

Parent/Student Handbook 2016-2017



The Total Learning Center

**310 10th Street
Rupert, Idaho 83350**

**(208) 436-4727
www.minidokaschools.org**

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Introduction Section

Letter from Principal

It is a privilege to offer academic, behavioral, and social supports at the Total Learning Center (TLC). The opportunity to be part of a team offering a quality education to struggling students is richly rewarding. I want to thank you for allowing our staff to be an important part of your child's life.

When parents and faculty join forces, we can achieve amazing progress in students' academic and behavioral growth. Our focus at the Total Learning Center is to provide students with tools for academic, behavioral, and social success. When adapted individually, these skills promote success in life. This school is fortunate to have a full-time counselor who provides structured group lessons covering academic, social, and personal wellness. She also counsels with students on an individual "as needed" basis. Our teachers have been trained in the "Love and Logic" philosophy, which operates on the premise of students taking responsibility for choices, developing positive relationships between students and staff, and experiencing natural consequences. The district provides training for parents, which correlate with the "Love and Logic" philosophy. The course lasts nine weeks and is titled "Parenting with Love and Logic". It has been extremely successful, and I strongly recommend that you attend. When both home and school have the same goals and understanding, your child will experience optimal success. As educational professionals we commit to working hard to provide a comprehensive education for your child.

Dyann Blood
TLC Principal

School Staff

Principal: Dyann Blood
Counselor: Susannah West
Secretary: Dawn Jackson
Special Education Teacher: Cheryl Howard
Grades 1-3 Teacher: Elaine Robinson
Grades 4-5 Teacher: Abbie Vogt
Middle School Math: Mindi Yore
Middle School Language Arts: Elisha Stutzman
Middle School History, Science, Health: Richard Jarvis
Behavior Technicians: Lori Lugo, Ashley Staker
Read 180 Specialist: Becky Grimm
School Psychologist: Chelsey Ball
Speech: JaeLee Crane
Cook: Donetta Davis

Identification Section

Statement of Purpose

The Total Learning Center is a specialized school in the Minidoka County School District established to provide qualified students with enhanced academic, behavioral, and social supports. Students are referred to and accepted into this program when their behavior (failing grades are a behavior) is seriously impacting the learning process in their present classroom. More intensive support and interventions are offered than the home school can provide. Our goal is to provide a safe, structured, consistent classroom environment until the student gains the necessary skills needed to return to full-time placement in his/her home school classroom.

Mission Statement

To meet the unique academic, behavioral, and social needs of enrolled students by: (1) Establishing positive relationships with students and parents: (2) Improving behaviors: (3) Achieving academic success enabled by small classroom enrollment, technology integration, individualized attention, and counseling services.

Philosophy of Education

Each child is a unique individual who needs a secure, caring, and safe environment in which to grow academically, behaviorally, and socially as they learn skills to enable them to be successful in life. Our goal and focus at the Total Learning Center is to aide students in achieving their fullest potential in those areas.

Admission Guidelines:

1. Students can only be admitted to the Total Learning Center by administrators from any one of the elementary or middle schools in Minidoka County.
2. A parent/guardian must pre-register at the TLC the incoming student prior to their attending school..
3. Parent/guardian agrees to support the statement of cooperation below.

STATEMENT OF COOPERATION

(This is a parent copy of the contract signed upon registration.)

1. I have read and understand the school's admission guidelines and agree to support the staff at the Total Learning Center by making sure that my child attends Saturday School if required; completes any after-school assignments on time.
2. I understand that student suspension may be invoked in situations where district policy is violated.
3. Profanity is not allowed.
4. Students are not allowed on school grounds of other schools in the district when they are riding a transfer bus.
5. If your child requires a medication to be administered at school, you must sign a separate consent form for medical treatment.
6. Compliance to the district dress code is expected.

Signature of Parent/Guardian_____

Date_____

Procedures Section

Registration—A child is not officially enrolled until parents have provided all of the following forms:

- ___ Emergency contact form
- ___ Student enrollment form
- ___ Residency questionnaire
- ___ Medical alerts/medication consent form
- ___ Permissions form
- ___ Parent contract
- ___ Signed Statement of Cooperation
- ___ Student appropriate use contract
- ___ Counseling consent form
- ___ Student records from previous school
- ___ Birth Certificate
- ___ Immunization Records

Visitors

All visitors must sign in at the office and pick up a visitor's tag. To ensure our students' safety, we closely monitor traffic in the building.

Academics

Conferences

Parent/teacher conferences will be held each trimester to review student progress.

Grading Scale

Grading for elementary is:

- 1=Beginning
- 2=Developing
- 3=Proficient

Grading for Middle School will consist of

- 90-100%=A
- 80-89%=B
- 70-79%=C
- 69 and Below= F

Report Cards

Report cards will be issued each trimester.

