



Transitions Learning Center

Preparing students for success & enhancing community value



Operations Manual 2025 - 2026

Administrator: Tim Rountree



TLC Operations Manual

Table of Contents

Introduction.....	1
Teacher Contact List.....	2
Intake Session Information Form.....	3-4
Contract.....	5-7
Virtual Learning Expectations.....	8-9
Virtual Learning Guide.....	10
Transportation Request.....	11
Bus Stop Locations.....	12
Parking Rules.....	13
Other Procedures.....	14-17
Services Offered.....	18-19

Welcome to the Transitions Learning Center! Our mission is to offer a supportive and structured environment that promotes academic growth, personal development, and positive community engagement. We offer a wide variety of classes to 6th through 12th grade students who have been referred to us through a disciplinary process. Even though we have content area teachers in each classroom, our primary mode of instruction is Edgenuity. The teachers provide one-on-one instruction to ensure student growth and success. Through Edgenuity, we are able to offer a face-to-face option as well as a virtual option. Students and parents have the opportunity to choose which option is best for their family. We strive to make sure each student is successful inside and outside of the classroom.



Hello, Transitions Learning Center Students.

Welcome to the 2025-2026 school year. We hope you are doing well and look forward to working with you as you learn in the face to face and virtual learning classrooms. Please contact us if you have any questions or need assistance with anything.

The Transitions Learning Center staff's workday is from 7:30 - 3:30 on weekdays. The following is information on how to contact us via phone and email.

*Please note that emails and phone calls received after hours may have a slightly longer response time. TLC follows the same calendar as the traditional Bulloch County School System.

Subject	Teacher Name	Phone Number	Email Address
Science	Mrs. Turner	912-212-8561	kjones-turner@bullochschools.org
Math	Mr. Saunders	912-212-8614	esaunders@bullochschools.org
Math	Ms. Hancock	912-212-8672	mhancock@bullochschools.org
English/Language Arts	Mrs. Baldwin	912-212-8615	ibaldwin@bullochschools.org
Social Studies	Ms. Perryman	912-212-8617	tperryman@bullochschools.org
Learning Support	Mrs. Mills	912-212-8612	lmills@bullochschools.org
Special Ed. Coordinator	Mrs. Staudt	912-212-8616	kstaudt@bullochschools.org
SEL Specialist	Mrs. Malone	912-212-8747	amalone@bullochschools.org
School Counselor	Mrs. Hobbs	912-212-8613	thobbs@bullochschools.org
Administrator	Mr. Rountree	912-212-8610	trountree@bullochschools.org

Looking forward to a great school year,
Your Transitions Learning Center Family



Transitions Learning Center Intake Session Information

Date: _____

Homeroom: _____

Student # _____

Start Date _____

Student Name: _____ Date of Birth _____ Age _____

Home School: _____ Grade _____ Race _____ Gender _____

Street Address: _____

City _____ State _____ Zip _____

Home Phone (____) _____ Cell Phone (____) _____

Lives With _____ Relationship _____

Have you ever attended an Alternative School? _____ When? _____

Where? _____

Parent/Guardian 1: _____

Street Address _____

City _____ State _____ Zip _____

Home Phone (____) _____ Cell Phone (____) _____

Email Address _____

Employer _____ Phone _____

Parent/Guardian 2: _____

Street Address _____

City _____ State _____ Zip _____

Home Phone (____) _____ Cell Phone (____) _____

Email Address _____

Employer _____ Phone (____) _____

Emergency Contact 1: _____

Relationship to student _____

Home Phone (____) _____ Cell Phone (____) _____

Emergency Contact 2: _____

Relationship to student _____

Home Phone (____) _____ Cell Phone (____) _____

Medical Information:

Medications currently taking: _____

Allergies: _____

Anything the administration needs to be concerned or aware of?

