



L.B. Clarke Middle School
Home of the Raiders

Family Handbook

4608 Bellevue Place
Two Rivers, Wisconsin 54241

Main Office (920) 794-1614

Mr. Tim Wester
Principal

Mrs. Angie Spaeth
Dean of Students

Mr. Brian Schley
School Counselor

Welcome to L.B. Clarke Middle School

Dear Parents:

Welcome to L.B. Clarke Middle School! We are looking forward to working with you to best meet your child's needs. The middle school years are unique and special. It is a time in your child's life when he/she is discovering who he/she is and the possibilities of who he/she can become. Throughout this discovery it is extremely important that all adults in your child's life are consistent with support and provide clear directions and procedures. The "tween" years can be a confusing time, but are a critical time to guide with clear expectations and consistent procedures. This handbook will provide you with the basic expectations we have at L.B. Clarke.

Middle school is an important time for your child to feel that he/she belongs. The concept of belonging is reinforced throughout the founding principles of middle school and our advisor/advisee program. The advisor/advisee program is known as A/A, and it is the heart and soul of meeting the needs of our unique middle schoolers. Every child at L.B. Clarke belongs to an A/A group with an average of 12 to 15 students to one teacher.

The role of your child's advisor is to guide and support your son or daughter both academically and socially. The advisor is your link to L.B. Clarke. This is one of the main reasons to get to know your child's advisor and communicate with him/her frequently. The advisor will schedule and meet with you for conferences, as well as keep track of your child's progress. Every Friday, you will receive a weekly progress report from the advisor. This report will have a section that needs to be signed and returned the following Monday. It is one way to increase communication between home and school. Please call or email if you have any questions or concerns. Communication is essential!

We stress the importance of having YOU take an active role in your child's education. Your involvement is critical to your child's success. By working together we can best guide your child to understand the importance of doing his/her personal best in all that he/she does.

We are committed to working with you to make this a productive, positive school year for your child, and we look forward to a school year filled with learning and fun, too.

Sincerely,

Tim Wester
Principal

Angie Spaeth
Dean of Students

DISTRICT ADMINISTRATION Two Rivers Public Schools 4521 Lincoln Ave. (920)793-4560

District Administrator.....Randy Fredrikson
Assistant District Administrator.....Lisa Quistorf
Accounting Manager.....Mary Kay Slattery
Director of Pupil ServicesRichard Nitsch
Director of Maintenance and Operations.....Bob Bauknecht

L.B Clarke Staff

<u>Office Staff</u>					
Mr. Wester	Principal	Mrs. Jirikowic	Special Education		
Mrs. Spaeth	Dean of Students	Miss McMahan	Title I Reading/Literacy Support		
Mr. Schley	Guidance Counselor	Mr. McNeir	Special Education		
Ms. Leubke	Secretary	Mrs. Reigles	Occupational Therapist		
Mr. Lee	Guidance & Health Secretary	Mrs. Slickman	Speech/Language		
Mrs. Engstrom	Student Services	Mrs. Tegen	English Language Learners		
<u>Grade 5</u>		<u>Teaching Specialists</u>			
Mr. Ehle	ELA, Social Studies & Science	Mr. Haag	Industrial Technology		
Mrs. Gleichner	ELA, Math, Social Studies & Sci.	Mrs. Collins	LMC/Library Services		
Mrs. Graff	Math, Social Studies & Science	Mrs. Melvin	Spanish		
Ms. Rittich	ELA, Social Studies & Science	Mr. Gehrke	Computer Technology		
Miss Bauer	Math, Social Studies & Science	Mr. Helling	Physical Education		
<u>Grade 6</u>		Mr. Rykal.	Physical Education		
Mr. Thorne	English/Language Arts	Mr. Franko	Health		
Mr. Ourada	Mathematics	Mrs. Levknecht	Art		
Ms. Jensen	English/Language Arts	Mrs. Allington	5/6 Chorus/General Music		
Mrs. Reeves	Science	Mrs. Meulbroek	7/8 Chorus		
Mr. Smith	Social Studies	Mr. Meulbroek	Band		
<u>Grade 7</u>		<u>Educational Support Staff</u>			
Mrs. Geiger	Reading	Mrs. Sleger	Mrs. Schambureck	Miss LeClair	
Ms. Kushava	Mathematics	Mrs. Willert	Mrs. Garcia	Mr. Leonard	
Mr. Popp	Language Arts	Mr. Cisler	Mrs. K. Bauer		
Mr. Henrickson	Science				
Mr. Witting	Social Studies				
<u>Grade 8</u>		<u>Food Services and Noon Supervision</u>			
Mrs. Jansky	ELA, Social Studies, Science	Mrs. Erickson	Supervisor		
Mrs. Krajnik	Mathematics	Mrs. Parma	Secretary		
Ms. Schlies	Science	Mrs. Watzka	Kitchen		
Mr. Slattery	ELA	Mrs. Steinhauer	Kitchen		
Ms. Buchanan	Social Studies and Mathematics	Mrs. Eis	Kitchen		
<u>Pupil and Special Services</u>		Mrs. Gates	Noon Supervisor		
Miss Domka	Psychologist	Mrs. Kubsch	Noon Supervisor		
Mr. Hilke	Physical Therapist	Mrs. Burt	Noon Supervisor		
Mrs. Kautzer	Special Education	<u>Other Services</u>			
Mr. Wentland	Special Education	Mrs. Rysticken	Nurse		
Mrs. Luebke	Special Education	Mrs. Rohrer	Nurse		
Mr. Landon	Special Education	Officer Greene	Police Liaison		
		<u>Custodial Staff</u>			
		Mr. Rezachek	Head Building Custodian		
		Mrs. Vanderlinden	Evening Custodian		



<u>Two Rivers Board of Education</u>	
President	Robert Bergeon
Vice President	Leigh Stegemann
Clerk	Mike Canty
Treasurer	Eileen Charles
Commissioner	Richard Rohrer
Commissioner	Jennifer Harteau
Commissioner	Nancy Pinchard

Our Vision: The L.B. Clarke school community advocates literacy for all students. Students construct meaning using thinking strategies modeled and facilitated by teachers so that all students take ownership of their learning and are prepared for the 21st century.

Our Mission: Through staff development, collaboration and the use of evidence based best practices; it is the L.B. Clarke school mission to ensure literacy for all. We define literacy as the ability to understand, interpret, create, compute, evaluate and communicate information associated with varying contexts.

2014-2015 Action Plan:

Math Goal:

We will improve universal math instruction so that the percentage of students scoring proficient or higher in math will increase from 50% to 57 % by the end of 2014-15 as measured by the Measure of Academic Progress (MAP) administered in the Spring of 2014 and Spring of 2015.

- Establish a focus on math literacy which is rooted in the Gradual Release of Responsibility model and depth of knowledge levels, with an emphasis on specific vocabulary.
- Identify students who are at risk and provide the interventions and supports they need to achieve success.
- Classroom teachers will differentiate math instruction based on student reading ability.
- Continue implementing inclusion of special education students in core math with the extra support period. The support period focuses on reviewing prior lessons and frontloading new concepts.

Literacy Goal:

We will improve universal reading instruction so that the percentage of students scoring proficient or higher in reading will increase from 33.1% to 40.1 % by the end of 2014-15 as measured by the Measure of Academic Progress (MAP) administered in the spring of 2014 and spring of 2015.

- Establish professional learning communities in order to provide staff with research based practices to increase student achievement.
- Identify students who are at risk and provide the interventions and supports they need to achieve success.
- Establish a universal literacy focus which is rooted in the use of the depth of knowledge and gradual release of responsibility frameworks.
- Establish enrichment activities that incorporate the Depth of Knowledge Framework and result in high quality student outcomes.
- Develop a professional culture of sharing effective ideas and practices among staff through peer observation and collaboration.

The Raider Way

Be Respectful

Follow all LBC expectations.
Speak and act respectfully.

Be Responsible

Complete work in a timely manner.
Be a good citizen.

Be Ready

Be prepared with classroom materials, assignment notebook, and a book to read.

BUILDING PROCEDURES

Routines followed by all members, designed to help make the educational environment more efficient and conducive to our efforts to meet our goals.

