

Family Handbook



L.B. Clarke Middle School

**4613 Parkway Boulevard
Two Rivers, Wisconsin 54241
Main Office (920) 794-1614**

2026-2027

L.B. Clarke Middle School Staff

L.B. Clarke Middle School

Phone- (920) 794-1614

Fax- (920) 793-1819

Office Staff

Mr. Wester	Principal
Mrs. DeRoehn	Associate Principal
Mrs. Lensmeyer	Dean of Students
Mrs. Zarn	Building Secretary
Officer Torres	SRO
Mrs. Barber	School Counselor
Ms. Prue	School Counselor
Mrs. Schneider	Social Worker
Mr. Reimer	Student Services
Mrs. Dahms	Nurse
Ms. Botchuck	Health Paraprofessional

Grade 5 Team

Ms. Bauer
Mrs. Jansky
Ms. Kimball
Mr. Popp
Mr. Trost

Grade 6 Team

Mr. Cisewski
Mrs. Corbley
Miss Dhuey
Mrs. Reeves
Ms. Schroeder

7th and 8th Grade Team

Ms. King	ELA/Social Studies
Mr. Kramper	ELA/Social Studies
Ms. Miller	ELA/Social Studies
Mr. Slattery	ELA/Social Studies
Mrs. Jacks	Math
Ms. Kotche	Math
Ms. J. Klein	Science
Mrs. Walgurski	Science

Pupil and Special Services

Mrs. Miller	Deaf/Hard of Hearing
Mr. Sisneros	Multi Language Learners
Mrs. Reigles	Occupational Therapist
Mrs. Love	Program Support
Mrs. Seebruch	Psychologist
Ms. Martin	Speech and Language
Mrs. Schrauth	Title I

Learning Strategists

Mrs. DeWane
Mrs. Diedrich
Mrs. Haston
Ms. Kulpa
Ms. Thiem

Encore Teachers/Specialists

Ms. Hardin	Art
Mr. Meulbroek	Band
Mr. Carlson	Choir/General Music
Mr. Salta	Health
Mrs. Collins	LMC/Library Services
Mr. Helling	Physical Education
Mr. Linzmeier	Physical Education
Mr. Holly	Technology Education
Mr. Klein	Technology Education/STEAM
Mrs. Cain	World Language

Educational Support Staff

Ms. Riemer	Library/ELL Aide
Mrs. Franz	Paraprofessional
Mrs. Kline	Paraprofessional
Ms. Meuer-Becker	Paraprofessional
Mrs. Mohorne	Paraprofessional
Mrs. Osterloth	Paraprofessional
Mr. Sturm	Paraprofessional
Mrs. Lambries	Paraprofessional
Mrs. VanRooy	Paraprofessional

School Nutrition and Noon Supervision

Mrs. Watzka	School Nutrition Director
Mrs. Dewey	School Nutrition Secretary
Mr. Capetillo	Kitchen Staff
Mrs. Eis	Kitchen Staff
Ms. Gilmore	Kitchen Staff
Mrs. Hoeltke	Kitchen Staff
Ms. Lehman	Kitchen Staff
Ms. Baeckmann	Noon Supervisor
Ms. Gates	Noon Supervisor
Mr. Gilbert	Noon Supervisor
Ms. Schneider	Kitchen Staff

Custodial Staff

Mr. Anklam	Building Custodian
Mr. Herman	Evening Custodian
Mr. Jennings	Evening Custodian

We include. We inspire. We innovate. We impact. We are TR!

For the most recent information about L.B. Clarke, please visit our website at <https://www.trschools.k12.wi.us/>

Our Vision: Empower every individual to learn and thrive in a dynamic world by building community, championing diversity, and leading for positive change.

Our Mission: We include. We inspire. We innovate. We impact. We are TR!

Our Values:

- **Collaborate:** Work together to build relationships and achieve success.
- **Own:** Embrace responsibility and accountability for meaningful learning and growth.
- **Lead:** Elevate others to ensure excellence.
- **Engage:** Model and encourage active involvement, curiosity, and voice to strengthen our communities.

The Raider CODE- Universal Expectations and Procedures

Raider CODE Schoolwide Matrix (8/13/24)

	Bathroom & Locker Room	Hallway and Lockers	Playground	Lunchroom	Bus	Vehicle and Bus Loading Areas	Field Trips and Community Events	Library	Assembly	Collaboration Spaces
Universal Expectations KYHFOOTY - Keep Your Hands, Feet, and Other Objects to Yourself	Voice Level: 0 - 1 KYHFOOTY PCDs remain in locker 750-325 pm Listen to directions and exhibit safe behaviors	Voice Level: 0-1 KYHFOOTY PCDs remain in locker 750-325 pm Listen to directions and exhibit safe behaviors	Voice Level: 0-4 KYHFOOTY PCDs remain in locker 750-325 pm Listen to directions and exhibit safe behaviors	Voice Level: 1 - 2 KYHFOOTY PCDs remain in locker 750-325 pm Listen to directions and exhibit safe behaviors	Voice Level: 0-2 KYHFOOTY Listen to directions and exhibit safe behaviors	Voice Level: 0-2 KYHFOOTY Listen to directions and exhibit safe behaviors	Voice Level: 0-4 KYHFOOTY PCDs remain in locker 750-325 pm Listen to directions and exhibit safe behaviors	Voice Level: 0 or 1 KYHFOOTY PCDs remain in locker 750-325 pm Listen to directions and exhibit safe behaviors	Voice Level: follow directions KYHFOOTY PCDs remain in locker 750-325 pm Listen to directions and exhibit safe behaviors	Voice Level: 1-2 KYHFOOTY PCDs remain in locker 750-325 pm Listen to directions and exhibit safe behaviors
Collaborate	Be respectful of the privacy of others. Be respectful of the property of others.	Keep walkways clear of belongings and people. Keep all belongings inside of your locker. Tops of lockers remain clear except for large sports bags.	Be respectful to others. Follow the rules of the games being played. Resolve disagreements with those involved. Tell an adult if you need help.	Keep walkways around tables clear. Follow the flow of the lunch line. Wait your turn in the lunch line. Be respectful and listen to the noon supervisors. Be respectful of others' space and belongings.	Be respectful to the driver and other students. Listen to the driver and follow the rules of the bus. Be respectful of others' space and belongings.	Be respectful of others' space and belongings.	Stay within your designated groups. Be respectful of others' space and belongings.	Be respectful of others who are reading or working. Share flexible seating.	Stay within your designated groups.	Work as a team, even if you aren't friends. Share flexible seating. Be respectful of others' space and belongings.
Own	Take care of your business. Clean up after yourself. Flush the toilet. Be respectful of bathroom property. Put personal belongings in the locker when not in use. Wash with soap and water, then dry your hands. Place garbage in trash cans.	Walk on the right side. Go directly to your destination. Collect all materials you will need for the next class. • Bring materials for BOTH enclos Arrive at your destination on time. Use your own lock and locker. Keep the inside and outside of lockers and locker area clean.	Be accountable for your actions. Pick up necessary playground equipment. Enter the building quietly and follow hallway expectations when the whistle blows.	Walk to and from your table. Bring cold lunch and outdoor apparel to the cafeteria. Clean up after yourself.	Keep all body parts and items inside of the bus. Be respectful of the bus company's property. Clean up after yourself.	Stay in the designated area. Be aware of your surroundings. Walk to your vehicle or bus.	Utilize materials and equipment as directed. Stay focused on your task: • Book Talks • Checking out books • Independent work • Reading Be respectful of the library space & materials.	Walk to and remain in your assigned seating area.	Stay focused on your task. Be respectful of the collaboration space & furniture. Clean up after yourself.	
Lead	Report concerns to an adult.	Gently close and lock locker doors. Pick-up and place garbage in trash cans, even if it isn't yours.	Include others in games. Use equipment properly.	Include others in table groups and conversations. Use chairs and tables appropriately.	Sit safely in your seat and wait for the bus to stop before standing up.	Demonstrate safe behaviors that reflect positively on your school and community. Report unusual, unsafe, and inappropriate activities to school staff.	Demonstrate safe behaviors that reflect positively on your school and community. Demonstrate appropriate school cheers	Quietly push in chairs and return things to where you found them.	Demonstrate safe behaviors that reflect positively on your school and community.	Be productive (individually or as a member of the group).
Engage	Encourage others to clean up after themselves. Encourage others to return to class quickly.	Greet one another and help others as needed. Encourage others to use positive and appropriate language.	Encourage others to follow the rules of the games being played. Tell an adult if you need help. Encourage others to use positive and appropriate language.	Encourage others to follow the rules. Encourage others to clean up after themselves.	Encourage others to follow the rules of the bus. Tell the driver if you need help. Encourage others to use positive and appropriate language.	Encourage others to be aware of their surroundings.	Help and encourage others to listen/participate when appropriate. Actively listen to directions or presentations.	Encourage others to follow checkout/return procedures.	Engage in the performance - applaud and laugh at appropriate times Actively listen to directions or presentations.	Encourage others to do their best.

School-wide behavior expectations follow the Raider CODE, which align with our district's values. Positive Behavior Interventions & Supports (PBIS) are used to create an inclusive environment that encourages positive behaviors and interactions. This will allow L.B. Clarke students to build relationships and achieve academic success.

PBIS involves:

- Setting expectations for various school settings
- Teaching students the behavioral expectations through school-wide lessons and videos
- Recognizing students for exemplifying the Raider CODE through verbal praise and Caught'cha Tickets, which are entered into school raffles and used for various school rewards

We include. We inspire. We innovate. We impact. We are TR!

- Establishing Tier 2/3 interventions to help students who continue to struggle with expectations
- Reminding and reteaching of the Raider CODE when problems arise

Foreword

This student/parent handbook was developed to answer many of the commonly asked questions that parents may have during the course of a school year. In some sections, this handbook summarizes official policies and administrative guidelines of the Board of Education and the District. The policies and guidelines are periodically updated in response to changes in the law and other circumstances.

