

# ***TLC POLICIES***

## **Behavior/Attitude Policy**

Academic excellence and personal responsibility are the primary goals at TLC. Personal responsibility is choosing to follow our school standards including attitude and behavior. All of Triumphant Learning Center's teachers recognize that students' behavior outside the classroom may affect behavior inside the classroom. Teachers will explain the rules and accompanying rewards and consequences that govern all aspects of school behavior. Teachers will also address tardiness, missing homework, unacceptable work, inappropriate behavior, preparedness, and general citizenship. We do not allow students to hurt one another, damage materials, or act in a manner that is abusive or disrespectful to teachers, adults, peers, and self.

Possible Disciplinary Action will include one or more of the following solutions depending on the severity and frequency of the problem.

## **Disciplinary Action**

### **➤ Verbal reprimand or warning**

### **➤ My Action Plan**

Student will complete a My Action Plan form to find a solution to his/her problem. Some students may need a short time-out.

### **➤ Detention**

Student will stay after school for a 15 minute detention for disruptive, disrespectful, or defiant behavior. Student will also be required to hand write the classroom rules before admittance to the classroom on the following day.

### **➤ Behavior Notification**

Student will receive a Behavior Notification form which must be signed and returned before student will be admitted into class the following day. Occasionally, parents may be called and expected to come immediately and pick up their student due to out-of-control behavior. This would not be considered a suspension.

## **Behavior/Attitude Policy continued**

**3 Behavior Notifications = 1 Suspension**

**Behavior Notification = 1 Point**

**Suspension = 3 Points**

### **► Suspension**

Parent will be telephoned and expected to come immediately and pick up the student. A suspension form must be signed by both teacher and parent. An informal conference will be held to discuss a plan to change student's behavior/attitude. Student will be admitted back to school when the attitude has changed and all homework is caught up. In lieu of an at-home suspension, parent may sit in class all day with child for the equivalent of 3 days.

### **► Expulsion**

After 2 suspensions (or combination of suspensions and behavior notifications which equal 6 points), a formal conference will be scheduled with parents, student, teacher, and principal. The parent and student should be prepared to present their plan to address/correct the situation, and the plan will be implemented on the following school day. The TLC Governing Board will be notified of this conference and the outcome.

If the student earns 1 more suspension (or 3 behavior notifications) the student will be expelled by the principal. Parent may appeal this decision by writing a letter requesting to be put on the agenda of the next TLC Governing Board Meeting. The letter must be received one week prior to the meeting.

### **► Extreme Situations**

Students who participate in situations which are physically harmful and/or abusive to others, dishonest, involve the destruction of property, or are found to be in violation of Arizona criminal code will be subjected to all disciplinary action including immediate expulsion.

**NOTE:** Corporal Punishment is available upon parental request.

# **ATTENDANCE**

It is important for parents to honor regular and punctual attendance because it is crucial in your child's academic and social progress. Similarly, it is important to arrive promptly at dismissal time to provide security for your child.

School attendance is a right and responsibility in Arizona. Parents are expected to make sure their children attend school on a regular basis. To implement a successful attendance policy, we need the cooperation of all members of the educational community, including parents, students, teachers, administrators, and support staff. Through the implementation of this policy, TLC administration expects to reduce the current level of absences, tardies, and early dismissals.

## **Absence Procedure**

All absences are to be verified by a telephone call to the office from a parent or guardian, **prior to or no later than 9:00a.m.** on the day of the absence. If you must take your child out of school early, please notify the teacher. Students who are dismissed early from school for any reason, **must sign out in the office.**

## **Absence Policy**

There is no distinction between excused and unexcused absences. The student is missing instructional time no matter the reason. The TLC Governing Board considers five (5) absences in a semester to be EXCESSIVE. **Any student who is absent a total of 10 days in the school year will be in jeopardy of retention.**

### **After 3 Absences**

The office staff, following policy, will send a letter notifying parents of the absences.

### **After 5 Absences**

A second letter will notify parents of the now five absences and the date of formal conference with the principal, Dr. Robin Dutt. Parent will be asked to bring any documentation which might justify the absences, such as doctor's notes, court documentation, etc. Parent must also bring a written plan explaining how to address/correct the situation.

Prior to meeting, Dr. Dutt will collect data on student's academic progress and behavior.

### **After 10 Absences**

When Dr. Dutt determines a student will be retained due to absences, a letter will be sent to notify the parents of this decision. Parent may appeal by writing a letter requesting to be put on the agenda of the next TLC Governing Board Meeting. The letter must be received one week prior to the meeting.

# **TARDY POLICY**

It is important for parents to honor regular and punctual attendance because it is crucial in your child's academic and social progress. Children who arrive late feel awkward about their tardiness, and the concentration of the other children is disrupted. When a student arrives late to school, he/she must report to the office for an Admittance Slip. Please be advised that arriving at 8:01 a.m. is considered tardy.

