

THE LEARNING CENTER

(NCISD Disciplinary AEP)



NEW CANEY ISD

STUDENT HANDBOOK OF RULES AND PROCEDURES

2023-2024

(Revised 07/11/2023)

20419 FM 1485
New Caney, TX 77357
281-577-2850
281-399-4005 fax

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.

STAFF ROSTER

Julie Babbs - Principal
jbabbs@newcaneyisd.org

Denise Magee - AP/Counselor
dmagee@newcaneyisd.org

Monique Moss - At Risk Counselor
mmoss@newcaneyisd.org

Angela Almaguer - Secretary
aalmaguer@newcaneyisd.org

Jessica Hernandez - Attendance
jhernandez@newcaneyisd.org

Nissa Bond - Elementary
nbond@newcaneyisd.org

Tracy McClesky – Elementary
tmcclesky@newcaneyisd.org

Heather Entzminger - HS CATE
hentzminger@newcaneyisd.org

Adam Woodward - HS CATE
awoodward@newcaneyisd.org

Luis Cabrera - HS Spanish
lcabrera@newcaneyisd.org

Jessica Serafini - HS Edgenuity
jserafini@newcaneyisd.org

Rachel Hodges - Special Education/Apex
rhodges@newcaneyisd.org

Jacqueline Rawls - Special Education
jrawls@newcaneyisd.org

Aleda Batchelder - HS English
abatchelder@newcaneyisd.org

Tibor Bagosci - HS Social Studies
tbagosci@newcaneyisd.org

Peter Yoon - HS Science
syoon@newcaneyisd.org

Brian Brady - HS Math
bbrady@newcaneyisd.org

Micah Reed - MS Math
mreed2@newcaneyisd.org

Kristin Tripp - MS ELA
ktripp@newcaneyisd.org

Jamie Shelly - MS Science
jshelly@newcaneyisd.org

Rebecca Arrington - MS SS
rarrington@newcaneyisd.org

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 behavior goal sheets.

ARRIVAL AND DISMISSAL

School hours for all TLC students are 7:25 a.m. to 2:45 p.m. **Students will be supervised from 6:55 a.m. to 3:15p.m.** The parent/guardian is responsible for the behavior and safety of their students before or after these hours.

Transportation may be provided upon approval of NCISD Transportation Department. (Exception: federal regulations require transportation for Sp. Ed. students upon ARD Committee recommendation.)

TARDY POLICY

Any student who arrives after 7:25 a.m. will be counted tardy and will receive the following consequences.

1st and 2nd - Conference with student

3rd - Student will lose 1 point for every 5 minutes after 7:25

4th or more - Lunch Detention

During lunch detention no chromebooks will be allowed, students can read a book or work on reflection assignments

ABSENCES

All students attending TLC will adhere to the district attendance policy. Students should be present in school unless they are ill. **Please call** by 7:30 a.m. if your child will be absent. If contact is not made, a staff member will be calling to check on your child. **Students who bring proper court documentation will be counted as excused for attendance 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 excused for attendance 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.

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. Students' lunch accounts will transfer from home campus (free/reduced/balance amounts). **No meals may be charged.** Breakfast is served from 6:55 to 7:25. No candy, flavored water or sodas are permitted. No outside drive-in or restaurant food allowed. Students bringing lunch may only bring drinks such as water, juice, gatorade or milk in a **factory** sealed container.

NO OPEN CONTAINERS MAY BE BROUGHT INTO THE BUILDING. ALL FOOD CONTAINERS MUST BE SEALED AT THE TIME OF ARRIVAL.

INSTRUCTIONAL PROGRAM

TLC follows the district wide curriculum and district/state testing mandates.

Counseling is available at TLC including goal setting, conflict resolution, anger management, career exploration, esteem issues, etc., or on an individual basis.

State law mandates that all high school students removed to DAEP have the opportunity to complete coursework required for graduation. This requirement is fulfilled for some courses via computer-based instruction. Some courses may not be offered depending on course levels.

GRADING PROCEDURES

District grading guidelines are followed.

SUPPLIES

Supplies will be provided for each student. No personal supplies are allowed to be brought in by students. Kleenex and hand sanitizer are optional supplies.

CLINIC

There is not a nurse on campus. Parents/guardians must fill out the medication authorization form to administer any medication. This form is located under the Health Services tab on the district's website. In case of an emergency, a nurse from another campus will be called. First Aid and an AED are available on campus. Students with a temperature of 100 degrees or higher will be sent home. Any medication needed by a student (i.e. ibuprofen, Tums and Tylenol)

must be provided by the parent and adhere to the following policy.

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 transporting medication that is distributed by the school nurse to TLC and will be responsible for returning back to main campus after placement at TLC.
- 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.

