

# **Triumphant Learning Center**

# 928-348-8422

Office Hours: 7:45 a.m. - 3:30 p.m., Monday through Thursday

Website: <u>www.tlctigers.com</u> <u>Email: office@tlctiger.com</u>

### **School Hours**

Kindergarten - 8<sup>th</sup> Grades: 8:00 a.m. - 3:15 p.m. After School Activities: 3:15 p.m. - 4:00 p.m.

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# **Staff Directory**

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#### TLC MISSION STATEMENT

Triumphant Learning Center (TLC) will provide a smaller, multi-aged class size, structured learning environment, with an expanded eclectic curriculum to empower our students of the rural Gila Valley. To enhance our students' success we highly encourage our families to participate in and out of classroom activities. Greater parental involvement will foster a higher level of responsibility in the student body. Education is a partnership between educators and parents for the betterment of our students. TLC believes that the students of the Gila Valley can and will achieve to a higher level. Excellence in academics and character will be the standard of measure for Triumphant Learning Center Students. Triumphant Learning Center offers an alternative for parents, students and teachers who want an active role in shaping future leaders through:

- Developing a lifelong love for learning, critical thinking skills, cooperative problem solving, and respect for self and community
- Practice of fundamental values including honesty, integrity, perseverance, self-discipline, compassion, friendship, responsibility, work and loyalty
- Will provide enrichment opportunities to broaden each students' horizons and experiences

#### **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

The philosophy of education at Triumphant Learning Center strives to provide the very best teaching and learning environment possible. We believe academics and character development are priorities in the development of youth. We are committed to fostering a love of learning, self confidence, and respect to self and others. We aim to support students as they develop physically, mentally, and emotionally into responsible and hardworking citizens. We believe that students must be placed in the center of learning to acquire critical thinking skills that will allow them to be lifelong learners.

In addition, Triumphant Learning Center believes that a parent's responsibility does not end when the children are dropped off in the school parking lot. We ask that parents play an active role in the education of their children. This can be done through volunteerism, helping students complete homework, and keeping an open line of communication with school staff. Success happens when parents, students, and the school community work 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 academic and personal success through daily celebrations and each year at our annual Awards Night.

### NOTE FROM THE FOUNDER

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 role 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.

A Charter school is not some miracle fix 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 activities by reading with your kids, playing math games, and other academic pursuits. Be creative and have fun learning! They will not be children forever, and their quality education begins at home. Academic achievement 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. For the parents that do help, I take my hat off to you. Without you, we may not be as successful as possible. 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 SCHOOL POLICIES & 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 remove your hat, enter quietly, and walk.

# Where to go when you arrive at school

Students should not arrive before 7:45 a.m. At 8 a.m., the bell will sound to signal the beginning of school. Students will line up to go to Opening. Opening is a time to gather, making announcements for the day or week, and to celebrate accomplishments. After Opening all students will return to their classrooms ready to work.

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

#### Dismissal

School dismissal is at 3:15 p.m. Parents are expected to pick up their student within 10 minutes of this pickup time. If there is an emergency and you will be late, please call the school. If a student has not been picked up by fifteen minutes after the dismissal time, staff will first call all emergency numbers and if no one is available, the **police will be called** to ensure the student is safe.

\*\* 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.\*\*

#### **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 Department of Child Safety number is 520-887-7577 or the Hotline number 1-888-767-2445. The website is www.dcs.AZ.gov for information.

# **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.

### **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**

TLC does not provide lunch services, but there will be times that snacks, treats, and lunches are brought in from outside sources. <u>The school must be notified about any special dietary requirements a child might have.</u>

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

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

### **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 every day. Sometimes students don't pack lunch because they would rather eat something from the TLC pantry. These items are for emergencies, or when a 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.

# **Attendance Policy**

Our attendance policy is governed by Arizona Revised Statutes (A.R.S. §15-802 and §15-803).

**Excused Absences**: Per A.R.S.§5-901(A)(2) excused absences are identified due to: illness, medical appointments, family emergencies, doctor appointments, bereavement, and out-of-school suspension, not to exceed 10% of the instructional days scheduled for the school year.

**Unexcused Absences**: Absences for reasons other than listed as excused absences are considered unexcused. Absence that is not excused within 24 hours of the absence by a parent or guardian is recorded as unexcused.

**Excessive Absences**: Per A.R.S. §15-803(B), absences may be considered excessive when the number of absent days (excused and unexcused absences combined) exceeds ten percent (15 days) of the number of required attendance days prescribed in A.R.S. §15-802(B)(1). Students with excessive excused absences will be required to provide medical documentation to remain in class and excuse any further absences. If an absence occurs relating to any other term or condition that is not specifically designated herein, the absence shall be counted as unexcused.

# **Attendance Intervention Timeline**

**5 Total Absences (Excused and Unexcused)**: An attendance letter warning is mailed home.

**7 Total Absences (Excused and Unexcused)**: A staff member may contact parent/guardian and a warning letter is sent home.

**10 Total Absences (Excused and Unexcused)**: A school official may contact a parent/guardian explaining that the student has exceeded their allowed (10) unexcused absences. Students with excessive absences may be withdrawn from school and referred to Truancy Court.

