INTRODUCTION

The purpose of this handbook is to assist students, parents, staff, and the school administration in understanding that the school community exists to help all students develop their potential for learning, as well as the necessary self-discipline to enable them to become productive, responsible members of a democratic society.

MISSION STATEMENT

TLCCS will facilitate a student-centered individualized education that develops responsible, independent, adaptable, life-long learners who have acquired effective thinking and communication skills.

EDUCATIONAL PLAN FOR STUDENT SUCCESS

(EPSS)

GOAL 1:

To improve English Literacy in the area of Language Arts and Math with the implementation of Technology and to raise the overall test scores of students by 2% on the NMSBA and NMHSCE.

GOAL 2:

All students will be provided with a safe environment conducive to learning. Students will demonstrate improvement in social, emotional and intellectual wellness as evidenced by maintaining student attendance at the rate of 96% and a decrease of referrals to ISS and to the office by 10%.

ACADEMIC ACHIEVEMENT

In accordance with the “No Child Left Behind Act,” the staff views the success of all students as a primary focus. The staff at TLCCS does their best to individualize the educational experiences for every student, and to maximize instruction.
GRADING SCALE

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percent</th>
<th>Grade Point</th>
<th>H.S. credit earned</th>
<th>Indicates Pass/Fail</th>
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<tbody>
<tr>
<td>A+</td>
<td>100-98</td>
<td>4.000</td>
<td>1.000</td>
<td>Pass</td>
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<tr>
<td>A</td>
<td>97-94</td>
<td>4.000</td>
<td>1.000</td>
<td>Pass</td>
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<tr>
<td>A-</td>
<td>93-90</td>
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<td>B+</td>
<td>89-88</td>
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<td>B</td>
<td>87-84</td>
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<td>B-</td>
<td>83-80</td>
<td>3.000</td>
<td>1.000</td>
<td>Pass</td>
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<tr>
<td>C+</td>
<td>79-78</td>
<td>2.000</td>
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<td>C</td>
<td>77-74</td>
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<td>C-</td>
<td>73-70</td>
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<td>D+</td>
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<td>D</td>
<td>67-64</td>
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<td>D-</td>
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<td>F</td>
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<td>Fail</td>
</tr>
</tbody>
</table>

Students are consistently encouraged to take “responsibility” for their education and to make the right academic choices.

PROGRESS REPORTS

Progress Reports are sent home with the students every two weeks. If you are not receiving these reports, please call your child’s teachers. It is the responsibility of the student to take these reports home.

SCHOOL ATTENDANCE

New Mexico State Law dictates the Compulsory School Attendance Law. Students are required to attend school until their majority age of 18. This law mandates that all schools and teachers keep an accurate daily attendance. The sole intent and purpose of this regulation is to attain the highest degree of attendance for every student.

It is TLCCS’s policy to require parents to call in the absence of their child each day of absence.

The following procedures will occur in the event of a pattern of absences:

- 3 Absences: Call home, Teacher contacts parents/guardians by letter or phone call.
• 5 Absences: Call home, refer to authorities, letter to parents/guardians
• 10 Absences: Call home, administrative involvement, audit status, loss of credit

Excused Absences: Verification must be received within 24 hours of absence

• Doctor or Dental appointments (verification upon return to school)
• Illness: Longer than 3 days, Medical excuse
• Death in the family, verified family emergencies,
• Religious commitment
• Diagnostic Testing (verified)
• Extenuating circumstances (Agreed upon by the administration prior to absence)

Unexcused Absences: any absence not meeting the stated criteria for excused absence.

INCLEMENT WEATHER

TLCCS follows the same regulations as APS in declaring Inclement Weather, and closes the school, begins at a later hour, or cancels school for the day. With TLCCS students relying upon their own transportation, there may be days that the TLCCS administration perceives the weather too dangerous for individual school travel and cancels school, even if APS does not cancel their classes. Listen to: KOB TV and 770 KOB RADIO for announcements of possible cancellation. See the school website at www.tlcnm.net

GENERAL DISCIPLINE POLICY

Our school community is committed to the development of a discipline policy which creates a positive, safe, orderly, and efficient learning environment free from distractions.

