



# TRIUMPHANT LEARNING CENTER

Family Handbook

**Personal & Academic  
Excellence**

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**2022-2023 Updated May 2022**

# **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.tlctigers.com](http://www.tlctigers.com)    Email: [office@tlctiger.com](mailto:office@tlctiger.com)

## **School Hours**

Kindergarten: 8:00 a.m. - 12:00 p.m.

1<sup>st</sup> - 8<sup>th</sup> Grades: 8:00 a.m. - 3:45 p.m.

After School Activities: 3:45 p.m. - 4:45 p.m.

## **Teachers & Staff**

Shanna Marble	School Director
Tara Helms	Assistant School Director
Brandie Fraley	School Directors Assistant & Aide
Cece Lopez	Administration
Sam Showers	Data Management
Lana "Shay" Dice	7/8 Teacher
Cheri Bills	5/6 Teacher
Alec Helms	3/4 Teacher
Karrie Thatcher	1/2 Teacher
Tori Naegle	Kindergarten Teacher
Joanne Montell	Librarian
Becca Kerby	Art Teacher & Aide
Marisol Grado	Spanish Teacher & Aide
Jennifer West	Math, Algebra/Geometry Teacher
Joseph Ginnett	Music Teacher
Brittany Ewing	Band
Special Education Aide	Linzy Woodard
Bonnie Eaton	Aide
Rizza Webb	Aide

## ***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 priority 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'S ACADEMIC GRADING SYSTEM***

## **Kindergarten Grades**

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

## **1st - 8th Grades**

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

Parents/guardians and students are able to access current student progress at any time using the Tyler 360 portal. You can find the link on our website or download the app "Student 360" on your phone. You will use the same login information that was used during student enrollment. If you need help recovering your username or password, please contact our data management specialist at 928-348-8422. If you have questions about grades please direct them to the student's teacher via Parent Square.

# *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**

Teachers dismiss school at 12:00 p.m. for kindergarten and 3:45 p.m. for 1<sup>st</sup> through 8<sup>th</sup> grades. Any student remaining after 4:00 p.m. will go the office to call the parent.

## **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**

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 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 nutritional 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.

# ***SCHOOL & PLAYGROUND RULES***

## **School Rules**

1. NO gum and NO suckers!
2. Students are expected to dress in a way that is respectful and undistracting to the learning environment including hair styles.
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 include, 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, that student will be asked to fix the damage. 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. Being responsible for one's own actions are character traits.

# *COMPUTER LAB 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 or online storage.
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 at the end of each day.

# ***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: Parent Institute Notebook on Family Involvement

## ***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 or a Parent Square text sent to notify parents of 10 absences, and that the student is in jeopardy of retention. A formal conference with the School Director may be scheduled, or parents may request a conference. Final determination of retention is based on



report card grades, behavior, attitude, school testing, and the results of the annual state testing. 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, parents must submit written documentation outlining a health care and emergency plan to be kept in the student's file. Please remember to bring a note of doctor visits.

### **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 (blue slip) to find a solution to his/her problem. Some students may need a short time-out.

### **➤ Behavior Notification\* (Orange Slip)**

Behavior notifications are issued for behaviors including, but not limited to, disrespectful behavior, disruptive behavior, disobedience, and defiance. Parents will be notified by the office when an orange slip is issued and the slip will be signed during regular pick-up time. If the parent would like a conference with the teacher, it will be arranged for a later date, during school hours.

### **➤ Outside Playground Pick-up (OPP)**

Student will serve all breaks cleaning up the playground and outside areas. They will be assigned up to 6 days of OPP depending on the nature of the behavior referral. The number of days is to be assigned by an administrator only.

**Behavior Notification Slip = 1 Point**

**Suspension = 3 Points**

### **After 3 Behavior Notifications (Orange Slips)**

When a student receives 3 orange slips, this is equivalent to a one-day suspension. Six orange slips are equivalent to a two-day suspension, and nine slips are equivalent to a three-day suspension. Any further orange slips may result in retention, long-term suspension, or expulsion.

**\*Behavior Notifications may result in student losing extra-curricular privileges.**

# ***My Action Plan***

Teacher or staff will let the school director 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 7+1 Habits of Highly Effective Kids. Student will write his/her reflection focusing on one of the habit concepts. 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:  $\frac{1}{2}$  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 a writing rubric is required. A 7+1 Habits 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.

