



Triumphant Learning Center

928-348-8422

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

Website: triumphantlearning.org

Email: office@tlctiger.com

School Hours

Kindergarten - 8th Grades: 8:00 a.m. - 3:15 p.m.

After School Activities: 3:15 p.m. - 4:00 p.m.



Staff Directory

School Director	Shanna Marble	shanna@tlctiger.com
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Registrar/Receptionist	Cecilia Lopez	cecilialopez@tlctiger.com
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Kinder Teacher	Linzy Woodard	Linzywoodard@tlctiger.com
Kinder Aide	Marisol Grado	marisolgrado@tlctiger.com
First/Second Teacher	Karrie Thatcher	karriethatcher@tlctiger.com
First/Second Aide	Reyanna Ogas	reyannaogas@tlctiger.com
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Third/Fourth Aide	Bonnie Eaton	bonnieeaton@tlctiger.com
Fifth/Sixth Teacher	Alec Helms	alechelms@tlctiger.com
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P.E. Teacher	Jax Barker	jaxbarker@tlctiger.com
Music Teacher	Sadie Titus	sadietitus@tlctiger.com
Band Teacher	Julia Farley	juliadon@tlctiger.com

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.

CODE OF CONDUCT

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.”***

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!

TLC'S ACADEMIC GRADING SYSTEM

K - 8th Grades

A = 90% - 100%

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = Below 60%

Parents/guardians and students are able to access current student progress at any time using powerschool. You can find the link on our website. 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.

Note: Students may be held from school sponsored activities if they are not passing all of their classes. A student must have a 60% or higher to be passing.

TLC SCHOOL POLICIES & PROCEDURES

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. The bell will ring and school will begin promptly at 8:00 am. Students will line up outside their classrooms 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 3:15. Students who remain at the school at 3:25 will be escorted to the office to call a parent or emergency contact to pick them up. If a student has not been picked up or contact has not been made by 3:45, the Safford Police Department will be contacted to take control of the situation.

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

Students must bring a lunch from home each day. There will be some days that the school offers lunches to be purchased through an outside vendor. The school must be notified about any special dietary requirements a child might have. Food and drinks should be consumed in the cafeteria or outside if the teacher allows it. No lunch or snacks should be consumed in the classroom.

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.

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. NO food or drinks in classrooms. Food and drinks should be consumed in the cafeteria or outside if the teacher allows it. Students may have a spill proof water bottle in class.
3. Students are expected to follow the dress code policy.
4. TLC is a closed campus during school hours. Once the students are dropped off, they may NOT leave school property without permission.
5. No electronic devices. This may include, but not limited to cell phones, smart watches, tablets, e-readers, game devices, etc.
6. No discourteous talk, profanity, or crude language will be used at TLC anytime or anywhere.
7. 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' school issued Google docs account.
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.

ATTENDANCE

Excessive Absences: Per A.R.S. §15-803(B), absences may be considered excessive when the number of absent days (excused and unexcused absences combined) exceeds ten percent (15 days) of the number of required attendance days prescribed in A.R.S. §15-802(B)(1).

Excused Absences: An excused absences is outlined by A.R.S. [ARS 15-901 \(G\)](#)

Attendance Intervention Timeline

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

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

10 Total Absences (Excused and Unexcused): A school official may contact a parent/guardian explaining that the student has exceeded their allowed (10) unexcused absences. Students with excessive absences **may** be referred to Truancy Court. * 10 Consecutive absences with no parental communication **may** result in the student being withdrawn from school.

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

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

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

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

Excused tardy is defined as late arrival for school because of an appointment such as: doctor, dentist, etc. and the parent/guardian must accompany the child

to school to excuse the tardy. TLC reserves the right to request documentation for appointments resulting in tardiness.

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

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

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

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

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

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

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.**

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 10 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.