Certain behaviors are severe and disruptive to the educational process and can jeopardize the safety of students. These behaviors, include but are not limited to:

• Fighting/Violence towards another person/ bullying behaviors
• Defiance of school personnel/authorities
• Profane and/or abusive language towards another person
• Gang related activity
• Possession of weapons or other items that may cause or obtained for the intention of causing injury or death
• Possession and/or the use of drugs or alcohol
• Vandalism/destruction of property
• Ditching class
• Threatening/intimidation of another person
• Stealing
• Cheating/Plagiarism/forgery
• Tardies
• Refusal to obey School Personnel
• Continual classroom disruptions
• Sexual harassment
• Inappropriate dress

The aforementioned behaviors are considered serious and will result in consequences including, but not limited to: In-School suspension, short-term out of school suspension, possible disciplinary hearing, and long-term suspension, and/or reporting to Civil and Law enforcement Authorities.

**CODE OF CONDUCT**

All students are expected to behave in a manner appropriate to middle school and high school age students. Appropriate behavior is expected both while on campus and/or while participating in any school sponsored activities.

• Think before making choices (whether the choice is about behavior, class selections, attendance, etc.) and be prepared to accept the consequences of those decisions.
• Treat everyone with respect and expect the same treatment from others
• Accept personal responsibility for keeping the campus safe and clean.

The adults of TLCCS strive to serve as positive role models by demonstrating appropriate behaviors. We request parents and guardians demonstrate appropriate behaviors while on the TLCCS Campus.
Confrontation, intimidation, and/or threats to TLCCS staff members will result in removal from campus and/or further disciplinary action (NM 30-20-13).

As a part of our EPSS (Educational Plan for Student Success), TLCCS has adopted a code of conduct that is inclusive of Character Counts!sm

**Character Counts!sm**

Character Counts!sm is a way for students to learn to make right decisions. The basis for Character Counts!sm are the six (6) Pillars of Good Character that are recognized in schools and other institutions:

6 Pillars of Character Counts!sm

- Respect
- Citizenship
- Caring
- Trustworthiness
- Fairness
- Responsibility

We ask that *Respect* be generated by all stakeholders of the TLCCS institution.

**STUDENT BEHAVIOR**

*In-School Suspensions (ISS):* In-school suspension is the first alternative step before *Out of School Suspension.* In-School Suspension is designed for those students who continue to make irresponsible decisions and choices in behavior. Those students who refuse to follow Behavioral Rules designed by the administration will be referred to the administration.

*Suspensions:* Depending on the severity of inappropriate and unacceptable behavior, students can be suspended for either *long-term or short-term periods.* The periods of suspensions will not exceed *ten (10)* days in accordance with
the P.E.D. Regulations. Suspensions are subject to due process procedures in accordance with the Governance Council policy.

**Dangerous Weapons at School: Federal Gun Free Schools Act of 1994, 20 U.S.C. PP8921 and N.M.S.A. 1978, 22-5-4.7.** State Law (30-7-2.1) prohibits the unlawful carrying of a weapon on school premises except by a peace officer, school security personnel, when used in an approved class and other limited lawful purposes. School premises include building, grounds, fields, parking areas and school busses. **Persons in possession of dangerous weapons at school will be reported to law enforcement. Such possession is considered a felony. All dangerous weapons are subject to confiscation at school.**

*Any student found to be in violation of this policy shall be subject to discipline, including long-term suspension and expulsion.*

Every offense will be evaluated and appropriate disciplinary action will be determined by the administration.

**ANTI-BULLYING POLICY**

TLCCS has initiated an Anti-Bullying Policy. It is our intent to act responsibly and to provide a safe and healthy learning environment where students feel secure.

**Definition of Bullying:** An intentional harmful behavior initiated by one or more students and directed toward another student. Bullying is unjustified and typically repeated. Bullying can be defined in terms and actions of: **Physical, Verbal, Emotional, Sexual, and Racial. Any and all actions** that are deemed as “Bullying” actions will be dealt with on a **one-one** basis and appropriate actions will be taken against the perpetuator in accordance to the severity or continual actions.

We strongly advise students to make appropriate choices prior to engaging in or joining in actions that can be deemed “Bullying.”

Students are strongly advised to report any identifiable actions of Bullying.