The most current board policy or administrative guideline always prevails. Current [policies](#) and guidelines are available on the District's [website](#).

Situations not specifically covered in this handbook will be dealt with at the discretion of the L.B. Clarke Middle School administration.

Introduction

Staff Directory	2
TRPSD Mission, Vision, and Shared Values	3
Foreword/Table of Contents	5

School Information

Activity/Athletic Participation	6
After School Event Expectations	9
Advisory	10
Aimsweb	10
Backpacks	10
Beverages	10
Bicycles	10
Building Access	10
Communication with Staff	10
Counseling Program	10
Daily Schedules	11
Directory Data	11
Dress and Grooming	11
Fees	12
Fire Safety	12
Gambling	12
Gum	12
Homeroom	12
Homework	13
Illness/Return to School	13
Immunizations	13
Lockers	13
Lost and Found	13
Lunch/Breakfast Program	13
Lunch/Food Drop-Off Procedures	14
Lunchroom Privileges and Expectations	14
Medication	14
Parent/Student Communication and Deliveries	15
Physical Education Attire	15
Scheduling	15

School Hours	16
School Photos	16
School Resource Officer	16
Student Planners	16
Video Surveillance/Electronic Monitoring Equipment	17
Visitors During the School Day	17
<u>Attendance Policy and Procedures</u>	
Attendance Overview	17
Excused Absences	17
Early Dismissal	18
Illness/Unexpected Events	18
In-School Illness	18
Unexcused Absences (Truancy)	19
Habitual Truancy	19
Tardiness	20
Make-up Procedure	20
Participation in Co-Curricular Activities	20
Sign-In/Out	20
<u>Student Academic Information</u>	
Academic Integrity	20
Grading Procedures	21
<u>Technology</u>	
Acceptable Use and Safety Policy	23
Personal Communication Devices (PCDs)	23
Bring Your Own Device	25
<u>Student Discipline</u>	
Alcohol, Tobacco, and other Impairing Substances	25
Behavior Infractions	25
Bus Discipline and Information	25
Buses for School-Sponsored Activities	26
Code of Conduct	26
Disruption of the Educational Environment	26
Grounds for Removal from Class	27
Hallways and Unassigned Areas	28
Social Conduct	28
Student Actions and Consequences	28
Suspensions and Expulsions	29
Theft and Vandalism	30
Tobacco, Nicotine and Related Products	30
Weapons	30
<u>Bullying and Anti-Harassment</u>	
Bullying	30
Harassment	30
<u>Emergency Procedures</u>	
Fire Drill Procedures	31
Severe Weather Procedures	31
Violent Critical Incident Drills	31

SCHOOL INFORMATION

ATHLETIC PARTICIPATION/CO-CURRICULAR CODE

L. B. Clarke values the participation of its students in extracurricular activities including sports and clubs. It is a privilege to participate in after school activities, and participation includes the responsibility of adhering to the code of conduct and grading policy. L.B. Clarke encourages all students to get involved in extracurricular activities and has a “no cut” policy.

Eligibility Requirements:

1. An emergency medical form must be completed for each sport: (Google Sign-Up Form)
2. A signed student and parent concussion form: (Google Sign-Up Form)
3. Payment of any applicable fees to the office: \$20 per sport (must pay up to 2 sports)
4. A signed athletic and co-curricular code: (Google Sign-Up Form)

Responsibilities

It is important to understand that participating in co-curricular activities is a privilege and not a right. You are also expected to share in the responsibility for such an opportunity. These responsibilities shall include:

Responsibilities to You: The most important of these responsibilities is to broaden and develop strength of character. You owe it to yourself to derive the greatest benefit from your middle school experiences. To live a healthy lifestyle and to respect your health both physically and mentally at all times.

Responsibility to your Academic Studies: Your academic studies and your participation in other co-curricular activities prepare you for your life as an adult. Co-curricular activities, while very important to young people, are only a small part of life.

Responsibilities to Your School: Another responsibility you assume as a team member is to your school. As a representative of your school, it is your responsibility to do your best in the activity in which you are engaged, exhibit the very best behavior and sportsmanship, and act as a positive role model for younger athletes and children. Other students and faculty are watching you. They know who you are and what you do. Make them proud. Be an example. Do not do anything to let them down.

Responsibility to your Community: The community and school tax monies make this co-curricular activity experience possible. For that reason, we must remember that we hold a clear and paramount responsibility to our community. You assume a leadership role when you are involved with a co-curricular activity. The student body and citizens of the community know you. You are very visible with the spotlight on you. The student body, the community and other communities judge our schools by your conduct and attitude, both on and off the field. Because of this leadership role, you can contribute significantly to school spirit and community pride. Our desire is that our students are a

We include. We inspire. We innovate. We impact. We are TR!

class act, not for the fact that we win rather that we are known as a program of character and excellence. Make L.B. Clarke Middle School proud of you, and your community proud of your school, by your consistent demonstration of these ideals.

Responsibility to Others: As a team member you also bear a heavy responsibility to your home. If you never give your parents anything to be ashamed of, you will have measured up to that ideal. When you know in your heart that you have lived up to all of the training rules, that you have practiced to the best of your ability every day and that you have participated in the activity “all out”, you can keep your self-respect and your family can be justly proud of you, win or lose.

Responsibility to Younger Students: The younger students in Two Rivers are watching you. They know who you are and what you do. The older students, co-curricular participants are role models for the young students that will come after you. Make them proud. Be an example. They will copy you in many ways. Set good examples for them.

1. **Code of Conduct-** These violations accumulate only during each school year. The following violations are unacceptable and will result in the loss of competition. Each activity advisor/coach also has the prerogative to establish and implement additional violations specific to his/her particular program.

Behavior and Conduct: Respect, courtesy, manners and good sportsmanship are basic to good citizenship and shall form the basis for all behavior. Since co-curricular participants represent the school in public, their behavior frequently determines the opinion outsiders have of the school and community. It is expected that the conduct of co-curricular participants will be exemplary at all times.

Below is a list of examples that are considered behavior unbecoming of a co-curricular participant, but it is not a complete list:

- Excessive unexcused absences
- Academic dishonesty
- Bullying/Cyber-bullying/Harassment
- Vandalism or Property Destruction
- Poor sportsmanship including name calling, obscene gestures, and/or fighting
- Being assigned a suspension as a result of a Major Infraction
- Using or possessing alcohol, tobacco, or other harmful substances
- Presence at a party or gathering where alcohol or drugs are being ***illegally*** consumed: If a co-curricular participant attends a party where alcohol or drugs are being illegally dispensed, the student must LEAVE IMMEDIATELY. To remain in the presence of this illegal activity shall constitute a violation of the code of conduct.

Note: Co-curricular participants should encourage as many classmates as possible to leave with them.

We include. We inspire. We innovate. We impact. We are TR!

- The intent of the “presence at a party” is not to deny participation with adult family members in gatherings such as weddings, anniversaries, or other family gatherings.

- Engaging in or being an accomplice to any other immoral or unacceptable conduct contrary to the philosophy of the Co-Curricular Code, or the ideals, principles, and standards of the Two Rivers Public School District.
- Students earning a detention will be ineligible to practice or play until the detention has been served.

Code of Conduct violations will result in the following losses of competition:

- First violation: 25% of season
- Second violation: 50% of season
- Third violation: Loss of athletic eligibility for the remainder of the school year

Students who have a Code of Conduct violation must seek reinstatement following any violation to regain eligibility. If a member of school administration has a reasonable suspicion that a specific co-curricular participant may have violated the district's code of conduct, he/she may question that student about a possible violation. In responding to any such questioning about his/her personal actions, it is expected that the student shall answer truthfully. Also during the questioning process, a student may not attempt to mislead or misrepresent himself/herself, which may impede the investigation. If a student's answer is subsequently found to be untrue, the disciplinary action/penalty will be doubled. (Example: a half season suspension will become a full season.)

Honesty Clause

1. The co-curricular participant shall be truthful.
2. The co-curricular participant shall be forthcoming with information.
3. The co-curricular participant shall not be deceptive or untruthful.
4. The co-curricular participant shall be cooperative.
5. The co-curricular participant shall be responsible for his or her actions.

2. Grade Procedure- Based on grade check dates for each season :

Students who score a '1' or an 'Incomplete' on a progress report will be put on probation from competition for 5 school days, but may still practice. If the student has earned a passing mark (a score of 2, 3, or 4) in all classes after the 5 school day probation, he/she will be reinstated. If the student still has not earned a score above '1' or still has an 'Incomplete' in any class, he/she will be placed on suspension and will be ineligible to practice or play in games until passing all classes. During the suspension, students must still attend practice and games regularly, but may not participate, in order to maintain eligibility for the next season. To determine academic eligibility, the closest progress report or report card prior to the start of the season will be used. Once the season has started, the current progress report or report card will be used. The grade procedure also applies to Raider Readiness Standards.

Grade Check Procedure- The athletic director will run a progress report for students participating in co-curricular activities. The athletic director will be in contact with each student on the list who is participating in co-curricular activities. Also, these will be distributed to the head coaches/leader of the activity. Coaches will reiterate the consequences in the athletic code and guide the student to the necessary decisions to improve their current grade. Grades will be checked before the start of each season and at the in-season checkpoint.

In-season grade check dates are as follows:

- Fall (Volleyball, Soccer, and Cross Country)- September 23rd
- Boys Basketball- November 11th
- Girls Basketball- January 22nd
- Wrestling/Swimming- February 12th
- Spring (Track, Tennis, Golf)- April 30th

3. **Attendance Policy-** A co-curricular participant must be in attendance the FULL DAY in order to be eligible to participate in that day's activities. Exceptions to this rule would include: School-sponsored activity, family emergencies, doctor/dentist appointments and/or others at administration's discretion.