## **What is considered Tardy?**

TLC staff recognizes that a student may be late on occasion due to transportation problems or a family emergency. However, the school makes no distinction between excused and unexcused tardiness in terms of their accumulation. The student is missing instructional time no matter the reason. Students may be late to school twice during a semester without any consequences. However, on the third and subsequent tardies, **students are required to spend one hour after school on the same day of their tardy – NO EXCUSES.**

Beginning in January, there will be no consequences for the first and second tardies, but students will stay in Learning Lab on the third and subsequent tardies. Students will be required to stay in Learning Lab if they arrive one minute late or several hours late.

## **After 3 Tardies**

When a student is tardy a total of three (3) times, the parent will be required to volunteer for three Learning Labs. Each time the student is late again, the parent will also be required to volunteer for another Learning Lab.

## **After 6 Tardies**

When a student is tardy a total of six (6) times, the parent will also be required to attend and supervise this and each additional Learning Lab with the student.

A conference will be arranged with the student, parent, teacher, and principal to create a plan to address/correct the problem. The finalized plan will be implemented on the following school day.

## **Additional Tardies**

Student may receive a Behavior Notification for any additional tardies.

## **Procedures for Tardiness**

1. Parent and student go to the office to get an Admittance Slip.
2. Please plan to give your reason for being late.
3. If it is the 3rd or more tardy, student will stay in After School Learning Lab.

# **DRESS CODE POLICY**

Parents enrolling their children at TLC have chosen to support the schools policies. Personal responsibility is choosing to follow our school standards including dress. TLC staff strives 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 which is described below.

**TLC staff will have the discretion of determining dress code parameters on a daily basis.** Please help our staff by checking your child's clothing each morning before school. If you are not sure whether an article of clothing follows the dress code, please have your child wear something else. Do not allow your child to dress in inappropriate wear in hopes of him/her being reprimanded at school.

**Parents, please remember you signed the TLC Policy Contract agreeing to support school policies and procedures including dress code.**

**Clean:** Clothes and students should be clean. (As your children matures, proper hygiene instruction from home is encouraged.)

**Neat:** Clothes should always be in good repair. (Repair all rips and hem all cutoffs.) Students are encouraged to tuck in shirts where applicable.

**Modest:** Low necklines, short hems, hip hugger style shorts/pants, or tight or sheer garments are not to be worn. Sleeveless shirts/dresses and tank styles are not allowed unless a sleeved shirt is worn over or underneath. A sleeve must cover the underarm when a student's arm is raised. Spaghetti/narrow straps shirts, tube styles, cap sleeves, short/crop tops, etc. are not allowed for any TLC student. Shirts must be long enough to prevent any midriff/back skin from showing when raising a hand, bending, playing, etc. **Shorts, skirts, and dresses must be knee length or longer.** Girls are encouraged to wear capris or pants instead of shorts; however shorts should be worn under skirts and dresses.

**Hair:** Both boys and girls should have clean and combed hair. **Hair coloring is NOT permitted. Absolutely NO coloring, dyeing, streaking, highlight, etc. is allowed.** "Shock effects," exaggerated spiking and gelling of hair, extreme hairstyles, etc. is not acceptable. All students must have a moderate or traditional haircut and style. (Boys should have hair above the ears.)

**Appropriate:** We restrict make-up, jewelry, gang wear (sag & drag), and extreme or faddish apparel. Boys are not allowed to wear earrings and girls may have one per ear. Post earrings are preferred over dangling earrings for safety reasons. Clothing with inappropriate text or pictures will not be allowed. Hats are not to be worn inside the building. The gothic look or anything resembling that look is not allowed. Flip flops are discouraged wear for safety reasons.

## ***AFTER SCHOOL LEARNING LAB***

Students who are tardy to school or do not have assignments completed on time will stay in our After School Learning Lab. This is not detention. It is an opportunity to complete late assignments, complete current homework, and read. Learning Lab is one of the most successful programs at TLC because the students are not allowed to fall behind.

It is the parents responsibility to check their children's homework each evening. After School Learning Lab is provided as a backup to parental support for late assignments, and should only be used on rare occasions.

**NOTE:** For safety and security reasons, parents are required to go to the lunchroom at 4:45pm to pick up their children. If one of your children is staying in After School Learning Lab, please pick up your other children at 3:45pm. Resources or volunteers are not available to provide child care services after school.

### **After 3 Learning Labs**

After a student attends Learning Lab a total of three (3) times for homework, he/she will receive a Behavior Notification.

After a student attends Learning Lab a total of three (3) times for either homework or tardies, the parent will also be required to supervise three Learning Labs. Each time the student attends Learning Lab, the parent will be required to also supervise an additional session.

### **After 6 Learning Labs**

After a student attends six (6) Learning Labs due to either homework or tardies, the parent will be notified. The parent will also be require to attend and supervise this and each additional Learning Lab with the student.

A conference will be arranged with the student, parent, teacher, and principal to create a plan to address/correct the problem. The finalized plan will be implemented on the following school day.

### **After 9 Learning Labs**

After a student attends 9 Learning Labs for homework, the principal may expel the student. Parent may appeal this decision by writing a letter requesting to be put on the agenda of the next TLC Governing Board Meeting. The letter must be received one week prior to the meeting.