Transportation:

Parent _____ Bus _____ Own _____

The following people have permission to pick up my student from the Transitions Learning Center:

Parent Signature _____



Transitions Learning Center Contract

I understand when I enroll in the Bulloch County Alternative Program that I will be expected to:

1. Attend every day for the entire day and to be on time (5 tardies = 1 unexcused absence). I understand that I must bring written excuses for my absences and that I will be dismissed from the program after 10 days are missed. These absences do not have to be consecutive. Professional excuses (doctors, dentist, counseling, court and so on) do not count towards these 10 days. Excuses must be brought in within five days of the absence. Lack of transportation is not an excused absence.
2. Be on time every day for school. 7:45 to 8:15 is considered on time. From 8:15 to 8:30, students are considered tardy. Students are considered absent if they are not in their classroom by 8:30. If the student is walking or being dropped off by car, the student needs to be in the building around 8:00.
3. Not be dropped off before 7:45.
4. Wear a uniform that consists of:
 - **Shirt**- Plain white collared shirt-Buttoned oxford or polo style, logos must be smaller than a quarter. Logos cannot contain the color red. Shirts must be tucked in at all times throughout the building.
 - **Undershirts**-Black, white, or gray. No print or logos on t-shirts under the white shirts. Undergarments should not be visible at any time. Any student with undergarments showing will be asked to cover up with proper clothing.
 - **Pants**-Twill khaki colored pants/slacks with belt loops. No elastic cuffs around the ankles or metal rivets on the material. No denim material, spandex, or Carhartt type of material will be worn. Torn or ripped pants will not be allowed. Pants may not be tucked into shoes or boots. Skinny jeans/leggings/jeggings or cargo pants are not allowed. Pants will be worn at the waist. Any violation of this can be an office referral.
 - **Belts**-Black or brown-no designer buckles.
 - **Shoes**-White/black/brown/gray shoes. Shoe laces need to be white/black/brown/gray.(No other color may be on the shoe or laces)- Flip flops/croc style shoes, bedroom shoes (shoes that look like bedroom shoes), knee high boots, fringed shoes, or UGG style boots are not permitted. DO NOT bring any extra shoes or clothing unless prior approval is received.
 - **Socks**-Plain matching black, white, brown, or gray.
 - **Jackets**-Must be checked in at the front office. Plain (no logos) black sweatshirts may be worn inside the school. No hoodie style sweatshirts are permitted.
 - **Jewelry**-Necklaces will NOT be worn outside of clothing. Small to medium earrings are permitted when worn in the ears. Gauges are not

permitted. Wrist jewelry will be not worn except a watch. Watch bands may be black, white, brown, gray, or metallic. Smart watches will not be allowed in the TLC.

- No **head bands**, scarves, bandannas, or hats of any kind will be worn at the TLC. Hairbands may be used as long as they stay in the hair. Must be black, white, brown or gray.
- **Basketball/Athletic shorts** are not allowed to be worn under clothing. If you are caught wearing shorts/pants under your khaki pants, you will be suspended for the day. Parents/guardians will be contacted and you will have to leave campus.

5. Not bring any form of book bag or gym bag. Ladies may bring a small purse. The purse cannot exceed the dimensions 9in X 5in X 3in.

6. Not bring opened food. All food items must be in original seal packs. Opened food/drinks will not be allowed to enter the TLC.

7. Not bring unapproved items. If you are caught trying to bring in any unapproved items into the TLC, you will NOT be allowed to return face to face. Either the expulsion will be enforced or you will have to work from home in the TLC virtual programs.

8. Not wear items such as nose rings, tongue rings, pins, bolts, or any other jewelry to accessorize facial or body piercings. A student may not wear his or her hair in colors such as red, pink, blue, green, etc. Sunglasses are not allowed in the classrooms. They may be left in the office with an administrator.

9. Follow all instructions and obey all adults. The student will follow all rules as set forth in the Bulloch County Student Handbook, and will not disrupt the learning environment in any way. The student will not use profanity or make demeaning comments to other students or to adults. The student understands that if his/her behavior interferes with the safety or education of other students, he/she will be dismissed from the program.

