



**Two Rivers High School**  
**Home of the Raiders**  
**2016-2017**

**Student Handbook**

**4519 Lincoln Avenue**  
**Two Rivers, Wisconsin 54241**

**Attendance/Main Office (920) 793-2291**

**Mr. Larry Schlosser**  
**Principal**

**Mr. Craig Rysticken**  
**Associate Principal**

**Mr. Matt LaTour**  
**Athletic Director**

# \*NOTICE\*

**THE ADMINISTRATION OF TWO RIVERS HIGH SCHOOL SEEKS TO RESOLVE ALL ISSUES WITH CONSIDERATION TO ALL PARTIES INVOLVED. IN THE CASE THAT A SATISFACTORY OUTCOME HAS NOT BEEN REACHED, YOU ARE WELCOME TO CONTACT THE PRINCIPAL TO DISCUSS YOUR CONCERNS. IF YOU ARE STILL UNSATISFIED WITH THE OUTCOME, AN APPEAL MAY BE MADE TO THE DISTRICT ADMINISTRATOR.**

# **RAIDER FIGHT SONG**

**PURPLE AND GOLD LEAD ON TO VICTORY**

**WITH COLORS PROUDLY FLYING**

**SHOUT A -FAR TWO RIVERS GLORY**

**FIGHT RAIDERS PLAY THE GAME**

**OUR GOALS IN SIGHT**

**WE'RE RIGHT BEHIND YOU ALWAYS**

**SHOW YOUR COLORS**

**FIGHT TWO RIVERS FIGHT**

# **TABLE OF CONTENTS**

<i><b>PAGE</b></i>			<i><b>PAGE</b></i>
Mission Statement	5	<b>SAFETY</b>	19
Graduation Requirements	5	<b>STUDENT DISCIPLINE</b>	20
Student Services	6	Due Process	20
<b>ACADEMIC INFORMATION</b>		Fighting	21
Academic Awards	6	Horseplay	21
Cum Laude System	7	Gambling	21
Early Graduation	8	Beverages	21
Grading	8	Electronic Devices	22
Course Selection	10	Insubordination	22
Program Changes	10	ID Cards	22
Honors Study Hall	11	Language	23
Freshman Geometry	11	Littering	23
Summer School	11	Student Passes	23
<b>GENERAL INFORMATION</b>		Snowballs	23
Student Attendance	12	Theft/Vandalism	23
Closed Campus Policy	14	Weapons	23
Computer Usage	15	Laser Pointers	24
Discrimination Procedure	15	Smoking/ Tobacco Products	24
Fees	16	Classroom Code of Conduct	24
Insurance	16	Detention	26
Lockers	16	Saturday School	26
Backpacks/Purses	17	In-School Suspension	26
Cafeteria	17	Suspension	26
Student Appearance	17	Expulsion	26
Snow Days	18	Disorderly Conduct	26
School Transportation	19	Pupil Harassment	27
		Bullying	27
		Searches	28
		Sexual Harassment	30
		Pet Visitation	31

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

**THIS MATERIAL IS SUBJECT TO CHANGE. ALL STUDENTS WILL BE PROVIDED WITH A COPY OF ANY CHANGES.**

# TWO RIVERS HIGH SCHOOL MISSION STATEMENT

“Two Rivers High School strives to provide all students with the academic, fine arts, vocational, and social skills necessary to become competent, caring, and contributing members of a global society.”

## GRADUATION REQUIREMENTS

<i>COURSE WORK</i>	<i>CREDITS</i>
Language Arts	4
Mathematics	3*
Science	3
Physical Education	1 ½
Health	½
Social Science	3 ½
Electives	8½
<hr/>	
Total Credits	24

## COMMUNITY SERVICE REQUIREMENTS

Procedures for completing community service requirements.

1. Each student is required to complete no fewer than 20 hours of community service during their 4-year high school education beginning with the graduation class of 2012.
2. Students transferring into Two Rivers High School will be responsible to complete 5 hours of community service per year of attendance. Partial years of attendance will count as a full year.
3. Prior to commencing the community service requirement, students must receive approval from the Building Principal or Designee and parent to be certain the activity meets requirements.
4. The community service verification form is to be completed by the student and turned in to the high school office within two weeks of completing the volunteer service activity.
5. A current list of approved community service opportunities will be developed by the High School Principal or Designee and kept on file in the high school office. District staff and community members may submit suggestions for community service options to the office for inclusion on the list at any time.
6. The service must be performed without a material reward (e.g., compensation, credit).
7. It is the intent of the Community Service requirement to broaden our students' opportunities to contribute to their community through service to others. It is hoped that this encouragement will begin a lifelong sense of duty to one's local community and the boundaries of the world community.

## **VOLUNTEER SERVICE HOURS**

Two Rivers High School encourages students to participate in volunteer service opportunities. Students should complete a documentation form for each volunteer service activity participated in. Documentation of volunteer service should be ongoing throughout the years of attendance at TRHS. Forms are available in the high school office.

Seniors with a minimum of 100 documented service hours are recognized at graduation and receive white cords to wear during commencement. Eligible seniors can also apply for the Annual Senior Service Award in April of each year. This award honors the TRHS Senior who has shown outstanding volunteer service in our school and/or community. The Senior Service Award recipient is recognized with an individual plaque and will have their name inscribed on the permanent plaque displayed in the high school. Application forms are available in spring.

## **STUDENT SERVICES**

Students are welcome to consult with a counselor in the Student Services Office. *Students are assigned a counselor based upon the first letter of the student's last name. However, if a student would prefer to speak to another counselor about an issue, they may do so.* The counselor's function is in a helping capacity in all school-related situations *or other student concerns.* These services may include career counseling, assistance in academic and study problems, program assistance, specialized testing, and personal counseling. A student wishing to consult with a counselor should *see a counselor before or after school to get a pass from the Student Services Office for an appointment during a study hall. If students come from a class, they must have a pass from that teacher. Confidentiality is maintained; however, counselors are mandated to report suspected child abuse or situations where there is a threat that the student may harm him/herself or others.*

Career materials are available in the Student Services Office. Catalogs from various colleges, technical schools and trade schools are a part of the Student Services Office. Representatives from a variety of post-secondary schools and the military visit the Student Services office throughout the year. These visits are posted on the bulletin board outside the office and are announced in the morning announcements.

A scholarship list is posted and updated throughout the year. It is the student's responsibility to request scholarship applications for which they may be eligible.

## **VALEDICTORIAN/SALUTATORIAN**

Two Rivers High School recognizes the Valedictorian and the Salutatorian. To be eligible for these awards, the student must have taken and successfully completed with a "B" or better, the following courses:

- Honors English or College Prep English
- Pre-Calculus
- Chemistry

It will be at the discretion of the principal to award one or more of each. It will also be at their discretion to use any method to break a tie. GPA and class rank will also be considered. These awards are completely separate from and have no relationship to the Academic Excellence Award.

