 pages

Papers will be hand written and double spaced. To be considered completed work, a grade of at least 4 using the 6-Trait rubric is required. A 6-Trait rubric will be provided at the time of this writing, so the student can feel confident in achieving a 4 or better in his/her writing.

Suspension/Withdrawal/Expulsion

The parents may speak with the student's teacher or the principal for clarification on this situation. However, non-compliance with the requirements of this reflective plan will be an at-home suspension. Student will not be allowed to attend class until the requirements are met, all missed assignments competed, and a sincere apology given to the offended parties. After three days of non-compliance, the consequence is equivalent to a suspension. If this process takes a total of nine school days, the student may be withdrawn by the parent or expelled by the administration.

CELL PHONE & ELECTRONICS POLICY

Students are **NOT PERMITTED** to bring or have **CELL PHONES**, iPds,MP3 players, electronic tablets, eReaders, gaming devices, or any other electronic devices on the Triumphant Learning Center campus at any time for any reason. All TLC staff members have the authority to confiscate any cell phone or electronic device anywhere on school premises before, during, and after school. All collected phones and electronics will be kept in the TLC office.

There is a telephone in the office if an emergency should arise concerning your child. If you call with a message for you child, an office staff member will deliver the message or take the phone directly to your child.

We are asking our parents to closely monitor their children, so they do NOT bring cell phones or other electronics to school. When you sign the TLC Policy Contract, you are agreeing to follow this policy. Please do NOT encourage your child to bring in and hide a cell phone. We are teaching our TLC students to be people of character. Encouraging them to hide a cell phone is in direct conflict of our character building efforts.

1st Offense

The first time a student brings a cell phone, iPod, MP3 player, iPad, e-reader, tablet, gaming device, or any other electronic device to school, it will be confiscated and taken to the TLC office. A parent is required to come to the office and pay a $15 fee to retrieve the phone or other item.

2nd Offense

The second time a student bring in a cell phone or other electronic device, the item will be kept until the end of the school year. Parent may then come to the office and pay a $30 fee to retrieve the item. If the items are not picked up one week after school is dismissed for the summer, the items will be recycled.

Other Items

Please leave these items home: toys, treasures, DVD movies, knives, guns (play or real), excessive money, and anything that would detract from your child's learning. These items my be damaged, stolen, lost, etc., and the school cannot be responsible.

DRESS CODE POLICY

Parents enrolling their children at TLC have chosen to support the school's policies. Personal responsibility is choosing to follow our school standards including dress. TLC staff members strive to achieve character building through conservatism, not pop culture.

Students' dress should convey pride, decency, common sense, and self-respect. Our students should not be distracted with fashion, but rather concentrate on academics. We are supporting individualism and responsibility by allowing students to choose their own dress within the parameters of clean, neat, and modest wear which is described below.

TLC staff will have the discretion of determining dress code parameters on a daily basis. Please help our staff by checking your child's clothing each morning before school. If you are not sure whether an article of clothing follows the dress code, please have your child wear something else. Do not allow your child to dress in inappropriate wear in hopes of him/her being reprimanded at school.

Clean: Clothes and students should be clean. As your children matures, proper hygiene instruction from the home is encourage.

Neat: Clothes should always be in good repair. Repair all rips and tears. Students are encourage to tuck in shirts where applicable.

Modest: Low necklines, short hems, hip hugger style pants, or tight or sheer garments are not to be worn. Sleeveless shirts/dress and tank styles are not allowed unless a sleeved shirt is worn over or underneath. A sleeve must cover the underarm when a student's arm is raised. Spaghetti/narrow strap shirts, tube styles, cap sleeves, short/crop tops, etc. are not allowed for any TLC student. Shirts must be long enough to prevent any midriff/back skin from showing when raising a hand, bending, playing, etc. Shorts, skirts, and dress must be knee length or longer. Girls are encouraged to wear capris or pants instead of shorts; however, shorts should be worn under skirts and dresses.

Hair: Both boys and girls should have clean and combed hair. Hair coloring is NOT permitted. Absolutely NO coloring, dyeing, streaking, highlight, etc. is allowed. "Shock effects," exaggerated spiking and gelling of hair, extreme hairstyles, etc. are not acceptable. All students must have a moderate or traditional haircut and style. Boys should have hair above the ears.