Discipline Policy

Triumphant Learning Center adheres to a philosophy of growth mindset vs. fixed mindset and believes that students need the opportunity to learn from their mistakes and create/maintain better choices. Our intervention approach practices and goals are below:

- Acknowledge that relationships are central to the building of the school community
- Establish policies and procedures that focus on harms done and misbehavior in a way that strengthens relationships
- Focus on harms done rather than rules broken
- Give voice to the person who has been harmed
- Engage in collaborative problem-solving
- Empower change and growth for all involved
- **Focus on responsibility for actions and attitudes for all involved**

The goals of these practices are that:

- TLC will foster a culture that is a safe, friendly and enjoyable learning environment
- TLC will foster an environment where everyone feels valued, respected, and included.
- TLC will be a school where students are motivated to learn and faculty and staff enjoy meaningful and fulfilling work.
- TLC will be a school where students taking responsibility and building relationships is a vital part of the culture.

The intervention process may include some or all of the following actions depending on the nature of the event.

- Written Warning (entered into the student file or SIS)

- Blue Slip (My Action Plan): This is not typically used as a form of punishment. It is used as a way to help the student think about their actions and how they can do better next time.
- Orange Slip (Disciplinary Action): This is assigned a point value that is associated with the severity of the event/action. The point value is determined by the School Administrator or staff at the time of the event. Parent contact must be made when an orange slip is given to a student. This contact may come from the teacher or administrator. A parent must sign the orange slip verifying that they have discussed the event with their child.
- OPP (Outdoor Playground Pickup): This is assigned to students as a form of community service. The student will be asked to pick up trash, sweep sidewalks, or wash outdoor playground equipment during all break times for the dates assigned.
- Pink Slip (Suspension): When a student receives 3 discipline points they will receive a 3 day suspension. When a student receives 6 discipline points they will receive an additional 3 day suspension. When a student receives more than 9 discipline points they are at risk for long term suspension or expulsion.

***Orange and Pink slips may prevent a student from attending extra-curricular activities**

Please use the following as a reference for actions/events that will result in disciplinary action.

Academic misconduct:

Violation	Definition	Action (First offense only)
Cheating	Wrongfully securing and/or using information or assisting others to do so, including online.	Minimum: Blue Slip Maximum: Orange Slip
Forgery	Falsely and fraudulently making or altering a document, writing or using the signature or initials of	Minimum: Blue Slip Maximum: Orange Slip

	another person, including online.	
Lying	To make an untrue statement with the intent to deceive, to create a false or misleading impression.	Minimum: Warning Maximum: Orange Slip
Plagiarism	To steal and pass off the ideas or words of another as one's own.	Minimum: Blue Slip Maximum: Orange Slip

Aggression Violations:

Violation	Definition	Action (First offense only)
Aggravated Assault **	An assault in which a person causes serious physical injury to another, or an assault on a peace officer, teacher or other employee of the school Network.	Minimum: Long-Term Suspension Maximum: Expulsion
Assault *	Intentionally, knowingly or recklessly causing any physical injury to another person; intentionally placing another person in reasonable apprehension of imminent physical injury or knowingly touching another person with the intent to injure, insult or provoke the person.	Minimum: Suspension Maximum: Expulsion
Disorderly Conduct	Intent to disturb the peace	Minimum: Orange Slip

	or quiet of others.	Maximum: Suspension
Endangerment */ Recklessness	Recklessly endangering another person with a substantial risk of imminent physical injury./ Unintentional, careless behavior that may pose a safety or health risk for others.	Minimum: Orange Slip Maximum: Long-Term Suspension
Fighting *	Mutual participation in an incident involving physical violence, where there is no major injury.	Minimum: Orange Slip Maximum: Long-Term Suspension
Minor Aggressive Acts	Non-serious but inappropriate physical contact, i.e., hitting, poking, pulling, pinching or pushing, running in the building, hallways pulling a chair from underneath another person, or other behaviors that demonstrate low level hostile behaviors.	Minimum: Warning Maximum: Orange Slip
Verbal Provocation	Use of language or gestures that may incite.	Minimum: Warning Maximum: Suspension

Alcohol/Tobacco/Drug Violations:

Violation	Definition	Action (First offense only)
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Possession **	The possession of alcohol/Tobacco/Drugs. This includes imitations, look-a-likes, prescriptions, over-the-counter medicine or drugs, substances represented as an illicit drug, unknown drug, or other drugs (e.g. bath salts, synthetic marijuana, e-cigarette, nicotine, nicotine delivery devices).	Minimum: Community Break Out of School Maximum: Expulsion
Sale/Distribution or Intent to Distribute **	Sale or intent to sell or distribute alcohol/tobacco/Drug substances or substances represented as such. This includes imitations, look-a-likes, prescriptions, over-the-counter medicine or drugs, substances represented as an illicit drug, unknown drug, or other drugs (e.g. bath salts, synthetic marijuana, e-cigarette, nicotine, nicotine delivery devices).	Minimum: Long-Term Suspension Maximum: Expulsion
Share **	Share means the act of giving alcohol/tobacco/drugs, including passing of drugs from one person to another. This	Minimum: Orange Slip Maximum: Expulsion

	includes imitations, look-a-likes, prescriptions, over-the-counter medicine or drugs, substances represented as an illicit drug, unknown drug, or other drugs (e.g. bath salts, synthetic marijuana, e-cigarette, nicotine, nicotine delivery devices).	
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Dangerous Items Violations:

Violation	Definition	Action (First offense only)
Dangerous Items*	Possession or use of: • Air Soft Gun • BB Gun • Knife with a blade more than 4.5 inches • Mace • Paintball Gun • Razor Blade or Box Cutter • Simulated Knife • Taser or Stun Gun • Tear Gas	Minimum: Suspension Maximum: Expulsion

	Other Dangerous Item(s) (including those that have the appearance of a dangerous weapon.)	
Firearms (including destructive devices) **	Possession or use of loaded or unloaded, operable or inoperable: - Destructive Device (bomb or grenade) - Handgun or Pistol - Other Firearm(s) or destructive device(s) - Shotgun or Rifle - Starter Gun - Look-alikes (an item that has the appearance of a real firearm or destructive device.)	Minimum: Expulsion Maximum: Expulsion

Attendance Violations:

Violation	Definition	Action (First offense only)
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Excessive Unexcused Absence	Absences that exceed 10% of the students' days enrolled that have not been excused.	Minimum: Student Conference Maximum: Suspension (In-School)
Tardy	Excessive lateness to class or school.	Minimum: Student Conference Maximum: Suspension (In-School)
Leaving School Grounds without Permission**	Leaving school grounds or being in an "out of bounds" area during the regular school hours without permission.	Minimum: Student Conference Maximum: Suspension

Bullying and Intimidation Violations

Violation	Definition	Action (First offense only)
Bullying/Cyberbullying *	Acts of intimidation and/or harassment that have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm, is sufficiently severe and persistent, involves an imbalance of power. Bullying may be verbal, written or	Minimum: Student Conference Maximum: Expulsion

	physical. Cyberbullying is, but not limited to, an act of bullying committed by use of electronic technology including social media.	
Harassment, Nonsexual *	Communication with another person anonymously or by verbal, electronic, mechanical, telegraphic or written means with the intent to harass based on and/or motivated by race, ethnicity, religion, national origin or disability. Harassment may include but is not limited to social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments.	Minimum: Student Conference Maximum: Expulsion
Threat/Intimidation *	Intentional use of language or conduct to	Minimum: Student Conference

	frighten, attempt to frighten, or coerce another person into submission or obedience.	Maximum: Expulsion
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Sexual Offense Violations

Violation	Definition	Action (First offense only)
Harassment, Sexual *	Sexual harassment is unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Does not include consensual nonsexual touching or other nonsexual	Minimum: Suspension Maximum: Expulsion

	conduct.	
Indecent Exposure or Public Sexual Indecency *	The intentional exposure of one's private body parts in a manner that gives offense against accepted or prescribed behavior.	Minimum: Suspension Maximum: Long-Term Suspension
Pornography	The possession, distribution, or sale of any pornographic materials.	Minimum: Suspension Maximum: Long-Term Suspension

Other School Policy Violations

Violation	Definition	Action (First offense only)
Defiance, Disrespect Towards Authority and Non-Compliance	Student engages in refusal to follow directions, talks back, or delivers socially rude interactions.	Minimum: Student Conference Maximum: Long-Term Suspension
Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or	Minimum: Student Conference Maximum: Community Break Out of School

