

# THE LEARNING CENTER

(NCISD Disciplinary AEP)



# NEW CANEY ISD

## STUDENT HANDBOOK OF RULES AND PROCEDURES

2025-2026

22784 US 59  
Building B (Behind Pine Valley Middle School)  
Porter, TX 77365  
281-577-2850

### **THE LEARNING CENTER - MISSION STATEMENT**

At TLC, we believe every student deserves a fresh start and a safe place to grow. Our mission is to help students take ownership of their choices, build confidence through academic success, and develop important life skills. We create a respectful and supportive environment where students feel seen, valued, and empowered to make positive changes because we know every student has the potential to WIN!

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## FORWARD

This handbook is prepared to provide a source of information for The Learning Center students and their parents.

In addition to the policies included herein, all applicable New Caney ISD School Board policies, county, state and federal laws, plus regulations from the Texas Education Agency and the University Interscholastic League standards from the Southern Association of Colleges and Schools will be followed.

This handbook is not a contract. The purpose of this handbook is to serve as a guideline only. The policies and procedures contained within this handbook can be changed at any time to serve the best interests of this district.

**Students at The Learning Center are expected to follow the New Caney ISD Code of Student Conduct. In addition to these district wide policies, students at The Learning Center are expected to meet the expectations outlined here and on the behavior goal sheets.**

## ARRIVAL AND DISMISSAL

School hours for all TLC students are 7:25 a.m. to 2:35 p.m. **Students will be supervised from 6:55 a.m. to 3:00p.m.** The parent/guardian is responsible for the behavior and safety of their students before and after these hours.

Transportation may be provided upon approval of NCISD Transportation Department. (Exception: federal regulations require transportation for Sp. Ed. students upon ARD Committee recommendation.)

## TARDY POLICY

**Any student who arrives after 7:25 a.m. will be counted tardy and will receive the following consequences.**

Points will be deducted from the goal sheet, unless campus has been notified prior to arrival.

Excessive tardies may result in lunch detention, after school detention, or additional days added to placement.

## ABSENCES

All students attending TLC will adhere to the district attendance policy. Please call by 8:30 a.m. if your child will be absent. If a student is absent for any reason, proper documentation (parent note, medical note, or court note) must be submitted for the day for attendance purposes and the TLC day to count. **Only 5 parent notes per semester are allowed. Excessive unexcused absences will result in court action.** High school students must be in each class 90% of the time in order to receive credit for that class.

## MEALS

Students' lunch accounts will transfer from home campus (free/reduced/balance amounts). **No meals may be charged.** Breakfast is served from 6:55 to 7:25. Students have a choice of bringing lunch from home. TLC staff will check lunches from home during the check in process. No candy, gum, or sodas are permitted. No outside drive-in or restaurant food allowed. Students bringing lunch may only bring drinks such as water, juice, gatorade or milk in a **factory** sealed container.

**NO OPEN CONTAINERS MAY BE BROUGHT INTO THE BUILDING. ALL FOOD CONTAINERS MUST BE SEALED AT THE TIME OF ARRIVAL.**

## INSTRUCTIONAL PROGRAM

TLC follows the district wide curriculum and district/state testing mandates.

Counseling is available at TLC including goal setting, conflict resolution, anger management, career exploration, esteem issues, etc., or on an individual basis.

State law mandates that all high school students removed to DAEP have the opportunity to complete coursework required for graduation. This requirement is fulfilled for some courses via computer-based instruction. Some courses may not be offered depending on course levels.

## GRADING PROCEDURES

District grading guidelines are followed.

## SUPPLIES

Supplies will be provided for each student. No personal supplies are allowed to be brought in by students. Kleenex and hand sanitizer are optional supplies.

# CLINIC

TLC follows the district's policy on all health related matters.

## MEDICATION POLICY

The following rules govern the use of medications by students at all New Caney ISD schools.

- Medication should be brought directly to the school office at TLC by the parent or adult designee. Students are not to carry medication with them during the school day unless specified by their physician and cleared, in writing, by the principal or designee.
- No student may transport any drug to or from school.
- Parents are responsible for transporting medication that is distributed by the school nurse to TLC and will be responsible for returning back to main campus after placement at TLC.
- Parents are responsible for picking up any medication after completion of placement at TLC.
- The parent or legal guardian must send a written request to administer any medication. This applies to prescription and non-prescription drugs. All medications must be in their original container, with prescription labels containing the student's name, name of drug or RX number, and directions for giving medication.

## PARENTAL INVOLVEMENT

Parental involvement is a very important component of the alternative program. Staff have been directed to maintain close contact with parents on a regular basis. Students are required to go over their behavior goal sheet with a parent every day. Students are required to return their behavior goal sheet with a parent signature to campus the following day. If the goal sheet is not signed and returned the next day, 5 points will be deducted. Parent or guardian will also be contacted.

Parents are encouraged to email their students' teachers for academic or classroom questions. Parents may call or email the campus for all other questions or concerns. Students are not allowed to use the phone during the school day. Transportation arrangements should be made ahead of time. Written notification must be provided by a parent if alternative transportation arrangements are made.