## ► **Short Term Suspension** (Out of School)

A short-term suspension is any suspension for ten (10) days or less. There is no appeal available for short-term suspensions. 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.

A letter to the parent/guardian will also be written within a reasonable time to explain the terms and reasons for the suspension.

The following procedures will be followed for all short-term suspensions:

Step 1: The student will receive notice, written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.

- o After having received notice, the student will be asked for an explanation of the situation.
- o The School Director, or other designated staff member, shall make reasonable efforts to verify facts and statements prior to making a judgment.

Step 2: A written record of the action taken is kept on file.

After the suspension has been served, student and parent will meet with the school director 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 the number of short-term suspension days days.)

## ► **Long Term Suspension**

If a student earns 10 points of behavior notifications or suspensions during the year, the school director 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 director also has the option of expelling the student.

A long-term suspension is any suspension for more than ten (10) days. 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.

In all cases of long-term suspension, it shall be for good cause and shall be reported within five days to the Governing Board by School Director or Administrator imposing the suspension.

The following procedures will be followed for all long-term suspensions (and in addition to Steps 1 & 2 outlined above for a short-term suspension):

Step 3: A formal hearing will be arranged and conducted by a hearing officer, to be determined by the school.

Step 4: A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the formal hearing. A copy of this letter will remain on file, and the letter should contain the following information:

- o The charges and the rule(s) violated.
- o The extent of the punishment to be considered.
- o The date, time, and place of the formal hearing.
- o A designation of the school's witnesses.
- o That the student may present witnesses.
- o That the student may be represented by counsel, at his/her own expense.
- o The name of the hearing officer.

Step 5: A formal hearing will be held, during which the student will be informed of the following:

- o Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.
- o The student is entitled to a statement of the charges and the rule violated.
- o The student may be represented by counsel, without bias, and at his/her own expense.
- o The student may present witnesses.
- o The student or counsel may cross-examine witnesses presented by the school.
- o The burden of proof lies with the school.
- o Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.
- o The school has the right to cross-examine witnesses and may be represented by an attorney.

Step 6:

- o Upon the conclusion of a hearing by a hearing officer, in which a decision of long-term suspension is made, the decision may be appealed to the Governing Board. To arrange such an appeal, the parent(s) of the suspended student or the student must deliver to the school director a

letter directed to the Governing Body within five (5) working days after receiving written notice of the long-term suspension. The letter must describe in detail any objections to the hearing or to the decision rendered.

- o The appeal to the Governing Board will be considered part of the record of the hearing. The decision of the individual serving in the capacity of the hearing officer will be deemed final, unless the Governing Board determines, by majority vote, that the student was not afforded his/her due process rights or that this policy was not followed in all substantive respects.

## **Suspension/Withdrawal/Expulsion**

The parents may speak with the student's teacher or the school director 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 completed, 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 ten school days, the student may be withdrawn by the parent or expelled by the administration.

### **► Expulsion**

Expulsion is the permanent exclusion of a student from school and all school activities unless the Governing Board reinstates the student's privileges to attend the school. A recommendation for expulsion shall be made by the school director and forwarded to the Governing Board. A recommendation for expulsion may be made before, after or in conjunction with a long-term suspension hearing, if one is to be held. The authority to expel rests with the Governing Board and the Board's decision is final and there is no appeal of an expulsion decision.

In each case in which a recommendation for expulsion has been presented to the Governing Board, the following steps shall be followed:

Step 1: The student will receive notice, written or oral, of the reason for the recommendation and the evidence the school authorities have of the alleged misconduct.

Step 2: The expulsion hearing should be scheduled so that it may be resolved, if reasonably possible, during the period of any suspension.



Step 3: A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the formal hearing. A copy of this letter will remain on file, and the letter should contain:

- o A statement of the charges and the rule violated.
- o The extent of the punishment to be considered.
- o The date, time, and place of the formal hearing.
- o A designation of the school's witnesses.
- o That the student may present witnesses.
- o That the student may be represented by counsel, at his/her own cost.
- o That the Governing Board will be acting as the hearing officer.
- o Copies of this policy and A.R.S. § 15-840 and 15-843 unless previously provided in connection with the same infraction.