## **NATIONAL HONOR SOCIETY**

Membership in the Two Rivers High School chapter of the National Honor Society is based on a student's scholarship, service to school and community, leadership and character. Early in the second semester, a faculty committee chooses candidates from eligible juniors and seniors.

**Two Rivers High School Cum Laude System  
Along With Approved Courses**

	4.0	3.9	3.8	3.7	3.6	3.5	3.4
15	60	58.5	57	55.5	54	50.5	51
14	56	54.6	53.2	51.8	40.4	49	47.6
13	52	50.7	49.4	48.1	46.8	45.5	44.2
12	48	46.8	45.6	44.4	43.2	42	40.8
11	44	42.9	41.8	40.7	39.6	38.5	37.4
10	40	39	38	37	36	35	34
9	36	35.1	34.2	33.3	32.4	31.5	30.6
8	32	31.2	30.4	29.6	28.8	28	27.2
7	28	27.3	26.6	25.9	25.2	24.5	23.8

**CALCULATION INFORMATION**

Students with a 3.4 GPA or better are eligible for Summa Cum Laude, Magna Cum Laude or Cum Laude Recognition. The student's recognition level will be determined by multiplying the GPA at the end of the first semester of their senior year, times the number of advanced classes taken throughout their four years at Two Rivers High School. Only TRHS's approved list of advanced level courses (in addition to College/Technical College Youth Options and "advanced standing" courses) will be considered advanced courses for the purpose of the Laude recognition process.

- Example:      3.5 GPA X 10 Adv. Courses = 35      (Cum Laude)
- 3.7 GPA X 12 Adv. Courses = 44.4      (Magna Cum Laude)
- 3.9 GPA X 13 Adv. Courses = 50.7      (Summa Cum Laude)

<b>DEPARTMENT</b>	<b>COURSES</b>
<b>ART</b>	Advanced Art Focused Study Graphic Arts 3
<b>BUSINESS EDUCATION</b>	Accounting 3
<b>ENGLISH LANGUAGE ARTS</b>	College Prep Honors English
<b>MATH</b>	Pre-Calculus Calculus
<b>MUSIC</b>	Band Yrs (3 & 4) Vocal Yrs (3 & 4)
<b>SCIENCE</b>	Advanced Biology Physics Advanced Chemistry
<b>WORLD LANGUAGES</b>	French 3,4 & 5 Spanish 3,4 & 5

## **GOLD CORD**

Any senior who has a minimum 3.4 cumulative grade point average through the first semester of his/her senior year receives a gold cord to wear at the graduation ceremony.

## **WISCONSIN ACADEMIC EXCELLENCE SCHOLARSHIP**

Wisconsin State Statute 39.41 provides to two Two Rivers High School seniors a scholarship to pay \$2,250 each year, for up to four years, towards tuition and fees at a Wisconsin technical college, college, or university. By law, the two students with the highest cumulative grade point averages after seven semesters will be named the recipients. If a tie with more than two students with the highest grade point averages exists, the following criteria will be used in succession until the tie is broken:

1. Any student planning to attend only out-of-state schools will be excluded.
2. If a tie still exists, students will be ranked by composite ACT performance. The top two students will be selected for the scholarship.
3. If a tie still exists, the TRHS scholarship committee will make the selections based upon such factors as difficulty of schedule and performance in class.

## **EARLY GRADUATION**

Students may graduate at the end of a semester, before their eighth semester, in order to continue their education at a post-secondary institution. Students must request this option in writing to the high school principal before the semester they plan to graduate. Students must complete all graduation requirements in order to qualify for this option.

## **GRADE POINT AVERAGE**

Each student's grade point average is calculated quarterly and for the semester. Averages are calculated using the following scale:

A = 4.00

B = 3.00

C = 2.00

D = 1.00

E = 0.00

The student receives credit for the course, however, the GPA is negatively affected by the 0.00 points earned. This grade may be given at the discretion of the teacher, when the student exhibits regular attendance and effort but lacks the ability to receive a passing grade.

F = 0.00 The student **does not** receive credit and the GPA is negatively affected by 0.00 points earned.

## **GRADING APPEAL PROCESS**

A student and/or parent who wish to challenge a grade must do so in a timely fashion. A grade appeal must be initiated by the student and/or parent within three weeks of the end of the grading period. Appeals started after this time will be denied. Those wishing to make an appeal must use the following procedure:

**Step One:** The student and/or parent must first contact the teacher whose grade is at issue. If they come to an agreement, and no grade change is the result, no further action is needed. If all parties agree upon a change of the grade in question, a grade change will be requested by the teacher and submitted to the guidance office.

**Step Two:** If the teacher and student cannot come to an agreement regarding the grade awarded, the student and/or parent may request that the principal review or reconsider the issue. This appeal must be initiated in writing within four weeks of the end of the grading period. The principal will review the teacher's grading policy, the grade awarded, and other relevant information and policies. A decision by



the principal to approve or disapprove the request to change the grade will be rendered within two weeks of the receipt of the appeal. The decision will be based on whether the stated grading policy was adhered to by the teacher, the final grade was accurately computed, and other relevant policies were followed.

**Step Three:** If the student and/or parent wish, they may appeal the principal's decision in writing to the Superintendent. This appeal must be made within two weeks of the principal's decision. The Superintendent will review the principal's decision and either uphold or overturn that decision. The decision made by the Superintendent will be based upon procedural grounds relating to whether the principal followed the prescribed procedure and arrived at a reasonable conclusion. The decision of the Superintendent is final.

## **CLASS RANK**

Class rankings are determined at the end of each semester using cumulative grade point averages. Cumulative grade point averages are based on semester grades.

## **REPEATING COURSES**

Students wishing to improve their understanding of a course may repeat a course they have already passed. The student will not receive additional credit for the repeated course. Both grades will remain on the student's transcript. The GPA will be recomputed, with the new grade replacing the original grade. All repeat requests, other than failed courses, must be approved by the teacher and the student's guidance counselor, and only when there is space available in the class. When a student repeats a failed course, the GPA is recomputed, with the new grade replacing the F grade. The F grade will remain on the student's transcript.

## **COURSES OUTSIDE OF TRHS**

Students wishing to take courses beyond what is offered at Two Rivers High School must get approval of the building principal in order that those credits will be applied towards graduation requirements and recorded on the student's transcript. Should a student take a class offered outside of the Two Rivers High School curriculum, students and parents will be required to sign a contract with the school. The contract will require the student to meet academic, attendance and conduct requirements while enrolled in the course. Violation of the contract will result in reimbursement for the cost of the course to the school and disciplinary action. Examples include distance learning courses, classes taken through LTC or UW-Manitowoc, etc.