	screaming; noise with materials; horseplay or roughhousing; or sustained out-of- seat behavior.	
Dress Code	Failure to comply with the school dress code.	Minimum: Student Conference Maximum: Community Break Out of School
Inappropriate Language	Student delivers verbal or written messages that include swearing, name-calling, obscenities, vulgarity, foul, indecent, or words used in an inappropriate way.	Minimum: Student Conference Maximum: Long-Term Suspension
Public Display of Affection	Holding hands, kissing, sexual touching, or other displays of affection.	Minimum: Student Conference Maximum: Community Break Out of School
Theft	Taking or attempting to take money or property belonging to another person or the school.	Minimum: Community Break Out of School Maximum: Expulsion
Vandalism*	Willful destruction or defacement of personal	Minimum: ISCB Maximum: Expulsion

	or school property.	
Computer or Network Violation	Any violation of the Electronic Information Services User Agreement.	Minimum: Student Conference Maximum: Expulsion

*Must be reported to the state of AZ **Must be reported to the local Police Department

Suspension/Expulsion of Students with Disabilities

Students who have been identified as having an educational disability and receive support through an Individual Education Plan (IEP) or 504 Accommodation Plan will be expected to abide by the rules of conduct established for all students, as outlined in the student/parent handbook. When misconduct occurs, procedures for discipline, including suspension and expulsion, shall meet the requirements and regulations of I.D.E.A. or Section 504, as well as applicable state statutes. If a student with a disability has been suspended for a total of 10 or more days, a manifestation determination meeting will be conducted to identify if the student's misconduct was a result of their disability or related to a failure to implement their IEP or 504 Plan.

Student Suspension and Expulsion/Due Process Rights

A student whose conduct may warrant long-term suspension or expulsion shall be provided with written notice of the alleged misconduct and an opportunity to be heard by the Governing Board. The particular form of due process required shall depend upon the gravity of the situation and the type of discipline invoked. In certain circumstances, an alternative to long-term suspension or expulsion will be offered to the student. The following process will be followed:

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/long-term suspension 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 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 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.

If a student withdraws from school after receiving notice of possible action concerning discipline, suspension, or expulsion, Administration may continue with the action after the withdrawal and may record the results of such action in the student's permanent file.

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

Students with three or more Orange Slips may not be permitted to participate in extracurricular activities, hold student council or classroom offices, attend class parties, attend field trips, or participate in end of the year activities, such as water day, bowling, pool parties, 8th grade class trip, etc. Electives and extracurricular activities include but are not limited to orchestra, choir, sports, after school clubs, Computer/Robotics Club, Rotary, school sponsored dances, etc.

If a student receives an orange slip, they will not be eligible to participate in the quarterly field trip for that same quarter.

If you choose 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, 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.

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 _____

ACADEMIC POLICY

Triumphant Learning Center is dedicated to providing rigorous instruction that meets the needs of all students. TLC will provide instruction that is aligned with the state standards in all content areas. Students are expected to take part in this instruction by being actively engaged in lessons, participating in group activities, completing in-class assignments, and completing homework as necessary. Student's will be evaluated throughout the year using a variety of methods to ensure student success..

ROAR Program

The ROAR program was developed to provide after school homework assistance and tutoring services for all students. Students must be invited to participate in ROAR and they must abide by the following rules for attendance:

- Students must remain in the designated classroom from 3:15 to 4:00pm for each day of ROAR assigned.
- Students must be actively working on assignments or engaged in tutoring during this time.
- Students assigned to ROAR must attend unless other arrangements have been made with administration.

Academic Probation

Academic probation is designed to encourage students to maintain passing grades in all of their classes to ensure academic success for all students. Academic progress will be reviewed by teachers every three weeks. Any student that falls below a 60% in any subject area will be placed on academic review, academic warning, or academic probation.

Academic Probation Process:

- ***Academic Review:*** Any student who has one or more grades below a 60% at the end of a three-week cycle.
- ***Academic Warning:*** Any student who has one or more grades below a 60% at the end of a quarter
- ***Academic Probation:*** Any student who has one or more grades below a 60% at the end of two consecutive quarters.

Academic Review: Any student whose grades show one or more grades below a 60% at the end of a 3-week cycle. A student must be released from academic review prior to attending any field trip or extracurricular activity. Students are released from academic review as soon as they improve their grades and complete the following:

- ❖ Students must attend ROAR as assigned by the teacher.
- ❖ Students must have an academic review form signed by a parent.