Step 4: The parent or guardian shall be informed of the following:

- o Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.
- o The student is entitled to a statement of the charges and the rule violated.
- o The student may be represented by counsel, without bias, and at his/her own cost.
- o The student may present witnesses.
- o The student or counsel may cross-examine witnesses presented by the school.
- o The burden of proof lies with the school.
- o Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.
- o Triumphant Learning Center has the right to cross-examine witnesses and may be represented by an attorney.
  
- o The hearing officer will conduct the hearing in executive session with the attendance of only the administrative representatives, the student and parent(s), counsel for the parties, and witnesses necessary to the proceedings, unless the parent(s), guardian(s) or emancipated student requests in writing that the hearing be in an open meeting.
  
- o Upon the conclusion of a hearing by a hearing officer, in which a decision of long-term suspension is made, the decision may be appealed to the Governing Board. To arrange such an appeal, the parent(s) of the suspended student or the student must deliver to the school director a letter directed to the Governing Body within five (5) working days after receiving written notice of the long-term suspension. The letter must describe in detail any objections to the hearing or to the decision rendered.

- o The appeal to the Governing Board will be considered part of the record of the hearing. The decision of the individual serving in the capacity of the hearing officer will be deemed final, unless the Governing Board determines, by majority vote, that the student was not afforded his/her due process rights or that this policy was not followed in all substantive respects.

Step 5: A formal hearing will be held, and the decision of the Governing Board is final. If the Governing Board decides to expel the student, the expulsion becomes effective the next business day.

The long-term suspension or expulsion of students with disabilities shall be in accordance with the Individuals with Disabilities Education Act (IDEA) and federal regulations issued pursuant to the IDEA, as well as the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973.

## ► Reporting Suspected Crimes

All school personnel are required to report any suspected crime against a person or property that is a serious offense, as defined in A.R.S. section 13-706, or that involves a deadly weapon or dangerous instrument or serious physical injury, and any conduct that poses a threat of death or serious physical injury to an employee, student or other person on the school property.

All such reports shall be documented and communicated to the school director who shall be responsible for reporting to local law enforcement. Conduct that is considered to be bullying, harassment or intimidation shall be addressed according to separate School policy. The school is to notify the parent or guardian of each student who is involved in a suspected crime or any conduct that is described above, subject to the requirements of federal law.

A person who violates the reporting requirements may be disciplined for violating the policies of the School Governing Body and may be subject to dismissal. The School Governing Body shall enforce the policies and procedures that require the school to maintain a record on any person who is disciplined pursuant to this policy and, on request, shall make that record available to any public school, school district governing board or charter school governing body that is considering hiring that person.

## 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 with three or more Orange Slips may not be permitted to 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, 8<sup>th</sup> grade class trip, etc.

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

**If you chose not to comply with TLC's rules and policies, this school may not be a good match for your family.**

# *CELL PHONE & ELECTRONICS POLICY*

Students are **NOT PERMITTED** to bring or have **CELL PHONES**, iPads, MP3 players, electronic tablets, E-Readers, gaming devices, smart watches, Gizmos, 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.

## **2nd Offense**

The second time a student brings in a cell phone or other electronic device, the item will be kept until the end of the school year. 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 may 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.

The purpose of Triumphant Learning Center Student Dress Code Policy is to clearly define acceptable student attire. The objective of the policy is to promote an atmosphere for academic success. While our goal is to maintain consistency throughout the school.