When a student joins a co-curricular activity, he/she may be expected to dedicate the time specified for practice by the advisor/coach. If practice is required, regular attendance at practice is required to remain as part of the team. It is the athlete's responsibility to notify the coach, in advance, of any circumstances which would prohibit attendance at practice(s) or contest(s) other than absence from school. Failure to comply may result in disciplinary action ranging from a verbal warning to dismissal from the team depending upon the nature and/or frequency of the offense.

ATHLETIC/CO-CURRICULAR ACTIVITIES

L.B. Clarke Middle School has a no-cut policy for participation in sports. However, students must meet certain eligibility rules before going out for a team or for staying on a team.

Girls Athletics

- Fall - Volleyball (7 & 8), Cross Country (5, 6, 7, & 8), Soccer (5, 6, 7, & 8)
- Winter - Swimming (5, 6, 7, & 8), Wrestling (5, 6, 7, & 8), Basketball (7 & 8)
- Spring - Tennis (5, 6, 7, & 8), Track (5, 6, 7, & 8), and Golf (6, 7, & 8).

Boys Athletics

- Fall - Cross Country (5, 6, 7, & 8), Soccer (5, 6, 7, & 8)
- Winter - Swimming (5, 6, 7, & 8), Wrestling (5, 6, 7, & 8) Basketball (7 & 8)
- Spring - Tennis (5, 6, 7, & 8), Track (5, 6, 7, & 8), and Golf (6, 7 & 8)

Co-Curriculars

- | | |
|---------------------------------|------------------------|
| • National Junior Honor Society | • Dungeons and Dragons |
| • Student Council | • Yearbook |
| • Lego Robotics | • Chess Club |
| • Garden Club | • Musical |

We include. We inspire. We innovate. We impact. We are TR!

- Esports
- Sources of Strength
- Art Club
- Friendship Club
- Science Club
- Pokemon Club

Please contact the Middle School Athletic Director, Mr. Butler, (920) 794-1614 ext. 4103, or scott.helling@trschools.k12.wi.us with any questions regarding athletics.

AFTER-SCHOOL EVENT EXPECTATIONS

1. Raider CODE expectations are to be followed during after school events. Be a positive fan. Support our students, advisors, and coaches. Participate in positive cheers... no booing or negative cheers!
2. Students are to take all jackets, backpacks, etc. with them after dismissal. Internal doors will be locked after 3:40 p.m. Students will not have access to their lockers.
3. Students are expected to vacate the building by 3:45 p.m. unless they are in a school activity, working with a teacher, etc. There is NO supervision after 3:45 p.m. Unsupervised students are expected to remain in the main entryway or outside while waiting for their ride.
4. Students who are staying after school for any other reason (i.e., getting help from a teacher, making up work, etc.) will be allowed to watch sporting events only when they have completed that activity and have been dismissed by the adult who is supervising them.
5. If a student fails to follow these simple rules, they will be asked to leave school grounds.

ADVISORY- Grades 7/8

Our school's advisory program provides students with opportunities to build positive relationships and achieve success through different activities and themes each week. Every 7th and 8th grade student at L. B. Clarke Middle School is assigned an advisor. They are the student's advocate at L.B. Clarke.

- Students will work on improving executive functioning skills like organization, time-management, and communication.
- Students will keep a weekly routine to include checking grades, missing work and assessments, their attendance rate, maintaining a Google calendar, and their email.
- Students will learn social-emotional learning skills during weekly lessons and activities.

AIMSWEB

All students at L.B. Clarke take the Aimsweb Screener Assessments in Reading and Math a minimum of three times per year. These assessments are used as a tool for academic progress monitoring. The following time frames are rough estimates when the STAR assessment will be administered:

- Fall – September
- Winter – January
- Spring – May

Additional diagnostic assessments may be administered depending on the needs of each student.

BACKPACKS

All student backpacks must remain in their locker during the school day.

BEVERAGES

ONLY water may be consumed outside of the cafeteria. Students may bring refillable water bottles. Flavored packets that dissolve into the water are not allowed. They cause stains to carpeting when

We include. We inspire. We innovate. We impact. We are TR!

spilled. Students may not have any alcoholic beverages in their possession or be under the influence at school or at school-sponsored functions. Students may not distribute or sell alcoholic beverages.

BICYCLES

Bicycle racks are provided on the south side of the school for students who wish to ride their bicycles to school. Students are encouraged to lock their bicycles, as the school cannot be held responsible for lost or stolen property. A bike path has been provided on the south side of school grounds to help students avoid riding bicycles through the parking lot. Any theft or vandalism should be reported to the main office.

BUILDING ACCESS

For the safety of our students and staff, the main entrance is designated as the only visitor entrance. This entrance is locked outside of school hours and monitored by surveillance 24 hours/day (as are all doors). All visitors during school hours are required to sign in with their ID through our Raptor Safety and Visitor Management System to access the building.

COMMUNICATION WITH STAFF

Communication between home and school is critical for educational success. Feel free to contact your child's teachers via phone or email anytime regarding questions, concerns or to share something positive. Staff are always more than willing to conference with families at any point during the school year to best support and educate your child.

COUNSELING PROGRAM

An essential goal of counseling is to help students better understand themselves in order to make better decisions regarding their personal and social-emotional development. Our counselors provide a variety of services, including helping students:

1. Solve personal and academic concerns
2. Make effective decisions
3. Resolve friendship, parent or sibling issues
4. Work with teacher or classmate concerns
5. Understand their needs and feelings

DAILY SCHEDULES (2026-2027)

2026-2027 L.B. Clarke Schedule												
Monday, Tuesday, Thursday, Friday												
5th Grade		6th Grade		7th Grade			8th Grade			Encores		
8:05 - 8:30	Morning Meeting	8:05 - 8:30	Morning Meeting	1st Hour	8:05 - 9:05	Advisory & Core	1st Hour	8:05 - 9:05	Advisory & Core	1st Hour	8:05 - 9:05	Prep & 5/6 ELA SGI
8:35 - 9:05	Reading Groups	8:35 - 9:05	Reading Groups	2nd Hour	9:09 - 10:01	Core	2nd Hour	9:09 - 10:01	8th Encore	2nd Hour	9:09 - 10:01	8th Encore
9:09 - 11:22	Core Subjects	9:09 - 12:00	Core Subjects	3rd Hour	10:05 - 10:57	7th Encore	3rd Hour	10:05 - 10:57	8th Encore	3rd Hour	10:05 - 10:57	8th & 7th Encore
11:22 - 11:52	Lunch	12:00 - 12:30	Lunch	4th Hour	11:01 - 11:53	7th Encore	4th Hour	11:01 - 11:53	Core	4th Hour	11:01 - 11:53	7th Encore
11:57 - 12:33	Science/MAT H SGI	12:35 - 1:03	Core Subjects	5th Hour	11:57 - 12:33	MATH SGI	5th Hour	11:57 - 12:33	ELA SGI	5th Hour	11:56 - 12:48	Prep
12:36 - 12:47	Afternoon Meeting	1:07 - 1:43	Science/MAT H SGI	Lunch	12:33 - 1:03	Lunch	Lunch	12:33 - 1:03	Lunch	6th Hour	12:51 - 1:43	5th Encore

We include. We inspire. We innovate. We impact. We are TR!

12:51 - 1:43	5th Encore	1:47 - 2:39	6th Encore	6th Hour	1:07- 1:43	ELA SGI	6th Hour	1:07- 1:43	MATH SGI	7th Hour	1:47 - 2:39	5th & 6th Encore
1:47 - 2:39	5th Encore	2:43 - 3:35	6th Encore	7th Hour	1:47 - 2:39	Core	7th Hour	1:47 - 2:39	Core	8th Hour	2:43 - 3:35	6th Encore
2:43 - 3:35	Core Subjects			8th Hour	2:43 - 3:35	Core	8th Hour	2:43 - 3:35	Core			
Wednesday												
5th Grade		6th Grade		7th Grade			8th Grade			Encores		
8:05 - 8:30	Morning Meeting	8:05 - 8:30	Morning Meeting	1st Hour	8:05 - 8:57	Advisory & Core	1st Hour	8:05 - 8:57	Advisory & Core	1st Hour	8:05 - 8:57	Prep & 5/6 ELA SGI
8:35 - 8:57	Reading Groups	8:35 - 8:57	Reading Groups	2nd Hour	9:01 - 9:46	Core	2nd Hour	9:01 - 9:46	8th Encore	2nd Hour	9:01 - 9:46	8th Encore
9:01 - 10:54	Core Subjects	9:01 - 11:26	Core Subjects	3rd Hour	9:50 - 10:35	7th Encore	3rd Hour	9:50 - 10:35	8th Encore	3rd Hour	9:50 - 10:35	8th & 7th Encore
10:54 - 11:24	Lunch	11:26 - 11:56	Lunch	4th Hour	10:39 - 11:24	7th Encore	4th Hour	10:39 - 11:24	Core	4th Hour	10:39 - 11:24	7th Encore
11:28 - 11:58	Science/MATH SGI	12:00 - 12:28	Core Subjects	5th Hour	11:28 - 11:58	MATH SGI	5th Hour	11:28 - 11:58	ELA SGI	5th Hour	11:28 - 12:13	Prep
12:01 - 12:13	Afternoon Meeting	12:32 - 1:02	Science/MATH SGI	Lunch	11:58 - 12:28	Lunch	Lunch	11:58 - 12:28	Lunch	6th Hour	12:17 - 1:02	5th Encore
12:17 - 1:02	5th Encore	1:06 - 1:51	6th Encore	6th Hour	12:32 - 1:02	ELA SGI	6th Hour	12:32 - 1:02	MATH SGI	7th Hour	1:06 - 1:51	5th & 6th Encore
1:06 - 1:51	5th Encore	1:55 - 2:40	6th Encore	7th Hour	1:06 - 1:51	Core	7th Hour	1:06 - 1:51	Core	8th Hour	1:55 - 2:40	6th Encore
1:55 - 2:40	Core Subjects			8th Hour	1:55 - 2:40	Core	8th Hour	1:55 - 2:40	Core			

DIRECTORY DATA

Photographs, pictures, and names are used in newsletters, internet, media and/or school-related activities. Please be advised that School Board Policy allows for the public release of the following student record information referred to as directory data: student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received including honor roll information, and the name of the school most recently attended by the student. Parents or guardians objecting to the release of any of these categories may obtain a waiver requiring their signature that restricts access to this general information from the office. For more information, see [TRPSD Board Policy 5465- STUDENT RECORDS](#).