## **HONOR ROLL**

The honor roll is published four times a year at the end of each nine-week grading period. Students selected for the honor roll must have a 3.4 or higher grade point average. The first and third quarter honor roll is based on quarter grades, while the second and fourth quarter honor roll is based on semester grades.

## **ACADEMIC HONOR AWARD**

The academic honor award is based on a minimum 3.4 grade point average for one school year. The first time a student earns this award, he/she will receive a plaque along with a plate indicating the school year for which it was earned. For each succeeding year a student earns this award, he/she will receive an additional year plate to attach to the plaque. Seniors receive the award based upon first semester grades.

## **COURSE REGISTRATION**

In February, registration materials are distributed to students to select courses for the following school year. Parents must sign the course selection sheet and return to school. Counselors will schedule appointments with the students to review these choices.

## **COURSE SELECTION**

Graduation is the first goal of every student enrolled in high school. Besides meeting the requirements for graduation, the student's choice of subjects should have direction and purpose. The person who chooses school subjects with a definite goal in mind will enjoy the time spent on them and will be better prepared for the future. Your high school program will depend upon your interests, abilities, and future plans. Following are some suggestions that may help you:

- Make sure your program fulfills graduation requirements;
- Keep your career goals in mind;
- Study the entrance requirements for schools of higher education;
- Take subjects with value, meaning and appeal for you.

Teacher assignments are made in April and May for the following year based on the number of students registering for classes. Therefore, changes will only be allowed under the following circumstances:

## **PROGRAM CHANGES (ADDING OR DROPPING A CLASS)**

From the time of registration until the end of the current school year, changes for the following school year may be made for any reason, providing the course has not been closed to new enrollments, or that there are too few students enrolled in the class to allow the student to drop.

Changes resulting from summer school experiences or to meet graduation requirements may also be made on a designated day during the summer prior to the start of the year.

Second Semester changes for year long classes will not be permitted.

The following changes will be allowed from the time schedules are distributed to students through the Friday before the first day of class:

- Changes to correct scheduling errors;
- Changes necessary to meet graduation requirements;
- Changes resulting from summer school experiences;
- Changes necessary to enable one to participate in a special program (Tech Prep, etc.) or to attend a technical college or a 4 year college;
- Special circumstances with administrative approval

## **AFTER CLASSES BEGIN**

Students wishing to withdraw must first demonstrate:

1. That they have been attending school on a regular basis;
2. That they have completed all of their assignments to the best of their ability;
3. That they have contacted the teacher for extra help outside of the classroom on a regular basis.

Students who have not met these conditions may be allowed to withdraw from the class with administrative approval, but will receive a grade of "F" for the semester. Additional courses may be added during the first week of class, provided there is room in the class. If you must make a course change for any of these reasons, see your counselor in the Student Services Office.

Students and parents are not allowed to request a particular teacher as this may interfere with keeping all classes at numbers that provide the best learning environment for all students.

## **HONORS STUDY HALL**

Honors Study Hall is a privilege extended to juniors and seniors who have demonstrated the ability to operate without close supervision. This privilege allows students who qualify to participate in Honors Study Hall **one period per day**.

### **Eligibility Requirements:**

- Obtain parent permission
- Have sufficient credits to qualify as a junior or senior
- Minimum GPA of 3.0
- Pass all coursework in the semester immediately preceding the application
- No disciplinary referrals in the semester immediately preceding the application
- No unexcused absences in the semester immediately preceding the application (Includes tardies)

Students must maintain eligibility requirements and other regulations as listed in the Honors Study Hall contract or they will be moved to regular study hall.

## **FRESHMAN GEOMETRY**

Students wishing to take geometry in the freshmen year must meet **all** of the following criteria:

- Advanced score on 8<sup>th</sup> grade WKCE math test
- MAPS score of 245 or higher
- 70% or higher on the 8<sup>th</sup> grade end of course algebra exam

## **SUMMER SCHOOL**

Summer school typically starts the week after regular classes end. Due to this short time frame, students and parents are encouraged to enroll early. It is important to note that the grades for the second semester are not distributed until after the first week of summer school. If a student waits until grades come out to learn that they have failed a course, it is too late to enroll in summer school. Check with your teachers early if there is a possibility of an “F” grade.

## **EXTRA AND CO-CURRICULAR ACTIVITIES**

Students will need to achieve satisfactory academic standing in order to be eligible to participate in extra-curricular and co-curricular activities. These will include all extra and co-curricular activities provided by the school. In order to maintain eligibility for participation in activities, a student must be doing passing work in all classes and have all work completed for each nine-week grading period. A listing of ineligible students will be distributed to the staff and appropriate coaches or advisors. The ineligible student will meet with the guidance counselor to develop a plan to improve grades. This plan may include suspension from practices, performances or any other school related activity. Their eligibility status will be re-assessed within a three-week period or at the end of the next grading period.

## **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. All publications are considered closed forums and will be reviewed by the advisor and Principal and will be revised according to legitimate pedagogical concerns.

No material that is disruptive, vulgar, harmful, or libelous will 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 3 school days before distribution or sale. Permission and the signature of an administrator are required before individuals may distribute or display materials on designated bulletin boards, or other approved areas.

## **ATTENDANCE POLICY**

### **Students in grades 6-12**

In accordance with State Statutes 118.15 and 118.16, and School Board Policy 5200, all children between six (6) and eighteen (18) years of age must attend school full time until the end of the term, quarter, or semester in which they become eighteen (18) years of age, unless they have a legal excuse, fall under one of the exceptions outlined in the State Statutes, or have graduated from high school. All students, parents, and staff of the Two Rivers School System are required to observe the compulsory school attendance law S(118.15). All students are required to be in their scheduled classes, activities, or study hall each period.

## **EXCUSED ABSENCES**

All **excused absences** require parent-guardian verification to the school attendance officer, or designee in advance of the absence or before re-admittance to school. When a student is absent, his/her parent/guardian must call the school by **9:00 a.m.** Failure to notify the school will result in an unexcused absence/truancy. The school attendance officer is empowered to approve a legal excuse to any student for the following reasons:

1. Personal illness or incapacitation of the student.
2. Critical illness, death, or a funeral in the student's immediate family or close friends.
3. Medical, dental, chiropractic, optometric appointments during school hours.
4. Students taking state driver's license test.
5. A court appearance or other legal procedure.
6. School-directed absences.
7. Extreme weather conditions.
8. Religious holidays or other religious reasons.
9. Special circumstances that are approved in advance.

