

Transitional Learning Center



2022 - 2023
Student Handbook

Learning - Empowering - Excelling

TLC Student Handbook

Table of Contents:

Administrative Letter -----	2
Placement Options -----	3
TLC Mandatory Uniform Dress Code Policy ----- Academic Discipline	4-5
TLC Discipline Guidelines, Policies, & Procedures -----	7
Attendance / Tardies / Academic Progress -----	9
Parent / Guardian Acknowledgements -----	11

**Transitional Learning Center
190 Smithville Road North
Leesburg, Ga. 31763**

Dear Students and Parents:

On behalf of the faculty and staff of the Lee County Transitional Learning Center (TLC), I would like to extend a personal welcome to you and your family. The TLC serves as an alternative to the traditional middle and high school programs. Our goal is to give each student the chance to be successful and reach the potential they were not able to in a traditional school setting. We will focus on instilling academic and social standards that will help each student be as successful as possible.

We look forward to working with the students who attend the TLC. We will work hard to give each student a quality education. The TLC will strive to create a learning environment that will develop attitudes, behavior, and skills which enable students to be socially and academically successful. These skills encompass academics, attendance, citizenship, and social growth. These are key attributes that they will be able to use when transitioning back to their home school.

It is very important that you and your family read and understand the contents of this handbook. It outlines the guidelines that students need to follow in order to be successful. The handbook contains opportunities, rules, regulations, and expectations that we have for all of our students.

The goal in our program is to keep students in school, excited about learning, and motivated to work towards the ultimate goal of graduating from high school. I hope you will have a successful and rewarding experience at TLC.

Respectfully,

Aaron S. Edmondson, Jr.
Director
Transitional Learning Center

TLC Placement Options

Academic Placement:

Students entering this program are referred by an administrator at the middle or high school and evaluated based on multiple criteria. The academic side of TLC is designed so that students are offered the opportunity to complete two grade levels in an academic year. Other students in need of academic help who do not fit the above criteria will be considered on an individual basis. These students should be identified by the “home” school and recommended by the administration from that school. All parent requests must be channeled through the student’s “home” school.

Students who have been identified and are currently served by an Individualized Education Plan are not eligible for the alternative school program without the prior knowledge of an agreement between the Director of Special Education and the Director of TLC.

Placement is made for a minimum of one semester. A lengthened period will be determined by the director, and is contingent upon the student’s success in meeting the requirements for exiting the program.

Instruction will be a combination of direct instruction and computer based instruction. There should be a combination of the two on a regular basis. High school academic classes will likely be primarily computer based, due to the variety of needs in a given group.

Discipline Placement:

Students coming to TLC because of behavioral issues are placed by a disciplinary tribunal or a waiver, according to the Lee County School System Code of Conduct.

- Students will be in multi-grade classes, 6-8 and 9-12. Instruction will be primarily computer generated through the Grad Point and Apex computer programs. Individual and small group instruction will be included as needed and when it is appropriate for the group.
- Students’ academic and behavioral progress will be monitored by daily / weekly point sheets. Progress reports are sent home to parents on a regular basis.
- Students may be considered for an academic placement at the end of nine weeks if:
 1. they have two or less behavior referrals
 2. 95% attendance
 3. they are meeting promotion requirements.

Meals

LUNCH AND BREAKFAST

To encourage good nutrition, breakfast and lunch are offered daily. Menus are posted at school, on the system website page, appear weekly in the local newspaper, and are announced on our daily news broadcast. Meal prices are also available on our system webpage under Departments-Food Services. Students can pay in advance for their lunch. Our system also participates in the Free and Reduced priced breakfast and lunch programs. Applications are made available to each child at the beginning of the school term or you may request an application by contacting the school office. You can also pay on the site www.Schoolcafe.com. Our school does not have a fund for "loaning" money or "charging" lunches. School Food Service is responsible for our lunch procedures and policies. Changes may be implemented as needed. Breakfast is served daily 8:15 a.m. - 8:30 a. m.