DRESS AND GROOMING EXPECTATIONS

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference- [TRPSD Board Policy 5511- DRESS AND GROOMING](#)

Students are prohibited from wearing clothing that:

- Endangers the health or safety of self or others;
- Interferes with school work or creates a disruption to the educational environment
- Causes excessive wear or damage to school property
- Blocks vision or restricts movement

We include. We inspire. We innovate. We impact. We are TR!

- Promotes, depicts or advertises alcohol, drugs, tobacco products, firearms, gang affiliation/activity, profanity, discriminatory, prejudicial, or racial context, or meaning violence, pornography or other inappropriate material.

Additional dress expectations include:

- Coats and outerwear must be stored in the locker.
- Tops with straps for both boys and girls must have both straps, be at least one inch wide, and have no enlarged armholes.
- Undergarments must be worn and may not be showing. Therefore, shirts, pants, and shorts must cover all undergarments. Holes in pants or shorts may not show undergarments or inappropriate parts.
- Clothing must fully cover all undergarments, private body areas, the back, and the abdomen at all times. Clothing must remain appropriately covering during normal movement throughout the school day and may not be sheer or transparent in a way that exposes these areas.
- Hats and hoods are permitted, however they may not be a distraction or impair a student's ability to learn.

Students dressed inappropriately may be asked to remove the item, change into other clothing, turn the item inside out, or call parents to bring appropriate attire to school. This includes dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder. Further disciplinary actions may result for students who repeatedly choose not to follow the dress code.

FEES

Fees are established by the school board on an annual basis. All students will be assessed a \$20.00 student fee. An additional charge will be levied in the event that a student fails to return his/her physical education and academic lock. Similarly, students are responsible for books and other school-owned materials under their control. Fines may be assessed to recover the value of lost, damaged, or stolen school property.

Those students involved in sports or extracurricular activities must pay an additional fee of \$20 per sport or activity, with a yearly maximum of \$40.

FIRE SAFETY

Students may not possess or use any incendiary/pyrotechnic devices (lighters, firecrackers, sparklers, smoke bombs, noisemakers, etc.) or ignite (start) a fire within a school building or on school property. Violators will be subject to legal action under Two Rivers ordinance as well as appropriate disciplinary actions.

GAMBLING

No gambling is permitted at school or at any school-sponsored function.

GUM

Respectful use of gum is permitted at L.B. Clarke Middle School. Please chew with your mouth closed and throw the gum and wrapper in the trash when finished.

HOMEROOM- Grades 5/6

All 5th and 6th grade students at our school remain in an elementary homeroom model with the same homeroom teacher for all core subjects. Students switch classes for encore subjects only. If you have questions about your student's learning, the homeroom teacher is your first point of contact.

We include. We inspire. We innovate. We impact. We are TR!

Being in the middle school allows 5th and 6th graders explore opportunities they would not have in an elementary setting, like technology education, band, Spanish, etc, while continuing with the structure and consistency of the elementary model and homeroom teacher.

HOMEWORK

Daily Homework Expectation: All students should read a minimum of 30 minutes per day OUTSIDE OF SCHOOL. The best way to become a better reader is for students to read something they are interested in and can be read without too much struggle. Integrated Studies teachers have a weekly library time with students and help them to choose books of interest. The Lester Public Library visits classes periodically to share new books and opportunities as well. Students are required to have their free reading book with them in all classes at school.

The purpose of all other homework is to practice and reinforce lessons that have been taught in the classroom. Assigned homework will be short, focused, and students should be able to complete it independently. We want students to successfully complete practice work to reinforce lessons from the school day.

ILLNESS/RETURN TO SCHOOL

If your child has a fever (temp over 100.0), vomits, or has diarrhea, they should stay home or will be sent home. Your student needs to be symptom-free for 24 hours, without the use of symptom-reducing medication, before returning to school.

IMMUNIZATIONS

Please refer to [TRPSD Board Policy 5320- IMMUNIZATION](#).

LOCKERS

All students are assigned a locker with a lock. The locker is the student's responsibility for the year; therefore, it is important to keep the following in mind:

- Don't encourage theft by leaving your locker open, unlocked, or by sharing your locker or its combination with others. It is not advised to bring large amounts of money or valuable items to school. These items can be kept in a secure location in the office if necessary.
- The condition of the locker is the student's responsibility. Decals, tape, stickers, and glue of any kind are prohibited. Damage to the locker should be reported to the office immediately.
- "The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official." [-TRPSD Board Policy 5771](#).

LOST AND FOUND

Please label clothing and other items your child brings to school. Students are encouraged to periodically check the Lost and Found, located near the cafeteria for any lost items. Articles not claimed are discarded or donated to a non-profit organization on a regular basis.

LUNCH/BREAKFAST PROGRAM

Breakfast Options- Two main meals will be offered along with two choices of fruit. We follow the National School Breakfast requirements - Each breakfast MUST consist of at least 3 of the 4 items

We include. We inspire. We innovate. We impact. We are TR!

being offered, with one being a fruit. Breakfast is available: 7:30am -8:00am A second chance breakfast will be available later in the morning for 6th grade through 8th grade only.

Lunch Options- We are offering a choice of either hot lunch OR the "GRAB N GO" (G&G) style bag lunch - a bag lunch that students may grab in the beginning of the lunch line. These G&G's will consist of all the component requirements as the "hot" lunch just in a different manner; main option examples: PBJ, Ham & Cheese Sandwich, Lunchable, Turkey and Cheese Sandwich, Chef Salad. The G&G options will ALWAYS have a fruit OR veggie OR both, protein, grain - as always, a milk is included. Please watch the menu as they will change weekly.

As a reminder, we are a CEP school district and all MEALS ARE FREE TO STUDENTS. ***We do encourage you to fill out the free/reduced meal application as there are many grants and waivers our district benefits from.*** Please visit our [School Nutrition](#) website for more information.

If you have any questions, please call the school nutrition office at: (920) 793-7172.

LUNCH/FOOD DROP-OFF

Parents who bring in lunches can drop off lunch for their child ONLY. Due to student safety with food allergies, L.B. Clarke does not permit the drop off of mass food orders from parents or outside vendors during lunch times and will not deliver mass food items to groups.

LUNCHROOM PRIVILEGES & EXPECTATIONS

- Students must follow the Raider CODE at all times.
- The throwing of any objects and food is prohibited.
- When finished eating, students must pick up ALL of the garbage on/around/under their table. Once this has been completed, students at the table may raise their hands to be dismissed by a staff member.
- Students must remain seated in the cafeteria until released to go outside for recess. The use of bathrooms is allowed with permission from a noon supervisor.
- Students may not go anywhere else in the building during lunch/recess without a pass from a teacher and/or permission from a noon supervisor.
- Students must come to the cafeteria prepared for outside recess with the appropriate dress for the weather.

SPECIAL MEAL ACCOMMODATIONS -If your student is in need of a special meal accommodation due to religion or gluten, please contact the school nutrition office as soon as possible so we may make these arrangements. A meal statement form is required to be filled out. The school nurse/school nutrition director has access to get these out to those in need.

No soda is allowed in the cafeteria during lunchtime per district & NSLP wellness policies.

Contact Information:

Stacy Watzka/School Nutrition Director
stacy.watzka@trschools.k12.wi.us
920-793-7172

MEDICATION

Non-prescription Medications- In accordance with [TRPSD Board Policy 5330](#), "Nonprescription drugs that are provided by the parent may be administered if they are supplied in the original

We include. We inspire. We innovate. We impact. We are TR!

manufacturer's package which lists the ingredients and recommended therapeutic dosage in a legible format. Any dosage of nonprescription medication other than that listed on the medication's packaging must be authorized in writing by a medical practitioner."

If your student will need to take non-prescription medications at school (i.e. Tylenol or ibuprofen), you will need to fill out a non-prescription consent form. These forms can be found on the district website under the family resources tab. Or, they can be picked up in the school office. Please remember to properly label your student's medication bottle with their name.

Students are prohibited from possessing, using, carrying, or distributing in school or on school grounds drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, CBD oil products, etc.).

Prescription Medications- Prescription medication will not be administered without permission from a physician. The written prescription and instructions must be signed by the physician and parent. This form will be kept on file at school. All medication must be kept in the school office in its original container. Students will take their medication in the school office under supervision. Parents of students with severe allergies and/or asthma requiring that they keep medication on them at all times must also file a form, signed by a physician, indicating the need for the exception.

PARENT-STUDENT COMMUNICATION AND DELIVERIES

STUDENT CONTACTING PARENT DURING THE SCHOOL DAY

Students who need to contact a parent for any reason during the school day need to come to the main office to use the office phone dedicated for student use. Since cell phone use is prohibited during the school day, this is the appropriate way to contact parents.

PARENT CONTACTING STUDENT DURING THE SCHOOL DAY

Parents/guardians who wish to get a message to their student during the school day should call the office at (920) 794-1614.

