

# THE LEARNING CENTER

(NCISD Disciplinary AEP)



# NEW CANEY ISD

STUDENT HANDBOOK

OF

RULES AND PROCEDURES

2018-2019

(Revised 8/8/18)

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# 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 7:55 a.m. to 3:15 p.m. **Students will be supervised from 7:30 a.m. to 3:45 p.m.** 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 7:55 a.m. 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. Students will make up the amount of time they were late, beginning at the time a parent arrives to pick them up.

## 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. Breakfast is free for all students at The Learning Center. The cost of lunch is \$2.75 for students in Pre-K – 5<sup>th</sup> full price or \$.40 reduced, and \$3.00 for students in 6<sup>th</sup> – 12<sup>th</sup> grade full price and \$.40 reduced. **No meals may be charged.** Breakfast is served from 7:30 to 7:55. All students have access to the vending machine, which contains water or pure juice drinks for \$1.00. No candy or sodas are permitted. Students bringing a lunch may only bring the drinks available in the vending machines - water, juice or milk.

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

## ABSENCES

Students should be present in school unless they are ill. **Please call** by 8:00 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 present 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 present 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.

### 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** will 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 State of Texas Assessments of Academic Readiness 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.

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 and/or through CATE, which are provided free of cost to all high school students enrolled at TLC.

## **CLASSROOM PROCEDURES**

All students will properly address staff by Mr/Mrs and their last name. 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 nine 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: 1 pkg, notebook, 1 White copy 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. The parent or legal guardian 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, one of the nurses from another campus will be called. First Aid and an AED are available on the 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 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 daily point sheet with their parent every day. Parents are asked to sign the point sheet every day. Students will not earn points until the signed point sheet is returned.

Parents are encouraged to call the office with any 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 parent if alternative transportation arrangements are made.

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 students walk through a metal detector stationed at the entrance of The Learning Center.
- (2) All public areas are subject to being monitored/recorded via DVR.
- (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 7:30 and 3:45. 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.

**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 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 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.

## COMPLETION OF PLACEMENT

Upon completion of DAEP placement, **a parent or guardian is required to accompany the student back to their home campus to re-enroll.** This must be done on the next school day, or the student must return to TLC. Any student not enrolled at their home campus and not present at TLC on the next school day is absent. All non-attendance days are unexcused absences and excessive unexcused absences may result in referral to the New Caney ISD Police Department for a citation for truancy. 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 enforces a dress code based on very plain colors.

1. 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 or baggy pants. **No low-rise, skinny jeans or fitted-leg pants.** Pants **must** have pocket liners (front and back). No "sagging" is permitted.

2. A plain brown, black or tan belt is required with no ornamental objects, holes or designs. No large buckles.
3. 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.
4. Shirts, pants or sweatshirts may not have any writing.
5. Shoes must have a hard sole with a closed toe and back. Tennis shoes, dress shoes or boots only. Shoes must remain tied and Velcro straps must remain secured across the shoe and not unstrapped.
6. All makeup must be kept to a minimum. **Natural make-up only (no dark or bright lipstick). Only clear nail polish may be worn. No artificial/acrylic nails or false eyelashes are allowed.**
7. All students should follow good grooming habits and be neat and clean.
8. Appropriate undergarments must be worn and may not be visible. **No other clothing** may be worn under uniform.
9. Male students must be clean-shaven **every day**. "Carvings" into haircuts or notches in eyebrows are not permitted.
10. Sunglasses and head coverings are not permitted to be worn or brought.
11. All tattoos must be covered at all times.
12. No jewelry, rosary or wristwatches may be worn **or brought** to school.
13. No purses, backpacks or wallets are permitted.
14. Hair style and color (no two tone or excessive highlights) must be reasonable and not cause undue attention. No "**fauxhawks**" or **spiked hair** permitted. No tails on back of male's hair. Females must wear their hair straight down, in a bun or in a ponytail.
15. Jackets must be put in closet upon arrival at school.
16. Students are not allowed to bring more than \$20.00 to TLC.
17. No electronic devices are allowed to be brought into TLC. Any electronic devices brought will be retained until the end of the students' placement and returned to a parent or guardian only.

**Administrative 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