Appropriate: We restrict make-up, jewelry, temporary tattoos, gang wear, and extreme or faddish apparel. Boys are not allowed to wear earrings and girls may have one per ear. Post earrings are preferred over dangling earrings for safety reasons. Hats are NOT to be worn inside the building. Flip flops are discouraged wear for safety reasons. The TLC administration may add or modify clothing items as needed.

DRESS CODE VIOLATIONS

Please monitor your child's clothing each and every day. If you allow your child to wear something inappropriate, you will be notified and asked to take care of the problem.

Possible Disciplinary Action will include one or more of the following solutions depending on the severity and frequency of the problem.

Disciplinary Action

☺ The student will be given a verbal warning.

☺ The student will complete a My Action Plan.

☎ Parent will be called to bring appropriate clothing, or student will be given a shirt of pants from items kept on hand.

☹ Student will receive a Behavior Notification.

☹ Hair coloring is a unique problem, and must be addressed differently. If a student comes to school with any hair coloring, he/she will receive an automatic 3 Day Suspension. Also, the hair must be returned to the natural color at the student/parent expense.

☹ Student will receive a Suspension.

☹ A uniform will be adopted for the student* This may consist of a regular style pair of jeans and a school logo shirt. If the parent will not support/comply with the TLC policy, he/she should consider other academic options.

*In accordance with Arizona Education Code #15-342 #22

HOMEWORK POLICY

Triumphant Learning Center staff consider homework an essential part of students' learning. We view parents as a vital link to student success with the issue of homework. Parents need to set aside a quiet place and a specific time for their children to complete their homework. You may also need to teach your children organization skills, such as how to set up a homework area and how to keep a homework folder. Assist them in setting up a routine for completing homework, putting the homework into a folder and backpack, and taking the backpack to the car.

Assignments are given throughout the day in every classroom, and students must complete them to be successful. The term assignment means any work given. It can be any assignment not completed in class or a specific assignment meant to be done at home. It is crucial that parents assist students with their studies, call the teacher for clarification if necessary, check to make sure homework is done, but students must do their homework and turn it in on time. If any assignment or homework is not completed prior to class, the student is choosing to spend at least one hour (3:45 p.m. to 4:45 p.m.) that day in After School Learning Lab completing their assignment(s) and then reading silently. **The time must be served on the same day - NO EXCUSES.**

Approximate homework times - Monday through Thursday*

Kindergarten:	30 minutes
1st - 4th grades:	30 - 40 minutes
5th - 8th grades:	45 - 60 minutes

In addition to regular classroom homework, students are encouraged to read for the Pizza Hut Book It Program. Students may also have special projects, such as social studies reports, memorization of poetry, science projects, etc during the year. Students may need to visit the local library to check out appropriate books for their research. Please help by monitoring your child's progress on these projects.

***Thursday evenings are considered regular homework nights.**

TARDY POLICY

It is important for parents to honor regular and punctual attendance because it is crucial in you child's academic and social progress. Children who arrive late feel awkward about their tardiness, and the concentration of the other children is disrupted. When a student arrives late to school, he/she must report to the office for an Admittance Slip. Please be advised that arriving at 8:01 a.m. is considered tardy.

Excused & Unexcused Tardies?

TLC staff recognizes that a student may be late on occasion due to transportation problems or a family emergency. However, the school makes no distinction between excused and unexcused tardiness in terms of their accumulation. The student is missing interactional time no matter the reason.

Students may be late to school twice during each semester without any consequences. However, on the third and subsequent tardies, students are required to stay in during break time in the classroom or the office to make up the time/work. The count starts over in January.

At the 3rd Tardy

On the third and subsequent tardies, student will stay in during break time in the classroom or the office to make up the time/work.

At the 6th Tardy

When a student is tardy a total of six (6) times, a conference will be scheduled with the student, parent, teacher, and principal to create a plan to address/correct the problem. The finalized plan will be implemented on the following school day.

Additional Tardies

Parent and student may be required to attend a TLC Governing Board meeting to explain the tardies.

Procedures for Tardiness

1. Student goes to the office to get an Admittance Slip.
2. Please plan to give your reason for being late.
3. Correct the situation to be on time for school.

TRUANCY

If a student is absent without the parent's knowledge, this is truancy. After a truant absence, a conference will be arranged with the parent, student, and principal to correct the situation. Also, the local authorities may be contacted.