PARENTAL INVOLVEMENT

Parental 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 behavior goal sheet with a parent every day. Students are required to return their behavior goal sheet with a parent signature to campus the following day.

Parents are encouraged to email their students' teachers for academic or classroom questions. Parents may call or email the campus for all other questions or concerns. Students are not allowed to use the phone during the school day. Transportation arrangements should be made ahead of time. Written notification must be provided by a parent if alternative transportation arrangements are made.

Parents are required to attend an orientation when their child enrolls at TLC. Parents must call 281-577-2850 to schedule orientation for their child. 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/property.
Being on another campus may result in charges for criminal trespassing.**

DISCIPLINE EXPECTATIONS

TLC Discipline Expectations are based on the premise that students are responsible for their own conduct and the choices they make regarding their behaviors. The behavior goal sheet is designed to provide daily feedback whereby students, parents and TLC staff monitor progress through the DAEP (Disciplinary Alternative Education Program) 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 behavior goal sheet.

As a DAEP, 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 behavior goal sheet. The following infractions will result in immediate referral to the principal's office:

Active Defiance Racial Slurs Yelling or Shouting

Bullying Graffiti Threatening a student or staff member

Offensive language/profanity Vandalism of school property

Students engaging in disruptive classroom behavior may be suspended or have days added to their placement.

Parents and police will be contacted for students who leave the building without permission. Serious misbehavior while enrolled at TLC may result in a referral for a citation or expulsion to the Juvenile Justice Alternative Program for Montgomery County, which is located in Conroe.

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

PLEASE NOTE:

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

1. All students walk through a metal detector stationed at the entrance of The Learning Center.
2. All public areas are subject to being monitored/recorded.
3. All students' pockets, jackets, shoes, 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 Learning Center building is open between 6:55 and 3:15. All students will be actively monitored during this time.
6. Students may not engage in social conversations or note passing, communication via google docs or other methods of electronic communication with each other at any time.

COMPLETION OF PLACEMENT

Upon completion of DAEP placement, **a parent or guardian is required to accompany the student back to their home campus for an AEP transition meeting.** Students must return to their home campus to re-enroll or withdraw from the district the next school day. All non-attendance days are unexcused absences and excessive unexcused absences will result in a referral to court. In addition, all grades for assignments during unexcused absences will be entered as a ZERO.

DRESS CODE

The Learning Center is a disciplinary facility and as such adheres to the following very strict dress code.:

1. All students should follow good grooming habits and be neat and clean.
2. Appropriate undergarments must be worn and may not be visible. Additional clothing may not be worn under uniform.
3. Facial hair must be neat, clean, and well groomed. "Carvings" into haircuts and notches in eyebrows are not permitted.
4. Khaki color dress slacks/uniform pants in the appropriate size (only one pair of pants may be worn). Shorts may **NOT** be worn underneath. No oversized, cargo style or baggy pants. No low-rise or fitted-leg pants. Pants **must** have pocket liners (front and back). No "sagging" is permitted.
5. A plain brown, black or tan belt is required with no ornamental objects, holes or designs. No large buckles.
6. A plain black or white collared, size appropriate shirt (polo-style or button down) tucked into pants. Students may add a plain white or black, size-appropriate sweatshirt over the collared shirt. No oversized or baggy shirts. No tightly fitted shirts. No hoodies.
7. Shirts, pants or sweatshirts may not have any writing or logos. Small chest logos no larger than an inch are acceptable.
8. Shoes must have a hard sole with a closed toe and back. Shoes must remain tied and Velcro straps must remain secured across the shoe and may not be unfastened. Boots, cowboy boots, steel toed boots/shoes are not allowed.
9. All makeup must be kept to a minimum. Natural make-up only (no dark or bright lipstick). Artificial/acrylic nails or false eyelashes are not allowed.
10. Sunglasses and head coverings are not permitted to be worn or brought.
11. Any tattoos must be covered at all times.
12. No jewelry or wristwatches may be worn **or brought** to school. This includes jewelry for piercings.
13. No purses, backpacks or wallets are permitted.
14. Hair style and color (natural color, no two-tone or excessive highlights) must be reasonable and not cause undue attention. No **"fauxhawks"** or **spiked hair** permitted. Females must wear their hair straight down, in a

bun on the back of the head or in a ponytail. No plastic or metal hair clips are allowed.

15. Jackets must be put in the closet upon arrival at school.

16. Students are not allowed to bring more than \$20.00 to TLC.

17. Electronic devices are not allowed to be brought into TLC (this includes cell phones). Any electronic devices brought will be retained until the end of the students' placement and returned to a parent or guardian only. 18. **Any prohibited items that are brought in more than once may be subject to confiscation until the end of placement or picked up by a parent.**

Campus Administrator decisions are final on dress code issues. 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. Chronic dress code violators will be referred to the principal for further disciplinary action.