In order to minimize class disruptions, students pick up deliveries or messages (including early dismissal slips for appointment pick-ups) during their lunch period or at the end of the day. The names of all students with deliveries/messages are posted on the monitors throughout the school. It is the student's responsibility to check the monitors and respond accordingly.

Morning drop-offs need to arrive before the beginning of the first lunch to be posted for lunch pick-up. For drop-offs/messages received after the beginning of the first lunch, the student's name will be announced and called to the main office at the end of the day. Please refer to the Daily Schedule section for times.

PHYSICAL EDUCATION ATTIRE

Physical Education activities often cause students to perspire or to be involved in activities that cause stress on "street wear" or require free movement. For these reasons, **all L.B. Clarke students are expected to change into different clothing appropriate for phy ed.** Shorts or sweatpants, a t-shirt or sweatshirt, and gym shoes are acceptable and appropriate. Physical education lockers and a combination lock are provided for each student to safely store clothing.

SCHEDULING

We include. We inspire. We innovate. We impact. We are TR!

Class schedules are provided to each student at the beginning of the school year or upon enrolling. Student scheduling is based on many factors. Any changes in a student's schedule will be handled through the L.B. Clarke main office. Some courses may be denied because of limited space.

Schedule changes may be made by the school to accommodate student needs, to address behavior, and/or other concerns at the school's discretion. Schedule change requests must state a specific reasoning. Changes will not be made solely due to a student liking or disliking a teacher, wanting to be in classes with friends, or other such reasons. It is a life skill to learn how to work with a variety of individuals and personalities. Any schedule changes will be approved by the principal.

SCHOOL HOURS

Classes begin at 8:05 a.m. and students are dismissed at 3:35 p.m. (8:05-2:40 on Wednesdays). The L.B. Clarke Middle School building opens at 7:40 a.m. Breakfast will be available in the Cafeteria. Students can visit with friends in the hallway or head to their first period classrooms (with a stop at their lockers to drop off cell phones and other materials). 5th graders are to report directly to their homeroom unless they eat breakfast and then to homeroom right after. Teachers are regularly available upon request. Students are expected to vacate the building by 3:45 p.m. unless they are in a school activity, working with a teacher, etc. at that time. There is NO supervision after 3:45 p.m. After 3:45p.m., unsupervised students will be expected to remain in the front entryway or outside to wait for their ride. Main office hours are 7:40 a.m. to 4:10 p.m. Monday through Friday.

SCHOOL PHOTOS

Each year students will have individual pictures taken. Picture packet information will be sent home before pictures are taken. Retake days will be scheduled and communicated with parents. All students must have their photos taken whether or not photos are purchased for school safety purposes.

SCHOOL RESOURCE OFFICER

Two Rivers Public Schools and the Two Rivers Police Department cooperate to provide three police-school resource officers whose offices are located in both Koenig and Magee Elementary Schools, L. B. Clarke Middle School, and Two Rivers High School. Our police-school liaison officers work closely with school officials in all the schools, elementary, middle, high school, public, and parochial to help maintain a safe environment for our students. SRO duties include teaching D.A.R.E., establishing positive relationships with students, assisting school officials in the enforcement of rules and regulations which overlap with city and state laws, and to enforce the laws and regulations under their jurisdiction. As liaison persons, these officers are included with the rights and duties of any school official.

When police investigate a crime either at school or in the community that involves our students the school prefers to include its police-school liaison officers on grounds of familiarity with students; however, when police interview students the police department's protocol for providing notification to parents will be followed. The school will take no action that interferes with the proper investigation of a crime.

STUDENT PLANNERS

All students at L.B. Clarke are required to use a student planner throughout the year to help stay organized. Parents are encouraged to check their student's notebook at home on a nightly basis to stay informed about schoolwork. The notebook is provided to each student at the beginning of the year and is designed to last the entire school year.

The planner also serves as a restroom pass. Students are encouraged to use the restroom between classes and at lunch. Three passes per week are allotted in the planner in the case students need them. If a student has a medical need, the parent should contact the school nurse and a plan can be established.

VIDEO SURVEILLANCE/ELECTRONIC MONITORING EQUIPMENT

Per [TRPSD School Board Policy- 7440.01](#), video surveillance equipment is installed and running both inside and outside of L.B. Clarke Middle School. The purpose of having this equipment is to protect the school building and to enhance safety for students, staff, faculty, and visitors. The following guidelines exist for the use of such equipment:

- Camera placement and use allows the recording of students, staff, faculty, authorized visitors, and other persons present on school grounds.
- The date, time, and location of each recorded session and the video images will be stored on the server for at least seven days. Selected data may be archived.
- School administrators may, in accordance with state and federal law, use video images to investigate student behavior and support student discipline, including suspension and expulsion proceedings. If appropriate, video images may be disclosed to law enforcement representatives in connection with the investigation and/or prosecution of suspected criminal activity. Disclosure of video images in a civil action or administrative proceeding shall not occur absent service of a valid subpoena.
- Recorded video images may be “pupil records” under Wisconsin State Statute 118.125. Disclosure of any video image that is a confidential student record shall only be in accordance with Board policies, administrative guidelines, and applicable law.

VISITORS DURING THE SCHOOL DAY

- Parents may use the pick up lane in the main parking lot for pick-up/drop-off for appointments, to drop things off, and for visits to the main office during the school day.
- If you are getting out of your car, please use the parking spaces in the lot. Do not park in the pick up lane and leave your vehicle.
- Any visitor entering the school building, beyond the main office, must submit to a check through our Raptor school safety software.

ATTENDANCE POLICIES AND PROCEDURES

This attendance section encompasses practices and procedures for implementing the [TRPSD Board Policy 5200- ATTENDANCE](#) and related Wisconsin state statutes.

Each student has the responsibility to attend school regularly and to report to school on time. This is in accordance with State Statutes 118.15 and 118.16 and School Board Policy, all children between six (6) and eighteen (18) years of age must attend school. All students are required to be in their scheduled classes/activities each period. Students missing any or all of a school day without acceptable parent or guardian permission will be considered unexcused or truant.

EXCUSED ABSENCES

As required under State law, a student shall be excused from school for the following reasons:

A. Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school

program. Absences for this reason may be excused by oral or written notification to the attendance officer by the adult student or minor student's parent. The attendance officer in appropriate circumstances may require a written statement from a health care provider describing the condition and excusing the student for a period not to exceed thirty (30) days.

B. Obtaining Religious Instruction

To enable the student to obtain religious instruction outside the school during the required school period.

C. Parent-Excused Pre-Planned Absence

The student has been excused in writing by their parent before the absence for any reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
2. to attend a funeral
3. legal proceedings that require the student's presence
4. college visits
5. job fairs
6. vacations

D. Religious Holiday

For observance of a religious holiday consistent with the student's creed or belief.

E. Suspension or Expulsion

The student has been suspended or expelled.

F. Program or Curriculum Modification

The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

G. Child at Risk

The student is a 'child at risk' as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

Anytime a parent/guardian does not provide the school with an appropriate excused absence reason prior to the absence, the absence will be considered an unexcused absence and the student's attendance will be recorded as truant.

EARLY DISMISSAL

If, for any reason, a student needs to leave school during the course of the school day (e.g. a dental or doctor appointment), we will need a note or a phone call, preferably in advance but at least the morning of, from a parent requesting the dismissal. The most efficient way to obtain early dismissals is with the student bringing the early dismissal request to the office. The student will then receive a permission slip allowing dismissal from class at the designated time.

ILLNESS/UNEXPECTED EVENTS

When a student is absent due to illness or other unexpected event, the parent/guardian must call the school **by 7:45 a.m.** (920-794-1614). Failure to notify the school will result in a phone call from the school to the home or the workplace.

IN-SCHOOL ILLNESS

Students who become ill during the school day are expected to report to the health room for assistance. ***Students are not to use their cell phones or classroom phones to call parents when feeling ill.*** Phones in the main office and health room are available for student use. Health room staff will evaluate the student and contact parents if further information or assistance is needed. If it is determined that a parent/guardian will pick up the child, the student must sign out of the main office using the attendance kiosk.

UNEXCUSED ABSENCES (TRUANCY)

Unexcused absences are absences from school for part or all of one (1) or more days from school without an acceptable excuse. Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The District Administrator shall develop administrative guidelines to address unexcused absences.

Definitions

A. Truancy

A student will be considered truant if the student is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute 118.15, Wis. Stats., will also be considered truant.

B. Habitual Truant

A student will be considered a habitual truant if the student is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

C. Part of a School Day

Part of a school day is any time period within a school day, which is from the time the first class period of that day begins until the end of the last class period of that day.

Truant students will be permitted to make-up assessments missed during an absence.

HABITUAL TRUANCY

A student is considered a habitual truant if he or she is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

When a student initially becomes a habitual truant, the School Attendance Officer shall ensure that all applicable provisions of the District's Truancy Plan are carried out.

- **Open Enrollment**- If a student is attending the Two Rivers Public School District through Open Enrollment and is habitually truant, then the student's Open Enrollment status may be revoked for the next school semester.
- **Parent/Guardian Responsibilities**- It is the responsibility of the student's parent or guardian to ensure that their child attends school regularly. Parents are expected to provide an excuse for all absences. When contacted for a truancy meeting, parents are expected to attend within five days of receipt of a notice of truancy from the district.
- **Student Responsibilities**- Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school.

The School Board has adopted a truancy policy in conjunction with state law. This policy is available in the school office upon request for your information.

TARDINESS-

Tardiness is another form of absence. When students are tardy it is a disruption to the class and impedes the start of the lesson. **When a student is on time to class they are in their seat, have the necessary materials, and are engaged in the assignment to start the lesson.** Students who do not meet that description are tardy and may be required to make up time in whole or in part during morning recess, noon recess, or after school time.