Academic Warning: Any student who has one or more grades below a 60% at the end of a quarter. In order to attend any field trip or extracurricular activity, a student must have current passing grades in all subjects. Students will remain on academic warning for the duration of the quarter in which it is assigned. In order to be released from academic warning they must improve their grades and complete the following:

- ❖ Students must attend ROAR as assigned by the teacher.
- ❖ Students must attend intersession as assigned by the teacher.
- ❖ Students must schedule a meeting with a school administrator to discuss academic success.
- ❖ Students must have an academic warning form signed by a parent and administrator.

Academic Probation: Any student who has one or more grades below a 60% at the end of two consecutive quarters. Students who are on academic probation will not be eligible for participation in field trips or extracurricular activities. Students will remain on academic probation until they have maintained passing grades in all classes for two consecutive semesters and have completed the following:

- ❖ Students must attend ROAR as assigned by the teacher.
- ❖ Students must attend intersession as assigned by the teacher.
- ❖ Students must schedule a meeting with a parent and the school director to discuss academic probation requirements and consequences.
- ❖ Students must have a completed academic probation contract release form signed by a parent and administrator.

If a student ends a school year on academic probation, they will start the subsequent year on academic probation.

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)

To ensure safety at TLC, we have developed an emergency response plan 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. This plan can be found on the website or in our front office.

Parent Communication

It is important that all parents have access to our communication application, Parent Square, to ensure they receive all updates including emergency notifications. If you do not have access to Parent Square or are not receiving messages, it is very important to contact the office immediately.

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 3rd - 8th 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

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

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

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

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

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

It is the policy of TLC that all kindergarten students shall turn five before September 1 of the current school year. If a parent wishes to enroll their child turning 5 between September 1 and December 31, a parent may submit an

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

Home School Policy

Home-schooled students may apply to participate in Triumphant Learning Center's extra-curricular activities. Students will be accepted if space is available, on a first-come, first-served basis. Parents will be expected to pay any necessary fees. Home-school parents are encouraged to volunteer or be involved in the activities.

Special Education

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

Report Cards & Progress Reports

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

Moment of Silence

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

Daily Recitations

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

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

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

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

Promotion and Retention Policy

Retention: Students who do not meet the grade-level requirements will be considered for retention. Final decisions about retention will be made by the administration in consultation with the classroom teacher(s), the student’s parents/guardians, and other appropriate professionals. Written appeals may be addressed to the administration and will be included in the student’s file, regardless of the outcome of the appeal. At the conclusion of each grading period, teachers will notify the administration of those students who might be considered for retention. Parents will be contacted to discuss the student’s progress and placement. Ongoing communications between the school and the parent should culminate in a decision about promotion or retention before the conclusion of the school year. A teacher must complete the retention request form no later than the last day of the 3rd quarter. A final decision will be made prior to the last day of school.

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

- **Academic:** A student that has shown exceptional understanding of all grade-level material and shows both the intellectual and emotional maturity of the other students in the desired grade level. A student may only be promoted one grade-level regardless of intellectual ability.
- **Social Emotional:** A student that exhibits exceptional maturity at a level higher than their current peers. This would only be available to those who are greater than one year older than their current peers. A student must

show the ability to maintain at least a 70% average, have no more than 7 absences in a semester, and have no behavior referrals. A social emotional promotion is only for students in grades 5 through 8.

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

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.

Immunizations

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 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 for information.

Movies or Videos

Teachers occasionally show movies or videos 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.

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

ANNUAL NOTIFICATION OF RIGHTS FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

(FERPA) The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records (Section 9528, Elementary and Secondary Education Act; 20 U.S.C. § 7908 and § 1232g; 10 U.S.C. § 503(c); 34 CFR Part 99 & 99.37(d)). These rights are: 1. The right to inspect and review the student's education records within 45-days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. 2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed and why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. 3. The right of privacy of personally identifiable information (PII) contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Parents and eligible students have a right to inspect and review the record of disclosures. 4. FERPA regulations authorize disclosure of PII from the education records of a student without obtaining prior written consent of the parents or the eligible student and the disclosure meets certain conditions found in the FERPA regulations to other school officials, a school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel), with legitimate educational interests, including teachers, school board members, contractors, medical consultants, therapists, student and parent volunteers serving on a committee or assisting another school officials in performing his or her tasks, or other parties to whom the school has outsourced institutional services or functions (such as an attorney, auditor, medical consultant, or therapist), provided that the conditions are met in accordance with FERPA regulations; to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer; to authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, to the Department of Education/State or local educational authorities in connection with an audit or evaluation of Federal/State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs and these entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf; in connection with financial aid for which the student has applied or for which the student has received; to State/local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released in accordance with FERPA regulations; to organizations conducting studies for, or on behalf of, the school, in order to develop, validate, or administer

