

Parent/Student Handbook 2017-2018



The Total Learning Center

310 10th Street
Rupert, Idaho 83350
(208) 436-4727

www.minidokaschools.org

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Introduction Section

Letter from the 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 life skills coach who provides structured group lessons covering academic, social, and personal wellness.

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
Life Skills Coach	Melody Smith
Secretary	Crystal Arizpe
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
RTI Aide	Melanie Trudeau
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 behaviors (failing grades are a behavior) are 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.

District Mission Statement

The Minidoka County School District is dedicated to developing the whole child in an atmosphere of excellence, characterized by mutual respect, shared responsibility for learning, and academic rigor that facilitates success in all aspects of life.

TLC Purpose

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 by:

- Setting daily goals in advisory class.
- Learning the nine behaviors that will encourage success in school and life.
 1. Authority problem
 2. Aggravates others
 3. Easily angered
 4. Easily misled
 5. Misleading others
 6. Inconsiderate of myself (failing grades)
 7. Inconsiderate of others
 8. Fronting
 9. Lying
- Ensuring academic success with extra support from staff as well as student commitment.
- Self reflection
- Personal accountability

Admission Guidelines:

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

STATEMENT OF COOPERATION

This is a parent contract to be signed upon registration (see attachment).

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, and completes any after-school assignments on time.
2. I understand that student suspension may be invoked in situations where district policy is violated (which includes failure to attend Saturday School).
3. Drugs, alcohol, e-cigarettes, open drink containers of any sort, tobacco, are not allowed.
4. Students at the Total Learning Center will not be allowed to wear jackets with pockets in the classroom or bring backpacks for safety purposes.
5. The Total Learning Center has a 95% attendance policy (students may miss a maximum of 3 days each trimester/9 for the year). Students in violation of this policy will be turned in to attendance court.
6. Cell phones will be turned in at the beginning of the day, and returned at the end of the day unless the student has earned behavior level 5 status. If a student is using it inappropriately, we will keep the phone until a legal guardian picks it up.
7. Bullying is defined as: repeated exposure over time to negative actions on the part of one or more students. When someone keeps doing or saying things to have power over another person (students or staff). The Board expects students to conduct themselves with a proper regard for the rights and welfare of others and for the educational purpose of all school activities. Students who violate this policy will be subject to discipline and graduated consequences including suspension, referred to law enforcement officials, and expulsion consistent with the Board's policy on student discipline.
8. Students are not allowed out of the designated areas of other schools in the district when they are riding a transfer bus.
9. If your child requires a medication to be administered at school, you must sign a separate consent form for medical treatment.
10. The staff at the Total Learning Center has been trained and certified in CPI (Crisis Prevention and Intervention). These are physical intervention procedures which will be used in situations where students become a danger to themselves or others.
11. Compliance to the district dress code as outlined in policy 507.98 is expected.
12. I have read and reviewed the student handbook with my child.

Signature of Parent/Guardian _____ Date _____

Procedures Section

Admissions

Registration

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

- Birth certificate (required at enrollment)**
- Immunization records (required at enrollment)**
- Emergency contact form
- Student enrollment form
- Residency questionnaire
- Medical alerts/medication consent form
- Permissions form
- Signed statement of cooperation
- Student appropriate use contract
- Counseling consent form

Visitors

All visitors must sign in at the front 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. Middle school students are expected to attend conferences with their parents/guardians and present information as part of their advisory grade.

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	1	1	1
Advisory	3	3	3
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. Students who consistently miss school will possibly be required to appeal for credits or be referred to attendance court.

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.

Excused Absences (Policy No. 501.12)

Excused absences are illnesses that are verified by a physician and reported to the school office by note or phone call; participation in school events, or a funeral. **If you provide a doctor's note, the absence will not count against the 2 days per trimester.** When a student is absent for any reason, the parent or guardian must call the school (436-4727) for each day of absence.

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 also be counted if a student arrives 10 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 has accumulated 4 hours of tardies or missed class time, it will be counted as a missed day.** 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 during a grading period 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. The student may also be referred to attendance court.

Truancy

Truancies occur when:

- Students leave 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

TLC students should follow:

- 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 indicates positive behavior. The student will receive 10 points for a daily advisory grade.

A yellow card is earned for receiving warnings for: causing problems for others, being disrespectful. The student will receive 7 points for their daily advisory grade. A red card is earned by receiving more than one warning, for not returning homework, earning a bus citation, aggression towards students or staff, being removed from a classroom or having a classroom removed, missing a Saturday School assignment, swearing, not turning in their cell phone, and other infractions. The student receives 0 points for their daily advisory grade.