TLC Mandatory Uniform Dress Code Policy

- Violations may result in positive behavior points being lost where normal disciplinary measures apply; however, habitual dress code violators may be given 10 disciplinary points, or OSS at the discretion of the administration.
- ***The director reserves the right to determine whether dress or grooming is appropriate.*** Students who violate the dress code are subject to suspension, and the absence will be unexcused. Multiple violations may result in an extension of the student's assignment at the Transitional Learning Center and/or tribunal.

Academic Placement Dress Code

1. No hats, hoodies, bandannas/headbands, or sunglasses.
2. No boots are allowed. (Boys or Girls)
Shoes must be worn - athletic/tennis shoes or fully closed dress shoes only (no boots, sandals, or heels)
3. No clothing with any reference to drugs, sex, alcohol, gangs, violence, or profanity.
4. No tank tops, halter-tops, tube tops, form fitting clothing, or tops that reveal any parts of the midriff.
5. Sleeveless shirts or dresses must cover the majority of the shoulder and be non-revealing in the chest area.
6. **No body piercing** or ear gauges (Example: tongue, eyebrow, nose, navel, or lip piercings).
7. **No clothes with tears, holes, frays above the knee.**
8. Skirts and dresses must come to the knee. Leggings, footless tights, or other undergarments may not be used to meet hemline requirements.
9. *Skorts* that are not split in the front or back must come to the knee. *Skorts* that are split and stepped into like shorts must pass the fingertip test.
10. **No shorts, capris, jogging pants or form fitting yoga type pants.**
11. **Athletic shorts can not be worn under regular pants.**
12. No face painting or stick on tattoos are allowed AT ALL.
13. Pants and jeans should fit around the waist and should be the proper length. No holes or frays are allowed above the knee.
14. No spike jewelry, clothing, or wallet chains.
15. Undergarments should not be visible
16. No pajama pants, pajama tops, or bedroom shoes may be worn.
17. Gang affiliated clothing, accessories, and/or styles will not be allowed to be worn at school.

18. Hair must be clean and groomed in a style not disruptive to the learning environment. Hair needs to be out of the eyes at all times.
19. No food, candy, or gum is permitted. (Lunch Boxes Only - No opened, half-consumed beverage containers)
20. No purses, book bags, or pencil pouches are allowed by any student
21. Students are asked to refrain from bringing blankets to school

PLEASE NOTE:

- Sagging pants are a violation of the dress code. Pants that are too big in the waist may be tied with zip-ties by administration.
- Recurring violations will be punishable by the consequences for dress code violations.

Discipline Placement Dress Code

Uniform student dress is a major factor in appropriate school conduct and success. Students are in school to learn, and clothing that disrupts the learning environment will not be tolerated.

The main aim of the dress code is to avoid anything that would cause undue attention to the student that may cause disruptions in the classroom. The dress code requirements are applicable any time the student is on the TLC campus. All students assigned to the discipline section in the TLC are responsible for adhering to the uniform student dress code. There will be no exceptions. This is the required dress that is expected for discipline students in addition to Academic Dress Code prohibitions.

Shirts/Blouses

Type: golf/tennis/polo-style shirt with collar and long or short sleeves. Long sleeved dress shirts are also permitted.

Colors: solid green, white, or yellow, **no logos**

How worn: tucked in while on campus, including while on the school bus and at the bus stop.

Undershirts must be white if worn. No colored undershirts are allowed.

All clothing must be neat, clean, and well fitting. All clothing must conceal undergarments.

“Regular” clothing i.e. shorts; jeans, etc. may not be worn under uniform

Slacks/Pants

Type: slacks, measured to fit, no cargo pants, no extra outside pockets, no slits, no rivets, must be hemmed (females may wear a khaki knee-length skirt if their religious convictions require) no shorts, no capris.

Athletic shorts can not be worn underneath regular pants.

Colors: khaki (tan)

How worn: worn at the natural waistline. Belts are required for boys and girls. Belts must be worn through the loops, visible, and with open buckle. No western or oversized buckles.