- 1] Walk down the right side of the hall.
- 2] A single hand-up, referred to as “Give-me-Five,” will be used to designate the need for attentiveness by being quiet and focusing on the speaker or main attraction.
- 3] “Raider Time,” also referred to as “Board work,” will be used by all teaching staff as a requirement as students enter the classroom.
- 4] Allotted time will be given in classes for recording assignments into student planners.
- 5] Class is dismissed by the teacher, not the bell.
- 6] Student planners will be used for hall passes. “No pass- back to class.”
- 7] Students will take a reading book and assignment notebook to every class. It will be expected that spare time IS reading time.

ADVISOR/ADVISEE

Every student at L. B. Clarke Middle School is assigned an advisor. The advisor is the advisee’s advocate at L.B. Clarke.

- Advisors will communicate with each advisee’s parents at least once a week.
- In-school conferences with parents are scheduled with the advisor twice a year. They are held at the end of the first quarter and again in the middle of the third quarter.
- Advisors will document student progress using a progress monitoring system.

Each day of the week holds a different activity or theme for A/A.

- Monday: Circle Talks- Each A/A has an informal discussion as a group about what happened over the weekend, life events, fun stories, etc. This helps form a family connection within each group.
- Tuesday: Habitudes- Our character education curriculum focuses on building students into leaders of self and others. The Habitudes are character traits taught by using powerful images to prompt discussion.
- Wednesday: Drop Everything And Read (DEAR)
- Thursday: Study/Reading Time and Advisor Meetings
- Friday: Activity Day- Advisor groups participate in fun games and activities including competitions within grade levels and grade levels competing against each other.

AFTER SCHOOL RESOURCE CENTER

L.B. Clarke offers an After School Resource Center for students to work on homework after school and get the assistance of a teacher if needed. The resource center is available Monday through Friday from 3:15 PM until 4:15 PM. The start-up date of the Center is Monday, September 15. The following guidelines are to be observed by those using the Resource Center:

- Students must be in the After School Resource Center by 3:15 PM.
- Students must attend the entire time.
- No misbehavior will be permitted. Misbehaving students will need to call their parents and must leave. They will not be allowed to use the bus service. Repeat offenders will not be allowed to use this service.
- Bus service will be provided at 4:15 PM.

The purpose of the center is to provide a resource for students who want extra help and time for their homework. For most students the center is a choice, but it may become a required resource for students who benefit from the school's structure to complete work regularly. After School Study Hall or detention is not a choice.

AFTER SCHOOL STUDY HALL

The L. B. Clarke community endorses a strong work ethic. Completing classwork on time and of a quality to the best of one's ability is an expectation. The student will be required to attend After School Study Hall the day the assignment is due if not completed. Students will be assigned that day and each day thereafter until the assignment is complete. After School Study Hall meets in Mrs. Engstrom's room near Exit 2 from 3:15- 4:15 PM. Parents will be notified that the student will be staying, so students must stay the entire time. Busing is available at 4:15 pm.

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.

ASSEMBLY PROGRAMS/PROCEDURES

Assembly programs are privileges and provide opportunities for experiences outside the regular classroom routine. Respectful, polite behavior is an expectation for all our students and guests. The following assembly procedures are to be observed:

- Enter the assembly quietly and take an assigned seat (with advisor group).
- Be silent and attentive immediately upon the appearance of the person introducing the program.
- Give undivided attention to the presenter(s) conducting the program.
- Avoid commenting during the performance. This distracts from the program and interrupts others' enjoyment.
- Remain seated at the assembly until dismissed.

To help maintain a high level of respect toward others we will remove audience members who interrupt. We may also choose to hold individuals back from performances when it seems in the best interest of the individual, the performers, or the audience. In respect to individual differences, parents who object to the ideas or concept of any performance may contact the office or their child's advisor to exempt their child from any individual assembly.

ASSIGNMENT NOTEBOOKS

All students at L. B. Clarke are required to use an assignment notebook throughout the year to help stay organized. Parents are encouraged to check their student's notebook at home on a regular basis to stay informed about schoolwork. The school assignment notebook also has a section which will also serve as a hall pass for students. The notebook is provided to each student at the beginning of the year and is designed to last the entire school year. Replacement cost is \$3.00. Replacement copies may be purchased at the school office. Students are required to have their assignment notebook as a pass, or they will be immediately returned to the classroom.

ATTENDANCE POLICY

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

All **excused absences** require parent-guardian verification to be submitted to the school attendance office or designee in advance of the absence or prior to re-admittance to school. Planned absences require prior written notification. When a student is absent due to illness or other unexpected event, his/her parent/guardian must call the school **by 8:00 a.m.** (794-1614). Failure to notify the school will result in a phone call from the school to the home or the work place.

Leaving Early

Students that require an early dismissal must stop in the office between 7:30 and 8:00 a.m. with a written excuse signed by their parents. They will receive an early dismissal slip that will provide them with permission to be excused from class early. This allows students to be ready for parent pickup at the requested time.

Unexcused Absences (Truancy)

Students absent from school for reasons that do not fall under those listed above shall be considered truant. Truant students will be assigned detention time equal to the amount of time missed. All make-up work and detention time must be completed by the end of each quarter. Students may not participate in extra-curricular activities should they fail to serve assigned detention or complete make-up work as a result of an unexcused absence. Truant students will be permitted to make-up an examination missed during an absence.

Habitual Truancy

Habitual or chronic truancy is when a child is missing all or part of five days within a semester. Chronically truant students will be assessed for other difficulties. In order to encourage students to develop better attendance and punctuality, a legal referral may be initiated if poor attendance is a pattern.

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. Frequently absent students may be subjected to other sanctions including restrictions from reward or extra-curricular activities and time spent after school.

Make-up Policy

Students returning to school after an absence must assume the responsibility for making up all work missed. This policy applies to all class activities -- assignments, papers, labs, projects, presentations, tests, quizzes (announced or unannounced), 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.

- Full day absences: A student has two days to make up the work for each day absent* unless other arrangements are made with the teacher (*Up to a total of 5 days for work completion). Individual teachers may consider circumstances which require a longer time to complete the make-up work, arrangements for additional time must be made with the instructor immediately after the student returns to school. Tests previously scheduled for the day of the absence will be made up on the day of the return if they have not missed more than one class period previous to the scheduled test day in that subject.

- Period absences: If a student is absent for one or more periods during a school day (dental, doctor appointment, in-school illness - health, etc.), assignments or tests must be made up by the next school day. If the student must make up an assignment or test in more than one class, it should be done in the order of the student's class schedule.
- Prearranged absences: All make-up work should be completed prior to the student's absence unless the teacher and an administrator have agreed to postpone the make-up work until after the absence. This includes unit quizzes and major examinations.
- Suspended students may make up homework, quizzes and tests as any absence.

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 see the teacher involved.

Tardiness

Tardiness is another form of absence. Students who are late to class will be issued demerits in accordance with the school's code of conduct. Students who are tardy will be required to make up time in whole or in part during morning or noon recess, or after school time.

Students Leaving School

Students must check in and out of the school office when they leave and return to school. A student may not participate or practice in after school activities if he or she is absent the afternoon of the school day. If the student is absent for a non-illness reason, the student is ineligible for practice or competition.

BICYCLES

Bikes must be parked in bicycle racks only. Bicycle riding on school grounds during school hours is forbidden. Students must use bicycle locks to prevent the temptation for theft. The school is not responsible for bikes left in the bike rack. A bike path has been provided on the south side of school grounds to help students avoid riding bicycles through the parking lot. Bicycles are prohibited from cutting through the teacher parking lot.

BOX TOPS FOR EDUCATION

Please save Box Tops for Education and send them to school with your child. Each box top is worth .10¢. We will have Battle of the box Tops four times a year, and all money raised goes directly to benefit Clarke kids. Please cut them out and bundle them in groups of ten for easy counting and send them to school with your child. Have your relatives, neighbors, and coworkers save too! Together Everyone Achieves More!