predictive tests, or administer student aid programs; or improve instruction; to accrediting organizations to carry out their accrediting functions; to an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement; to the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions; to parents of an eligible student if the student is a dependent for IRS tax purposes; to comply with a judicial order or lawfully issued subpoena; to appropriate officials in connection with a health or safety emergency; information the school has designated as "directory information" under §99.37. (§99.31(a)(11)). Federal law requires school districts to provide military recruiters, upon request, with three directory information categories, names, addresses, and telephone listings, unless the parent or eligible student notifies the school district, by submitting a Request of Non-disclosure of Directory Information form, within thirty (30) days of the date of this notice that they do not want the directory information released. 5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Triumphant Learning Center to comply with the requirements of FERPA. The name, address, and phone number of the office that administers FERPA is: Student Privacy Office, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, DC 20202-5901, 1-800-USA-LEARN (1-800-872-5327). 6. Any parent or eligible student may prohibit the release of any or all information designated as "directory information" by submitting a signed letter or a REQUEST OF NON-DISCLOSURE OF DIRECTORY INFORMATION FORM located in the school administration office and on the school district website to the building principal within thirty (30) days of the official school start date. 7. Directory Information: Information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed, such as, but not limited to Student Name, Address, Telephone Listing, & E-Mail Address; Photographs, Videos, & Electronic Images; Date & Place of Birth; Grade Level, Enrollment Status, Dates of Attendance; Major Field of Study; Participation in Officially Recognized Activities such as Sports and Clubs; Sports Activity Sheets, Weight & Height of team members; Degrees, Honors, Recognition Lists, Awards Received, & GPA; Most Recent Previous School, School District, or Institution Attended; Playbills, School Yearbook, & Graduation Programs; Student ID Number, User ID, or other unique personal identifier that is displayed on a student ID Badge used by the student for purposes of accessing or to communicate in electronic systems, but only if the identifier cannot be used to gain access to education records; Student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user. in accordance with Federal & District Directory Information regulation, policy(ies), & procedure(s). (20 U.S.C. 1232g(a)(5)(A))

ANNUAL NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS

AMENDMENT (PPRA) The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Triumphant Learning Center to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include student surveys,

analysis, or evaluation ("protected information surveys"); the collection, disclosure, or use of student information for marketing purposes ("marketing surveys"); and certain physical exams and screenings. Under PPRA, parents and students over 18 years of age ("eligible students") have the right to: 1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

- Political affiliations or beliefs of the student or student's parent;
- Mental and/or psychological problems of the student or student's family;
- Sex behavior and/or attitudes; • Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility for participation in a program or for receiving financial assistance under such program. 2. Receive notice and an opportunity to opt a student out of:
 - Any other protected information survey, regardless of funding;
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - Activities involving collection, disclosure, or use of personal information obtained from students for marketing, or to sell, or otherwise distribute the information to others. 3. Inspect, upon request and before administration or use:
 - Protected information surveys of students;
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.

These rights transfer from the parent to a student who is 18 years of age or an emancipated minor under state law. TLC has developed and adopted a policy, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys, and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. TLC will notify parents of this policy annually, at the start of each school year, and after any substantive changes. The District will also directly notify through the school district website and during registration. TLC will notify parents of students who are scheduled to participate in the specific activities or surveys involving the collection, disclosure, or use of personal information for marketing, sales or other distribution; administration of any protected information survey not funded in whole or in part by the U.S. Department of Education; or any non-emergency, invasive physical examination or screening, and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. TLC will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at the time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable

notification of the planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution •

Administration of any protected information survey not funded in whole or in part by the U.S.

Department of Education

- Any non-emergency, invasive physical examination or screening as described above

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, S.W.

Washington, D.C. 20202-5901