

THE LEARNING CENTER
(NCISD Disciplinary AEP)



STUDENT HANDBOOK

OF

RULES AND PROCEDURES

2009-2010
(Revised 08/09)

THE LEARNING CENTER

MISSION STATEMENT

The Learning Center will prepare at risk students to be successful academically and socially, in a caring, professional and highly structured program that meets the needs of the students, their families and their home campuses.

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FORWARD

This handbook is prepared to provide a source of information for The Learning Center students and their parents.

In addition to the policies included herein, all applicable New Caney ISD School Board policies, county, state and federal laws, plus regulations from the Texas Education Agency and the University Interscholastic League standards from the Southern Association of Colleges and Schools will be followed.

This handbook is not a contract. The purpose of this handbook is to serve as a guideline only. The policies and procedures contained within this handbook can be changed at any time to serve the best interests of this district.

Students at The Learning Center are expected to follow the New Caney ISD Code of Student Conduct. In addition to these district wide policies, students at The Learning Center are expected to meet the expectations outlined here and on the daily point sheets.

ARRIVAL AND DISMISSAL

School hours for all TLC students are 8:00am to 3:00pm. Students will be supervised from 7:30am to 3:30pm. The parent/guardian is responsible for the behavior and safety of their students before or after these hours.

No bus transportation is provided. (Exception: federal regulations require transportation for Sp. Ed. students upon ARD Committee recommendation.)

TARDY POLICY

Any student who arrives after 8:00am will be subject to a point penalty for late arrival. The penalty will be one point deducted for every five minutes late for the first offense. The second offense will constitute 2 negative points for every 5 minutes late. Beginning on the third tardy and every tardy thereafter, the student will receive 2 negative points for every five minutes late and may be required to serve an after-school detention until 4:00pm that day. If a student misses a detention, the detention may be extended by 30 minutes.

NO OPEN CONTAINERS MAY BE BROUGHT INTO THE BUILDING. ALL CONTAINERS MUST BE SEALED AT THE TIME THEY ARE BROUGHT INTO THE BUILDING.

MEALS

Meals for students at TLC are prepared by the New Caney Elementary Cafeteria. Parents have a choice to provide their student with a meal or purchase meals from the Child Nutrition Department. The cost of lunch is \$2.35 full price or \$.40 reduced. **All students are eligible to receive a free breakfast.** Breakfast is served from 7:30 to 7:50. All students have access to the vending machine, which contains water (.50/\$1) or pure juice drinks (12 oz) (85 cents). No candy or sodas are permitted. Students bringing a lunch may only bring the drinks available in the vending machines - water, juice or milk.

ABSENCES

Students should be present in school unless they are ill. **Please call** by 8:30am if your child will be absent, or one of the staff or a NCISD police officer will be calling or coming by to check on your child. **Students who bring proper court documentation will be counted as present for ADA purposes. Also, if you have a dental or doctor appointment and are in attendance any part of the school day, you will be counted as present for ADA purposes if you bring in proof of your appointment. The student will also be given credit for their day at TLC if they bring in the note and their behavior is appropriate while here.** Excessive unexcused absences will result in court action.

REASON FOR ABSENCE

A student absent from school shall provide a note that describes the reason for the absence. The student's parent or guardian shall sign the note. If the student is 18 or older or has been declared by a court to be an emancipated minor, the student may sign in place of a parent or guardian. Students will have one day for every day they are absent, to make up their work. After six absences, **including those from the home campus, a doctor's note** may be required.

INSTRUCTIONAL PROGRAM

TLC follows the district wide curriculum in the four major subjects: Math, Science, Language Arts, and Social Studies. Major emphasis will be placed on the Texas Essential Knowledge & Skills and TAKS objectives within these content areas. Counseling available at TLC includes goal setting, conflict resolution, anger management, career exploration, esteem issues, etc., or on an individual basis.

High school students will have the opportunity to complete some electives through computer-based instruction or through CATE.

CLASSROOM PROCEDURES

Students must greet their teachers by name as they enter each class and must be seated immediately. Students must raise their hand and wait to be recognized in order to speak to the teacher. **Students may not engage in social conversations or note passing with each other at any time.**

When class is dismissed, students proceed directly to the next class. Students are NOT permitted to leave class once they have entered. These and other behavioral expectations are listed on the daily point sheets.

HOMEWORK POLICY

All students are expected to do all assigned homework. Homework is due the next day. Homework grades are averaged in with the six weeks grades, including zeroes for homework not completed.

GRADING PROCEDURES

District grading guidelines are followed.

SUPPLIES

Students should bring the following supplies when they enroll at TLC: 4 pkgs. loose leaf paper, 1 pkg, **black** BIC or comparable medium point pens, 1 pkg. #2 yellow pencils, and a box of tissues. These become school property and will be placed in each classroom as needed. No other supplies are allowed at TLC. (personal pens, etc)

CLINIC

We do not have a nurse on our campus. In case of an emergency, one of the nurses from another campus will be called. There is First Aid and an AED available on the campus.

MEDICATION POLICY

The following rules govern the use of medications by students at all New Caney ISD schools.