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Arizona Education code #15-803

B. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in section 8-201. Absences may be considered excessive when the number of absent days exceeds ten per cent of the number of required attendance days prescribed in section 15-802, subsection B, paragraph 1.

15-803 School Attendance For TLC

- 10 Day absence may result in Retention based on class grades, report card grades, and end of the Year and State Exam Scores.
- 15 Day absence will be reported to Graham County Truancy Program.

TLC Policy for Adjudicated Students

If a current or transferring student is alleged of a crime by the attorney's office or is currently on probation, the student and parent(s)/guardian(s) shall meet immediately with the school principal to create a plan. This plan will follow the policy and procedures adopted by the TLC Governing Board in 2015.

BASIC SCHOOL INFORMATION

Emergency Response Plan (ERP)

Standard Response Protocol (SRP)

To ensure safety at TLC, we have implemented the Standard Response Protocol as a response to any incident at school. Weather events, fire, accidents, intruder, and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff, and administration. The SRP is based on four actions: Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on our radios.

Lockout - "Secure the Perimeter"
Lockdown - "Locks, Lights, Out of Sight"
Evacuate - "To the Announced Location"
Shelter - "Using TLC's Predetermined Type and Method"

Safety & Security Procedures

Here at TLC, the safety of our students is of the upmost importance. To ensure the safety of your children from 8:00 a.m. to 3:45 p.m., we have implemented several procedures. The outside gates are locked between 8:00 a.m. and 3:45 p.m. each day, so anyone arriving on campus during school hours must to through the office. A buzz in security system with a door bell is located at the office door, and visitors are required to sign in.

NOTE: Parents of K-4th grade students, please remember to go to the classrooms to pick up your children at dismissal.

Please remember that students should not arrive before 7:45 a.m., and should not remain past 4:00 p.m. If one of your children is in After School Learning Lab, orchestra, sports practice, etc., please pick up your other children promptly at 3:45 p.m. We realize this may be an inconvenience, but TLC does not have the resources to provide child care services for your children.

Remind

The TLC teachers and office staff uses the text message system Remind to communicate with parents. These text messages include reminders, information about activities, and even emergency information. All parents are sent a invitation to join the TLC Office when they enroll their children. Individual teachers will send out invitations or have parents sign up at the Meet the Teacher Night.

EDUCATION

AIMS & AzMerit (AZ State Test) & General Policy for Testing

As required by Arizona State Law, Triumphant Learning Center has developed and implemented general academic testing during each school year. The state requires annual testing for 3rd - 8th grades to be giving each spring. The state also uses the results of the annual testing to determine promotion to the next grade. TLC also tests each student in reading and math at the beginning and the end of each school year, but some students may be tested more frequently.

Enrollment Policy

Enrollment is filled on a first-come, first-served basis. Priority will be given to existing families (at least one enrolled child) who have a child/children on the waiting list for kindergarten through second grades. All other applicants will be placed on the waiting list according to the date of the application.

Following Arizona state law concerning kindergarten enrollment, student must be five years old before September 1st. TLC Governing Board will allow petitions of children who have September birthdays, but the child must turn five no later than September 30. An information packet may be obtained in the office.

Home School Policy

Home-schooled students may apply to participate in Triumphant Learning Center's extra-curricular activities. Students will be accepted if space is available, on a first-come, first-served basis. Parents will be expected to pay any necessary fees. Home-school parents are encouraged to volunteer or be involved in the activities.

Report Cards & Progress Reports

Report cards are distributed at the end of each quarter. Progress reports are sent home with students every three weeks to inform parents of student progress before the quarterly report cards. Parents may schedule appointments after school with their child's teacher if they wish to discuss student progress, missing/late assignments, Learning Lab, etc.

Eligibility Policy

To be eligible for extra-curricular activities, students in grades 3rd through 8th must have passing grades in all core subjects on the most recent progress report or report card. Students must also have less than 3 behavior notifications for Learning Lab or behavior. If a student earns a grade below 70% or has 3 or more behavior notifications, student will not be able to participate in electives and extracurricular activities. If the eligibility is only due to grades, the student may be able to earn it back by the next progress report or report card with all passing grades. If the eligibility is due to behavior notifications, the student will not be able to participate until the next semester when the count resets. See page 11 for a list of electives and extracurricular activities.

Students with a not passing report card grade will forfeit that quarter's honor roll and the end of the year Presidential Pins.