1. Hats, hoods, and sunglasses may not be worn inside the building and/or classroom.
2. All hair must be clean, neat, and not covering the face.
3. Only natural colored hair is permitted.
4. No exposed midriffs permitted; shirts must cover midriff on all sides.
5. No exposed cleavage, bra (bralette), or bra (bralette) straps.
6. Shirts must have a sleeve; No tank tops, tube tops, spaghetti straps, or racer backs. Tops that expose the back or parts of undergarments, including these with holes are not permitted.
7. All clothing must conceal undergarments. Shirts that reveal undergarments, whether due to the transparency, length, or lack of coverage of the shirt are not permitted. Pants must be worn at the waist and completely cover the buttocks area. Pants may not be worn in such a way as to expose undergarments or skin around the midsection.
8. Distressed denim is only allowed if leggings/spandex are worn underneath to cover the exposed skin above the knee.
9. The bottom hem or edge of shorts, skirts, and dresses may be no shorter than fingertip length.
10. Any article of clothing with a printed message, word, or phrase may not contain profanity, obscenity, or the promotion of any illegal activity or violence. Likewise, any article of clothing with a picture or graphic may not be obscene or promote illegal activity or violence. Students wearing any article of clothing deemed inappropriate, offensive or a distraction to the educational environment by a staff member will be required to change.
11. Skintight and close-fitting clothing is not permitted. Leggings, yoga pants, or similar tight pants worn alone are not permitted. Wearing leggings under shorts, skirts, or dresses is permitted if these clothing items are the proper length.
12. No pajamas or sleepwear may be worn unless it is a day designated for such apparel.
13. Students in grade 5-8 only are permitted to wear natural makeup, and have fake nails as long as the nails do not interfere with normal school activities such as typing or P.E. False eyelashes are not permitted.
14. Ear piercings are allowed, but no gaged earrings.

Students who do not follow the Dress Code will be asked to change back to school appropriate hair or clothes and or remove the accessories. If the student does not have appropriate alternative clothing at school, it may be necessary for the parent to bring appropriate attire. Repeated dress code infractions may result in additional consequences.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_  
Student Signature \_\_\_\_\_ Date \_\_\_\_\_

# ***DRESS CODE VIOLATIONS***

**Please monitor your child's clothing each and every day. If your child wears 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 (blue slip).



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




Student will receive a Behavior Notification (Orange Slip).



Hair coloring is a unique problem, and must be addressed

differently. TLC students must of natural colored hair. Cases of extreme hair color will be in violation of our dress code policy and will be handled by administration.

 Student may 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



# ***HOMWORK POLICY***

Triumphant Learning Center staff consider homework an essential part of students' learning. Homework provides parents the opportunity to see what their children are learning. We view parents as a vital link to student success with the issue of homework. We ask the parents to set aside a quiet place and a specific time for their children to complete their homework. You may also need to assist your children with organization skills, such as how to set up a homework area and how to keep a homework folder, completing homework, putting the homework into a folder and backpack, taking the backpack to the car, and finally turning in their work.

Assignments are given throughout the day in every classroom, and students must complete them to be successful. The term assignment means any work given. Homework can be any assignment not completed in class or a specific assignment meant to be done at home.

Parents have the ability to check their children's progress regularly through our student information system (SIS), assignments on Google Classroom, and student planners. Parents can then assist their children in successfully completing assignments. It is ultimately the student's responsibility to complete assignments accurately and turn them in on time.

If any assignment or homework is not completed prior to class, the student will have the opportunity to make up this work within one week. The highest grade for this redo or make-up will be a grade of 70 percent. If this work is not corrected or completed, the student is accepting the original failing grade. Failing grades may cause the student to be retained at the end of the year. By logging into your parent portal regularly, parents can monitor student progress on all assignments.

## **Approximate homework times - Monday through Thursday\***

Kindergarten:	30 minutes
1 <sup>st</sup> - 4 <sup>th</sup> grades:	30 - 40 minutes
5 <sup>th</sup> - 8 <sup>th</sup> grades:	45 - 60 minutes

In addition to regular classroom homework, students are encouraged to read for Reading Plus. 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 your 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.

## **Excused & Unexcused Tardies?**

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

## **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. The teacher signs the slip accepting the student to class.
4. The slip goes back to the office.
5. 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 school director or designee to make a plan to correct the situation. Also, the local authorities may be contacted.

## **Arizona Education code #15-803**

B. A child who is habitually truant or who has excessive absences may be adjudicated as 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 or personal cell phone.

**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 utmost 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 go 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.

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 an After School activity, 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.

### **Text Messaging**

The TLC teachers and office staff uses a text message system to communicate with parents. These text messages include reminders, information about activities, and even emergency information. All parents are sent an invitation to join the TLC Office

when they enroll their children. Individual teachers will send out invitations or have parents sign up for their individual classroom at the Meet the Teacher Night.

# ***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 given 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**

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/ or 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 1<sup>st</sup>. 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.