PLEASE NOTE:

- Sagging pants are a violation of the dress code. Pants that are too big in the waist may be tied with zip-ties by administration.
- **Belts must be worn every day for boys and girls. Recurring violations will be punishable by the consequences for dress code violations.**

Shoes

Type: athletic/tennis shoes or fully closed dress shoes (no boots, sandals, or heels)

Colors: no requirements

How worn: with athletic socks, laced and tied. (No separate colored socks)

Accessories

Belts: Black or brown leather. **No western or oversized buckles. No Metal Rivets or studs.**

Coats or jackets: must zip/button/snap from top to bottom. **No Hoodies are to be worn to school.**

All coats, jackets, or other outer garments must be removed when the student enters the building.

No trench coats or other jackets that extend below mid-thigh.

- A single wristwatch may be worn.
- Makeup may not be brought on campus, but may be worn.
- **No purses, bookbags, or pencil pouches are allowed by any student -- Behaviorally or Academically placed. Students may bring 1 - 3-ring binder and a pen or pencil as required by the teacher.**

PARENT WILL BE CALLED TO PICK NON-PERMITTED ITEMS THAT HAVE BEEN CONFISCATED

These include, but are not limited to the following items:

Cell phones, pagers, radios, CD players, I-pods, MP3 players, electronic devices, hats, caps, wave caps, hair curlers, do-rags, ear warmers, head attire, bandanas, book bags, purses, combs, brushes, picks, fingernail polish, and make-up.

TLC IS NOT RESPONSIBLE FOR ANY CONFISCATED ITEMS

Physical Appearance

Males

- Braided hair must be neat
- No extreme hairstyles and not in the student's eyes
- No jewelry (No rings or studs in the ear, nose, eyebrow, lip, etc.)
- Fingernails must be blunt and clipped to 1/4" or less beyond fingertips

Females

- No extreme hairstyles and not in the student's eyes
- One pair of earrings (worn **only** in the ear lobe) No rings in nose, eyebrow, lip, etc.
- Fingernails must be blunt and clipped to 1/4" or less beyond fingertips

TLC DISCIPLINE GUIDELINES, POLICIES, & PROCEDURES

For severe or persistent behavior problems, teachers and administration will determine the appropriate course of action, working with parents in an effort to help the child be more responsible and successful in school. Student's rights and responsibilities are outlined in the Lee County Board of Education policy book. We will not tolerate any student who disrupts the learning environment, who keeps a teacher from teaching, or who keeps a student from learning. There will also be no tolerance of sexual harassment, bullying, and gang activity of any type. Interventions such as the use of a time-out, in-school suspension, or out-of-school suspension are options the school uses in dealing with persistent disruptive or inappropriate conduct. Persistent disruptions can lead to out of school suspension, notification with the local juvenile authorities, alternative school placement on a permanent basis, and possible referral to school system tribunal for long term suspension or expulsion. **Any act of violence (fighting, assault, etc.) by a student toward a school employee or another student is subject to review by the discipline tribunal.**

While at school, students are expected to abide by the following Student Behavior Code:

1. During school hours, food and drinks are to be consumed in the appropriate eating area.
2. At the end of the school day, students will leave when their bus load is announced.
3. Show respect for school personnel, other adults, students, family and self.
4. Give your best effort each and every day.
5. Set personal goals and make strong efforts to accomplish them.
6. TLC students should not be in the halls of the middle school unless accompanied by an adult.
7. Use the computer as instructed and for educational purposes at all times. If computers are used for PBIS reward, students must follow the teacher's guidelines.
8. **NO STUDENT IS ALLOWED TO BRING MORE THAN \$5 DOLLARS ON CAMPUS FOR ANY REASON.**
9. No student is allowed to drive to the TLC Campus. They must ride the bus, be car riders, or walk to and from school.

Students at the TLC on the academic track can be placed on the discipline track if inappropriate behaviors persist. In some cases a Tribunal Hearing may be necessary. Students that are on the discipline track can be carried back before a school system tribunal if inappropriate behaviors persist. When one of these disciplinary actions are taken, the parents or guardians of the student shall be notified via telephone and/or in writing. Disciplinary actions for violation of expected behaviors will include appropriate hearings and reviews. In all cases, the rights of individuals will be ensured and protected. The Lee County School System will make every reasonable effort to administer the discipline code consistently in all schools. When applicable, individualized plans (i.e., IEP, 504) will be reviewed for appropriate consequences. Additionally, when any alleged criminal action by a student occurs, school officials may report the incident to the appropriate law enforcement agency for investigation to determine if criminal or delinquent proceedings should be initiated.