If a student arrives at school late for any reason, they must sign in at the main office. All late arrivals need to be excused by a guardian, either by note or phone, explaining the reason. An unexcused tardy can be excused if the office receives parent notification, but the tardy remains on the attendance record. Excessive tardiness can lead to truancy.

MAKE-UP PROCEDURE

Students returning to school after an absence must assume the responsibility for making up all work missed. This procedure applies to all class activities or any other work designated by a teacher and taken into account by a teacher. They must report to their teacher to ask for make-up work and make arrangements to complete it.

While teachers assist students to make up the work, it is the responsibility of the student to get missing assignments, make up tests, complete laboratory exercises, and do the other necessary tasks to make up any work resulting from any type of absences, including field trips, participation in school athletic programs, concerts, and any other school-related activity. If parents or guardians have any questions concerning make-up work, please contact the teacher involved.

PARTICIPATION IN CO-CURRICULAR ACTIVITIES

A co-curricular participant must be in attendance the FULL DAY in order to be eligible to participate in that day's activities. Exceptions to this rule would include: School-sponsored activity, family emergencies, doctor/dentist appointments and/or others at administration's discretion. Students who have in-school suspension cannot participate in co-curricular activities. Students who are suspended out of school cannot participate in co-curricular activities or be on school grounds or in attendance at any school activity whether on school grounds or elsewhere.

SIGN IN/OUT

To ensure student safety and accountability, students must sign in/out in the main office, using the attendance kiosk, when arriving or leaving the building at any time during the school day.

STUDENT ACADEMIC INFORMATION

ACADEMIC INTEGRITY

Students will not:

- Plagiarize in written, creative, or oral work or submit work that is not original. (Plagiarism is using the ideas of another as one's own without acknowledgment of the source.)
- Work submitted for credit or publication must be the original product of the author. Utilizing AI tools (such as ChatGPT, Gemini, or automated writing assistants) to generate text, code, ideas, or media and passing it off as original effort is considered plagiarism.
- Copy, "borrow" from another source without citation, or submit work from another person or another class.
- Give or receive unauthorized assistance on tests and other assessments.
- Alter grades or other academic records, give false information or forged documents.

We include. We inspire. We innovate. We impact. We are TR!

- Submit identical work in more than one course without the prior approval of the instructor. (Students may develop further previous work with prior approval of the instructor.)
- Steal/use a stolen copy of a test, grade book or teacher's manual.

Classroom teachers will address an infraction of academic integrity. Problems with this behavior or failure to comply with this policy on large projects or papers will be handled by LBC administration.

In the event of Academic Integrity infraction:

- Counsel student
- Parent notification from teacher
- Office referral (major) through student information system and possible consequences
- Alternative assignment/redesign assignment

GRADING PROCEDURES

Grade Reporting

Achievement grades are based on individual student proficiency toward meeting grade level standards. Communication of student achievement, effort, and workplace skills is important to the partnership between stakeholders (parent, student and educational staff).

- Progress reports will be provided approximately every four weeks stating the student's academic achievement and workplace readiness (Raider Readiness Standards).
- Report cards will be provided every quarter stating the student's academic achievement and workplace readiness (Raider Readiness Standards).
- All students and parents/guardians have access to the Infinite Campus app or access online to monitor progress throughout the school year.

In addition to the regular reporting procedures, teachers will make contact with parents whose child is failing or has an incomplete grade, or if they notice a change in behavior and/or effort..

A letter grade of INC (Incomplete) is used when there is insufficient evidence to determine an achievement grade. The student will be required to complete the missing assessment(s) before receiving a grade for the course.

Retakes/Redos

Full points will always be available for retakes, redos, and do-overs, but students must earn it through being re-assessed. Any assessment may be retaken/redone or an alternate assessment may be given under the following conditions:

- A redo/retake form has been completed by the student and accepted by the teacher.
- A time and place for the retake is agreed upon by the teacher and student.

The purpose of assessment is to allow students to demonstrate what they know and can do. In order to earn a higher grade, a student must demonstrate a higher level of achievement by being re-assessed.

Students must provide evidence to the teacher that they have prepared adequately for the retake/redesign before it can be completed.

Late Work

Absent students must complete missing work as soon as possible. Excessive absences may hinder growth. Research shows that better attendance rates correlate to better achievement. There is a high correlation between practice tasks and achievement. It is important for students to see the connection. They will be expected to complete all assigned work by due dates. Late work is defined as any work not submitted at the time it is due. Students will receive up to full credit (based on their

performance) for late work that is turned in. Not turning work in on time is reflected in the Raider Readiness Standards.

Gradebook Calculations

Overall Course Grade- The overall course grade is calculated by an average of the score for each of the essential standards being learned during that quarter. The overall course grade is a broad indicator of performance, while the individual essential standard scores provide more detailed information about a student's performance.

Essential Standard Scores- The score for each essential standard is based on the most recent assessment score of that standard. This takes into consideration a bias for recency (how has the student performed most recently) and encourages students to retake/redos assessments to improve their outcome.

Academic Grading Scale

Grade Code	4	3	2	1	INC
Descriptor Options	MASTERED "I can do this on my own and teach it to someone else."	PROFICIENT "I can do what is expected. I may make a mistake here and there."	EMERGENT "I understand some of this but still get confused and may need help."	NOT YET "I am having a hard time showing what I know. I'm just not there YET!"	NO EVIDENCE
General Descriptions to Guide Assessment	The student has an in-depth understanding of targeted expectations. The student can apply what they have learned to their own life or other situations. Students at this level mastered grade level academic expectations and may be working beyond grade level..	The student has proficient understanding and reaches the targeted level of performance. The student demonstrates the required skills or processes without making significant errors. Students at this level are right on track with academic expectations.	The student has basic knowledge and inconsistent use of knowledge of the skill or concept. The student is making progress, but has not yet reached proficiency or mastered the concept or skill at the targeted level. Students at this level may need remediation or extra help to meet academic expectations.	The student has minimal understanding of the skill or concept. The student may have some academic difficulties. This indicates the student needs help to learn and make progress towards the district expectations. Students at this level may need extra support and interventions to meet expectations.	The student has shown no evidence of proficiency or mastery of standards. This is most likely due to missing assessments.

Raider Readiness Standards

Effort, participation, preparedness, timeliness, collaboration, and respect for others are reported separately in the Raider Readiness Standards. These standards are akin to what you would expect to encounter in a performance review in the workplace. They are skills needed to be successful in work and life, but are reported separately from academics.

Raider Readiness Standards

Updated 8/22/25

STANDARDS	MASTERED	PROFICIENT	EMERGING	NOT YET
	4	3	2	1
I am prepared for the workday and put forth my best effort.	- I consistently have all the necessary class materials. - I consistently put forth my best effort each day.	- I generally have all the necessary class materials. - I put forth my best effort with minimal prompting.	- I am sometimes missing the necessary materials and need reminders to find or retrieve them. - I sometimes need frequent reminders to put forth effort.	I rarely bring materials and make little to no effort, even with continuous reminders.
I complete work in a timely manner.	I consistently finish my work either on time or ahead of time.	- I may have 1 or 2 late assignments. - When I have missing or late work, I complete it with little or no prompting or reminders.	- I sometimes have missing or late work.. - I complete my missing or late work with occasional prompting and reminders.	- I frequently have missing or late work that significantly impacts my learning. - I struggle to complete missing or late work even with frequent prompting and reminders.
I am mindful of the thoughts and feelings of others.	- I am consistently respectful with my words and actions toward others. - When I make a mistake, I take responsibility and fix it on my own.	- I am generally respectful with my words and actions toward others. - When I make a mistake, I acknowledge it and I try to fix it.	With help, I can think about how my words and actions have affected others and make efforts to fix it. - I sometimes acknowledge how my words and actions affect others.	- I struggle to acknowledge how my words and actions affect others. I only see how the situation affects me. - I need continual reminders to be polite and/or appropriate.

TECHNOLOGY

ACCEPTABLE USE AND SAFETY POLICY

Students and parents must agree to abide by the technology use policy of the Two Rivers Public School District. A form is provided which specifies the rights, privileges, and expectations for computer, internet, and e-mail use. In general, students must demonstrate respect for the rights and privileges of others by leaving the computer equipment in the condition in which it was found and reporting damage as discovered. Any malicious misconduct in the use of computer hardware will result in disciplinary action.

Specific **prohibitions** include:

- Logging into someone else's account.
- Copying or using someone else's programs and files without that person's permission.
- Trading or copying commercially developed, copyrighted material which violates the U.S. Copyright Law.
- Accessing, modifying, destroying, or taking possession of files or programs belonging to the Two Rivers School District without permission.
- Attempting to circumvent the menu/security program, altering school software or vandalizing the hard drives.
- Using school network or telecommunications software in an inappropriate manner. Inappropriate usage includes deliberately accessing material for pornographic content, to obtain or view materials to contradict the educational purposes identified by the Two Rivers Public Schools (i.e. drug use, including alcohol, promotion; to bully or demean; obtain unauthorized phone numbers; to place orders or gamble; etc.)

Non-compliance will result in disciplinary action ranging from the loss of all e-mail, internet, and computer access; reimbursement for costs to repair this equipment; and referral to an administrator for further disciplinary procedures. Students violating the state computer crime laws or federal copyright law provisions relating to computer software shall be personally responsible for their actions and any criminal damages or penalties that may be assessed. (WIS. Statute 943.70).

Please refer to [TRPSD Board Policy 7540.03- STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY](#) for more information.

PERSONAL COMMUNICATION DEVICES (PCDs)

Cell phones and other personal communication devices (PCDs) are commonplace now for middle school-aged students. However, these devices along with social media can significantly disrupt learning and distract from the learning environment. In order to support student learning, each student has access to a school district-issued Chromebook, which is subject to the policies and procedures laid out in the school district's acceptable use of technology agreement. Wired headphones/earbuds may be used with Chromebooks.