# **Excessive Tardy Policy**

A tardy student is defined as any student who is late to school if they are not in their seats at the start of the first period class (as shown on the student schedule).

Parents are required to check their students in at the front office.

**Unexcused tardy** is defined as a late arrival to school without a valid excuse.

Examples of this are: oversleeping, dropping off students at other schools, traffic, making stops for food and drink.

**Excused tardy** is defined as late arrival for school because of an appointment such as: doctor, dentist, etc. and the parent/guardian must accompany the child to school to excuse the tardy. TLC reserves the right to request documentation for appointments resulting in tardiness.

**Excessive tardiness** – A student who is habitually tardy may be considered truant. Students may be subject to disciplinary action including suspension if the administration determines that tardiness is excessive.

Students with excessive class tardies will abide by the same interventions below.

**Tier 1:** Three (3) unexcused tardies Parents are notified via mail.

**Tier 2:** Six (6) unexcused tardies. Parents are notified via mail. Students are required to meet with administrators.

**Tier 3:** Nine (9) unexcused tardies. Parent conference with the school administrator. Notice of 9th tardy results in discipline. An attendance contract is issued and must be signed by the parent and student. Students will be assigned days of ROAR to complete any missing assignments and to serve OPP.

**Tier 4:** Twelve (12+) or greater unexcused tardiesStudents will continue to serve ROAR/OPP, or placed in In-School suspension.

# **SCHOOL RULES**

### **School Rules**

- 1. NO gum and NO suckers! Unless permission has been given by the student's homeroom teacher.
- 2. TLC is a closed campus during school hours. Once the students are dropped off, they may NOT leave school property without permission.
- 3. No electronic devices. This may include, but not limited to cell phones, MP3 players, tablets, game devices, etc.
- 4. No discourteous talk, profanity, or crude language will be used at TLC anytime or anywhere.
- 5. No alcohol, tobacco, weapons, pornography, illegal drugs, gang activity, etc. will be tolerated.
- 6. Follow all school, campus, and classroom rules, policies and procedures as they are presented in this handbook or otherwise. These may be found in the classrooms, posted online, posted around the campus, or in a syllabus.

# **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 office personnel 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, staff, 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 supports 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 health 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 Statute 15-871-874, students must have proof of all required immunizations, or valid exemption, before the first day of attendance. If students' proof of immunization or a valid exemption is not submitted they will not be able to attend school. Arizona law does allow exemptions for medical reasons and personal or religious beliefs. The exemption forms are available in the office and at the school website <a href="www.tlctigers.com">www.tlctigers.com</a> under registration forms. Immunization documents from your personal physician or Graham County Health Department must be submitted to the TLC office before the first day of attendance.

# **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 administering medicine" form in the office.

### **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 100.4 degrees or greater (before medication)
An undiagnosed rash
An earache or draining ear
Diarrhea or vomiting

Severe sore throat
Persistent or severe cough or headache
Evidence of head lice or eggs/nits (Zero lice & nits' policy)
Any known communicable disease

If your child has a fever of 100.4 degrees or greater, he/she must be fever free without medication 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 includes chicken pox, croup, whooping cough, pink eye, pinworms, impetigo, hepatitis, COVID-19, flu, measles, mumps, meningitis, strep throat, lice, ringworm, scabies, MRSA, HFMD, etc. For specific information on each condition, please ask to see the TLC Policy Book in the office.

# **Education Policies**

# 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 3<sup>rd</sup> - 8<sup>th</sup> 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 writing, reading and math quarterly.

# **Enrollment Policy**

The policy of the school, in accordance with A.R.S. §15-184 and 20 U.S.C. §7221i, is that all students who are placed on the waitlist will remain on the list until the end of the academic year they have applied for. No student rolls over into the next year unless parent contact is made. This policy goes into effect for the 2023-2024 school year.

The waiting list registration will open on March 1st for the following school year. If you have a student on the waiting list, you must complete a new waiting list registration form each year. Enrollment is filled on a first-come, first-served basis. Priority will be given to existing families (at least one enrolled child) and employee's children. All other applicants will be placed on the waiting list according to the date of the application.

Existing students must complete an intent to return form prior to April 30th to ensure a spot for the following school year. The intent to return form is not a commitment to return, but if the form is not completed by the due date the student may be required to resubmit a waiting list registration form and will be placed on the waiting list.

Kindergarten round-up will begin April 1st. Kindergarten parents will be asked to set-up an appointment to meet the teacher and have their students complete the required screenings. These screenings do not determine whether or not the student is accepted into the class. They are only used to determine the needs of the child as they enter kindergarten.

According to the <u>Arizona Education Code 15-821 (C)</u>, "a child is eligible for admission to kindergarten if the child is five years of age. A child is deemed five years of age if the child reached the age of five before September 1 of the current school year. The governing board may admit children who have not reached the required age as prescribed by this subsection if it is determined to be in the best interest of the children. Such children must reach the required age of five for kindergarten by January 1 of the current school year."