- Medication should be brought directly to the school office at TLC by the parent or adult designee. Students are not to carry medication with them during the school day unless specified by their physician and cleared, in writing, by the principal or designee.
- No student may transport any drug to or from school.
- Parents are responsible for picking up any medication after completion of placement at TLC
- The parent or legal guardian must send a written request to administer any medication. This applies to prescription and non-prescription drugs. All medications must be in their original container, with prescription labels containing the student's name, name of drug or RX number, and directions for giving medication.

PARENT INVOLVEMENT

Parent involvement is a very important component of the alternative program. Teachers have been directed to maintain close contact with parents on a regular basis. Students are required to go over their daily point sheet with their parent every day. Parents are asked to sign the point sheets every day. Students will not earn points until the signed sheet is returned.

Parents are expected to attend an orientation when their child enrolls at TLC. Other meetings will be scheduled at mutually convenient times throughout the semester.

Parents are encouraged to suggest topics for counseling based on individual needs.

Students enrolled at TLC are not permitted on any other NCISD campus. Being on another campus may result in charges for criminal trespassing.

PLEASE NOTE:

The following measures have been taken to ensure a safe environment for students and staff.

- (1) All secondary (over 10 years old) students walk through a metal detector stationed at the entrance of The Learning Center.
- (2) All classes are monitored on DVD. Monitors are located in the principal's office.
- (3) All students' pockets, jackets, shoes and socks, and other personal belongings are subject to being searched at any time.
- (4) Students are not permitted to park on TLC property.
- (5) The TLC building is open between 7:30 and 3:30. All students will be actively monitored during this time.

DISCIPLINE MANAGEMENT

TLC Discipline Management Plan is based on the premise that students are responsible for their own conduct and the choices they make regarding their behaviors. The point system is designed to provide daily feedback whereby students, parents and TLC staff monitor progress through the AEP toward release to the home campus.

All students who enroll at TLC are assigned a length of placement by their home campus. Students earn credit for those days by exhibiting successful behaviors reflected on the daily point sheet. Extra days are accumulated if the student is unsuccessful or absent.

As a disciplinary alternative campus, TLC adheres to a stricter code of conduct than a traditional campus. Teachers are encouraged to handle minor misbehavior by assessing negative points in appropriate categories on the daily point sheet. The following infractions will result in immediate referral to the principal's office:

Active Defiance	Racial Slurs
Vandalism of school property	Yelling or Shouting
Threatening a student or staff member	Bullying
Offensive language	Graffiti

Students engaging in disruptive classroom behavior may be referred to law enforcement for issuance of a citation. Parents and police will be contacted for students who leave the building without permission. Serious or persistent misbehavior while enrolled at TLC may result in expulsion to the Juvenile Justice Alternative Program for Montgomery County, which is located in Conroe.

Discipline referrals and point sheets are sent home for a parent signature daily. Failure to return them will result in a 10-point penalty the following day. These points may be earned back when appropriate signatures are obtained.

DRESS CODE

The Learning Center is a disciplinary facility and as such enforces a dress code based on very plain colors.

1. Dockers style dress slacks in the appropriate size. Plain brown or black belt required (no large buckles.) Belts may have no ornamental objects. No oversized or baggy pants. No low-rise or fitted-leg pants.
2. A white, collared, size appropriate shirt (polo or button down) tucked into pants. Students may add a plain white, size-appropriate sweatshirt over the collared shirt. No oversized or baggy shirts. No tightly fitted shirts.
3. Shirts, pants or sweatshirts may not have any writing.
4. Shoes must have a closed toe and back. Shoes and laces must match. Crocs are not permitted.
5. All make-up must be kept to a minimum. Only clear nail polish may be worn.
6. All students should follow good grooming habits and be neat and clean.
7. All undergarments that may be seen through clothing must be white.
8. Male students must be clean-shaven **every day**. "Carvings" into haircuts or notches in eyebrows are not permitted.
9. Sunglasses and head coverings are not permitted.
10. All tattoos must be covered with black markers at all times.
11. No jewelry or wristwatches may be worn **or brought** to school until level 2 privilege is earned.
12. No purses, backpacks, wallets or wallet chains are permitted.
13. Hair style and color must be reasonable and not cause undue attention. Spiked hair is not permitted.
14. Jackets must be put in closet upon arrival at school.
15. Students are not allowed to bring more than \$20.00 to TLC.
16. All electronic devices will be collected upon arrival and returned at the end of the day. TLC is not responsible for loss of or damage to any collected items.
17. Cell phones or other electronics found on students during the day will be returned to the parent only.

Parents are responsible for seeing that their children are in uniform every day. Students who are not dressed properly will be removed from class in order to correct the problem. When in proper dress code, they will be sent back to class with a 5-point penalty. **While students are out of class, they will not be earning points toward release from The Learning Center.** Chronic dress code violators will be referred to the principal for further disciplinary action.

Appropriate



Loose Fitting

(Snuggly fitted hoodies are not permitted)



Inappropriate



Too tight and too low



Too tight and too low



Too fitted



Too fitted



Too baggy



Too baggy