BULLYING POLICY

Introduction

The Two Rivers Public School District strives to provide a safe, secure and respectful learning environment for all students in school buildings and on school grounds, on school buses and at school-sponsored activities. Bullying has harmful social, physical, psychological and academic impact on the bullies, the victims and the bystanders. The district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Definition

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be isolated or repeated behavior. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; genetic information; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be, but is not limited to:

1. Physical (e.g. assault, hitting or punching, kicking, theft)
2. Verbal/Written (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet- also known as cyber bullying)
4. Between students and students, students and adults, or adults and adults

Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting/Retaliation

It is the responsibility of all school staff members, students and individuals who observe or become aware of acts of bullying, or are victims of bullying to report these acts confidentially to any school staff member, administrator or the district human relations officer. All such reports, either verbal or in writing are to be made in a timely manner and will be taken seriously. A clear account of the incident is to be documented. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated.

Procedure for Investigating Reports of Bullying

An investigation to determine the facts will take place in a timely manner to verify the validity and seriousness of the report. Affected parents and/or guardians will be notified that a report has been made. The district shall keep the complaint confidential to the extent required by law for both the accused and the accuser.

Sanctions and Supports

If it is determined that students participated in bullying behavior, or made false reports in violation of the policy, the district will take remedial/disciplinary action up to and including expulsion and/or referral to law enforcement officials for possible legal action as appropriate.

Students found in violation of the bullying policy may be referred to school counseling staff or other educational programming designed to prevent repetitive bullying behavior. Employees, volunteers, parents, coaches and visitors found to have participated in bullying behavior, or having become aware that bullying was taking place and failed to report the behavior, are considered to be in violation of the prohibition expressed by this policy. They may be subject to disciplinary action consistent with the collective bargaining agreement or disciplinary action established by policy or practice.

Disclosure and Public Reporting

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and the sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the school board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

BUS TRANSPORTATION

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:
 - The bus driver will report acts of misbehavior on a form provided.
 - The school principal, Discipline coordinator, Police Liaison, and/or a representative of Two Rivers Buses will discuss the problem with the rider involved.

Parents will be sent a copy of the misconduct form with a suggestion to call Two Rivers Buses (793-2541). If necessary a temporary suspension of riding privileges will go into effect. Bus-riding privileges may be suspended until the school and 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 bus except at home or school unless special arrangements have been made with Two Rivers Buses. Students must be at their assigned stop when bus arrives or if bus is late and students return to the house, some type of marker should be left at the bus stop. However, the student should keep in mind that it is his/her responsibility to be at the 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 will be required. *Complaints or problems regarding bus riding should be referred to Two Rivers Buses, 793-2541.*

CLUBS

There are non-competitive clubs available throughout the year like Optimist, Ski club (winter), Golf club (spring), Chess club, Coin Collecting, Art Club, Magic the Gathering. Information will be dispersed via the Friday Newsletter.

CODE OF CLASSROOM CONDUCT (School Board Policy)

The Two Rivers School District strives to establish and maintain a positive academic environment for students and staff. Effective learning cannot take place in a classroom where students do not feel safe or cannot concentrate because of the interfering behaviors of other students. The primary purpose of the Code of Classroom Conduct is to maintain the integrity of the learning environment by removing students who compromise that integrity.

The Code of Classroom Conduct is not a disciplinary policy, nor does it in any way restrict the district's authority to discipline students within the guidelines of state statutes and board policy.

I. GROUNDS 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 when 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.

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

The District Policies regarding suspension and expulsion are set forth in codes 5500, 5610, 5772, 5530, 5516 and 5611. 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.

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

This Student Handbook contains behavioral expectations for the individual schools in the district.

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:

- 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.
- Inappropriate verbal conduct intended or likely to upset, distract, disrupt or annoy others and/or the educational environment, such as name calling, teasing or baiting, or profanity.
- Behavior that may constitute sexual or other harassment.
- Throwing any object, particularly one likely to cause harm, damage or disruption of the educational environment.
- Inciting other students to act inappropriately or to disobey the teacher or school or class rules.
- Destroying the property of the school, another student, or staff member.
- Behavior that interferes with a person’s work or school performance or creates an intimidating, hostile or offensive classroom environment.
- Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder.

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

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

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 in violation of the provisions 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 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.

II. OTHER REASONS FOR REMOVAL FROM CLASS

In some cases, a teacher may believe that a student should be removed from the class for the good of the student and in the best interest of the class as a whole. Such reasons may, but need not, be disciplinary in nature. Some examples may include, but are not limited to, irreconcilable personality differences, issues between the student and other students, and in rare circumstances, irreconcilable differences between the student and the teacher.

III. PROCEDURES FOR REMOVING A STUDENT FROM CLASS

Any student may be temporarily removed from class under this code by a teacher of that class. For the purpose of this code, “student” means any student enrolled in the district, exchange student, or student visitor to the district’s schools. A “teacher” means a person holding a license or permit issued by the state superintendent whose employment by a school district requires that he or she hold that license or permit.

- When a student is removed from class, the teacher shall send the student to the building principal or designee and inform him/her of the reason for the student's removal from class. A written explanation of the reasons for removal shall be sent to the school office immediately or no later than the end of the school day.
- The principal or designee shall inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present his/her version of the situation. The principal or designee shall then determine the appropriate educational placement for the student who has been removed from a class by a teacher.
- The parent/guardian of a minor student shall be notified of the student's removal from class as outlined in Section V.

IV. PLACEMENT PROCEDURES

The building principal or designee shall place a student who has been removed from a class by a teacher in one of the following alternative educational settings:

- An alternative education program approved by the Board. State law defines this as an instructional program approved by the school board that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs or what is offered in place of regularly scheduled curricular programs.
- Another class in the school or another appropriate place in the school.
- Another instructional setting.
- The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the principal or designee determines that readmission to the class is the best or only alternative.

The principal or designee may consult with other appropriate school personnel when making or evaluating placement decisions. A student's parent/guardian may also be consulted regarding student placement decisions when determined by the principal or designee to be in the best interests of the persons involved or required by law. All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulations. The parent/guardian of a minor student shall be notified of a student's placement in an alternative educational setting as outlined in Section IV.

PARENT/GUARDIAN COMMUNICATION

As soon as practicable, but in any event within twenty-four (24) hours of the removal, the teacher who initiated the removal shall inform the student's parents that the student was removed from class. Whenever possible, such notice should be by telephone or personal contact. The teacher shall keep a written log or record regarding unsuccessful attempts to contact the parents. The building administrator or designee shall send parents a written notice of the removal postmarked within two business days of the removal. Such written notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher.

If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations. If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e., suspension or expulsion), the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

REMOVAL AND PLACEMENT PROCEDURES FOR STUDENTS WITH DISABILITIES

A student with a disability may be removed from a class by a teacher and placed in an alternative educational setting only to the extent authorized by state law, the federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and related regulations.

CODE DISSEMINATION

Students, parents/guardians and teachers shall be informed of this Code of Classroom Conduct annually.

COMPETENCY POLICY

The district requires that all students demonstrate competency in the areas of Reading and Math. To do so, students must score at a predetermined proficiency level on the Measures of Academic Progress (MAP) assessment and the Smarter Balanced Assessment Consortium (SBAC) administered to all eligible students. Those who score below the required proficiency level may receive additional assistance through individual teachers, Response to Intervention, or specialists, including our Title program. They may also be required to attend summer school. Opportunities to demonstrate competency on these tests will be provided three times each year (Fall, Winter, Spring). **Those who still have not met the proficiency standard by the end of the school year will be required to attend summer school.** Students who have not met the requirements of the policy by the end of summer school may be retained in grade or may be dually enrolled between grade levels (or between the high school and middle school) in the specific academic area of need.

COMPUTER USAGE

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:

- 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.
- Tampering with storage disks, 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).

DANGEROUS WEAPONS

In accordance with sec. 948.60, Stats., and sec. 948.61, Stats., students are prohibited from possessing weapons (as defined by sec. 939.22 (10), Stats.) on school premises. Anyone violating this policy will be immediately suspended from school and referred to local police department and other responsible outside agencies. Students found to have violated this policy may be considered for expulsion.

DIRECTORY INFORMATION

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.

It should be noted that behavioral records, specific grades/report cards, cumulative folder, special education information, and assessment data is restricted by law and only available to parents, guardians, students, and specific district education personnel unless lawful authorization is obtained.