This policy applies to all Special Education students based on their IEP or 504 needs unless the IEP/504 plan articulates otherwise.

HEALTH AND ILLNESS

General Illness Procedures

If your child is ill, please call the school office at 348-8422 between 8:00 a.m. and 9:00 a.m. If your child becomes ill during school, the teacher or school secretary will contact a parent.

The health of all children is a prime importance to us. If your child has signs of illness, keep him/her home. Please be considerate. Do not infect other children and families with your child's illness. All families will be notified if a communicable disease occurs at the school.

Documentation

All parents are highly encouraged to bring medical documentation every time your child goes to the doctor. This documentation will help justify your child's absences from school.

Chronic Illness Or Condition

If your child has a chronic health condition or illness, TLC must have written documentation outlining a health care and emergency plan. The following information should be included:

- **Doctor's diagnosis of chronic illness or condition - REQUIRED**
  (From the doctor's office on letterhead)
- Brief medical history
- Child's special needs (including dietary if applicable)
- Possible problems, special precautions
- Emergency plans and procedures

Parent Responsibilities

Talk to the School

Don't be afraid to tell the school staff about your child's condition. The more informed teachers and other school staff are, the better prepared they will be to help your child. If the teachers and staff don't have all the facts, they may make wrong assumptions about your child's behavior or performance.

Make an Emergency Plan

Write down exactly what the school should do if your child has certain health needs. School staff should know how to reach you or your emergency contact in case there is an emergency. Remember to call the school right away when contact information changes. This is especially necessary when phone and cell phone numbers change. Parents may choose to attend staff meetings to inform teachers, aides, and administrative personnel about their child's condition.

Immunization

According to Arizona State Revised Statue 15-871-874, students must have proof of all required immunizations, or valid exemption, in order to attend the first day of school. Arizona law does allow exemptions for medical reasons and personal or religious beliefs, and the exemption forms are available in the office. Immunization documents from your personal physician or Graham County Health Department must be submitted to the TLC office BEFORE school begins.

Medical Emergencies

In case of an injury, we will call those persons listed on your emergency authorization form. Please keep us informed of any changes of persons or phone numbers.

In the case of any emergency, we will make every effort to reach you or your doctor. If we are unable to do so, or if time is of the essence, TLC staff will use the nearest emergency facilities or hospital. All parents are required to complete a medical emergency authorization form which is included in the registration packet.

Medicine & Medical Forms

Arizona State Statue 15-344 states that over-the-counter medicine cannot be given to students without written permission. All parents are required to complete an OTC Medicine form during registration.

If your child is required to take any medication during school hours, please stop by the office to pick up a “Request For Giving Medicine” form.

Miscellaneous Medical Conditions

While we encourage students to attend school every day, an ill child will not perform well and may expose other students and staff. Please use the following guidelines and keep your child home if any of these symptoms are present:

Fever of 100 degrees or greater (before mediation)
An undiagnosed rash
An earache or draining ear
Diarrhea or vomiting
Severe sore throat
Persistent or severe cough
Persistent or severe headache
Evidence of head lice or eggs/nits (Zero lice & lice policy)
Any known communicable disease

If your child has a fever of 100 degrees or greater, he/she must be fever free without mediation for 24 hours before returning to school. A child also needs to be free of diarrhea for 24 hours to return to school. If your child has been prescribed an antibiotic, he/she must take it for 24 hours before returning to school.

If your doctor diagnoses your child with a communicable disease, please notify the school, so we can notify our families if necessary. Communicable disease include chicken pox, croup, whooping cough, pink eye, pinworms, impetigo, hepatitis, flu, measles, mumps, meningitis, strep throat, lice, ringworm, scabies, MERSA, etc.

MISCELLANEOUS

Child Custody

To ensure the utmost safety of your child, please notify the office if there is a change in parental custody. Parents should provide a copy of custody papers or a notarized letter signed by both parents. TLC will honor the non-custodial parent's requests for information and visitation unless copies of custody papers or court orders restricting this access are on file at the school. Documents for new students and any updates for continuing students should be submitted to the office at the time of registration.

Child Protection

Emergency procedures are in place in case such a situation arises when children must be protected from imminent danger. As a state licensed facility and an educational institution, we are required by Arizona Revised Statue 13-3620 A to report any suspected incidence of child abuse or neglect to Child Protective Services. The Arizona Child Abuse Hotline is 1-888-767-2445.