Middle School Credits

Courses Offered *(Core Courses)	6 th Grade	7 th Grade	8 th Grade
*Language Arts	3	3	3
*Mathematics	3	3	3
*Science	2	2	2
*Social Studies	2	2	2
Electives	5	5	5
Advisory	3	3	3
Credits Possible	18	18	18
Minimum Credits Required	14	14	14

Homework

Teachers may assign homework to aid students in the progress of their studies. It is helpful if parents reinforce daily lessons and insist on good study habits. Parents are urged to monitor their child's work daily. The parent should help the child to become responsible in returning the homework completed and on time. Middle school students may expect homework 4 days a week.

Attendance

Regular attendance is a critical component for success in school. A student is expected to be in attendance except when ill or unable to attend because of emergency circumstances or a death in the family. The Total Learning Center has a 95% attendance policy. A student is allowed 2-3 absences each trimester totaling 6-9 (depending on circumstances) for the year. It is possible for a student to fail a class if they exceed the attendance requirements.

NOTE: No student is to leave the school premises without first obtaining permission from the office. It is essential that the school be aware of a student's location at all times.

We ask that parents not pick up their children prior to the end of the school day as this causes missed instruction and disruption for the classroom teacher.

Make-up Work

All missed time must be made up before credit is granted. Absences will be made up by one-half of the actual class time missed (i.e. a full day will be assessed three hours of make-up time). One hour of make-up time will be from 2:30-3:30 any day of the week except Tuesdays; or a Saturday School attendance will cover a missed day. Students who wish to appeal the denial of credit must do so by the end of the trimester.

Excused Absences

Excused absences are illnesses that are verified by parents or a physician and reported to the school office by note or phone call. When a student is absent for any reason, the parent or guardian must call the school (436-4727) for each day of absence.

If you provide a doctor's note, the absence will not count against the 2 days per trimester.

Pre-excused absences need to be approved by the teacher/principal. Unexcused absences are absences that are not approved as described above.

Tardies

Students arriving after 8:15 a.m. will be considered tardy. Tardies will be counted if a student arrives 15 minutes late for class, and a student who has missed half of the class period will be marked absent. **The student still receives a tardy even if excused by the parent. If a student is habitually tardy, additional disciplinary measures may be taken.**

A student will be required to check in at the office before going to class if he/she enters school late in the morning or later in the day due to illness, appointments, etc.

Excessive Absences

Students who are absent more than 5% of the instructional days in a subject matter area may file a written appeal with the principal. Notes from a physician must be attached and returned with the appeal for consideration. The appeals committee will review each appeal form and render their decision.

Truancy

Truancies occur when:

- Students leave school without permission after reporting to school.
- Students are absent from school without the knowledge or permission of their parents, guardians, or school personnel.
- There is an absence from any class that is not authorized.
- Students are found in an area they neglected to get permission to be in.

Student Discipline Policy

- I will treat you with respect, so you will know how to treat me.
- Feel free to do anything that does not cause a problem for anyone else.
- If you cause a problem, I will ask you to solve it.
- If you can't solve the problem, or choose not to, I will do something.
- What I do will depend on the special person and the special situation.
- If you feel something is unfair, whisper to me "I'm not sure that's fair, and we will talk."

Grades 4-8 have a card system. A green card means positive behavior which earns the student 10 points in their daily advisory grade, a yellow card (means the student has been asked to refocus) will be worth 5 points, and a red card is 0 points. Advisory grades are determined by the daily behavior points as well as student led conferences for middle school students. Students who have repeated behavior cards will possibly be required to attend Saturday School. Consequences for poor behavior choices will vary depending on the behavior.

***POSSESSION OR USE OF DRUGS, ALCOHOL, TOBACCO OR WEAPONS MAY RESULT IN EXPULSION FROM SCHOOL. Students are not allowed to bring energy drinks, coffee, tea, open drink containers, etc. to the TLC.**

Suspension (Out of School)

Out of school suspension is only used when no other alternative discipline option is working or the student violates district policy. Some of the following may be applicable infractions:

- Alcohol, drugs, tobacco (law enforcement and parents will be contacted)
- Violation of weapons policy
- Sexual harassment
- Continued gang activity
- Fighting (minimum of 3 days)
- Battery/assault (threatening, harmful or offensive contact)
- Insubordination/disrespect to staff
- Disruption of the educational process
- Missed more than one Saturday School assignment
- Violence or unsafe behavior

Student Dress and Grooming

In order to protect our students, we expect everyone to adhere to a dress code. Student dress, personal appearance, and conduct are required to be of such character as not to disrupt or distract from the educational environment of the school or tend to diminish instructional effectiveness or the disciplinary control by the teacher. Caps, hoods, bandanas, hats, etc. cannot be worn in the building. No chains, short skirts, skirts, shorts, or shirts with drug, alcohol or tobacco advertisements or profanity, and no gang symbols are allowed. Parents will be contacted to bring appropriate clothing. No hanging belts will be allowed. Pants/slacks, tops and shorts need to be worn at the waist. Other unforeseen circumstances that develop will be at the discretion of the Principal. For further information, see district policy #507.98.