BEHAVIOR EXPECTATIONS

It is the philosophy of the Two Rivers Public School District that in order to provide the most beneficial instructional program, students must be provided with an ordered learning environment. Student behavior that disrupts such an environment will not be tolerated. The policy of L.B. Clarke Middle School shall be to prevent disruptions before they occur through effective organization and supervision. Students are expected to be responsible for their own behavior. The school encourages students to take pride in themselves and in their school. Disruptive behavior or influence will be dealt with in such a way as to protect the rights of the total student body while developing responsibility in the individual student. Every possible effort to notify and cooperate with parents regarding student behavior will be made.

Student Expectations

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. All students will:

- Respect the property, physical, emotional, and educational rights of other students, members of the staff, and visitors to Clarke Middle School.
- Arrive to school on time and remain on school grounds until school is officially dismissed.
- Arrive to class mentally and emotionally prepared with all necessary material.
- Eat food in the cafeteria or in classrooms when permission is given by the teacher. The hallways and gym are not part of the cafeteria or classroom.
- Follow all posted and verbal directions given.
- Follow the dress code and general rules of conduct.
- Move through the hallways in a safe manner.
- Follow all state, local and school board policies.

Students who demonstrate appropriate behaviors help create a safe and positive learning environment for everyone around them. Doing the right thing makes one feel good and helps to develop positive self-esteem.

Students violating any part of the Code of Conduct will be issued one or more of the following consequences based upon the severity and frequency of the inappropriate behavior.

- Student conferences
- Parent contact and/or conference
- 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
- Demerits
- After school detentions
- Suspension or Expulsion

A parent contact will be required each time a student is directed to leave a classroom because of inappropriate behavior. A student may be assigned a Level A behavior consequence after the second request from the same teacher during one quarter.

The protocol for communication should be with the teacher. If you are not satisfied with the results of this communication you should contact the principal, Tim Wester, or the dean of students, Angie Spaeth. If you are still unsatisfied, contact our district administrator, Mr. Randy Fredrikson.

Minor Rules Infractions

Classroom Misbehavior- When students are not cooperating in class, the teacher has several options. First, the teacher can use in-room consequences to control the student including but not limited to seat assignments, holding after class, calling home, issuing a red warning slip.

Red Warning Slips- Red Warning slips are a part of each teacher’s effort to change behavior. They are issued to students as a warning that a behavior or behaviors MUST change; if it does not change immediately there will be a stronger consequence. When a student has 5 Red Slips the Grade Level Team will look for alternative methods for curbing this behavior.

Discipline Demerits- Students who commit minor rule infractions will receive discipline demerits. The discipline demerit slip consists of four copies: one for the office, one for the student's advisor, one for the parent (the advisor will send this home), and one for the student.

DEMERIT VIOLATIONS

1 Demerit Violations

- Being late for school or to class (less than 2 minutes without a pass)
- Any other inappropriate behavior as determined by the principal, teacher, or supervisor

2 Demerit Violations

- Disturbing a class or school assembly
- Leaving or being absent from a class or an activity without permission (minor occurrence)
- Being late for class (more than 2 minutes)
- Water play
- Rough play
- Throwing objects that are not viewed as dangerous or harmful
- Teasing - Minor and non-consistent (persistent, aggressive, or blatant teasing will be considered as harassment or bully behavior)
- Inappropriate language or gestures- Not limited to note writing, texting, or passing of notes containing such inappropriate language as well as gang graffiti. Note that obscene, sexist, or racial comments may result in more serious consequences.
- Inappropriate playground conduct as determined by the playground supervisor
- Not following directions (includes engaging in any activity that is not aligned with the intent of the classroom)
- Writing on hands, arms, legs, face, clothing, shoes, etc.
- Any other inappropriate behavior as determined by the principal, teacher, or supervisor

3 Demerit Violations

- Rest room misconduct including rowdy behavior, misuse of supplies and equipment, etc.
- Possession of matches and lighters, or other devices for igniting fires
- Spitting
- Verbal argumentation with anyone in authority
- Any other inappropriate behavior as determined by the principal, teacher, or supervisor

4 Demerit Violations

- Possession of tobacco in any form, or smoking paraphernalia (includes referral to police) – 1st offense
- Possession of inappropriate or unacceptable over-the-counter drugs (e.g. No-Doz, caffeine pills, etc.), first offense.
- Throwing anything that might harm someone such as pencils, pens, rocks, etc.
- Unauthorized absence from any part of any class period (Blatantly skipping all or part of class)
- Excessive tardy from school (more than 25 minutes after the start of the school day)
- Cheating on schoolwork (first offense)
- Leaving school premises without permission
- Inappropriate physical contact of a personal nature, e.g. public displays of affection (1st offense)
- Disrespectful comments made in reference to a staff member (indirectly, not face-to-face)
- Uncooperative (passive defiance)
- Blatant discrimination- includes but not limited to racial and gender oriented slurs and verbal attacks, sexist remarks, pictures, jokes of a personal nature (can be written, drawn, spoken, gestured, computer generated, or inferred)
- Bullying/harassment – teasing in any form which is persistent, aggressive, or blatant (Repetitive violators will be referred to Level B Infraction)
- Inappropriate behavior which causes accidental injury to another.
- Inappropriate physical aggression.
- Inappropriate use of the computers, e-mail, web-use; including but not limited to, computer tampering or intentionally seeking unauthorized sites
- Any repeated 2-demerit violation
- Any other inappropriate behavior as determined by the principal, teacher, or supervisor

NOTE: Demerits may double for violations that occur when a substitute teacher is in the classroom. (This will be interpreted only by office personnel).

Consequences Based on Discipline Demerit Totals- Students choosing to break a rule will receive demerits. The following consequences will be implemented each time there are excessive demerit totals in a single quarter:

- Any single **4-demerit violation** has a consequence of an automatic detention.
- Detentions will also be issued with each occurrence over 4 demerits.
- An **accumulation of 10 demerits** has the consequence of an in-school suspension (Level B) as well as, a detention. Each additional accumulated 4 demerit over 10 has a consequence of an additional in-school suspension and detention.
- An **accumulation of 16 or more demerits** will result in more severe consequences, including but not limited to, in-school suspension, isolation, loss of lunch and social time, out-of-school suspension, detentions, or considerations for future legal action as disorderly conduct. Special parent conferences and referrals may also be considered to look for a means of curbing negative behaviors.

Major Rules Infractions are behaviors that are considered very serious and threaten the school educational environment in more severe ways. They require more serious consequences, including possible legal or social service referrals when appropriate. Only designated office personnel (principal, assistant principal, discipline coordinator) will interpret major rules infractions.

Level B Infractions – lower level serious offenses.

- Threatening other students with possible injury through bullying or other means, or extortion of money and personal property
- Bullying/harassment - Student has already been identified for bullying or harassing behaviors. (4 demerits)
- Damage to school property or that of others due to careless behavior
- Failure to serve an assigned detention the second time

- Possession or use of fireworks/firecrackers
- Second offenses of:
 - Possession of inappropriate or unacceptable over-the counter drugs, such as No-Doz. or caffeine pills, tobacco products
 - Inappropriate physical contact of a personal nature (second offense)
 - Cheating
 - Leaving school without permission
- First offense for the use or sale of inappropriate or unacceptable over-the-counter drugs (i.e. No-Doz or other caffeine pills) or any tobacco products including smoking or chewing
- Extreme or repeated incidents of gender harassment or racial slurs
- Inappropriate aggressive behavior which could cause injury to another or start a fight
- Blatant acts of disrespect/defiance or refusing to do what someone in authority tells you to do when it is within reason and possible for you to do
- Stealing - taking something that doesn't belong to you
- Possession or creation of pornographic material
- Repeated or continued acts of discrimination
- Truancy from school

Consequences *considered* for Level B offenses

- Detention
- In-School suspension
- In-school silent suspension
- Placement in another room
- Possible referral to the Police Liaison Officer
- May be suspended out of school
- Lunchroom/playground privileges may be revoked.

Consequences for Level B offenses:

Students may be ineligible for the end of the year trip. (See also 8th Grade Washington, D.C. trip)

Two or more major infractions (Levels A or B, in any combination) in a year may eliminate students from eligibility on end of year reward trips and 8th grade trip to Washington, DC.