**\*\*\*Please note: Only the attendance officer as directed by the Associate Principal may excuse an absence. Parents are merely verifying the absence.**

## **TRUANCY**

Students who are absent from school, **with or without** the consent of their parent(s) or guardian, and whose absence does not fall under the reasons listed above, shall be considered truant. Additionally, a student is considered truant if the reason given for the absence is inappropriate in the opinion of the attendance officer or designee, even though the parent approved the absence. Truant students will be assigned disciplinary consequences commensurate with the amount of time missed. Students must make-up all work and meet disciplinary obligations 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 a truant absence. All students with a truant absence will be permitted to make-up an examination missed during an absence. Daily assignments (including labs) and class participation/discussion points may not be made up if missed due to truancy.

### **Municipal Truancy Citation**

IN COOPERATION WITH THE TWO RIVERS POLICE DEPARTMENT, AND THE MUNICIPAL COURT, STUDENTS MAY BE ISSUED CITATIONS WHEN THEY ARE FOUND TO BE ABSENT FROM SCHOOL WITH NO LEGITIMATE REASON. STUDENTS WILL BE GIVEN MONETARY FINES.

## **HABITUAL TRUANCY**

A habitual truant is any student who has been absent all or part of 5 days without an acceptable excuse in a semester. In order to encourage students to develop better attendance and punctuality, a **legal referral** may be initiated if a poor attendance pattern has continued and if the Attendance officer or their designee has completed the following:

1. Met with the student's parent/guardian or has attempted to meet with the student's parent or guardian and has been refused.
2. Provided an opportunity for educational counseling to consider curriculum modifications.
3. Evaluated the student to determine whether learning problems may be a cause of the student's truancy.
4. Conducted an evaluation to determine whether social problems may be a cause of the truancy.
5. Any situations not covered by this policy will be treated on an individual basis by the school attendance officer or administrator involved.

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

## **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 then arrange to complete it.

1. **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. If the work has not been completed in that time, no credit will be given. When circumstances require a longer time to complete the make-up work, arrangements for additional time must be made with the principal and the instructor immediately after the student returns to school. All students are expected to take a scheduled test the day they return if they have not missed more than one class period in that subject. Points that are given for class participation and discussion may be made up with alternative assignments at the discretion of the teacher.
2. **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 during the student's next scheduled study hall the day of the absence or 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.
3. **Prearranged absences:** All make-up work must be completed **before** 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.
4. **Suspensions:** Students who are suspended shall be permitted to make up quarterly or semester exams. Students may take the opportunity to complete daily assignments.

The responsibility of the student for getting assignments, making up tests, completing laboratory exercises and doing other necessary make-up work applies to all types of absences, including field trips, participation in school athletic programs, concerts, and any other school-related activities. Whenever there are questions concerning make-up work, please see the teacher involved.

## **TARDINESS**

Students are expected to be in the classroom and in their assigned seat when the last bell rings. The attendance office will issue an attendance referral to students who are marked tardy for class. These referrals will be delivered in homeroom the following day. The first tardy will result in one detention. Subsequent tardies will result in two detentions. Excessive tardiness will result in additional disciplinary action up to and including in-school suspension, citation for truancy by the Two Rivers Police Department and referral to municipal court.

## **STUDENTS LEAVING SCHOOL**

Students shall always check in and out of the school building office when they leave and return to school. Students may not participate or practice after school hours if the student is absent for the afternoon of the school day due to an illness. If the student is absent for a non-illness reason, the student is ineligible for practice or competition unless the parent has requested that the student be excused. This request must be received by the attendance officer before 9:00 a.m. that day, and be excused in order for participation.

## **ATTENDANCE AT CO-CURRICULAR EVENTS**

Students who wish to attend co-curricular events as spectators outside of the school day must attend classes the entire day. Students who miss all or part of the school day will be denied entrance to all school sponsored events that afternoon or evening. Doctor/Dentist appointments, school functions, etc. will be permitted as exceptions so long as they can be verified by the Attendance Office.

## **CLOSED CAMPUS POLICY**

All students attending Two Rivers High School are required to remain on the school campus during the school day. The school campus is that area delineated by the service roads surrounding the building, which is inside of the parking lots. Students are not permitted in the faculty parking area for any reason, at anytime. Under no circumstances will students be permitted to park in the faculty parking area. Additionally, students parking in the student parking area must vacate their vehicle immediately after parking. Students are not permitted to loiter in or around their vehicle. The student parking lot is off limits during the school day and the lunch period. Students will be permitted to leave the campus if they have checked out with the office before leaving. Students leaving without checking out will be considered truant. The office **must** contact parents. Additionally, students will be issued passes by the office in the event that the student is required to retrieve an item from their vehicle.

### **DISCIPLINARY PROCEDURE**

Students who violate the closed campus policy are subject to all of the corrective measures listed in the student handbook. Consequences may vary at the discretion of the administration. Consequences may include truancy and or parking citation.

## **PARKING**

Student use of the parking lot is a privilege not a right!

- All student vehicles must be registered in the office with proof of insurance and display a parking permit.

- Students violating the parking agreement, driving inappropriately, or skipping classes and leaving in their vehicle will be denied access to parking.
- All vehicles must obey posted signs and park within the lines designated for parking.



## **GENERAL INFORMATION**

### **BULLETINS AND ANNOUNCEMENTS**

The announcements will be posted daily. If you wish to have announcements made regarding school activities, you must have the written copy initialed by the teacher or advisor and submitted to the office.

### **COMPUTER USAGE**

Students using the Two Rivers School District computer equipment are expected to respect the rights of all other students, which includes leaving the computer equipment in the condition in which it was found. Any malicious misconduct in the use of computer hardware will result in disciplinary action.

The following is prohibited:

1. Copying or using someone else's programs and files without that person's permission.
2. Trading or copying commercially developed, copyrighted material which violates the U.S. Copyright Law
3. Accessing, modifying, destroying, or taking possession of files or programs belonging to the Two Rivers School District, specifically Two Rivers High School, without permission.
4. Tampering with storage disks, attempting to circumvent the menu/security program, altering school software or vandalizing the hard drives.
5. Using school modems or telecommunications software in an inappropriate manner. Inappropriate usage might include accessing objectionable material; dialing unauthorized numbers, or using the equipment without proper authorization or under the supervision of a staff member of Two Rivers High School.
6. Students must ask permission to print multiple or color copies
7. Food and drinks are not permitted into the computer lab.

**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)**

### **DIRECTORY INFORMATION**

Please be advised that School Board Policy allows for the release of the following student record information 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, and the name of the school most recently attended by the student. Upon request, this directory information will be released unless there is a completed waiver form signed by the parent on file in the school office.

### **GENERAL 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 shall, within 24 hours report the

nature, time and date of the suspected infraction in writing to the district's human relations officer.

3. The building Principal, in conjunction with the human relations officer, upon receiving such a report shall:
  - Immediately undertake an investigation of the suspected infraction, and
  - 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.

## **FEES**

School fees and various other costs are established by the board on an annual basis. This information will be disseminated through newsletters and other forms of communication.