Personal communication devices (PCDs) include but are not limited to cellular/mobile phones, earbuds/AirPods, smart watches, personal computers/laptops, tablets, e-readers, gaming devices, recording devices, and other smart/web-enabled devices of any type.

Use of PCDs, except those approved by an administrator, is prohibited during the school day. Possession of a PCD by a student is prohibited between 7:50 a.m. and 3:25 p.m. Beginning at the 7:50 a.m. bell, all cell phones and PCDs will stay in students' locked lockers for the entirety of the school day. The PCD must be turned off while in the locker. Use of PCDs at lockers, in hallways, in the commons, at lunch/recess, and during passing times is not permitted.

Possession of a PCD by a student at school is a privilege that may be forfeited by any student who fails to abide by the terms of this procedure, or otherwise abuses this privilege.

Students who violate this procedure by using a smart watch, Bluetooth earbuds/AirPods, and/or other PCD will be required to turn in their cell phone along with the other PCD(s).

First Offense -

- Student gives the device to a staff member and it is turned into the office.
- Parent/Guardian is notified.
- Warning issued.
- The student may go to the main office at the end of the day to collect the device.

Second Offense -

- Student gives the device to a staff member and it is turned into the office.
- Parent/Guardian is notified.
- The device will be kept in the office until picked up by a parent or guardian.
- Disciplinary action is assigned to the student for repeated failure to follow school rules.

Third Offense -

- Student gives the device to the staff member and it is turned into the office.
- Parent/Guardian is notified.
- The device will be kept in the office until a meeting with the administration is held.
- Disciplinary action is assigned to the student for repeated failure to follow school rules.
- **After the third offense, students must turn their cell phone in at the office before school starts each day for the remainder of the school year.**

All violations of this procedure will be documented in the student's behavioral record. A student's failure to comply with a teacher's request to turn in a device or an administrator's request to leave their device in the office vault will lead to progressive discipline as outlined in the Student Code of Conduct for failure to follow school rules and/or insubordination.

Contacting Student(s) during the School Day (for parents/guardians)

Please understand that contacting your student during the school day through a PCD puts the student in a difficult situation. PCD use, even with a parent or guardian, is still a violation of the procedure.

If you wish to get a message to your student during the school day, please call the middle school office at (920) 794-1614. Please limit these phone calls to essential information only. Office staff will be sure to get the message to your student in a timely manner. Please do not attempt to contact your child via PCD between 7:50 am and 3:25 pm.

BRING YOUR OWN DEVICE

Students may not bring their own device to school. The Two Rivers Public School District provides a wireless network, which allows students to access all online learning materials through their District-issued Chromebook. If it is deemed educationally necessary for a different or alternative device to be used for academic purposes, usage must adhere to the District guidelines. *Any alternate devices must be granted permission by a building administrator.*

STUDENT DISCIPLINE

ALCOHOL, TOBACCO, and OTHER IMPAIRING SUBSTANCES

To be successful it is important that students remain alert and behave in ways that contribute to their education. Legitimately prescribed and properly used chemicals aside, the intended distribution, possession, or use of any substance (including alcohol, tobacco, and improperly used or illicit drugs) for the purpose of altering perception or behavior of individuals shall be considered a threat to the educational environment. Therefore, there will be consequences for these types of threats including the possibility of referral for criminal charges and/or school consequences up to and including possible referral for expulsion.

Students who display suspicious behaviors, including interruptive or sedative (sleepy) behaviors, may be referred for continued observations by a DITEP (Drug Impairment Training for Education Professionals) trained staff member and may include requested assistance by a police DRE (Drug Recognition Expert). If it is determined that the student's behavior or perception is impaired the student will be dismissed from school to his or her parent or guardian as a concern for the health and

welfare of the student. Should it be found that the impairment is due to an abused substance, referrals for further consequences will also be made.

BEHAVIOR INFRACTIONS

Classroom Managed- When students are not cooperating in class, the teacher has several options. The teacher uses in-room strategies and consequences to address the student and situation, including but not limited to seat assignments, holding after class, calling home, or an office referral. The behavior is documented.

Office Managed- Behaviors that are considered more serious and impact the educational environment in more serious ways. Only designated office personnel (principal, assistant principal, discipline coordinator, or designee) will interpret major rules infractions.

BUS DISCIPLINE AND INFORMATION

Both Two Rivers Buses, Inc. and the Two Rivers Board of Education are eager to provide safe and comfortable transportation for every child entitled under the law to be carried to school at public expense.

Accordingly, all students riding the bus must be thoroughly familiar with some of the significant policies affecting their transportation as outlined in the following statements:

- Riders are expected to conduct themselves in a manner that will not distract the driver from the job of operating the bus.
- State regulations demand that pupils be seated while the bus is in motion
- Bus drivers are in complete charge, including student discipline while operating the bus.
- Misconduct on the bus will be handled as follows:
 - o The bus driver will address the behavior with the student.
 - o The bus driver will report acts of misbehavior in written form to Two Rivers Buses.
 - o A representative of Two Rivers Buses will contact parents to make them aware of the behavior and any potential consequences. A copy of the form will be provided to parents.
 - o School officials will support the resolution of any situation.

Bus-riding privileges may be suspended until the school and/or the bus operator agree to reinstate riding privileges. A serious act that endangers the safety of self or other riders may result in immediate riding suspension.

Riders are not permitted to board or get off the bus except at their assigned bus stop or school unless special arrangements have been made with Two Rivers Buses. Students must be at their assigned stop when the bus arrives. Pickup points are established as close as possible to the home, but whenever necessary, a short walk to the bus stop may be required.

Complaints or problems regarding bus riding should be referred to Two Rivers Buses, (920) 793-2541.

BUSES FOR SCHOOL- SPONSORED ACTIVITIES

Those students who take a bus to a school-sponsored activity must return on that bus; the only exception is if the student and parent have completed a Travel Release Form prior to the event. The travel release form can be obtained in the L.B. Clarke main office or from the coach/advisor prior to the event.

CODE OF CONDUCT

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

DISRUPTION OF THE EDUCATIONAL ENVIRONMENT

No student shall:

1. Occupy any portion of the school premises with intent to deprive others of its use, or where the effect thereof is to deprive others of its use.
2. Block the entrance or exit of any school building or property or corridor room so as to deprive others of access.
3. Set fire to or otherwise damage any school building or property.
4. Discharge, display, or otherwise threateningly use any firearms, explosives, fireworks (of any kind), or other weapons on school premises.
5. Prevent or attempt to prevent the convening or continued function of any school class, activity, or lawful meeting or assembly on the school campus.
6. Prevent students from attending a class or activity.
7. Block normal pedestrian or vehicular traffic on the school campus or adjacent grounds.
8. Continuously and intentionally make noise or act in any other manner so as to interfere seriously with a teacher's ability to conduct his/her class.
9. Use inappropriate language or make inappropriate comments.
10. Use objects to distract students and/or teachers from learning and/or conducting class.
11. Urge, encourage, or counsel other students to violate any of the preceding portions of this rule.

Classroom teachers will address and create actions to redirect student behavior, although continued and/or serious incidents will require an office referral from the teacher.

GROUND FOR REMOVAL FROM CLASS

A student may be removed from class for conduct or behavior which (a) violates the District's policies regarding suspension or expulsion; (b) violates the behavioral rules and expectations set forth in the Student Handbook(s); (c) is disruptive, dangerous or unruly; (d) which otherwise interferes with the ability of the teacher to teach effectively; or (e) which is incompatible with effective teaching and learning in the class.

Removal is a serious measure and is not imposed in an arbitrary, casual or inconsistent manner. Behavioral expectations are always more constructive, and more likely to be followed, where their terms are communicated as clearly as possible to students and staff. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every inappropriate circumstance that would justify removal under this Code. A teacher's primary responsibility is to maintain an appropriate educational environment for the class as a whole. Therefore, notwithstanding the provisions of this Code, in every circumstance the teacher should exercise his or her best judgment in deciding whether it is appropriate to remove a student from class.

A. Behavior that violates the District's policies on suspension and expulsion

It should be noted that decisions regarding suspension are made by building administrators, and recommendations for expulsion are made by the District's central administration. Thus, a

teacher's decision to remove a student from class for behavior that violates the District's policies regarding suspension and expulsions may, but does not necessarily, mean that the student will also be suspended or expelled.

B. Behavior that violates the behavioral rules and expectations in the Student Handbook

The Student Handbook(s) contains behavioral expectations for the individual schools in the District.

C. Behavior which is disruptive, dangerous or unruly

The following behaviors, by way of example and without limitation, may be determined to be disruptive, dangerous, or unruly:

1. Inappropriate physical contact intended or likely to hurt, distract, disrupt or annoy others and/or disrupt the educational environment, such as hitting, biting, pushing, shoving, poking, pinching or grabbing.
2. Inappropriate verbal conduct intended or likely to upset, distract, disrupt or annoy others and/or the educational enforcement, such as name calling, teasing or baiting, or profanity.
3. Behavior that may constitute sexual or other harassment.
4. Throwing any object, particularly one likely to cause harm, damage or disruption of the educational environment.
5. Inciting other students to act inappropriately or to disobey the teacher or school or class rules.
6. Destroying the property of the school, another student, or staff member.
7. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment.
8. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder.

D. Behavior which interferes with the ability of the teacher to teach effectively

1. Repeated or extreme inappropriate verbal conduct is likely to disrupt the educational environment, particularly when others are talking (e.g., lecture by teacher, response by another student, presentation by visitor) or during quiet (study) time.
2. Open disrespect or defiance of the teacher, manifest in words, gestures or other overt behavior.
3. Obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties.
4. Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others.