Level A - Greatest, most serious infractions

- Fighting, battery, or the intentional injury of another
- Possession, sale, or use of illegal drugs, including any chemical substance that can produce a "high" as well as bodily harm- This includes alcoholic beverages and inappropriately used or obtained prescription medications.
- Possession of drug paraphernalia
- Second offense of: Use or sale of inappropriate or unacceptable over-the-counter drugs (No-Doz or other caffeine pills) or any tobacco products.
- Third offense of: Use or possession of inappropriate or unacceptable over-the counter drugs, such as No-Doz or caffeine pills, tobacco products.
- Arson, to include any inappropriate use of fire/matches, or being present or assisting with such
- Possession or use of any item as a weapon which could inflict bodily harm
- Deliberate and malicious damage to property, which could include writing on school property or that of others
- Swearing or threatening teachers, supervisors, or other authority figures
- Failure to comply with all rules in the in-school suspension room
- Disorderly conduct
- Sexually aggressive behavior

- Truancy (third or blatant offense) **may** carry Level A consequences
- Any other inappropriate behavior as determined by the principal or his designee

Consequences for Level A Infractions.

- Automatic Suspension for one to five days (Suspension type to be determined on a case by case basis)
- Additional detention time
- Referral to the Police Liaison Officer
- Students may be ineligible for the end of the year trip. (See, also, 8th Grade Washington, DC trip).
- Lunchroom/playground privileges may be revoked.
- Additional review by the principal or designee to determine possible further action including the possibility of referral for school expulsion
- Two or more major infractions (Levels A or B, in any combination) in a year may eliminate students from eligibility on end of year reward trips and 8th grade trip to Washington, DC.

Consequences for Truancy

First offense: Major infraction Level B with time made up in after-school detention (Level A may be considered when the act is blatant).

Second offense: Major infraction Level B with in-school suspension following parent contact (Time missed made up in after-school detentions and/or lunch privilege loss)

All truancies will be referred to the PSLO for possible citation and court appearance. Repeated truancies will be referred to municipal court in accordance with state law and local ordinance.

Make-up-work: Truant students will be allowed to make up tests and/or projects. Each teacher will determine his/her own policy for allowing the make-up of daily work, but are under no obligation to permit such make-up. Each teacher's policy is to be administered consistently to all students who miss school under these circumstances.

Detention Period Policy- The detention period will be Monday-Friday from 3:15 until 4:15 PM. Students exhibiting unacceptable behavior during detention may be held longer. Students will be expected to serve the detention on the assigned day unless absent. (Athletic events are **NOT** exceptions.) If a student is absent, it is expected that the student will serve the assigned detention on the day of his/her return to school. Failure to serve an assigned detention may result in an in-building suspension. Students will not be admitted to the detention room after 3:15 without a pass. While in the detention room, students are expected to do class work unless directed to do otherwise.

In-School Suspension/Time-Out Room- Students who have been removed from a classroom or students who have been placed on in-school suspension by the principal or designee will report to the designated suspension/time-out room. Parents will be notified of assignment to in-school suspension at work or at home by the ISS supervisor, office personnel, or the teacher. A parent\teacher\student conference may be required prior to a student returning to class. Once a student is placed in this room, he/she is expected to follow the rules for the room and cooperate with the supervisor at all times. Students are expected to work on classroom assignments and/or have appropriate reading material for use while in the in-school suspension room. **THIS IS NOT FREE TIME FOR THE STUDENT.** Failure to cooperate can result in more serious consequences including suspension or referral to the PSLO for disorderly conduct.

After School Study Hall- All assignments are due on time. Students not completing assignments will be assigned to after school study **on the day the assignment is due** and continuing until the work is completed or no credit can be earned. Study begins at 3:15 p.m. and ends at 4:15 p.m. Students who misbehave will serve an in-school suspension. Students illegitimately missing this assigned after school period will be issued four demerits and in-school suspension plus a detention.

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 will not be allowed on school owned property for the duration of his/her expulsion.

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 fifteen days. Students may also serve an in-school suspension for up to three days. In such instances, students would report to a designated room for the day and all other penalties and requirements will apply. 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.

Appeal Procedure- There is a due process procedure for students and parents who believe the discipline code has been wrongfully applied to them. To initiate the appeal, parents and students would set up a meeting with the building principal to discuss the situation. The appeal procedure should begin within five school days after the occurrence of the event.

DISCRIMINATION COMPLAINT PROCEDURES

Any complaint regarding the interpretation or application of the district's nondiscrimination policy shall be processed in accordance with the following procedures:

1. Any employee, student, job applicant or citizen complaining of discrimination on the basis of race, creed, sex or sexual orientation, age, national origin, handicap, marital status, political affiliation, arrest , or conviction record or other factor provided for by state or federal law shall report the complaint in writing to the principal.
2. The principal, upon receiving such a complaint in writing, shall, within 24 hours report the nature, time, and date of the suspected infraction to the district's human relations officer.
3. The building principal, in conjunction with the human relations officer, upon receiving such a report shall:
 - a. Immediately undertake an investigation of the suspected infraction, and
 - b. Within 10 days, or as soon as practicable after receiving the complaint, decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and recommend resolution to the district administrator and the complainant.
4. Within 10 days after the date of the building principal's and human relations officer's decision, the complainant may appeal the decision to the district administrator. The appeal shall be made in writing. The district administrator shall review the appeal as soon as practicable. The district administrator shall have the power to affirm, reverse, or modify the decision of the building principal in whole or in part or remand the matter back to the building principal and/or human relations officer with instructions for further study. A decision shall be made in writing within 20 days of receiving the appeal.
5. If the complainant is still dissatisfied with the recommended resolution, he/she may file an appeal in writing with the board within 10 days. The board shall hear the appeal at its next regular board meeting, or at the board president's discretion, the appeal may be considered at a special meeting.
6. Appeal beyond the board may be made to appropriate agencies (e.g. State Superintendent of Public Instruction, Equal Employment Opportunities Commission), and/or the courts having proper jurisdiction.

The Two Rivers Public School District does not discriminate on the basis of race, color, religion, sex, national origin, or handicap.

Right to Privacy: Media coverage, photographs, student work, pictures and names are used in newsletters, media and/or school related activities. Parents must provide the office with a written disclosure if they do NOT give consent for the release of this information.

DISORDERLY CONDUCT/SCHOOL DISRUPTIONS

Whoever, in a public or private place, engages in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance is subject to disciplinary procedure and referral to legal authorities.

DRESS CODE

L.B. Clarke School expects students to follow good judgment in determining their school attire. Students are in school to learn. Any fashion (dress, accessory, or hair style) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines:

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, inflammatory or implied messages on my clothing? (no)
- Would I interview for a job in this outfit? (yes)

The following styles or manners are expected at L. B. Clarke Middle School:

- Tank tops for both boys and girls must have straps at least two inches wide and have no enlarged armholes.
- All shirts must cover the stomach.
- Undergarments must be worn and may not be showing. Therefore, shirts and pants must cover all undergarments.
- Pajamas, slippers, hats, caps, sunglasses, or gloves may not be worn to school in the building except on special days designated for those items.
- Coats and jackets must remain in student lockers.
- Backpacks, book bags and purses may be used to carry educational materials to and from school but must remain in assigned lockers.
- Skirts and shorts must be mid length (at least half the distance between the top of the leg and the top of the knee).
- No shorts or sandals/flip flops second and third quarter.

Students dressed inappropriately may be asked to modify the clothes, or may be removed from the educational setting. This may be accomplished by removing the item, changing into other clothing, turning the item inside out, or calling the parents to bring appropriate attire to school. Students may not return to class until they have complied with the dress code rules. Further actions may result for students who repeatedly choose to not follow the dress code.

EARLY DISMISSALS

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.

ELECTRONIC DEVICES

The appropriate use of electronic devices is allowed during the school day, but at the discretion of the classroom teacher. Appropriate uses include: Use of the device for educational purposes at the direction of the teacher, conducting research, collaborating with others as directed or participating in real-time online discussions as part of a classroom activity. Students are encouraged to use technology just as we would in our jobs and everyday lives to solve problems and collaborate with others.

Examples of unacceptable use include, but are not limited to: Use without teacher permission, recording audio or video without the consent of others, use of technology as a medium to bully or harass others or any other use of technology that disrupts the learning environment. Unacceptable uses of technology are prohibited and subject to disciplinary action as deemed necessary by the administration.

EMERGENCY INFORMATION

It is important that student emergency information is completed for the first day of school. Should any information change you must contact the school to update emergency information changes.