## **INSURANCE FOR STUDENTS**

Student insurance is available if parents wish to purchase the policy. Information regarding student insurance is sent home with the student on the first day of school. The school system does not provide insurance.

## **LOCKERS**

Hall lockers are provided for all students to store their books and clothing. Locker doors are to be kept closed and locked. Money or other valuables should not be left in lockers. Students are cautioned not to bring large amounts of money, radios, cameras, or other valuables to school. The school is not responsible for lost or stolen articles kept in lockers. Physical education lockers are provided for each student to store gym clothing. No valuables should be kept in any physical education locker. Each student should use the locker assigned during registration. Locker combinations should be considered confidential. **All lockers are the property of the school and are subject to searches by school officials without prior notification. Lockers must be locked at all times with a school issued lock. Any unauthorized locks will be removed. Students will be charged \$10.00 for any locks not returned.**

***Police dogs, trained in the detection of drugs, will be used to search lockers without notification.***



## **BACKPACKS/BAGS/PURSES**

No bags, backpacks or purses of any kind are allowed into classrooms. Students will be allowed to use backpacks and other types of bags to transport books and school related items/supplies back and forth to the school environment. Upon entry into the school building the student will place his/her bag, backpack or purse into the student's locker for the duration of the student's day. The lone exception to this policy is on field trips if approved by the teacher. The disciplinary procedure will be a disciplinary referral to the assistant principal's office.

## **LOST AND FOUND**

Articles found in and around the school should be turned in to the High School Office where the owners may claim their property by identifying it. Two Rivers High School assumes no liability for lost or stolen articles.

## **LUNCH PROGRAM**

### **Cafeteria**

Students are expected to contribute to the overall decorum in the cafeteria by returning trays to the proper places, cleaning up tables, and respecting the rights of the cafeteria staff to address unacceptable behavior. Students will have a thirty minute lunch period, during which they are expected to demonstrate acceptable behavior. Unacceptable actions include poor manners, loud or disruptive behavior, throwing food or food containers, and littering the cafeteria.

**Students initiating or participating in throwing food are subject to suspension, restitution, and referral to the police for disorderly conduct.**

Food may not be taken from the cafeteria and eaten in the halls or outside the building. Students who do not eat lunch in the cafeteria or buy food from sources outside the school are expected to dispose of their litter responsibly. Food containers and cans should not be left on school grounds or in the halls and especially NOT on the neighbor's lawns. **Students caught littering will be subject to fines as per city ordinances as well as detention time.**

### **Lunch Payments**

Payment for the meal programs 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 to the District Office (Attn: Lunch Accounts, 4519 Lincoln Ave., Two Rivers, WI 54241) and will be recorded under the "head of the household" 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, contact the District Office at (920) 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.**

### **Food Allergies**

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 item(s) they are allergic to. Any questions regarding ingredients should be directed to the food service supervisor at 794-1614, Ext. 109.

## **STUDENT DRESS CODE**

Students are expected to dress and be groomed in accordance with acceptable standards of cleanliness, good taste, and appropriateness. The established standard has been set to discourage clothing that may be a distraction to the learning environment, or a possible safety concern. Clothing which could be

reasonably offensive or disruptive to the learning environment or the educational process is prohibited. The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty. The dress standard is as follows:

- ✓ **All shirts and dresses must have sleeves and backs, and cover the entire area of the back, side and stomach. Spaghetti straps, tank tops, tube tops, backless tops, strapless tops or dresses, see through clothing, and shirts without sleeves are not acceptable.**
- ✓ **Students will be permitted to wear shorts, dresses, and skirts, provided they reach the end of the fingertips or longer, when the arms are held at one's side. (Splits in skirts/dresses/shorts must be below the fingertips.) Mini-skirts, mini-dresses, and short shorts are not permitted.**
- ✓ **Chains or sharp objects are not permitted.**
- ✓ **Pants must be worn properly at the hips. No student should dress in such a way that his/her underwear is partially or totally exposed. The waist and top portions of boxer shorts and briefs, bra straps and bra sides should not show.**
- ✓ **No student may wear any jewelry, clothing, or carry backpacks, which display or suggest alcohol, drugs, tobacco, weaponry, profanity, vulgarity, sexual innuendo, or suggest anything inflammatory or degrading to a particular race, creed, or culture.**
- ✓ **No student may wear clothes with holes unless these holes are small and do not expose the body or undergarments and are below the fingertips.**
- ✓ **Students are not permitted to wear headwear in the building during the school day. Headwear includes but is not limited to: stocking caps, hoods, baseball caps, bandanas, hairnets, hats and berets. Hats may be worn as students leave the building at the end of the school day.**
- ✓ **Excessively form-fitting or loose-fitting clothing is not permitted.**
- ✓ **Any clothing/jewelry or improperly worn clothing deemed gang related by the administration will not be permitted.**
- ✓ **Coats, jackets, gloves and slippers are not allowed in the classroom unless permitted by the teacher.**

Any student not attired in accordance with the policy shall be subject to the following consequences:

1. Correct the violation or spend the remainder of the day in in-school suspension (ISS).
2. Repeat offenders shall be subject to additional measures, which include parent conferences, in-school suspension (ISS), and out of school suspensions (OSS).

## **SNOW DAYS**

When inclement weather makes the holding of school questionable, parents and students are asked to tune into one of the following radio or television stations for closing or delay announcements: WCUB-98.0 AM; WOMT-1240 AM; WLTU-92.1 FM; WLUK-Channel 11; Two Rivers Cable TV Channel 98. Please **do not** call the school for this information.

## **TELEPHONE**

Pupils will be called to the telephone during the school hours only for an emergency. The school secretary will take messages from parents only, and then contact the student. Students who wish to make telephone calls during the school day are to use the pay phone with permission.

## **SCHOOL TRANSPORTATION**

Students who are using transportation provided by the school district remain under the jurisdiction of school officials. All rules for appropriate conduct remain in effect. Students who are engaged in willful misconduct may be prohibited from using school transportation.

Students who use school transportation to attend an extra-curricular or school related activity are expected to return by school transportation. Exceptions to this rule may be granted if the student's parent or guardian presents a "Private Transportation, Consent & Release" form to the coach, teacher or advisor. Alternate transportation forms may be obtained from the coach or advisor of the activity. Under no circumstances are students permitted to drive themselves to extra-curricular activities when they are participants in the event.

## **SAFETY**

### **FIRE AND TORNADO DRILL PROCEDURES**

Fire and tornado drills are held periodically throughout the school year to learn and practice the techniques of coping with these emergencies. Every drill should be approached with the attitude that there is an actual fire or tornado. 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 case of a tornado drill, students should proceed to the designated area and sit with their backs to the wall and their head between their knees.**

### **FIRE REGULATIONS/FALSE EMERGENCY REQUESTS**

1. 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 the Two Rivers ordinance as well as detention, suspension, and/or referral for expulsion.
2. Students may not initiate false bomb threats, false fire alarms, remarks, notes, or phone calls which would cause police or fire department personnel to appear at school for no valid reason. VIOLATORS WILL BE SUBJECT TO LEGAL ACTION under the Two Rivers ordinance, as well as suspension and/or referral for expulsion.