E. Behavior which is inconsistent with class decorum and the ability of others to learn

In addition, there may be grounds for removal for behavior that, though not necessarily violative of the provisions of (A) through (D) above, is consistent with basic classroom decorum. Such behavior may, in the determination of the teacher, warrant removal because of its interference with the ability of others to learn effectively. Repeated behavior that includes, without limitation, sleeping in class, blatant inattention, not having needed materials to participate, or other overt or passive refusal to engage in class activities.

HALLWAYS AND UNASSIGNED AREAS

We include. We inspire. We innovate. We impact. We are TR!

Students are expected to observe all of their responsibilities as outlined in Raider CODE expectations in hallways, classrooms and Commons - before and after school, during school hours and any time they are in unsupervised areas or situations in or about the school.

SOCIAL CONDUCT

Students are expected to engage in proper social conduct at all times. The following examples are considered inappropriate in regard to social conduct:

- Use of inappropriate language (profanity, negative language)
- Public displays of affection
- Discourteous attitudes toward members of the staff, other students
- Throwing garbage on the floor, not cleaning up personal material
- Other breaches in social conduct as determined inappropriate by the LBC administration

STUDENT ACTIONS AND CONSEQUENCES

Behavior during or in transit to or from all school sponsored activities, including those held at other schools, will be dealt with in the same manner as if it occurred during the school day. This includes all field trips, end of the year trips, and all extracurricular activities.

Teachers and adult supervisors identifying improper student behavior on school property or during a school sponsored activity will complete a discipline referral and inform the student of the improper behavior. Misbehavior should become a teachable moment. Students will be involved in restoring those relationships impacted or harmed by the incident and determining solutions to make things as right as possible.

Students violating any part of the Code of Conduct will be subject to one or more of the following actions based upon the severity and frequency of the inappropriate behavior. This list is meant to provide a general idea of possible consequences but is not exhaustive.

- Student conferences
- Parent contact and/or conference
- Restorative Actions
- Referral to counselor, school psychologist, student support program, legal authorities and/or outside agencies
- Financial settlement (property damage)
- Collection of inappropriate personal property
- Dismissal from classroom or study area
- Restricted privileges
- Police Resource Officer referral
- Before school, after-school, or lunch consequences
- In-school or out-of-school suspension
- Expulsion

The protocol for communication begins with the classroom teacher or staff member involved in the situation. If you are not satisfied with the results of this communication you should contact the associate principal or the principal. If you are still unsatisfied, you may contact our district administrator.

School expectations are established to promote a safe environment which promotes respect and responsibility. Student and parent cooperation will enable our students to become respectful and productive citizens.

SUSPENSION/EXPULSION

In-School Suspension- Students who have been removed from a classroom or students who have been placed on in-school suspension will report to Student Services to be supervised. Parents will be notified of their child's assignment to in-school suspension by office personnel. A conference involving the student, parent, and teacher is required prior to a student returning to class.

Students are expected to follow the expectations during in-school suspension and cooperate with the supervisor at all times. Students are expected to work on classroom assignments and/or have appropriate reading material while during in-school suspension. Students will also be required to complete activities related to the resolution of the situation. THIS IS NOT FREE TIME FOR THE STUDENT. Failure to cooperate will result in more serious consequences. Students may serve an in-school suspension for up to three days.

Out-of-School Suspension- In accordance with Wisconsin State Statute 120.13 (1) (b) and (c), students who have cases of repeated or flagrant violations of school rules or when a student's behavior threatens the health, safety and welfare of others, or endangers the property, health or safety of any employee or school board member of the school district in which the pupil is enrolled, a student may be suspended from school. Suspensions will be handled in accordance with state law and school policy. Students may be suspended out-of-school for up to five days. In cases where an expulsion hearing is pending, a student may be suspended for up to fifteen days. When students are suspended from school they are prohibited from being on school grounds or participating in any extra-curricular activities for the period of the suspension. As in all other student disciplinary matters, due process is given to all students.

Expulsion- In accordance with Wisconsin State Statute 120.13 (1)(b) and (c), the School Board may expel a pupil from school whenever it finds the pupil guilty of repeated refusal or neglect to obey the rules or engages in conduct which endangers the property, health, or safety of others while under the supervision of school authority; or endangers the property, health or safety of any employee or school board member of the school district in which the pupil is enrolled, and is satisfied that the interest of the school demands the pupil's expulsion. Expulsion proceedings will be conducted in accordance with Wis. State Statute 120.13 (1) (c). A student who has been expelled is prohibited from attending any school function and is not allowed on school-owned property for the duration of his/her expulsion.

THEFT AND VANDALISM

A student shall not cause or attempt to cause damage to school or private property or steal or attempt to steal school or private property either on the school premises or during a school function off the school premises. Students will not intrude upon or violate other students' backpacks, lockers and other personal or school-issued belongings (such as a Chromebook). Students and parents will be liable for damage.

TOBACCO, NICOTINE, AND RELATED PRODUCTS

Please refer to [TRPSD Board Policy 5512- USE OF TOBACCO AND NICOTINE BY STUDENTS.](#)

It shall be a violation of this policy for any student of the District to possess, use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, including smoking as defined in this policy, at any time on school property or at off-campus, school-sponsored events.

WEAPONS

We include. We inspire. We innovate. We impact. We are TR!

Per the [TRPSD Board Policy 5772: WEAPONS](#) - no one may have any kind of weapon or look-alike weapon on school grounds, school buses, or at school-sponsored functions. No one may use any article as a weapon to threaten or to injure another person.

BULLYING AND ANTI-HARASSMENT

Every child has the right to feel safe and secure in the school environment. Instances of harassment, intimidation, bullying or physical attacks on the school premises, at school activities, or en route to and from school are taken seriously and will be addressed in a timely manner.

BULLYING

Please refer to [TRPSD Board Policy 5517.01- BULLYING](#) for a definition for “bullying” as well as appropriate courses of action.

HARASSMENT

Please refer to [TRPSD Board Policy 5517 - STUDENT ANTI-HARASSMENT](#) for a definition of “harassment” and types of inappropriate behavior that fall into this category.

Harassment can be conducted through the use of technology, such as texting, email and social media. When harassment via electronic means results in an outcome that affects the student’s learning environment, regardless of when and where it is conducted, the school can address the inappropriate behavior. If you have information regarding such harassment, please contact the main office.

The L.B. Clarke staff works to recognize, respond to, and prevent pupil harassment. Our staff has and will continue to take action when identifying inappropriate behavior, although there are times when the adults of our building are not aware of a situation. If a child is a victim of such behavior, they or a parent/guardian has an obligation to report the situation to a staff member or administration, so the school can respond to and resolve the situation.

EMERGENCY PROCEDURES

Safety is a primary concern. Each school conducts drills throughout the school year to help students and staff prepare for possible emergencies.

FIRE DRILL PROCEDURES

Fire drills are held at regular intervals throughout the school year with, and without, advance notice to staff and students. Students must follow building protocol as shared with them during class and the directions of staff. Every person in the building must leave promptly and quietly at the sound of the fire alarm.

SEVERE WEATHER PROCEDURES

Tornado and severe weather emergency drills are conducted in conjunction with the National Weather Service statewide drills. Prior to the drill, teachers review the procedures with the students by showing them their assigned shelter location on the map and walking them through the process. Students must follow the teacher’s instructions so everyone is ready in case of a real weather event..

INTRUDER/VIOLENT CRITICAL INCIDENT DRILLS

The Two Rivers Public School District has adopted ALiCE as our protocol for responding to violent critical incidents. ALiCE is a federally endorsed safety protocol for responding to a violent critical incident, such as an intruder. This method uses a set of strategies and response options that prepare, educate and empower staff and students.

We include. We inspire. We innovate. We impact. We are TR!

In the same way we practice fire and severe weather drills, students and staff need to practice and prepare for the possibility of an intruder/violent critical incident so everyone is prepared. We conduct a minimum of two of these drills each year along with periodic reminders and refreshers for students and staff. During these drills, students come to understand the concepts of Alert, Lockdown/Barricade, Inform, Counter, Evacuate to Rally Point and practice their response options with staff.

PARENT COMMUNICATION

The Two Rivers Public School District communicates with families in a variety of methods. Communication during emergency situations will be sent using Messenger 2.0 through Infinite Campus (e-mail, phone and/or text). Families are encouraged to keep their Infinite Campus communication methods and contact information current by logging in and configuring preferences for phone, email and text message communication.

NON-DISCRIMINATION STATEMENT

THE TWO RIVERS PUBLIC SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, OR HANDICAP.

The Two Rivers School District is committed to a policy of nondiscrimination and to the provision of equity in its educational programs, services and activities for all students and employees. The Two Rivers School District does not tolerate discrimination in employment or in its educational programs and activities. It is the rule of the Two Rivers School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity or employment because of the person's religion, sex, race, national origin, age, ancestry, creed, color, political affiliation, membership in the National Guard, state defense force or any reserve component of the United States military or state military forces, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap or other bases prohibited under state or federal law. This rule also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, and national origin), and Section 504 of the Rehabilitation Act of 1973.

Children of homeless individuals and unaccompanied youth (youth not in the custody of a parent or guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as those provided to other residents of the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The District shall provide appropriate educational services, accommodations, and/or programs for students who have been identified as having a disability, regardless of the nature or severity of the

We include. We inspire. We innovate. We impact. We are TR!

disability, and regardless of whether the student qualifies for the District's special education program. Facilities modifications necessary to provide for appropriate access and participation for persons with disabilities shall be made to the extent required by law.

The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for such accommodations shall be made in writing and shall be approved by the building principal. Accommodations may include, but are not necessarily limited to, being excused from participation in an activity, alternative assignments, and release time from school to participate in religious activities, and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

View Policy 2266 [Here](#)