FAILURE POLICY

Any student who incurs an F, for any quarterly grade, will be required to make up that failure during Summer School to avoid retention at grade level. If there are two or more classes failed in a quarter, a special team made up of the principal, guidance counselor, advisor, any specified core or specialty teachers, and the parent or guardian will be convened to determine if retention, summer school, alternative programming, or referral will best serve the educational purposes for that individual student.

FEES

Fees are established by the school board on an annual basis. All students will be assessed a \$20.00 Book and Materials fee. An additional charge will be levied in the event that a student fails to return his/her physical education 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.

Exceptions to these fees based on hardship may be requested to the building principal in writing.

FIRE, TORNADO and ALL DRILL PROCEDURES

Various drills, including fire and tornado, are held periodically throughout the school year to learn and practice the techniques of coping with emergencies. Every drill must be approached as if it were an actual event. In the case of a fire drill, every person in the building must leave at the sound of the alarm. Directions posted in each room should be followed carefully so that everyone is assured of a safe exit. Once outside, it is necessary to stay in class groups to hear directions from your teacher.

1. Cease work immediately.
2. Pass quietly in an orderly manner out of your classroom by row. All windows should be closed. The last person out should close the door and turn out the lights.
3. Proceed in a double line quickly and quietly. Directions for fire drills are posted in every classroom near the exit.
4. All students and teachers must leave the building. Students are encouraged to move a sufficient enough distance from the building to permit all students to exit the building safely.
5. Remain outside the building until directed to return by an administrator or fire department official. Return to your class in a prompt and orderly manner.

In the event of a tornado drill, students should proceed to the designated area and sit with their face to the wall and their head between their knees.

FIRE REGULATIONS

Students may not possess or use any incendiary/pyrotechnic devices (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 detention, suspension, and/or referral for expulsion.

GRADING POLICY

For the purpose of determining grade point averages, points have been assigned as follows:

A, A- = 4.0 B+, B, B- = 3.0 C+, C, C- = 2.0 D+, D, D- = 1.0 P = 1.0 F = 0.0

GYM UNIFORMS

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 5th, 6th, 7th, and 8th grade **students are required to change into different clothing** to wear appropriate for the gym environment. Shorts or sweat pants, a t-shirt or sweat shirt, and gym shoes are acceptable and appropriate. (Regular pants, skirts/dresses, street shoes, button shirts, and street shoes are not.)

HONOR ROLL

An honor roll will be published every quarter. Students averaging *3.4 or better will be placed on honor roll. Any student with a 4.0 will be placed on the "A" honor roll. Honor roll average is calculated by taking the total number of points earned and dividing by the number of credits attempted (all regular classes will count).

*The maximum GPA possible is 4.0.

*3.4 is a minimum, not a rounded equivalent.

HOUSE/TEAM STRUCTURE

The "house" structure refers to the large rooms that hold grade level teams. The house structure is designed to coordinate, plan and implement the most efficient learning environment.

INSURANCE FOR STUDENTS

Student insurance is available if parents wish to purchase the policy. Information regarding student insurance is sent home with students on the first day. Families are responsible for health care costs obtained through injuries sustained accidentally during the course of school activities.

LOCKERS

All students will be assigned a locker by Advisor assignment. Students are not to switch lockers without approval. The school lockers are the property of the district, and periodic inspections may be conducted by school authorities including police school liaison officers "with reasonable suspicion" at any time, without notice, without student consent, and without a search warrant", in accordance with Wisconsin Statute Chapter 944 (Board policy 5771).

Lockers are expected to be kept clean. No tape, stickers, or glue may be used on or in lockers. Fines will be collected if a locker is treated improperly. Physical education lockers are provided for each student to store clothing.

LOST AND NOT FOUND

A lost and found area is established in the cafeteria. Parents can help reduce the number of lost items by labeling all items (sweatshirts, jackets, school supplies). Clothes left in lost and not found will be donated to St. Vincent DePaul **every two weeks**. L.B. Clarke Middle School assumes no liability for lost, stolen, or donated articles.

LUNCH/BREAKFAST PROGRAM

Our school maintains a cafeteria under the supervision of the Wisconsin State School Lunch Program. Breakfast and lunch programs are available for anyone who wishes to participate in them. The meal programs begin the first day of school and are in operation each day school is in session (lunch is not served on days when classes dismiss before noon). We encourage the children to participate in the breakfast and lunch programs and to refrain from being wasteful.

Breakfast is available to all students and is served from 7:30 to 7:50 in the cafeteria. Once students are done eating breakfast they are required to go to their assigned area for morning supervision.

All students must eat in the cafeteria under the direct supervision of staff members. No food or drink will be allowed outside the cafeteria. Students must remain on school grounds during the entire lunch period. A student may purchase hot lunch, from the a la carte line, or bring lunch from home. Parents are encouraged to write the child's name on the lunch bag to aid identification.

Prices are \$1.70 for breakfast and \$2.30 for lunch. Reduced prices for those who qualify are \$.30 and \$.40 respectively. Payment for the meal programs, except the a la carte which is cash only, must be made weekly or monthly by cash or check made payable to the Two Rivers Public Schools. Payments can be sent to school with your child and paid in our office or mailed (Attn: Lunch Accounts, 4608 Bellevue, Two Rivers, WI. 54241) and will be recorded under the "head of the household's" name. These payments will cover every child in your family regardless of which school they attend. Applications for free or reduced meals are available in each school office.

To obtain information about your lunch account, you may either contact the school hot lunch program at (920) 793-7172 or via a computer with internet access. To use the "Family Access" internet site you must have your access code available by contacting Louann Linzmeier at the Central office, 793-4560. **Please note that failure to keep your hot lunch balance current by making regular payments will result in loss of hot lunch privileges.**

Students with life threatening **food allergies** should be aware of the possible presence in the cafeteria, as well as other school locations of the food(s) item(s) to which they are allergic. These issues should be noted on the health form that each student takes home to be completed at the beginning of the school year. Any questions regarding ingredients should be directed to the food service supervisor at 793-7172.

MAP ASSESSMENT

All students in grades 5 through 8 take the district, Measure of Academic Progress (MAP), assessment in Reading and Math. These assessments are used as a tool for academic progress monitoring and are a component of exit criteria for each grade level. Each MAP testing window is 4 weeks long:

Fall - September 22 through October 17

Winter - January 12 through January 16 (for progress monitoring purposes only)

Spring - April 27 through May 22

MEDIA COVERAGE

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.**

MEDICATION

Over the counter medication will only be administered with written permission (school form) from a parent or guardian. Please note: The school will not provide aspirin, Tylenol, Ibuprofen, etc. to students as per state law. Prescription medication will not be administered without permission from a doctor. A form must be signed by the doctor and filed with the 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 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-TEACHER ORGANIZATION

The L.B. Clarke PTO is an organization open to all parents, staff, and citizens who are interested in promoting quality education at Clarke Middle School. The PTO sponsors a book fair, magazine sale, and the collection of cash register receipts, as well as other fund raisers with all proceeds donated back to the school. Meetings are held the third Monday in September, November, January, March, and May at 6:30 p.m. in the LMC (Library Media Center). **PLEASE JOIN US!!**

PARKING - STUDENT DROP OFF AND PICK UP

Students may be dropped off and picked up either in the circular drive in front of school or in the back parking lot. Use the circular drive to pick up students who have passes to leave early. When using the circular drive, use the right lane for dropping or picking up students. Vehicles should pull up to the end of the circular drive when dropping off in the morning to avoid congestion as others enter the circle drive. Parking is not permitted in the circular drive beyond a two-minute standing limit. Parents who choose to use the back, west-side area for drop-off must not park. This is a bus loading and unloading area requiring easy and safe movement. DO NOT impede this traffic flow.

Do not use the teachers' parking lot on the south side of the building for student drop-off or pick-up. The most efficient place that eliminates traffic is to drop off students along 45th street near school with the child walking the remaining distance to the school grounds. Walking is good physical activity.

OFFICE PHONES

The phone in the office is for emergency situations. Students must have permission from the principal or office personnel before using. Examples of emergencies are illness, accident, by teacher request, and unforeseen situations.