Dismissal

School is dismissed at 12:00 p.m. for kindergarten and 3:45 p.m. for 1st-8th grades. Students remaining after 4:00 p.m. will go to the office to call a parent and then join After School Learning Lab.

DVDs & Movies

Teachers occasionally show DVDs for education purposes and also as entertainment for class rewards. Only G rated are allowed. A PG rated movie may be shown if it has been previewed and contains no inappropriate language, situations, innuendo, etc. Higher rated movies may be shown for educational purposes ONLY and with the principal's permission. Students can then only view if a parent has granted written permission through a TLC permission slip.

Family Crisis

If there is a death, terminal illness, or similar traumatic situation in your family that may affect your child's attendance, emotional well-being and/or concentration, please notify the teacher and the office staff.

Substitute Rides Home

Car polling is encouraged when possible because parents are responsible for transporting their children to school. If your child is to ride home with someone other than the regularly scheduled driver, please call the office at 348-8422 or send a note to the teacher and office.

TLC BOOK IT PROGRAM

BOOK IT PROGRAM

The Pizza Hut Book It Reading Program is voluntary and student/parent driven for K - 6th grades from October through March. It is rewarded with a free pizza certificate, but does not receive a report card grade. Book It should be a fun and enjoyable time to read a book, magazine, Bible, etc. The purposes are to establish a life long reading habit and a joy of reading.

Students in K-6th will be given an official TLC Book It Calendar each month. To earn the monthly free pizza certificate, students must return their official TLC Book It Calendars on time with at least 480 minutes read. The minutes must be totaled and signed by parent. Late calendars will not receive a pizza certificate.

All Book It calendars for K-6th are due on the 1st of each month. There will be a grace period until the 5th of the month. If the 5th falls on the weekend, students can return the calendars no later than 4:00 p.m. on the following Monday. It is the parents' responsibility to check with the classroom teachers to make sure the children's calendars have been turned in.

NOTE: All students (K-6) are given the official calendars at the beginning of each month. They must use these calendars. Students will not be given another one if lost.

K-2ND WHITE TIGER CLUB

Students in K-2nd grades are eligible to earn the end of the year White Tiger Club medal at Awards Night. To earn this medal, students must read a total of 4200 minutes from September through March. They must turn in their official TLC Book It calendar EVERY MONTH on time with a minimum of 480 minutes read.

Kindergarten - 2nd Grades

Monthly Goal: 600 mins. Yearly Goal: 4200 mins

Recording Book It

Students in K-2nd, with parental help, will record their minutes on the official TLC Book It Calendar, and the recording should be done at home. It is not the teachers' or aides' responsibility to keep track of minutes or calendars.

Calendars are checked in the classroom every Thursday. Any dates left blank during that week will be X out, so no minutes can be added later. Please make sure to record the minutes daily.

Calendar Due Dates

The Official Book It calendars are due on the 1st of each month. There will be a grace period until the 5th of the month. If the 5th falls on the weekend, students can return the calendars no later than 4:00 p.m. on the following Monday. Late calendars, calendars with less than 480 minutes read, and calendars without parent signatures will not be accepted. Also, students must use the official TLC Book It Calendar to count toward the pizza certificates and K-2nd end of the year medals.

AR READING PROGRAM

3RD-8TH GOLD READERS

Students in 3rd - 8th grades are eligible to receive the Gold Reader medal at Awards Night. To earn this medal, students must achieve a 100% yearly average in the Accelerated Reading (AR Program) during the first three quarters*. Students must read a variety of fiction, non-fiction, and informational text. Also, the students' end of the year book level average must be within their reading range.

Students in 3rd-8th grade will not be eligible for the Gold Reader medal if they have any AR report card grade below 70% in the first three quarters. Also, they are not eligible if their book level average is below their reading range or do not read a variety of book types.

NOTE

Students are not required to earn a 100% AR grade on all three quarterly report cards to qualify for the end of the year Gold Reader medals, but they must have a passing AR grade each quarter. For example, a 6th grade student earns a 92% at the 1st quarter report card, a 110% at 2nd quarter, and a 98% at 3rd quarter. This average is 100% for the year. As long as the AR grade averages 100% or more at the end of the third quarter and student fulfills the other requirements, the student will receive the Gold Reader medal on Awards Night.

*WHY ONLY THREE QUARTERS?