Parents are required to attend an orientation when their child enrolls at TLC. Parents must call 281-577-2850 to schedule orientation for their child. Other meetings will be scheduled at mutually convenient times throughout the semester.

**Students enrolled at TLC are not permitted on any other NCISD campus/property. Being on another campus may result in charges for criminal trespassing.**

## DISCIPLINE EXPECTATIONS

TLC Discipline Expectations are based on the premise that students are responsible for their own conduct and the choices they make regarding their behaviors. The behavior goal sheet is designed to provide daily feedback whereby students, parents and TLC staff monitor progress through the DAEP (Disciplinary Alternative Education Program) toward release to the home campus. All students who enroll at TLC are assigned a length of placement by their home campus. Students earn credit for those days by exhibiting successful behaviors reflected on the behavior goal sheet.

**As a DAEP, TLC adheres to a stricter code of conduct than a traditional campus.** Teachers are encouraged to handle minor misbehavior by assessing negative points in appropriate categories on the behavior goal sheet. The following infractions will result in immediate referral to the principal's office:

Active Defiance	Racial Slurs	Obscene gestures
Bullying	Threatening a student or staff member	Obscene language
Vandalism of school property	Yelling or shouting	Profanity

**Students engaging in disruptive classroom behavior may be suspended or have days added to their placement.**

**Parents and police will be contacted for students who leave the building without permission. Serious misbehavior while enrolled at TLC may result in a referral for a citation or expulsion to the Juvenile Justice Alternative Program for Montgomery County, which is located in Conroe.**

**PLEASE NOTE:**

The following measures have been taken to ensure a safe environment for students and staff.

1. All students walk through a metal detector stationed at the entrance of The Learning Center.
2. All public areas are subject to being monitored/recorded.
3. All students' pockets, jackets, shoes, socks, and other personal belongings are subject to being searched at any time.
4. The Learning Center building is open between 6:55 and 3:00. All students will be actively monitored during this time.
5. Students may not engage in social conversations or note passing. Communication via google docs or other methods of electronic communication with each other is also prohibited.

## **COMPLETION OF PLACEMENT**

Upon completion of DAEP placement, **a parent or guardian is required to accompany the student back to their home campus for an AEP transition meeting.** Students must return to their home campus to re-enroll or withdraw from the district the next school day. All non-attendance days are unexcused absences, and excessive unexcused absences will result in a referral to court. In addition, all grades for assignments during unexcused absences will be entered as a ZERO.

## **DRESS CODE**

The Learning Center is a disciplinary facility and as such adheres to the following very strict dress code:

1. All students should follow good grooming habits and be neat and clean.
2. Appropriate undergarments must be worn and may not be visible.
3. Facial hair must be neat, clean, and well groomed. Carvings or designs into haircuts and notches in eyebrows are not permitted.
4. Khaki dress slacks/pants in the appropriate size (only one pair of pants may be worn). **KHAKI JEANS are NOT ALLOWED.** Shorts may **NOT** be worn underneath. No oversized, cargo style, or baggy pants. No low-rise or fitted-leg pants. Slacks/pants **must** have pocket liners (front and back). No sagging is permitted.
5. A plain brown, black or tan belt is required with no ornamental objects, holes or designs. No large buckles.
6. A plain black or white collared, size appropriate shirt (polo-style or button down) tucked into pants. Students may add a plain white or black, size-appropriate sweatshirt over the collared shirt. No oversized or baggy shirts. No tightly fitted shirts. No hoodies. All shirt tails must be tucked in.
7. Shirts, pants, and sweatshirts may not have any writing or logos. Small chest logos no larger than an inch are acceptable.
8. Only closed toed shoes are allowed. Shoe strings must be a traditional shoe string (no ribbons, ropes, etc). Shoes must remain tied and Velcro straps must remain secured across the shoe and may not be unfastened. Boots, cowboy boots, steel toed boots/shoes are not allowed. No crocks, slippers, slides, or houseshoes.
9. All makeup must be kept to a minimum. Natural make-up only, and no lipstick is allowed. Artificial/acrylic nails, nail polish, and false eyelashes are not allowed. Decorative pimple patches are not permitted.
10. Sunglasses and head coverings are not permitted to be worn or brought.
11. Any tattoos must be covered at all times. We do not supply band aids for coverage.
12. No jewelry or watches may be worn **or brought** to school. This includes jewelry for piercings. Any jewelry that is worn or brought into the building will be collected and parents will have to pick it up.
13. No purses, backpacks or wallets are permitted.
14. Hair style and color must be reasonable and not cause undue attention. Females must wear their hair straight down, in a bun on the back of the head or in a ponytail. No headbands, scarves, plastic or metal hair clips are allowed.
15. Jackets must be put in the closet upon arrival at school.
16. Students are not allowed to bring more than \$20.00 to TLC.

17. Electronic devices are not allowed to be brought into TLC (this includes cell phones). Any electronic devices brought will be kept until a guardian picks them up.
18. **Any prohibited items that are brought in more than once may be subject to confiscation until the end of placement or until the item is picked up by a parent.**

**Campus Administrator decisions are final on dress code issues.** Parents are responsible for providing the appropriate uniform for their students. Parents will be notified of dress code violations and additional consequences may be issued.