PLAYGROUND REGULATIONS

Students arriving at school before 7:50 a.m. are to meet on the playground behind the school. To avoid congestion as students enter the building, they are to stay behind the walkway into the school (a line marked by the sidewalk that runs from the back of the house wing to the back wall of the Art Room) until the entrance bell rings.

POLICE-SCHOOL LIAISON

Two Rivers Public Schools and the Two Rivers Police Department cooperate to provide three police-school liaison persons 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 maintain a safe environment for our students. Duties include teaching D.A.R.E., establishing positive relationships with students, assist 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.

PUPIL HARASSMENT

"Pupil Harassment" means behavior toward pupils which substantially interferes with a student's school performance or creates an intimidating, hostile or offensive school environment. These offenses, when repeated or blatant, are also termed as bullying. Such behavior will not be tolerated and incidents of pupil harassment will be dealt with according to state and federal law and school policy.

REASONABLE AND NECESSARY FORCE

School officials are not prohibited by the corporal punishment law to use reasonable and necessary force when intervening in potentially violent or threatening situations involving students. Specifically, reasonable and necessary force may be used for the following purposes:

1. To quell a disturbance or prevent an act that threatens physical injury to any person.
2. To obtain possession of a weapon or other dangerous object within a student's control.
3. For the purpose of self-defense or the defense of others, or for the protection of property in accordance with state statutes.
4. To remove a disruptive student from the school premises, a motor vehicle or a school sponsored activity.
5. To prevent a student from inflicting harm on himself/herself.
6. To protect the safety of others (Incidental, minor, or reasonable physical contact designed to maintain order and control may be used in the district).

SCHOOL HOURS

Regular School Day	7:55 a.m. – 3:15 p.m.
Early Release	7:55 a.m. – 1:05 p.m.
Half Day	7:55 a.m. – 11:00 a.m.

SEXUAL HARASSMENT

If any student believes that any student or staff member or any part of the school organization has violated the prohibition of harassment and/or sexual harassment as provided in state and federal laws he/she may bring forward a complaint to the designated building representative, administrative staff member, or District Human Relations Officer at his/her office in the school district, 4608 Bellevue Place, Two Rivers, WI, or contact him/her by phone: 794-1614.

A. Harassment Defined: Harassment is defined as any unwanted, deliberate or repeated unsolicited comments, gestures, graphic materials, physical contacts, or solicitation of favors which is based upon ones' group membership when:

1. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. Submission to or rejection of the conduct by an individual is used as the basis for employment decisions affecting the individual; or
3. The conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

B. Sexual Harassment/Sexual Violence Defined: The School Board acknowledges all regulations, requirements, and responsibilities defined by state and federal laws regarding sexual harassment. Sexual harassment is defined for purposes of this policy as:

1. Unwelcome or unwanted sexual advances. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact which is considered unacceptable by another individual.
2. Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment status.
3. Verbal abuse or joking that is sexually-oriented and considered unacceptable by another individual. This includes commenting about an individual's body or appearance where such comments go beyond mere courtesy; telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any other tasteless, sexually-oriented comments, innuendoes, or actions that offend others.
4. Engaging in any type of sexually-oriented conduct that would unreasonably interfere with another's work or school performance. This includes extending unwanted sexual attentions to someone such that personal productivity or time available to work at assigned tasks is reduced.

5. Creating a work or school environment that is intimidating, hostile or offensive because of unwelcome or unwanted sexually-oriented conversations, suggestions, requests, demands, physical contacts, or attentions.
6. Creating a work or school environment that is intimidating, hostile or offensive because of the existence at the work-site of sexually-oriented materials including, but not limited to, photographs and posters.

C. Prohibition: In keeping with the commitment of state and federal laws, the board will not tolerate such unlawful behavior by anyone—supervisors, other employees, students, or visitors. If employees or students think that they are the victims of any of the above-described behavior, they are urged to utilize the complaint procedures described below.

Harassment, sexual harassment, sexual violence in the workplace or at school is illegal and is prohibited by this district policy. Harassment infringes upon equal respect in working relationships, and causes serious harm to the productivity, efficiency and stability of the operation of the district.

Employees guilty of sexual harassment, sexual violence, discrimination, or harassment are subject to disciplinary action including suspension without pay and/or termination. Students guilty of sexual harassment, sexual violence, discrimination, or harassment are subject to disciplinary action up to and including expulsion.

There shall be no retaliation against any employee or student who files a complaint under this policy. Any person who engages in retaliatory conduct against a complainant will be subject to disciplinary action. The district’s complaint procedure is referenced in Board Policy 5517.

D. Maintenance of Grievance Records: The District Human Relations Officer, according to state and federal laws, shall at least annually, file with the district administrator all records of all formal and informal complaints for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records should include:

1. The name of the grievant or complainant and his/her title or status.
2. The date the grievance was filed.
3. The specific allegation made and any corrective action requested by the grievant.
4. The name(s) of the respondents.
5. The levels of processing followed, and the resolution date and decision-making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

SCHOOL PICTURES

Each year the middle school will have individual pictures taken. Picture packet information will be sent home before pictures are taken

SNOW DAYS and SCHOOL CANCELLATIONS

When inclement weather makes the holding of school questionable, parents and students are asked to tune one of the following radio or television stations for closing or delay announcements: WCUB - 98.0 AM, WGBW -1590 AM, WOMT 1240 AM, WIXX 101.1 FM, WLUK TV Channel 11, WBAY TV Channel 2, NBC Channel 26, and Two Rivers Public School Cable TV Channel . Please do not call the school for this information.

SMOKING/TOBACCO PRODUCTS

The use of tobacco, by smoking or other means, is **illegal** on school grounds by ALL persons, including adults, by state and local laws.

SPECIAL PROGRAMS/SERVICES

English Language Learners (ELL) - Students with limited English speaking abilities have the opportunity to take advantage of the ELL program. Students work with a teacher to improve their speaking abilities, vocabulary, and understanding of our culture.

Students With Disabilities (SWD) Program - L.B. Clarke Middle School has a comprehensive program for students qualifying for SWD services. Students with emotional or behavior problems (EBD), learning disabilities (LD), and cognitive disabilities (CD) receive assistance while attending regular classes or are scheduled into the SWD classroom as most appropriate to meeting their needs.

Guidance-The Guidance Counselor and Dean of Students are available to work with student problems. Parents, teachers, and students can refer issues to the Guidance Department.

Nurse/Health- The district nurse visits the school on a regular basis. The secretaries in the building help the students with minor first-aid needs as they arise.

Police-School Liaison Officer- The Two Rivers School District has three liaison officers, one of whom is housed at the middle school. This officer is available for classroom presentations, student assistance, and legal concerns in and out of school.

Pyramid Enrichment Program- LB Clarke has one staff member assigned to provide PEP services. Efforts are made to help teachers identify students with gifted needs and match programming to best meet their needs.

Title I- LB Clarke has one teacher provided to assist teachers and students in the area of reading and math.

SPORTS/EXTRA 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 (See the Athletic Policy at the end of the Code of Conduct).

Girls sports

Fall - Volleyball (7 & 8), Cross Country (5*,6, 7, & 8), Soccer (*5,6,7,8)

Winter - Swim Team (5*,6*, 7, & 8), Wrestling (5*, 6*, 7, 8), Basketball (7 & 8)

Spring - Tennis (5*, 6*, 7, & 8) and Track (5*, 6*, 7, & 8)

Boys sports

Fall - Cross Country (5*, 6, 7, & 8), Soccer (*5,6,7,8)

Winter - Swim Team (5*,6*, 7, & 8), Wrestling (5*, 6*, 7, 8) Basketball (7 & 8),

Spring - Tennis (5*,6*, 7, & 8) and Track (5*,6*, 7, & 8)

**Generally, sixth grade athletes may compete, but are not able to compile team points. Some sports may be open to 5th grade students. In all cases of regular, inter-school sports, priorities are given to grades 7 and 8 students as aligned by the conference. Only when the numbers allow and the participation is permissible by other conference or member schools will 5th or 6th be allowed access. In all cases, both volleyball and basketball are prohibited from 5th or 6th grade participation. Any questions contact the Middle School Athletic Director, Mr. Brian Schley.*

STUDENT PUBLICATIONS

School newspapers, yearbooks, literary magazines and similar publications are encouraged as learning experiences. They are produced under the supervision of qualified faculty advisors and shall strive to achieve the highest publication standards. Material that is disruptive or harmful will not be permitted. Students may appeal the decision of the advisor to the principal who will make the final determination. Publications produced or obtained by students without school sponsorship must be approved by the principal at least 72 hours prior to publication and/or distribution.