10. Follow all rules on electronic devices. Cell phones, smart watches and other electronic devices will be taken up when the students enter the TLC. They will be given back at the end of the day when students exit the building. Any electronic device will be taken up if an adult observes a student listening, talking, texting, taking pictures, or hears a cell phone ringing/vibrating. The parents must come to the school to get the phone back. On the student's first offense, they will not be allowed to return to the TLC. If the student refuses to give the phone to an adult, the long term suspension or expulsion will be enforced.

11. Stay awake the entire session (no heads on desks). Repeated documented times sleeping will have the student removed from this program.

12. Not bring any music (disc, IPOD, phone, etc.) or play any music while on the TLC computers. All non-educational internet searches go against Bulloch County Schools internet agreement. This will have the student removed from the TLC program.

13. Stay on campus. If a student walks off campus once he/she enters the building, he/she will not be able to return to the TLC that semester. Law enforcement may be contacted.

14. Follow all school rules. If a student is referred to the office three times for small infractions of the rules, he/she can be dismissed from the program. Expulsion will be enforced for all major infractions. After the third write up, a parent conference may be required for the student to continue in the program.

15. Make daily/weekly academic progress towards promotion. Middle school students should make 3-5% per week on Edgenuity. High school students should make 6-8% per week on Edgenuity. **The student understands that failure to make academic progress can result in dismissal from the program.**

16. Cover tattoos that are gang related or offensive in nature (ex. skulls, bones, sleeves, nudity, and language).

17. Follow all transportation rules. If a student rides a bus to or from the William James Educational Complex, the student understands that bus offenses will result in a 30-day bus suspension. If the student is not at the stop for three consecutive days, the stop will be terminated from the driver's route.

18. Participate in programming that promotes development. While at the TLC, students may be required to participate in additional support services such as guidance/counseling, social emotional learning, and remediation.

19. Not attend any campus events. The student understands that he/she will not be able to attend any sporting or extracurricular events on any Bulloch County school campus (home or away). Attending such an event can have the student arrested and removed from the TLC program.

I (the student) understand this is my last opportunity for an education in the Bulloch County School System. Once dismissed from this program, I will no longer be able to attend any school in Bulloch County. Dismissals may/will be for at least one semester.

I (the parent/guardian) have read the expectations of the Transitions Learning Center and understand that my child may be dismissed from the program for violating any portion of this contract.

Student Signature

Date

Parent/Guardian Signature

Date

Administrator

Date

TLC Virtual Learning Expectations

2025-2026

Transitions Learning Center

Student Name: _____ Date: _____

You have elected for your child to work from home in the TLC virtual program. This opportunity allows your child to work from home while still earning grades towards promotion or graduation. Working from home has its own benefits and includes a unique set of expectations, procedures, and responsibilities. If these requirements are not met, your child will be **required** to return to the traditional TLC program or be expelled from Bulloch County Schools for the time specified in your hearing decision letter, signed waiver, or IEP. Here is a list of expectations and procedures:

1. The virtual learning program is where your child will work from home. The student is not to attend any Bulloch County School events or be on any property of the Bulloch County School system at any time.
2. Students need to work **5-6 hours** a day in order to complete the class on time. The teachers at the TLC will check to ensure the work is being done. However, the parent/guardians will receive a progress check daily to show how much of the class is being completed. The teacher will contact the parent when the courses are loaded and guided notes are ready for pickup.
3. If you are checking out a chromebook, you are responsible for the condition of the chromebook. If damages occur to the chromebook, the student will be charged the standard rate of repair. The chromebook must be returned at the end of the year. If not, the student will be charged for it.
4. Middle school students are expected to finish 3-5% per class per week on Edgenuity. High school students are expected to finish 6-8% per class per week on Edgenuity. Progress will be monitored by the administrator and teachers of the Transitions Learning Center. If expected progress is not made within 3 weeks, a parent conference will be scheduled to review the student's placement.
5. Any student who fails to meet these expectations will be required to return to the traditional TLC program or be expelled from Bulloch County Schools for the time specified in your hearing decision letter, signed waiver, or IEP.
6. Edgenuity assessments (quizzes, tests, and exams) can only be completed after a teacher reviews the student's guided notes for the current lesson or chapter. After the teacher review is complete, the assessment will be unlocked. Teachers work from 8:00 am to 3:30pm. Please plan accordingly.