Skirts and shorts must be no shorter than 3 inches above the knee. No skin may be visible more than 3 inches above the knee (this includes holes in all clothing including jeans).

No sweatshirts with open pockets are allowed in the classroom.

Harassment/Bullying

Bullying, coercion, cyber-bullying, discrimination, gang activity, harassment, hazing and/or intimidation of students and/or employees is prohibited and will not be tolerated. Bullying,

harassment and/or intimidation is generally characterized by aggressive or intentionally harmful behavior carried out over time in an attempt to exercise control over the victim. Cyber-bullying is a digital form of bullying that utilizes any electronic communication device to convey a message in any format (audio, video, text, graphics, photographs, or a combination of these) that intimidates, harasses, or is otherwise intended to harm another individual. Coercion is using force or control to get another person to do something against their will that involves negative outcomes, behaviors, or emotions. Hazing is any act that is intended to cause humiliation, embarrassment, intimidate, demean, or endanger the mental or physical health of a person as a condition of membership to any district-sponsored group or organization. Gang activity includes wearing, possessing, using, distributing, banging, displaying or selling any clothing, jewelry, emblem, badge, symbol sign, gesture, codes, or other things that suggest gang membership. Behaviors that are prohibited under *District Policy No. 502* include, but are not limited to,

- physical abuse
- verbal abuse
- psychological abuse
- intentional gestures or any intentional written, verbal or physical acts or threats against another that causes harm, damage to property, fear of harm or fear of damage to property
- inappropriate touching (patting)
- implied sexual favors
- suggested sexual activity
- verbal harassment, or
- abuse that is gender oriented

Anyone who believes he or she has been a victim of bullying, coercion, cyber-bullying, discrimination, gang activity, harassment, hazing and/or intimidation should report the alleged acts immediately to a teacher, counselor, supervisor, principal or the superintendent.

Gang Activity

All gangs and gang activities are prohibited on all school premises and at any school sponsored activity, regardless of location. This includes, but is not limited to: creating intimidation or fear; graffiti; or wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign gesture, code, or other evidence of membership or affiliation with any gang.

Backpacks

Backpacks are not allowed. If a student needs to bring athletic equipment, the bag will be stored in the hall by the principal's office.

Behavior on School Buses

Students are expected to conduct themselves on school buses in a manner that is consistent with appropriate classroom behavior. Students not following bus rules will be

subject to disciplinary action from the director of transportation, school administrators, or teachers.

Profanity

Vulgar, profane, or abusive language will not be tolerated on campus or at any school activities.

Health and Safety Issues

TLC is committed to providing a safe environment for the students. The following rules apply:

Distribution and Consumption of Medication

If medication is required during school hours, parents must fill out the attached medical release form. Medications must be brought to school in a container appropriately labeled by the pharmacy or physician and is to include only that medication to be given during school hours. All prescription medications shall be kept in a locked cabinet or drawer. Should your child need any non-prescription medication during school hours, parents must notify the school and provide these medications for their student as well as signing a medical permission slip for non-prescription medication.

Students are not to carry any medication (prescription or over-the-counter) on their person with the exception of prescribed inhalers for asthma. They must have a signed order from the doctor.

Student Illness

If the parents cannot be reached by phone, the emergency contact person(s) listed in the student file will be called to pick up the child. **Please maintain accurate and current information for the emergency file. Any addition or deletion for emergency contact person(s) should be given immediately to the school office.**

Immunizations/Medical Examination

Current immunization records must be on file at the TLC for every student by the first day of the school year. If not, the child will not be allowed to attend.

Counseling Service

A counseling service is available to all students. Many problems, concerning both school and one's personal life, can be helped by counseling with a competent person. The school counselor, principal, or teacher will be happy to try to help with these problems.

Counseling will also be part of the course work for middle school students, and elementary students will have class counseling 2 times weekly.

Outside Play

Elementary parents need to be aware of weather conditions to insure that their student(s) are dressed appropriately. Hats, coats, and gloves need to be sent with your children during cold weather to be used during recess times. When weather is dry and 25 degrees (wind chill will be considered) or above, the children will spend time outside.