It is the policy of TLC that all kindergarten students shall turn five before September 1st of the current school year. If a parent wishes to enroll their child turning 5 between September 1st and December 31st, a parent may submit an early entry request to the school by completing the registration form and attaching a letter stating

the reasoning for such request. Once a space is available, the school director and the kindergarten teacher will review the request and offer to administer a kindergarten readiness assessment. The school director will then hold a meeting with the parents to determine whether or not placement in kindergarten is in the best interest of the child at that time.

# **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.

# Non-Enrolled Student Participation Policy

In some circumstances we may have students that participate in particular classes or extra-curricular activities that are not enrolled as students at Triumphant Learning Center. At TLC, we value choice for education and want to support those who have chosen alternative routes to education when we can. If a family contacts TLC regarding the participation of their child in a particular class or activity, the director will review the request with the appropriate staff to determine if the request can be accommodated. If the request can be accommodated, the director will meet with the family to discuss an appropriate fee schedule and create a contract for the term needed.

#### Non-Enrolled student fees

Non enrolled students are required to pay fees to the school to help cover the cost associated with their attendance. These fees are determined on a case by case basis during the initial meeting to develop the contract. The funds uses may include, but are not limited to class/program supplies, teacher stipends, class/program development, administrative supplies, or administrative stipends.

# Special Education

Services for students with special education needs will be provided according to the students' reviewed Individual Education Plan (IEP), Multidisciplinary Plan (MET), and Educational Psychological Evaluation following State and Federal Law.

# **Report Cards & Progress Reports**

Report cards are distributed at the end of each quarter. Parents are encouraged to review their children's progress using the (SIS). Parents may **schedule appointments** after school with their child's teacher if they wish to discuss student progress, missing/late assignments, class concerns/compliments etc.

#### **Moment of Silence**

In accordance with Arizona House Bill H.B. 2707, each day students and staff will be offered one minute of silence to use as they prepare for the beginning of the day. This gives our staff and students the opportunity to take time to remember, reflect, meditate, pray, prepare for the day ahead, or anything that they choose as long as it is done in a silent and respectful manner. If a parent does not want their child to participate in the provided moment of silence, they may complete the attached form of objection for their child.

# **Daily Recitations**

In accordance with Arizona law, section R7-2-305, students in grades 4-6 are required to recite the following passage from the Declaration of Independence at the beginning of each day.

"We hold these truths to be self-evident, that all men are created equal, that they are endowed by their creator with certain unalienable rights, that among these are life, liberty, and the pursuit of happiness. That to secure these rights, governments are instituted among men, deriving their just powers from the consent of the governed."

If a parent or legal guardian objects to the reciting of this passage of the Declaration of Independence, they may choose to complete the attached form of objection for their child.

In addition, the students will recite all or part of the TLC school creed each day. The creed is considered to be a part of our character education program and it is expected that all 8th grade students have it memorized prior to graduation.

# **Promotion and Retention Policy**

**Retention:** Students who do not meet the grade-level requirements will be considered for retention. Final decisions about retention will be made by the administration in consultation with the classroom teacher(s), the student's parents/guardians, and other appropriate professionals. Written appeals may be addressed to the administration and will be included in the student's file, regardless of the outcome of the appeal. At the conclusion of each grading period, teachers will notify the administration of those students who might be considered for retention. Parents will be contacted to discuss the student's progress and placement. Ongoing communications between the school and the parent should culminate in a decision about promotion or retention before the conclusion of the school year. A teacher must complete the retention request form no

later than the last day of the 3rd quarter. A final decision will be made prior to the last day of school.

**Promotion:** Every student will be given the opportunity to be promoted to the next grade level at the end each year. Sometimes there are unique circumstances that would allow a student to be promoted (an additional time) to the next grade before the end of the school year. There are two reasons that a student may qualify for this type of promotion:

- Academic: A student that has shown exceptional understanding of all grade-level material and shows both the intellectual and emotional maturity of the other students in the desired grade level. A student may only be promoted one grade-level regardless of intellectual ability.
- Social Emotional: A student that exhibits exceptional maturity at a level higher than their current peers. This would only be available to those who are greater than one year older than their current peers. A student must show the ability to maintain at least a 70% average, have no more than 7 absences in a semester, and have no behavior referrals. A social emotional promotion is only for students in grades 5 through 8.

A written request for promotion must be submitted to administration no later than the last day of the first quarter. Any requests after this date will be denied. The administration will hold a meeting within 30 days of the request to discuss possible promotion and a tentative decision will be made within 14 days after the meeting. Once a promotion has been offered it is not *official* until the **last** day of the school year when all criteria are met.

#### **School Notices**

#### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

# (FERPA)

/policy/gen/guid/fpco/index.html
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 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 <u>Federal Relay Service</u>.

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

# **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

Subject: 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 Mrs. Shanna Marble at 348-8422.

### CHILD FIND

All public schools, including charter schools, are responsible for ensuring that children from birth through age 5 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.

# **OTHER TLC POLICIES**

Policies and procedures are continuously being added, reviewed and updated. If you would like to review the most up-to-date version of a policy, you may request a copy from the receptionist at any time.