7. Students and/or parents will be contacted at least once a week by the student's homeroom teacher. If this is not taking place, please call the teacher to set up a time and day the phone call will take place.
8. The student agrees to follow all the TIC rules and procedures if the student is on the TIC campus. Tic dress code must be followed while on campus as well. Failure to follow the rules and procedures of the TLC can result in the loss of the virtual learning opportunity.
9. When a student finishes a course, they need to contact Mrs. Hobbs via email (thobbs@bullochschools.org) or phone (912-212-8613) so that she can complete the paperwork and schedule an End of Course Test if applicable.
10. All Bulloch County codes of conduct still apply to all students in the virtual learning program.

_____ understands that this opportunity is for the 2025-2026 school year. Middle school students must complete 3-5% in **each class** per week. High school students must complete 6-8% in **each class** per week. The student further understands that (s)he may only take assessments after the teacher has reviewed the student's work and guided notes. If these procedures are not followed by the student, they can lose this opportunity and will be required to return to the traditional TLC program or be expelled from Bulloch County Schools. By signing below, the student and parent acknowledge receiving this contract from the TLC administration.

Student Signature

Date

Parent/ Guardian Signature

Date

Administrator Signature

Date

TLC Virtual Learning Guide

Logging in to Edgenuity

- In your Google Chrome browser, go to the Edgenuity student login page
<https://auth.edgenuity.com/Login/Login/Student>
- Username: [your@bullochschools.org](#) email address (ex.
[Jndoe753@bullochschools.org](#))
- Password: first initial + last initial + 6-digit birthdate (ex. Jd032409)

Contacting your TLC teacher

Your teacher contact for your virtual needs is _____.
You will send him/her your guided notes for all subjects/courses.

Completing Guided Notes

The teacher will contact you when your courses are loaded and guided notes are ready for pick up. Guided notes are required for any assessments (quizzes, tests, exams, etc.) to be unlocked. You can complete guided notes using either of the methods below.

*Please note that 6th and 7th grade Social Studies and some high school electives do not have guided notes. You will need to write the vocabulary words and definitions and a brief summary for your notes in these classes.

Traditional Handwritten notes

- While watching your lecture videos, fill in the blanks on the guided notes your teacher has printed for you.
- Take a picture of **each page** of your completed notes.
- Email the pictures **as attachments** to your teacher contact.
- Your assessment will be unlocked when your teacher receives your completed notes.

Google Classroom Notes

- Log in to Google Classroom for the class you are working on.
- After clicking on the “Classwork” tab, you should be able to click on the lesson title that you need.
- Complete the digital guided notes using Kami. Be sure to save your work.
- Click “Turn in” in Google Classroom so that your teacher can review your work.



TLC Transportation Request

Important: To assure student safety, transportation services require 48 hours

Today's Date: _____

Student Name: _____ **Birthday** _____

Home Phone _____ **Cell** _____

Parent/Guardian _____

Address:

Street

Name of Subdivision, Mobile Home Park, Apartment Complex, Condos, etc.

City *State* *Zip Code*

Work # _____ **Emergency** _____

Name of School last attended: _____ **Grade** _____

Medical Info:

Additional Info:

Bus # _____ **Pickup Location** _____

Approximate Pickup Time: _____

Transportation Services begin on _____

BY: _____

Bus Stops for TLC

Location
Portal Recreation Department
El Cheapo on HWY 80
The Country Store
A&Z Truck Stop on HWY 301 S
AG Center on Langston Chapel
Park Place on Lanier
Subway on Lanier across from Stadium
Old Sallie Z; Brannen and Clairborne
Little Lots
Old McDonald's Downtown
Brooklet Recreation Department
Time Saver and Kyle Sorrell
Time Saver and Old River Road
The store at Camden Place
Save a Lot on HWY 80
Car Lot at N College and Parrish Street
Jackson Street and HWY 80 (Valero)
Mill Creek Store
Skye Drive
Southern Heritage Plaza
EastView Apartments
Po Jo's in Brooklet
Bermuda Run
Groover Homes
Nevils Rec Dept
Stilson Rec Dept
The Store at Register
Bea Dot Way @ Lee Hill Blvd