### **STUDENT EMERGENCY FORM**

The school nurse will have each participant complete and have his or her parent or guardian sign a STUDENT EMERGENCY FORM. The coach for each squad and/or activity supervisor will have all signed STUDENT EMERGENCY FORMS with him/her at all practices and contests. When the season has concluded, all STUDENT EMERGENCY FORMS will be turned into the office.

## **MEDICATION**

If it becomes necessary for a student to take any form of prescription medication, a doctor's note and parent permission slip will be required in order for office personnel to dispense such medication. The school nurse will be made aware of the need and will monitor the dispensing. Aspirin will not be dispensed to any student under the age of 18 unless a signed parent permission note is on file in the school office. **ALL MEDICATION MUST BE DISPENSED THROUGH THE OFFICE.**

## **VISITORS**

Visitors must register in the high school office and obtain permission from the Principal before meeting with a student. Two Rivers High School does not normally permit students to bring friends from other schools to visit during the school day. Only in special circumstances will this be permitted. In such circumstances, approval must be obtained from the administration in advance of the day requested.

## **STUDENT DISCIPLINE/BEHAVIOR**

The goal of Two Rivers High School is to develop positive and constructive student behavior. The student conduct code of the Two Rivers School District is intended to place much of the responsibility for proper behavior on the shoulders of the students. This is a vital part of each student's individual education; students must develop the self-discipline necessary for success in their chosen careers and personal life. If a student's behavior violates the rules set forth in this handbook, or materially and substantially disrupts the school, he/she will be subject to the disciplinary procedures of the school.

## **DUE PROCESS**

Due process is given to all students in all discipline matters. This includes the opportunity to be informed of the provisions of this handbook, school regulation, or procedures allegedly violated; together with evidence to support the charge. Students and/or parents are given an opportunity to respond. The student will be given the opportunity to discuss the specific charges and to present his/her side of the story. The high school administrator or designee will examine the evidence and make a determination as to whether a violation has taken place and will decide on the appropriate discipline measures, if it is determined that a violation has occurred. In cases where the student's presence constitutes a threat or disruption, he/she may be removed immediately, with the due process requirements fulfilled as soon as practicable. Students and/or parents have the right to appeal the decision to the next higher authority. The appeal must be made in writing within five (5) school days after receiving the decision.

Fairness requires that all students be treated in a consistent, objective, and non-discriminatory manner. However, the student's grade, maturity, performance in school, and his/her contrition, as well as the gravity of the offense, prior infractions, deterrence, protection of the school community, effectiveness of prior disciplinary intervention etc. may be factors that are considered when issuing disciplinary consequences. As such, each case is reviewed individually and consequences for similar acts may differ.

## **GENERAL REGULATIONS**

Two Rivers High School students are considered as young adults and are responsible for their own behavior. The school encourages students to take pride in themselves and in their school. The following regulations are to serve as a guide for all students to help them in maintaining acceptable behavior:

## **HAZING**

Any student who engages in hazing is subject to disciplinary action ranging from detention to expulsion and referral to the Two Rivers Police Department, depending on the severity of the act. Students who engage in hazing or any other act of initiation as part of a co-curricular activity either on or off of school property are subject to co-curricular code violations.

## **FIGHTING**

Any student who engages in a physical or verbal confrontation is subject to disciplinary measures ranging from mediation, up to and including expulsion and referral to the Two Rivers Police Department. Students involved in co-curricular activities who engage in fighting are subject to co-curricular code violations.

## **HORSEPLAY**

In the interest of safety and decorum, students are expected to refrain from horseplay during school hours or at school functions. This includes behaviors such as pushing, hitting, and mock fighting.

## **GAMBLING**

Gambling is not allowed in the school building, grounds or during school sponsored activities.

## **BEVERAGES**

Students will be able to have beverages in the classroom at the discretion of the teacher. Any beverage that cannot be closed or sealed once it has been opened should not be brought in to the classroom.

## **ELECTRONIC DEVICES (CELL PHONES)**

Students are generally prohibited from using or displaying in plain sight electronic communication devices (ECDs) including, but not limited to, cell phones and pagers during the school day, in school buildings and vehicles, and at all school sponsored activities. However, the school recognizes the value of students maintaining communication with their parents/guardians and other appropriate persons for health, safety and educational purposes. Therefore, possession and use of ECDs may be permitted only if use by the student is determined to be for a medical, school, educational, vocational, or other legitimate use. Such possession or use of an ECD may not, in any way:

- disrupt the educational process in the School District;
- endanger the health or safety of the student or anyone else;
- invade the rights of others at school;
- involve illegal or prohibited conduct of any kind.

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action against the student, up to and including expulsion.

### **Cameras or electronic devices shall not be used:**

- In areas where one would reasonably expect privacy, i.e. locker rooms, bathrooms, etc...

- To communicate test answers, photograph tests, or engage in any other conduct that enables students to cheat
- To share or post personal information about, or images of, any other student or staff member without permission from that student or staff member
- To engage in cyber-bullying – placing cell phone calls or sending text messages that ridicule, threaten or harass another student
- To take, disseminate, transfer or share obscene, pornographic, lewd or otherwise illegal images or photographs

Any student possessing an ECD shall be responsible for its care. At no time shall the District be responsible for preventing theft, loss or damage to any ECD.

## **INSUBORDINATION**

All students are expected to comply with these rules and directions that are given by any district employee. Insubordination, of any kind, greatly limits our ability to provide a safe, secure and effective learning environment. All acts of insubordination will be viewed as serious and appropriate consequences will result. Failure to follow a reasonable request may result in detention, in-school suspension, Saturday school, or other disciplinary action.

## **ID CARDS**

To maintain a safe and secure learning environment, all students are required to carry their school issued ID card. This card is to be presented, upon request, to any administrator, teacher, instructional aide, secretary, substitute teacher, custodian, maintenance personnel, cafeteria worker, or police officer, working for or with the Two Rivers Public Schools. Failure or refusal to produce this card will result in disciplinary action, which will include, but is not limited to, detention, in-school suspension, and/or Saturday school.

## **FORGERY**

Students may not forge the signatures of parent(s) and/or guardian or school personnel. Students are also prohibited from copying work of other students or authors and presenting it as their own. Students who violate this policy will face disciplinary action.

## **PUBLIC DISPLAYS OF AFFECTION**

The school is a public building and we expect students to display appropriate behavior at all times. Students may not engage in public displays of affection, which include physical contact. The one exception to this rule is holding hands.