STUDENT SEXUAL HARASSMENT

The Two Rivers School District in compliance with Wisconsin Statutes II 8.13, 111.3 2(13), Title XI and Chapter 227 and applicable Board Policy (5517 and 3362), will maintain a learning environment free from any form of sexual harassment or intimidation toward and between students, staff, and visitors to the district. The school will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders. Examples of prohibited conduct:

- A. Unwelcome or unwanted physical contact
- B. Requests or demands for sexual favors

- C. Abuse communicated verbally or in writing
- D. Display of sexually graphic or explicit materials

Students who believe they are victims and/or parents(s)/guardians, who believe there is sexual harassment, should immediately report their concerns to a school administrator, guidance counselor, teacher or a social worker. Formal complaints will be taken seriously and will be subject to a thorough review and prompt investigation. A procedure is in place to review, appeal and respond to all complaints. Copies of such procedures can be obtained in the school's offices and are included with this handbook.

SUMMER SCHOOL

The Two Rivers School District provides the opportunity of summer school. Summer school provides enrichment classes as well as required courses for students that have not met exit criteria. It is the expectation that every student will score proficient in each of the following areas: District MAP assessments, quarterly grades of each assigned class, and the Smarter Balanced Assessment Consortium (SBAC). Students that do not demonstrate proficiency may be required for summer school or retained.

THEFT

Any student who commits a theft or who breaks and enters school will be subject to disciplinary action and referred to the proper authorities. Theft includes stealing school property from faculty, school employees, or other students. The possession of any item belonging to another person without permission shall also be considered as possible theft as will any form of breaking and entering. Breaking and entering includes entry, forced or otherwise, of the school building, teacher desks and computers, lockers, locked rooms, or other areas prohibited to students because of time or specific reason. Library materials removed from the IMC without the appropriate checkout procedure are also regarded as stolen property. Stolen or lost property should be reported to the office promptly by students, parents, and staff.

VANDALISM AND PROPERTY DAMAGE

The taxpayers of the Two Rivers School District provide its students with buildings and facilities, equipment, textbooks, and other supplies. To safeguard this investment and to ensure their continued availability students are held accountable for actions that result in damage to school property. Students who willfully destroy school property will be required to pay the full replacement cost of the item destroyed, and will be subject to disciplinary action which includes, but is not limited to, suspension, expulsion, and/or referral to legal authorities. Students who damage or lose school property through negligence will be required to pay the full cost for the replacement of the damaged or lost article. Students will not be expected to pay for damage which occurs through normal usage.

VISITORS

Students are not allowed to bring friends/visitors to school. All doors will be locked at all times except between 7:30 a.m. and 8:00 a.m. Visitors may gain access through the security system located at entrance #1 on the east side of the building. It is required that guests then report to the office for a visitor badge. Visitor badges require a legal identification as proof of identity and will be exchanged for use of the badge. Identification will be returned upon return of the visitor badge.

REWARDS

Students who model appropriate behavior may receive recognition as well as the intrinsic reward of succeeding in school. In addition, each grade level team has an end of the year trip.

- **Zero Heroes-** Any student who had zero infractions all school year will receive special **recognition**.
- **School sponsored activity nights** and other activities will be available for students who have demonstrated positive behavior. ***Students must have been in attendance at school on the afternoon on the day of the event in order to participate.***
- **End of the Year Trips** (Special trips require special considerations for safety, including student ability to positively demonstrate personal responsibility and to follow directions. Behavior demerits help students,

teachers, and parents track and try to manage behavior. Any student who has earned 2 or more major infractions may be ineligible to go on the end-of-the-year trip.)

- **Various spontaneous and earned rewards** (Students may earn rewards like these, both as individuals and as a group.)

8th Grade Washington, D.C. Trip - This is a special field trip offered to 8th grade students only. The distance, over-nights, rigorous schedule, and locations traveled require extremely high levels of confidence in each student's behavior and health. Students will not be allowed to attend the Washington, D.C. trip without a review if any of the following conditions exist that may jeopardize the safety, health, or future success of the student:

- **Behavior:** Students with 8 or more demerits or a major infraction within any quarter during the school year
- **Attendance:** Students with 10 or more days absent
- **Academics:** Students with an F as a quarterly grade on their report card

A rubric has been developed to determine if a student shall be considered as eligible, barring that the trip does not represent a health hazard to the student or that there is significant information that determines the student is at risk for safety reasons including risk of flight or personal injury.

Major infractions will always be considered as a circumstance that dismisses students from such trips, requiring a waiver for special consideration. Two major infractions in a school year will remove any consideration for trip eligibility.

Due to the costs of providing this trip we are restricted to a number of participants required to fill individual buses. Therefore, all sign-up for this trip will be on a first come first served basis

Athletic and Co-Curricular Code

L. B. Clarke values the participation of its students in extra-curricular 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 extra-curricular activities and has a "no cut" policy.

Eligibility

- An emergency medical form must be completed for each sport. Students may check in the office for past seasons' cards to resubmit to current coach.
- A signed student and parent concussion form
- An eligibility form signed by the student's advisor (verifies academic and code of conduct eligibility)
- Payment of any applicable fees to the office
- A current physical exam is recommended, but not required.

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 an exhausted list:

- 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 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.

*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: 10% of season

Second violation: 25% of season

Third violation: 100% of season

Fourth violation: Loss of participation for remainder of school year

Students who have a Code of Conduct violation must seek reinstatement following any violation to regain eligibility. This requires the completion of an Athletic Waiver which can be obtained from the Athletic Director.

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.

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.)

Grading Policy

Based on Weekly Progress Reports:

- Students with one F on a progress report have two weeks to get all grades up to a passing level. If the student does not, he/she will not be permitted to practice or play until passing all classes.
- Students with two or more F’s on a progress report will not be eligible to practice or play until he/she is passing all classes.

Based on Report Cards:

- Students who get a Failing grade(s) on a report card will be suspended for two weeks. If the student is passing all classes after the two week suspension he/she will be reinstated. If the student is still failing, he/she will be ineligible to practice or play in games until passing all classes.

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.

CONCLUDING STATEMENT - It is understood that the regulation and policies contained in this handbook are not all inclusive. The administration and teachers may take such action as is necessary and not forbidden by law to insure the discipline and orderly conduct of the school. Action may be taken with respect to any offense which interferes with orderly conduct of the school or which affects the safety and welfare of students, either individually or collectively, regardless of the existence or nonexistence of a rule covering the offense. School rules apply to all students enrolled regardless of age.

Sample: Player Eligibility Form	
Player name _____	Advisor name _____
<p>The above named student is in good academic and behavioral standing. There are no F's on the last reported grade period (report card or weekly report). Also the student cannot have a major infraction this school year.</p>	
Advisor signature _____	Date _____
<p>The above named student is NOT in good academic and behavioral standing. There are F's on the last reported grade period (report card or weekly report). Also the student may have had a major infraction this year. Please state the reason(s) for ineligibility below.</p>	
Advisor signature _____	Date _____
<p>.....</p> <p>Advisor's copy</p>	
Student _____	Coach _____
Sport _____ from _____ (date) to _____ (date)	
<p>Advisors please keep this bottom portion to remind you of any advisees you may have in a sport. Let their coach know of any infractions of the athletic code. This may include failing grades on weekly reports or report cards, also if a student receives a major infraction.</p>	

Student Name _____ Grade _____ Advisor _____

L.B. CLARKE STUDENT/PARENT ACKNOWLEDGEMENT

We have read and understand the L.B. Clarke expectations contained within this handbook. We understand that compliance with the rules and regulations of the school are a required part of participation in its programs and activities.

We also understand the importance of academic performance and requirements at L.B. Clarke and we understand the requirements for summer school if academic requirements are not met.



Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

(Note: At least one parent signature is required.)

 Student Signature _____ Date _____

**SIGNED SHEETS ARE DUE TO THE ADVISOR BY
FRIDAY, SEPTEMBER 5, 2014**