Transitions Learning Center Student Driving and Parking Rules

Student Name: _____ Tag#: _____

Make/Model of Car: _____ Year of Car: _____

Color of Car: _____

The privilege of parking on the TLC campus is afforded to you by the Bulloch County Board of Education. All students who drive are required to adhere to the policies stated in the Board of Education student handbook to ensure the safety of all students and their property. Vehicles not registered to the student may be towed at the owner's expense.

Please observe the following rules:

1. The administration of TLC must have a copy of your driver's license and current insurance card.
2. Speed limit on the campus is 10 MPH. Speeding/reckless driving will not be tolerated and will be treated as a discipline issue. 1st offense will result in loss of parking privileges for 30 school days. 2nd offense will result in loss of parking privileges while attending TLC. Such actions can be reported to law enforcement as well.
3. Students are not allowed to sit in their car once on campus. The student must park and enter the building. Students not vacating the campus after class will be subject to loss of parking privileges unless cleared through administration.
4. If a student chooses to park on the school campus before, during, or after the school day, the student understands and agrees that the vehicle may be subject to periodic inspections by school officials and may be searched at any time. **A student who parks a vehicle on the school campus will be considered in possession and control of the vehicle and all of its contents.**
5. Students must yield to all buses and pedestrians before, during, and after school.
6. Parking privileges will be revoked for 10 days on the 10th tardy, 20 days on the 15th, and loss of parking privileges after the 20th tardy.

I understand that parking is a privilege and that I must follow all procedures listed above and in the BOE handbook to ensure that I keep this privilege.

STUDENT SIGNATURE

DATE

PARENT SIGNATURE

DATE

ADMINISTRATOR SIGNATURE

DATE



Other Procedures

Felony Placement Procedures

In compliance with the procedures of the Bulloch County School system and in accordance with Georgia Code § 20-2-768, students who are in the process of adjudication for the commission of a felony (whether inside or outside of school grounds) are placed in TLC as their learning environment until such time as the felony has been fully adjudicated or dismissed.

The following process is used to get the student started at TLC:

- The principal or their designee notifies the Director of Behavioral Support that the student may have been charged with a felony. The Director of Behavioral Support will work with the District Safety Director to get the details of the charge.
- Once charges have been confirmed, the Director of Behavioral Support will email the principal/school administrator that felony charges have been confirmed.
- The school administrator notifies the parent/guardian by phone that the student will be placed at TLC pending adjudication of the felony charge. If the student has an IEP or 504, the administrator should let the parent know that a manifestation meeting will be scheduled to facilitate the change in placement.
- The Director of Behavioral Support notifies parent/guardian by letter that the student will be placed at TLC pending adjudication of the felony charge.
- If the student has an IEP or 504, the administrator will contact the coordinator to set up a manifestation since there is a change of placement.
- The Director of Behavioral Support will notify TLC that an intake can be scheduled.
- TLC will reach out to the parent to schedule an intake appointment.

While the student is at TLC:

- The parent should notify the TLC administrator of any court dates.
- Once the student no longer has a pending felony charge, the Director of Behavioral Support will work with the District Safety Director to confirm that there is no pending felony and to determine the outcome of the case.

Once there are no longer pending charges:

- Once the Director of Behavioral Support receives confirmation that the charges are dismissed/lowered to a misdemeanor or if the student is found not guilty, the student should immediately return to their home school.
- If the student is found guilty (or another form of adjudication), the Director of Behavioral Support will notify the administrator of the recommended consequence. Time served, severity of the offense, and the impact to the learning environment will be considered in determining recommended consequences.