**CAMPUS POLICY**

Students are not permitted to leave campus before regular dismissal time. Requirements for leaving campus:
• Permission from building administrator
• Once student arrives on campus, student must remain on campus
• Students who must leave campus for any appointments, must verify by appointment slip.
• A written note from a parent/guardian will act as verification
• Non-driving students: Parent/Guardian must present themselves at the reception area and sign student out. Upon return, student must be signed in. A student **will not** be released to anyone (relative, neighbor, or friend) unless prior arrangements have been made with the Principal, Assistant Principal and parent/guardian.

**Passes for Leaving School:** All requests to leave the campus while school is in session, including the lunch period, **must be cleared through the Administrative Office.** Leaving school without permission is classified as an absence. When a parent/guardian cannot be contacted, the child should remain in school in accordance with the policy.

**HEALTH CARE AND MEDICATION**

**WELLNESS POLICY**

The Learning Community Charter School has adopted a Wellness Policy in accordance with the Public Education Department. This policy went into effect in January, 2007.

It is the responsibility of TLCCS to oversee and educate our students in the areas of proper Nutrition, Long term Physical Activity, and overall Wellness. These factors are a part of our current curriculum.

We strongly urge parents to join in with us in guiding the students in making appropriate changes to their dietary needs as well as their levels of physical activity for long term wellness.

**HEALTH INFORMATION FORM**

Each student must have a Health Information Form on file. This form will be provided at the time of enrollment. Every student must also have a current immunization record on file. Without the current immunization record, **We will be unable to enroll your child.**

Parents or guardians will be contacted immediately when a student needs to be taken home due to illness or injury. Please be sure that your work and home phone numbers are current so that contact can be made.
The Bernalillo County Health Care Department satellite is located at 7704 Second St. NW. The number at this facility is: 505-842-8229. Free shots are administered there. Students at TLCCS will have hearing and eye exams annually. Should your child fail either one, the school nurse will alert you by a student carried note.

**EXPRESSION AND ASSOCIATION**

*Publications:* Students may express themselves through written and/or oral materials so long as it does not adversely impact the educational process.

*Organizations and Clubs:* These organizations must be open to all students on an equal basis and must operate within procedural guidelines established by the Governance Council of TLCCS.

*Distributing political or religious propaganda on state property, is not permitted.*

**USE OF TECHNOLOGY AT TLCCS**

*Computer usage* at TLCCS is a supplementary means of delivering instruction to the students. It is the responsibility of the students to use all computer and technical equipment in the manner for which it is designed.

- Internet Sites: Improper use of the Internet includes, but is not limited to: Sites which are not in line with direct instruction and delivery of the Curriculum

- *ALL searches and site ‘visits’* are recorded on the server, and are reviewed by the Administrators of The Learning Community Charter School.

- Any misuse of the computers, internet, or any other equipment will be dealt with on a case by case basis. Appropriate discipline will be used on an case-by-case basis by the Administration.

- Personal use of any other technological or electronic devises (iPods, mp3 players, cell phones, CD players, palm pilots, etc.) will be used under the guidance and rules of each individual teacher. No type of equipment that distracts a student from a lesson, or prevents the user or another student from hearing, seeing, or comprehending a lesson will be allowed.
CELL PHONE POLICY

The use of cellular phones during class time will not be tolerated at TLCCS. The students may use their phones only: *during passing periods and lunch time*. This allows students an opportunity to use their phone for one hour at school.

If there is an emergency, every classroom has a telephone. We strongly urge parents *not* to call students during class time. If you need to communicate with a student, please use the main number: 332-3200 and request that a message be given to a particular student. **We understand that cellular phones are a major part of our society, however they do not take precedence over listening or learning while at TLCCS.**

1st offense: Teacher confiscates the phone until the end of the day, calls the parent/guardian and documents the infraction.

2nd offense: Teacher confiscates the phone, calls parent/guardian and requests that the phone be picked up by the parent/guardian and documents the infraction.

3rd offense: Teacher confiscates the phone, requests a parent/guardian and administrative designee conference. Parent/Guardian will be required to pick up the phone. Infraction documented.

4th offense: Penalty and confiscation of the phone will be determined by the Principal.

FIRE DRILL PROCEDURES

In accordance with fire regulations requiring the school to hold periodic fire drills, TLCCS holds fire drills once a month. When the fire drill is announced, everyone in the building is required to exit the building according to the “Fire and Emergency Exit Plan” posted in every room.
DRESS CODE

TLCCS Charter “School expects student dress and grooming to reflect high standards of personal conduct so that each student’s attire promotes a positive, safe and healthful atmosphere within the school.