Advisory grades are determined by the daily behavior points (as well as student led conferences for middle school students). Students who have repeated red behavior cards may 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 (Policies 502.30/502.41) Students are not allowed to bring energy drinks, coffee, tea, open drink containers, etc. to the TLC.**

Suspension (Out of School) (Policy No. 502.22)

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:

- Bullying
- Theft
- Simple assault
- Simple battery
- Trespass on school property
- Injury by graffiti
- Alcohol, drugs, tobacco (law enforcement and parents will be contacted)
- Violation of weapons policy
- Sexual harassment
- Continued gang activity
- Insubordination/disrespect to staff
- Disruption of the educational process
- Missed more than one Saturday School assignment
- Violence or unsafe behavior

Student Dress and Grooming (Policy No. 507.98)

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, or clothing of any kind 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. 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. No pajamas or shredded pants with excessive skin exposure.

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.
- Behaviors that are prohibited under District policy 502.10 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. Form 502.10F for reporting is the District website.

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. (District policy 504.17/504.17F)

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 the TLC.

Life Skills Service

A life skills course is available to all students. Many problems, concerning both school and one's personal life, can be helped by coaching with a competent person.

The school coach, principal, or teacher will be happy to try to help with these problems. Life skills will also be part of the course work for all students.

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. All doors and windows will be locked. No one will be admitted until the clear signal is given by a law enforcement officer.

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 or Phone

If your family moves during the course of the school year, or your contact numbers change; the office must be notified.

Electronic Devices

Students may bring cell phones to school, but they will be turned in 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 to pick the phone or device up. 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 access 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. (District policy 502.97F)

Lunch Program

Breakfast is free for all students.

Adult breakfast - \$2.75.

Elementary lunch-\$1.75

Middle school lunch-\$1.85.

Adult lunch -\$3.75.

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 or reduced 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.

Parents are responsible for all charges incurred prior to the free/reduced application approval.

MINIDOKA COUNTY SCHOOL DISTRICT #331 2017-2018 CALENDAR

August

- 14 Registration, **MINICO** New Students
- 15 Registration, Elementary
- 15-16 Registration, Middle/High School
- 21 Orientation 6th & 9th Grade
- 22 **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		

September

- 4 Labor Day, No School
- 20 Mt. Harrison PTC 3:00-6:30 p.m.

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

October

- 5-6 Teacher In-Service, No School
- 25 Mt. Harrison 2nd Quarter Starts
- 26 PTC After School 3:30-7:30 p.m.
- 27 PTC 8:00 a.m.-12:00 p.m., No School

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				

November

- 13 Teacher Workday, No School
- 14 Teacher In-Service, No School
- 15 2nd Trimester Starts
- 22-24 Thanksgiving Break, No School
- 29 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	

December

- 18-29 Christmas Break, No School

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						

No Preschool on Fridays

January

- 1 New Year's Day, No School
- 2 Teacher In-Service, No School
- 15 Minico 2nd Semester Starts
- 18 Mt. Harrison 3rd Quarter Starts
- 25 PTC After School 3:30 - 7:30 p.m.
- 26 PTC 8:00 a.m.-12:00 p.m., No School

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			

February

- 14 Mt. Harrison PTC 3:00-6:30 p.m.
- 19 Presidents' Day, No School
- 26 Teacher In-Service, 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		

March

- 26-30 Spring Break, No School

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						

April

SAT Testing, High School, TBA

- 2 Mt. Harrison 4th Quarter Starts
- 27 Teacher In-Service, No School

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					

May

- 2 Mt. Harrison PTC 3:00-6:30 p.m.
- 23 Mt. Harrison Graduation
- 24 Minico High School Graduation
- 24 Last Day for Preschool
- 28 Memorial Day, No School
- 30 Last Day for Kindergarten
- 31 **Last day of School, 1:00 Dismissal**
- June 1 Teacher Work Day**

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		

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
171 Student Instructional Days

STATEMENT OF COOPERATION

This is a parent contract to be signed upon registration (see attachment).

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, and completes any after-school assignments on time.
2. I understand that student suspension may be invoked in situations where district policy is violated (which includes failure to attend Saturday School).
3. Drugs, alcohol, e-cigarettes, open drink containers of any sort, tobacco, are not allowed.
4. Students at the Total Learning Center will not be allowed to wear jackets with pockets in the classroom or bring backpacks for safety purposes.
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8. Students are not allowed out of the designated areas of other schools in the district when they are riding a transfer bus.
9. If your child requires a medication to be administered at school, you must sign a separate consent form for medical treatment.
10. The staff at the Total Learning Center has been trained and certified in CPI (Crisis Prevention and Intervention). These are physical intervention procedures which will be used in situations where students become a danger to themselves or others.
11. Compliance to the district dress code as outlined in policy 507.98 is expected.
12. I have read and reviewed the student handbook with my child.

Signature of Parent/Guardian_____Date_____