- The hearing process will be followed to determine if the student is permitted to return to school, is placed in alternative school, or any other appropriate consequence. Parents may opt to sign a waiver.

Infinite Campus Documentation:

- If the charge is a result of a school related event, the administrator will enter the offense in Infinite Campus as it occurs. It should be noted in the resolution that the incident also resulted in a felony charge. Once adjudicated, the Director of Behavioral Support will enter a resolution that accurately reflects the result of the adjudication.
- If the charge is a result of a non-school related event, the Director of Behavioral Support will enter the offense and resolution in Infinite Campus after adjudication.

If a BCS student has been placed at TLC for a pending felony charge that has not been adjudicated for at least a semester (12+ weeks), the following considerations will be made:

- If a law enforcement agency notifies BCS of intent to drop or lower the felony charge, the student will be returned to the regular setting (pending superintendent approval).
- If a law enforcement agency notifies BCS that it is likely the felony charge will be dismissed (but is delayed in the legal system due to backlog), the student will be returned to the regular setting (pending superintendent approval).

The BCS reserves the right to administratively place that student back at TLC while pending adjudication if deemed necessary.

If a student in foster care enrolls immediately after incarceration:

- The Case Management Consultation Committee, led by Keith Wilkey, determines the placement of the individual. The charges and discipline history are provided to the committee to guide their recommendation.

If a student not in foster care enrolls immediately after incarceration:

- A committee of Kelly Spence, Tim Rountree, Priscilla Clifton, Chad Prosser, and the school principal determines the placement of the individual. The charges and discipline history are provided to the committee to guide their recommendation.

Transferring High School Courses

Course schedules at TLC will mirror course schedules followed at the student's home school. Any course work and credits received prior to attending TLC will transfer. The school counselor at TLC works with the counselor at the student's home school to review individual student courses needed as they enter the program and make appropriate adjustments as courses are completed. The student's graduation plan will continue to be followed during their time at TLC.

High School End-of-Course Testing

The [Georgia Milestones Assessment System's](#) End-of-Course tests will be given at the end of these courses:

- American Literature and Composition
- Algebra Concepts and Connections
- Biology
- United States History

Students enrolled in these high school courses, regardless of their grade level, will be required to take the Georgia Milestones End-of-Course tests to satisfy federal accountability requirements. The Georgia Milestones' End-of-Course tests will count as 10 percent of the course grade.

Process for Enforcement of Expulsion

At the intake interview for TLC, the TLC administrator fully explains the TLC contract and student expectations with the student and the parent. The student and parent sign the contract indicating their understanding of its terms. Students and parents are made aware that any violation of any expectation outlined in the TLC contract could result in enforcement of the expulsion at the discretion of the TLC administrator. Should the TLC administrator deem that enforcement of the expulsion is necessary, it is effective immediately, and the student no longer has the opportunity to participate in any school and/or learning program of Bulloch County Schools.

Transition Back to Home School

Six weeks prior to the expected return to the home school, a representative from the home school (e.g. school counselor, SEL specialist, behavior interventionist, administrator) begins weekly visits with the student. Face-to-face students are visited on site at TLC; virtual students are visited via video conferencing. At the end of a student's time with TLC, an exit interview about the TLC experience is conducted with the student by the school counselor or SEL specialist. Due to the intensive nature of the TLC intervention process, all students return to their home schools as Tier 3 for behavior and with a behavior intervention plan that outlines the interventions that were in process with the student while at TLC.

Graduation Participation Requirements

To participate in a high school graduation ceremony, a student must:

- Meet all course unit requirements; and
- Meet the requirements for a Diploma of Performance as specified in a student's Individual Education Plan.

Students earn credits for courses listed in [State Board of Education Rule 160-4-2-.03: List of Funded K-8 Subjects and 9-12 Courses](#). Juniors and seniors who transfer to

Bulloch County Schools and have met state graduation requirements may be exempt from additional local requirements.