Emergency Drills

Fire – In case of fire, it is imperative that the building be emptied quickly and calmly. Fire drills will be held periodically during the school year to practice clearing the school quickly, and teachers will instruct students on proper procedures during a fire.

Tornado – When a tornado warning is given, the classroom teacher will lead students to a designated area within the building. Teacher will be well versed regarding proper emergency procedures and will dismiss students from the designated area only when an “all clear” signal is given. Tornado warning drills will be conducted periodically.

Lockdown – May be implemented in situations involving intruders.

General and Miscellaneous Information

School Hours

School begins at 8:15 a.m. and dismisses at 2:30 p.m. **Do not drop your child off before 7:45** as the building will not be open until then. Students should be picked up no later than 2:45 p.m. If an emergency arises and you need to make special arrangements, please call the school office.

School Business Office Hours

All school business should be conducted during the regular business hours of 8:00 a.m. and 4:00 p.m.

Change of Address

If your family moves during the course of the school year, the office must be notified.

Electronic Devices

Students may bring cell phones to school, but they will be turned in to the teacher each morning, and returned at the end of the day. If students refuse to turn electronics in, they will be turned in to the Principal for an undetermined amount of time, and parents will be contacted. Students who have earned a behavior level 5 will be allowed to keep electronics and use them after teacher permission.

Internet Policy for Students

Individual users of the internet have the ultimate responsibility to use internet resources appropriately. All internet users are expected to use the network for purposes appropriate to the educational environment at all times. Users must refrain from any use that is not consistent with the policies, purposes, or objectives of the Minidoka County School District.

Lunch Program

Breakfast is free for all students

Adult breakfast - \$2.55

Elementary lunch-\$1.65

Middle school lunch-\$1.75

Adult lunch -\$3.55

Students are allowed a maximum of 5 charges in the year, and there are no charges during the last three weeks of school. Parents may obtain a free lunch application any time throughout the year as circumstances change. Reduced and free lunch forms must be filled out prior to receiving a free lunch.

MINIDOKA COUNTY SCHOOL DISTRICT #331 2016-2017 CALENDAR

August

- 10 Registration: New Students
- 11 Registration: Elementary
- 11-12 Registration Middle/High School
- 22 Orientation 6th & 9th Grade
- 23 First Day of School

AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January

- 2 New Years, No School
- 12 PTC, No School
- 13 Teacher Workday, No School
- 17 Mt. Harrison 3rd Quarter Starts
- 27 School Dismiss 1:00 p.m.

JANUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

- 5 Labor Day, No School
- 21 Mt. Harrison PTC 3:00-6:30 p.m.
- 29 PTC, No School
- 30 Teacher Workday, No School

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

February

- 15 Mt. Harrison PTC 3:00-6:30 p.m.
- 17 Teacher Prof Dev, No School
- 20 Presidents Day, No School
- 27 Teacher Workday, No School
- 28 3rd Trimester Starts

FEBRUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

October

- 6-7 Teacher Prof Dev, No School
- 26 Mt. Harrison 2nd Quarter Starts

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March

- 20-24 Spring Break, No School
- 27 Mt. Harrison 4th Quarter Starts

MARCH						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

- 14 Teacher Workday, No School
- 15 2nd Trimester Starts
- 23-25 Thanksgiving Break
- 30 Mt. Harrison PTC 3:00-6:30 p.m.

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April

- SAT Testing, High School, TBA
- 13 PTC, No School
- 14 Teacher Workday, No School
- 26 Mt. Harrison PTC 3:00-6:30 p.m.

APRIL						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

- 19-30 Christmas Break

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May

- 18 Last day of Preschool
- 23 Mt. Harrison Graduation
- 24 Minico High School Graduation
- 24 Last day of Kindergarten
- 25 Last day of School, 1:00 Dismissal

MAY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

No Preschool on Fridays

LEGEND:	
	Highlighted Dates Indicate "No School"
	Indicates Early Release, 1:00 Dismissal

Changes may occur, pending Legislative actions
Excessive emergency closures may necessitate a change in the Spring Break
166 Student Instructional Days

Approved 2/22/16

MINIDOKA COUNTY SCHOOL DISTRICT – TOTAL LEARNING CENTER

STATEMENT OF COOPERATION

1. I have read and understand the school's admission guidelines and agree to support the staff at the Total Learning Center by making sure that my child attends Saturday School if required; completes any after-school assignments on time.
2. I understand that student suspension may be invoked in situations where district policy is violated.
3. Profanity is not allowed.
4. Students are not allowed on school grounds of other schools in the district when they are riding a transfer bus.
5. If your child requires a medication to be administered at school, you must sign a separate consent form for medical treatment.
6. Compliance to the district dress code is expected.

Signature of Parent/Guardian_____

Date_____