## **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.

## **Eligibility Policy**

To be eligible for extra-curricular activities, students in grades 3<sup>rd</sup> through 8<sup>th</sup> must have less than 6 behavior notifications (Orange Slips) If a student has earned 6 or more



behavior notifications (6 points), student may lose the privilege of participating in electives and extracurricular activities. 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.

## **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.

# ***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 [www.tlctigers.com](http://www.tlctigers.com) 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 Statute 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, MERSA, HFMD, etc. For specific information on each condition, please ask to see the TLC Policy Book in the office.

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

## **Dismissal**

School is dismissed at 12:00 p.m. for kindergarten and 3:45 p.m. for 1st-8th grades. Students meet their parents at the side gates. Students remaining after 4:00 p.m. will go to the office to call a parent.

## **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 School Director'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**

Carpooling is encouraged when possible. Parents are responsible for transporting their children to and from 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 Reading Program***

## ***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 a calendar EVERY MONTH on time with a minimum of 600 minutes read and signed by the parent.

### **Kindergarten - 2nd Grades for the White Tiger Medal**

Monthly Goal: 600 mins.      Yearly Goal: 4200 mins

### **Calendar Due Dates**

The calendars are due on the 1<sup>st</sup> of each month. There will be a grace period until the 5<sup>th</sup> of the month. If the 5<sup>th</sup> falls on the weekend, students can return the calendars no later than 4:00 p.m. on the following Monday.

## ***AR Reading Program***

### ***3RD-8TH GOLD READERS***

Students in 3<sup>rd</sup> - 8<sup>th</sup> grades are eligible to receive the Gold Reader medal at Awards Night. To earn this medal, students must achieve a 100% yearly average in Reading Plus 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 Reading Plus 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.

### ***\*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. Also, the Reading Plus 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, 8<sup>th</sup> graders must have passing Reading Plus grades on all four quarterly report cards to attend their 8<sup>th</sup> grade trip and participate in their 8<sup>th</sup> grade graduation.

## ***GOLD READER REQUIREMENT***

- ⊗ **100% average Reading Plus report card grade (1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> Qtrs.)**
  
- ⊗ **Variety of fiction, non-fiction, and informational text**
  
- ⊗ **Book level average within reading range**

# *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  
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 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.

# 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.

# ***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.*

## **STUDENT GUIDELINES** continued

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.

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.

## ***OTHER TLC POLICIES***

Triumphant Learning Center Policies is available in the school office.

(TLC Governing Board review, revise, and approve all policies annually.)

<http://tlctigers.com/TLC Family Handbook.html>

- Special Education
- English Language Learner
- Homeless Education
- Religious Holidays and Issues
- School & Student Rights
- Background Check for School Volunteers
- Sex Offender Notification
- Illness
- Attendance
- Contagious Diseases and Conditions
- Others added as needed

### **Internet Safety Policy and Procedures**

Children's Internet Protection Act (CIPA)

Schools and libraries are required to adopt and enforce internet safety policy that includes a technology protection measure that protects against access by adults and minors to visual depictions that are obscene, child pornography

# Background Check for School Volunteers

## *Policies and Procedures of TLC*

### Sex Offender Registry Checks on Volunteers/Parent Volunteers

The Hartford, our school insurer, requires a policy and procedure to be in place for checking on volunteer's sex offender status.

**Policy:** Triumphant Learning Center is a safe haven for students, staff, and visitors. The creation of a safe environment is paramount for our school. Not all volunteers have pure intentions, so a good screening and rescreening process is required. Those working with our vulnerable population must pass this screening annually. A copy of the volunteer's screening will be kept on file at the school.

#### **Procedures:**

1. All unsupervised volunteers will be required to pass a background check at their expense. (Chaperones, field trip drivers, one-on-one mentoring, coaching)
2. If a volunteer is denied a position under the Federal Fair Credit Act (FCRA), a copy of the background result will be given as a pre-adverse notice.
3. A volunteer candidate will have up to a week after the pre-notification to respond to the dispute finding. The TLC Governing Board or designated member will make the final decision.
4. The deciding factors for disqualification are sexual assault record, felony conviction of any type, misdemeanor for violent or sexual crimes, driving conviction, and misdemeanor for nonviolent crimes.

Updated June 18, 2018