Required Course Unit Credits for Graduation

English Language Arts	4 Units
Mathematics	4 Units
Science	4 Units
Social Studies	4 Units
Health and Physical Education	1 Unit
Career Technical & Agricultural education; Fine Arts; and/or Modern Language	3 Units
Electives	4 Units
Total Course Units (minimum)	24 Units

The deadline for course/credit completion in order to participate in the home school graduation is set each year by the home school. It is approximately two weeks prior to the graduation ceremony.

Attendance at Sibling Graduations

While students have an assigned placement to TLC, they are unable to attend any learning, program, or extracurricular function at any campus of the Bulloch County Schools. However, upon request, an exception may be made for a TLC student to attend the high school graduation of a sibling. The request must be made in writing by the parent no later than two calendar weeks prior to the school's graduation ceremony. The request must include the name of the sibling and the school for which they are requesting attendance at graduation. The graduating student will be confirmed as a sibling through the Bulloch County Schools student information system. If verification of sibling status cannot be confirmed, then the request will be denied without moving forward. If sibling status is confirmed, then the request moves forward to the Executive Director of Student Wellness and Support and the school principal. Information such as the student's initial infraction necessitating placement at TLC and their behavioral record since attending TLC will be used in determining whether the student may be granted permission to attend the graduation ceremony. TLC students may not attend the graduation until written permission is obtained through the administrator of the TLC. If granted permission to attend a graduation ceremony, the TLC student must be under the direct supervision of the parent at all times while on the school campus. Permission to attend may be revoked at any time at the discretion of the school principal.



TLC Services Offered

Counseling Services

TLC offers a full-time school counselor for face-to-face and virtual students. The school counselor at TLC offers a variety of services. These include classroom guidance, small group counseling, and individual counseling in multiple areas including academics, career, and personal/social development. The counselor also helps coordinate students' participation in dual enrollment and work-based learning opportunities. The counselor helps coordinate community partnerships to facilitate volunteer and mentor opportunities as well as student incentives. The school counselor is also willing to meet with families to formulate action plans to address individual students' needs and aid in students' overall success.

Social-Emotional Learning Specialist Services

The TLC employs the full-time services of a Social Emotional Learning (SEL) specialist to support students throughout their time at TLC in their social, emotional, and behavioral functioning. These services are intended to assist the student in skill-building to improve performance and adjustment in their current setting and to increase the probability of success upon their return to the home school. Examples of SEL services that students may receive at TLC include daily vibe checks, Check In/Check Out, restorative circles, and small group direct instruction of life and social skills.

External Mental Health Services

Bulloch County Schools offers external mental health services within its buildings during school hours for students who are in need of those supports due to mental health, behavioral, social, emotional, or substance use challenges. Referrals for services can be made by the TLC school counselor after appropriate parent/guardian consents have been received. Students who are eligible for Medicaid and/or private insurance may have their insurances billed by the external mental health provider. All external mental health providers are vetted by Bulloch County Schools, have current Memorandums of Understanding with Bulloch County Schools, and are appropriately licensed by the state for the provision of mental health services.

XCEL Program

The XCEL program is offered for select TLC students. [XCEL Strategies Inc.](#) is a mentoring network that works with students on life skills, job skills, trade skills on their mobile training units, goal setting, time management, relationships, and financial

stewardship. All students attend an orientation session led by the XCEL leadership. Selection for the XCEL Program includes an application and interview process. When all XCEL slots are filled, a waitlist is formed for students wishing to participate in the program. Students receive XCEL programming for an hour and fifteen minutes per week. Alternating weeks focus on trade/technical skills and life/job skills. Students may be removed from the program at any time due to nonparticipation or violation of behavioral expectations.

Drug & Alcohol Counseling Services

The TLC will be offering individual addiction counseling and weekly group counseling on the school campus. During these sessions, a certified addiction counselor will encourage the student(s) toward a healthy understanding of substances and equip them with the skills and information to make healthier choices for their futures. By incorporating group sessions, the students will have the opportunity to encourage one another in their new choices and learn how to have fun without substances. These services will be funded through a grant and will be available through December 2025.