The end of the year reading medals are only based on the first, second, and third quarter report card grades because it takes time to calculate and order the medals. Students will still earn a report grade for the fourth quarter in AR.

Also, the AR report card and progress report grades are not used to calculate the eligibility list for extracurricular activities for the 3rd-8th students. Instead, students who achieve their goals each quarter will earn a special party or activity. However, 8th graders must have passing AR grades on all four quarterly report cards to attend their 8th grade trip and participate in their 8th grade graduation.

GOLD READER REQUIREMENT

- **100% average AR report card grade (1st, 2nd, & 3rd Qrts)**
- **Variety of fiction, non-fiction, and informational text**
- **Book level average within reading range**

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest;

Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;

Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile justice system, pursuant to specific State law.

FERPA continued

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

CHILD FIND

All public schools, including charter schools, are responsible for ensuring that children from birth through age 21 receive appropriate special education services. Triumphant Learning Center has set up systems to track referrals of students to appropriate programs or public agencies. If you have a preschooler who may require special services, please contact the TLC office.

MCKINNEY-VENTO ACT

The school-age children of homeless families may qualify for certain rights and protections under the federal McKinney-Vento Act. Please contact the TLC school office for more information.

NOTICE TO PARENTS

*Required to be sent out annually to notify parents of **all** children in **all** Title I schools*

To: All Parents

From: Triumphant Learning Center Charter School

Date: 2016-2017 TLC Handbook and Website

As a parent of a student in the Triumphant Learning Center Charter School, under the No Child Left Behind Act of 2001, you have a right to know the professional qualifications of the teachers who instruct your child. The No Child Left Behind Act gives you the right to ask for the following information about each of your child's classroom teachers:

- ✤ Whether the State of Arizona has licensed or qualified the teacher for the grades and subject he or she teaches.
- ✤ Whether the teacher is teaching under an emergency permit or other provisional status by which state licensing criteria have been waived.
- ✤ The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- ✤ Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please stop by the school office or contact Dr. Robin Dutt at 348-8422.

Notice to Parents
Updated July 2016

SPECIAL EDUCATION POLICY

TLC's Special Education Policy is available in the school office.

TLC SOCIAL MEDIA POLICY

STUDENT GUIDELINES

Due to the wealth of new social media tools available to students, student products and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone. Below are guidelines students in Triumphant Learning Center should adhere to when using Web tools in the classroom or in any way related to classroom or school activities.

Also understand that as a Triumphant Learning Center student you represent the school even when you are not posting to social media during class time, and you should follow these guidelines anytime you post material that could identify you or your relationship to the school.

1 *Be aware of what you post online.* Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.

2 *Follow the school's code of conduct when writing online.* It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.

3 *Be safe online.* Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.

4 *Linking to other websites to support your thoughts and ideas is recommended.* However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.

5 *Do your own work!* Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.

6 *Be aware that pictures, videos, songs, and audio clips may also be protected under copyright laws.* Verify you have permission to use the images, videos, songs or other clips.

7 *How you represent yourself online is an extension of yourself.* Do not misrepresent yourself by using someone else's identity.

8 *Blog and wiki posts should be well written.* Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.

9 *If you run across inappropriate material* that makes you feel uncomfortable, or is not respectful, tell your teacher right away.

10 *Students who do not abide by these terms and conditions* may lose their opportunity to take part in the project and/or access to future use of online tools.

PARENT GUIDELINES

Classroom blogs and other social media are powerful tools that open up communication between students, parents, and teachers. This kind of communication and collaboration can have a huge impact on learning. Triumphant Learning Center encourages parents to participate in such projects when appropriate, but requests that parents act responsibly and respectfully at all times, understanding that their conduct not only reflects on the school community, but will be a model for students as well.

Parents should adhere to the following guidelines:

Parents should expect communication from teachers prior to their child’s involvement in any project using online social media applications, i.e., blogs, wikis, podcast, discussion forums, etc.

1 Parents will be asked to sign a release form for students when teachers set up social media activities for classroom use.

2 Parents will not attempt to destroy or harm any information online.

PARENT GUIDELINES continued

3 Parents will not use classroom social media sites for any illegal activity, including violation of data privacy laws.

4 Parents are highly encouraged to read and/or participate in social media projects.

5 Parents should not distribute any information that might be deemed personal about other students participating in the social media project.

6 Parents should not upload or include any information that does not also meet the student guidelines above.