TLC students are expected to be respectful, honest, responsible, and trustworthy. We hope that our parents will help ensure that their child possesses these qualities. We expect parents to support the Lee County School System to ensure the best education for your child. The terms below have been adapted to the academic programs at the TLC.

CHEATING. Cheating will not be tolerated and may result in the student receiving a zero on the assignment in question. The TLC staff expects all students to engage in and complete all assigned schoolwork in an ethical and honorable fashion. All work turned in must be the legitimate product and labor of that person who will receive credit. **Students completing assignments using the unapproved websites (search engines and answer sites) or through the improper use of the prescribed computer-based**

curriculum will be in violation of Lee County School Board Policy IFBG-Internet Acceptable Use. These students may face Out of School Suspension or a disciplinary tribunal.

Driving. Students are not allowed to drive to TLC.

MISUSE OF TECHNOLOGY FOR ITS INTENDED PURPOSE. The TLC will be in compliance with Board Policy IFGB-Internet Acceptable Use. This policy will be posted in each classroom. Students and parents must sign the Lee County System Internet Network Access agreement. Additionally, students are responsible for their actions and activities involving the network. Student use of technology must be of an academic nature and intended to fulfill course requirements. Unacceptable use, as identified by board policy, will be handled in accordance with school procedures. Students gaining access to inappropriate sites on the internet or violating the school system's computer use policy will be subject to disciplinary action. This action could include suspension from the TLC, or disciplinary tribunal, depending on the offense.

SEARCHES. Searches of student belongings on school property will be conducted in accordance with state law and local school board policy. Searches may be conducted in the interest of student safety; Lee County Schools reserve the right to search persons and possessions while on our campus. Metal detector searches will be performed at the beginning of each school day.

SLEEPING. The Transitional Learning Center is the secondary alternative program of the Lee County School System. The TLC is an opportunity for students to continue their education in the Lee County Schools. School board policy states that all students should be making adequate progress toward attaining a diploma. In order to enforce this policy, we cannot allow students at our facility to sleep or waste time. Should this problem arise, the student will be redirected and encouraged to concentrate on his/her progress. If this effort is not successful and the student continues to sleep, the parent/guardian will be called to pick the child up. If the behaviors continue, we will have no option left but to bring the student before a disciplinary tribunal to review this behavior.

Lee County Schools Campus Activities and Events. Students placed at the Transitional Learning Center for disciplinary reasons are not allowed on any other school campus in the Lee County School System. This includes any athletic event, dance, play, etc. The Lee County Code of Conduct states:

Students assigned to the discipline section of the Transitional Learning Center are restricted from being on other school campuses or property and are restricted from attending or participating in any Lee County School programs or activities unless prior approval is provided. This restriction remains in force until the students have completed their assignment to the Transitional Learning Center.

Students who are found to be in violation will be charged with trespassing, which is defined in the Code of Conduct as:

Willfully entering or remaining in or on any structure, conveyance or property without being authorized, licensed or invited, or having initially been authorized, licensed or invited, having been warned by an authorized person to depart and refusing to do so. Unauthorized presence, entering or remaining on public school property or attending any school related activity while under any kind of home suspension, assignment to the Transitional Learning Center or expulsion.

CELL PHONE BAN: Cellphones are restricted for Behavior and Academic Students. Inappropriate use by way of having one in their possession on this campus will be grounds for its confiscation. As with all other schools in the system, the following fees will be assessed before the phone can be returned to the parent:

- 1st offense: \$10.00 charge and the device will be released to a parent/guardian only.
- 2nd offense: \$20.00 charge and the device will be released to a parent/guardian only.
- 3rd offense (and each offense thereafter): \$40.00 charge and the device will be released to a parent/guardian only.

ATTENDANCE / TARDIES / ACADEMIC PROGRESS

The following guidelines are a part of the student's educational placement at the Transitional Learning Center. Any violations of these guidelines may result in suspension from the TLC.