- Student dress may not present a health or safety hazard, violate municipal or state law
- Student attire may not present a potential for disruption to the instructional program
- Students who wear clothing that detracts from the educational process, will be asked to wear a T-shirt distributed by the school, have parents bring alternate clothing, or be asked to return home to change into appropriate attire.
- Students are not allowed to wear clothing depicting gang affiliation, promoting the use of alcohol, drugs or any other illegal substance.
- Students and their parents/guardians have the responsibility to be aware of and conform to the school’s specific dress code.
- The responsibility to interpret appropriate or inappropriate clothing and to enforce the policy rests with each staff member of TLCCS.

SPECIFIC DRESS CODE GUIDELINES - Girls

- Shorts and Skirts – no shorter than the length of the tip of the middle finger with arms hanging down on the sides of thighs. Leggings can be worn under shorts to comply with length of the shorts.
- Tops – must cover the complete cleavage. T-shirts, jewelry or other adornments may not have any drug, alcohol, weapon pictures, slogans, nor sexual innuendos.
- Leggings – may be worn provided that tops cover the complete buttocks.

SPECIFIC DRESS CODE GUIDELINES – Boys

- T-shirts, jewelry, or other adornments may not have any drug, alcohol, weapon pictures, slogans, nor sexual innuendos.
- No tank top (sleeveless) t-shirts.
- Top of the pants or shorts may not be below the buttocks or have underwear exposed.
PETS AND GUESTS AT TLCCS

Pets: Students are prohibited from bringing pets (animals, reptiles, etc.) to class. If bringing an animal pertains to classroom demonstration, it must be under the supervision of the teacher. Such cases must have prior approval from the administration of TLCCS.

Guests: Students are not permitted to bring a guest to visit. Due to the large enrollment of the school, space is not available in our classes for guests. Parents or guardians are welcome to attend anytime.

STUDENT EMPLOYMENT

Students attending TLCCS are allowed to participate in employment outside of school hours. It is hoped that employment will not adversely affect a student’s learning or grades. We recommend that any student considering employment discuss this thoroughly with their parent/guardian, and school staff. We recommend that the student also discuss appropriate hours and schedules that will not conflict or adversely create a hardship in their academic performance at TLCCS.

We wish to ensure that every student is successful both in school and employment.

FIELD TRIPS

Throughout the year, teachers schedule field trips for instructional purposes. Written permission is required when students are transported away from the school. Permission forms are sent home several days in advance, and must be signed by a parent or guardian and returned to the teacher before the student is allowed to join the field trip. Field trips enhance the curriculum, therefore, students will participate in an appropriate manner. Students without completed permission forms will not be allowed to attend the field trip and forfeit the experience. They may still be responsible for any and all related or substitute assignments.

STUDENT RIGHTS AND RESPONSIBILITIES

TLCCS does not discriminate on the basis of ethnic identity, religion, race, color, national origin, sex, sexual orientation, mental or physical disability, marital status, or pregnancy. The Governance Council has been designated to handle inquiries regarding the nondiscrimination policies.
Students who believe that they are being unfairly treated and/or harassed by other students or school staff, or who believe that their rights have been violated should report their concerns to their parents, school administrator, or other school personnel.

**Hearing Procedures:** The Governance Council will preside over an appeal hearing for students who recommended for *Long term Suspension or Expulsion*. The student may, at his/her own expense, choose to be represented by an attorney during any due process appeal hearing. If an appeal hearing is requested, parents must request an appeal hearing in writing within (10) ten school days from the notice of suspension, expulsion, and prior to the next monthly Governance Council meeting. The Governance Council will schedule an appeal hearing within (5) five school days. A written response as a result of an “appeal hearing” will be delivered to the parties within (5) school days. The parent or guardian may choose to waive the student’s right to a hearing and accept the disciplinary consequences recommended by the school.

**CONTACT INFORMATION**

*School Address;*

The Learning Community Charter School

5555 McLeod NE

Albuquerque, NM 87109 USA

505-332-3200

Fax 505-332-8780

*Website;*

[www.tlcnm.net](http://www.tlcnm.net)

A contact email link can be found on the website.