1. Students must be in regular attendance and not be in violation of the school or System's attendance policy. No more than **fifteen absences will be allowed per semester for grades 9-12.** **No more than 10 absences allowed per year for grades 6-8**

2. Students should not accumulate more than five disciplinary referrals while in the Transitional Learning Center. At any time after the 5th referral, a tribunal hearing may be scheduled. If a Class III violation is committed, a tribunal hearing will be scheduled immediately.

3. **Students must make consistent and substantial progress toward completing the prescribed course of study.**

*Students in grades 9-12 must earn at least two credits or more per semester.

*Students in grades 6-8 must meet and/or exceed grade level promotion requirements.

In order to remain an Academic Side student at the Transitional Learning Center, some students are placed under a contract. Along with satisfactory academic progress, students must also comply with both attendance and discipline guidelines. Academic side students can be reassigned if not in compliance.

4. Students riding to school on the bus are required to ride the transfer bus from the middle school or high school and arrive at the TLC campus in a safe and timely manner. Students are not allowed to leave any campus (**including the West Campus bus ramp**) and walk to the TLC. Once students walk off campus, they are considered to be skipping school.

5. If a student is tardy to our campus, he/she will not be allowed to go to the classroom until a parent/guardian comes into our facility to sign them in. Parents will be notified and disciplinary actions will be imputed on the students for consistent and frequent tardiness.

Disciplinary actions and consequences of violating the Student Behavior Code:

1. **Warning (depending on the severity)**
2. **Suspension from School or Bus.**
3. **Restitution:** A student will be required to pay for or restore any damages caused by his/her actions.
4. **Restriction to the Discipline Side:** Academically placed students may be assigned to the discipline section for a specified period of time for minor behavior problems. This is not an option for students on the discipline side.
5. **Short-Term Suspension:** Short-term suspension shall mean the denial to a student of the right to attend school and take part in any school function for a period not exceeding ten (10) days. Parents will be notified of the suspension and be provided an opportunity to discuss their child's conduct.
6. **Long-Term Suspension and Expulsion:** Long term suspension shall mean denial to a student of the right to attend school and take part in any school function for any period of more than ten (10) days. Expulsion shall mean the permanent denial to the student of the right of continuing school. These punishments will be imposed only after appropriate due process before a hearing tribunal, as outlined in Lee County Board of Education policies. Students who are suspended from school (OSS) or who are expelled from school are not allowed on any school campus or any school activity or school-sponsored event.

Parent/Guardian Acknowledgement

This is your handbook for the 2022-2023 school year. We ask that the parent/guardian sign the acknowledgement form after reading the handbook with your student and return to your child's homeroom teacher.

By signing this form and initialing in the requested spaces, I acknowledge the following:

I received a copy of the TLC handbook and have reviewed it with my child.

_____Yes _____No

I am aware of the Lee County School System Student Attendance Protocol as outlined in the Lee County School System Code of Conduct.

_____Yes _____No

For TLC to use student images on the school web page, TLC social media, and local newspapers, your child may be photographed, interviewed, and/or included in a video recording by TLC staff or the news media at school events and service learning projects. By answering below you acknowledge your understanding of this and authorize the use of your child's image or likeness for these purposes.

_____I agree to allow _____I do not give permission

The school provides Internet access for students to conduct research. It is important that students follow the internet usage policy as defined by the Board of Education under policy IFGB. For my child to use the Internet, and I understand that he/she must follow the guidelines for appropriate usage.

_____I agree to allow _____I do not give permission

I am aware of the TLC's CELL PHONE BAN/electronic policy as outlined in the TLC Handbook and discipline consequences described in the LCSS Code of Conduct.

_____Yes

I am aware of the **TLC's dress code policy and consequences** for "Discipline" students, as well as, "Academic" students as outlined in the TLC Student Handbook.

_____Yes

I am aware of the TLC's sleeping and tardy policies.

_____Yes

Student's Name (Please Print)

Parent Signature

Student Signature

Date

PLEASE SIGN AND RETURN THIS PAGE TO YOUR CHILD'S HOMEROOM TEACHER