## **SITTING IN THE HALLWAYS**

The corridors are narrow, and when students sit on the floor it often makes it difficult to move through the building. This is especially a problem before and after school; therefore, students are prohibited from sitting on the floor in the hallways. We realize that this is often an important time to visit with friends, but we also need to keep the hallways open. Some teachers have agreed to allow students to sit in their classrooms before and after school. We encourage you to ask your teachers if their room will be made available.

Teachers may allow students who are taking tests or other assignments to work on the floor outside of their classrooms, except when students are passing between classes.

## **FOUL LANGUAGE**

All students are expected to use appropriate language during school and at all school functions. Swearing or the use of vulgar language will result in disciplinary action and repeated offenses may result in a referral to the Police Liaison Officer.

## **LITTERING**

There appears to be a serious problem with some students leaving trash outside of the building. Most of it consists of food and beverage containers, and creates an unsightly mess. All students are expected to show respect for the school and to clean up after themselves. Students caught littering will be assigned to pick up trash around the school and/or given other disciplinary consequences. Please show your school pride and keep Two Rivers High School looking good.

## **STUDENT PASSES**

Students should be in class at all times unless there is a legitimate reason to be elsewhere. No student will be permitted to leave the classroom for any purpose without a hall pass. It is understood that there may be emergency circumstances in which students will need to leave the classroom without a pass. Because these occurrences are rare, each will be dealt with on an individual basis.

## **SNOWBALLS**

Serious accidents may be caused by this seemingly harmless act; therefore, NO throwing of snowballs by students will be permitted on the school grounds, on the bus, or at any school function. Consequences may include detention, suspension, restitution for damage and/or a referral to the Police Liaison Officer.

## **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. Breaking and entering includes the school building, lockers, locker room, locked rooms, or other areas prohibited to students. Library materials removed from the LMC without the appropriate checkout procedure are regarded as stolen property. Students and teachers should report stolen or lost property to the office promptly. A theft report should be completed and turned into the office.

## **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 of replacing the damaged or lost article. Students will not be expected to pay for damage that occurs through normal usage.

## **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. This may include any facsimile.

## **LASER POINTERS**

Students are prohibited from possessing laser pointers at school or any school related activity. Laser pointers will be confiscated and returned only to a parent.

## **SMOKING/TOBACCO PRODUCTS**

Students shall not smoke or chew tobacco products while on school property (in the building, on school grounds, in cars operated or parked on the school grounds, on school buses) or at any school function, dance, or athletic event. Possession of smoking materials, including cigarettes/e-cigarettes or other tobacco products and lighters, as well as smoking paraphernalia is also prohibited. **Adult aged students (18 or older) are also prohibited from possessing tobacco products on school property or at any school function.**

## **POSSESSION OF TOBACCO/PARAPHERNALIA**

**1<sup>st</sup> Offense** – 1 day In-school-suspension and possible citation.

**2<sup>nd</sup> and each offense thereafter** – Out of school suspension, conference with Police Liaison Officer, and a municipal citation (issued by the Police Liaison Officer).

*All subsequent infractions may include recommendation for expulsion.*

*Students may be referred to a smoking cessation class in lieu of citation or suspension.*

## **SMOKING IN SCHOOL**

**1<sup>ST</sup> Offense** – Suspension 1-3 days, referral to the Police Liaison Officer

**2<sup>nd</sup> Offense** – Suspension 3 days and a municipal citation

*All subsequent infractions may include suspension or recommendation for expulsion and a municipal citation. Violation of the smoking/tobacco policy may affect extra-curricular participation as indicated under the athletic code.*

**\*\*EIGHTEEN YEAR OLD STUDENTS WHO SUPPLY TOBACCO PRODUCTS TO UNDER AGE STUDENTS WILL BE SUSPENDED FOR FIVE DAYS AND CITED BY THE POLICE LIAISON OFFICER.**

## **ALCOHOL AND DRUG ABUSE**

The use, possession and/or distribution of alcohol, tobacco or controlled substances is prohibited both by statute and school policy. Any student engaging in such behavior will be referred to the proper legal authorities and to the Student Assistance Program. In addition to any criminal penalties, the student may be suspended and/or expelled from school. The student's participation in extra-curricular activities may also be affected, in accordance with the district's activity code.

## **DISCIPLINARY PROCEDURES/CORRECTIVE ACTIONS**

### **CODE OF CLASSROOM CONDUCT**

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; (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. For complete procedures, see district board policy.

### **DISCIPLINARY STEPS (Steps may be skipped depending on offense or situation)**

#### **Step 1**



The faculty member identifies the problem behavior to the student and advises him/her to stop. The teacher may also wish to remind the student of the consequences of continuing to engage in inappropriate behavior.

### Step 2

The teacher may issue the student detention, to be served with the teacher. Detention time served with the teacher may be for a period from 10 to 30 minutes. Teachers who assign detention time to a student are responsible for supervising the detention with the student. It is also the teacher's responsibility to contact the parents by telephone or letter before the time the student is to serve the detention. **A student is required to serve a detention, provided the teacher has made arrangements with the student or parent for the detention to be served that day, or has provided 24 hr. notice to the student or parent.** It is also very important to document that a parent contact has been made or attempted with a written record. When assigning a student a detention, you should identify the rule or policy that was broken, and offer him/her a chance to tell his/her side of the story. The need for due process also requires that the student has the right to appeal. If the student objects or denies culpability, the student must be given the chance to have a hearing with the principal, or his designee, who will decide if the disciplinary actions are warranted.

### Step 3

If a student fails to respond to the disciplinary efforts of the teacher, the teacher will make every effort to contact the parent. A copy of the letter will be placed in the student's file. As a part of this notification, the teacher may wish to arrange a conference with the parents.

### Step 4

After the teacher has conferenced with the student and the parent, and all other means of correction have failed to bring about a change in behavior, or the behavior is severe enough, the teacher may complete a "discipline referral." At this point, the assistant principal or his designee will review the facts from all parties and issue one or more of the following consequences:

- |  |  |
|--|--|
| a. Student conferences                           | h. Dismissal from classroom or study area                |
| b. Parent contact                                | i. Restricted privileges                                 |
| c. Parent conferences                            | j. Detentions  |
| d. Referral to counselor or school psychologist  | k. Saturday School attendance                            |
| e. Referral to student support program           | l. Suspension  |
| f. Financial settlement (property damage)        | m. Referral to legal authorities and/or outside agencies |
| g. Collection of inappropriate personal property | n. Expulsion   |

## **REFERRAL/CITATION BY THE TWO RIVERS POLICE**

The School Resource Officer will determine whether the actions of a student warrant citation by the police department. The following are some municipal codes and state statutes from which students may be cited:

- **Sec. 9-1-3 Smoking Prohibited**
- **Sec. 9-2-7 Disorderly Conduct with a Motor Vehicle**
- **Sec. 9-2-10 Truancy and Habitual Truancy**
- **Sec. 9-2-12 Possession of Tetrahydrocannabinols (Marijuana)**
- **Sec. 9-2-13 Possession of Drug Paraphernalia**
- **947.01 Disorderly conduct.**
- **947.012 Unlawful use of telephone.**
- **947.0125 Unlawful use of computerized communication systems.**
- **947.013 Harassment**
- **947.015 Bomb scares**

## **DETENTIONS**

Students assigned to detention will report to the assigned room with materials to study. The detention will run from 3:15 p.m. until 4:00 p.m. on school nights. Morning (7:30 a.m.-7:55 a.m.) or lunch detention may also be options. Detention time must be made up on the days assigned. Exceptions for work or school activities must be approved by the dean of students. One detention will be added each time the detention is not served on the assigned day. Detention can be assigned for the following reasons: tardiness, school truancy, and general classroom misbehavior, misconduct in the corridors or at school activities. Students who ride the bus need to make arrangements for alternate transportation.

## **SATURDAY SCHOOL**

Students assigned to Saturday school are to report to school at 8 A.M. While at school, students are expected to bring schoolwork to complete or material to read. Saturday school is dismissed at noon.

## **IN-SCHOOL SUSPENSION**

This educational setting removes the student from their regularly scheduled classes for the duration of the suspended period. Students are expected to contact all of their teachers and have work to do while in ISS. Students are not permitted to sleep or socialize. Students may bring their lunch or order lunch from the cafeteria, but are not permitted to leave the room during the lunch period. Refusal to follow In-school suspension procedures may result additional in-school suspension time or out-of-school suspension.

## **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 be assigned to "in-school suspension". 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.

## **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.

## **DISORDERLY CONDUCT**

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.

## **PUPIL HARASSMENT**

“Pupil Harassment” means behavior toward pupils based, in whole or in part, on sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability which substantially interferes with a pupil’s school performance or creates an intimidating, hostile or offensive school environment. Such behavior will not be tolerated and incidents of pupil harassment will be dealt with according to state and federal law and school policy.

## **BULLYING**

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 reports 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.

## **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.

## **SEARCHES**

Based upon reasonable suspicion, according to Wisconsin Statute Chapter 944, the school has the legal right to conduct searches of lockers and their contents, as well as coats, jackets or backpacks, etc., which a student may be wearing or using in order to protect students and staff and to maintain integrity of federal, state and local law.

If necessary, the police may be included to assist school officials in conducting searches.

# **SCHOOL BOARD POLICY REGARDING SEXUAL HARASSMENT**

## **GENERAL STATEMENT OF POLICY**

If any student or staff member 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 Title VII of the Civil Rights Act and in Code 29 of Federal Regulation, Section 1604.11, 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, 4519 Lincoln Ave., Two Rivers, WI, or contact him/her by phone: 794-1614.

**A. Sexual Harassment/Sexual Violence defined:** The School Board acknowledges all regulations, requirements and responsibilities defined by the Equal Employment Opportunities Commission (EEOC) regarding sexual harassment. Sexual harassment is defined for the 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, pressure, 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 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 school environment that is intimidating, hostile or offensive because of unwelcome or unwanted sexually-oriented conversations, suggestions, requests, demands, physical contacts or attentions.

**B. Prohibition:** In keeping with the commitment of Equal Employment Opportunity, the Board will not tolerate such unlawful behavior by anyone -- supervisors, other employees, students, or visitors. If employees or students feel 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, or sexual violence in the workplace 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.

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

**C. Initial Complaint Procedure:** The person who believes he/she has a basis for complaint shall discuss the concern with the principal, a guidance counselor or member of the administrative staff. The role of the Human Relations Officer in the initial complaint is to inform the alleged victims of their rights and applicable procedures. The role of the Human Relations Officer in the formal complaint procedure is to serve as a facilitator in the process. The Human Relations Officer will be notified by the administrative staff member or the building representative of any complaints filed.

#### D. Formal Grievance Procedure

**STEP 1:** A written statement of the grievance shall be prepared by the complainant and signed. The grievance will include dates, places, and names of all persons present. This grievance shall be presented to an administrative staff member or building designee, except the District Administrator, who will, in a timely fashion of the receipt of the grievance, investigate and reply in writing, including action taken. Any person filing a false claim under this policy will be subject to disciplinary action including suspension or expulsion.

#### E. Dissemination of Discrimination Grievance Procedures:

1. The adopted discrimination grievance procedures shall be available to students, parents, employees, and others to inform them about the proper process of making a complaint.
2. This policy will be discussed at the initial faculty meeting at the beginning of each school year. Staff members not present at the faculty meeting will be informed of the policy/procedures by their immediate supervisor.
3. Individuals with a complaint may report their concern to any of the following staff:  
Human Relations Officer  
Any Building Principal  
Any School Counselor

#### F. Maintenance of Grievance Records

The Human Relations Officer (Title VI, Title IX, Section 504 and 118.13) 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.

## **STUDENT SEXUAL HARASSMENT**

The Two Rivers School District in compliance with Wisconsin Statutes 118.13, 111.32(13), Title XI and Chapter 227 and applicable Board Policy, will maintain a learning environment free from any form of sexual harassment or intimidation toward and between students. The school will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders.

Examples of prohibited conduct:

1. Unwelcome or unwanted physical contact.
2. Requests or demands for sexual favors.
3. Verbal abuse.
4. 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 Co- principal, 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.

## **DISTRICT PET/VISITATION FORM/POLICY**

If you wish to bring an animal to school, please read the information below, complete the pet visitation form at the office, and hand it to your child's teacher **AT LEAST 3 DAYS BEFORE** the day you bring your pet to school. Please note: Filling out this form does not necessarily mean that you have permission. Your child's teacher will make that decision.

Pets often add teachable and memorable special moments to classroom experiences. Unfortunately, any animal can pose a threat to certain children from allergies, injuries, or infections. For these reasons, we have developed a policy which requires teacher notification and permission.

All animal visits to any school in the Two Rivers School District must meet the following guidelines:

1. Permission must be granted by your child's teacher three or more days before each visit of any animal to school.
2. Depending on the size and nature of the animal, there must be an adequate means of control, either by leash, cage, or other acceptable feature.
3. An adult, preferably the parent of the student with the animal, must accompany the animal during the entire visit unless special arrangements are made with and accepted by the teacher.
4. The animal visiting must be healthy and have all required vaccinations (i.e. rabies).
5. Animal visitations must not occur during high hallway traffic times, particular 7:45-8:30 a.m., 11:15 a.m.-12:35 p.m., and 2:30 – 3:20 p.m. (No animals should be in the hallway or in close proximity to the exits during these times.)

**Special note:** Teachers may cut visits short, and/or add special rules or precautions at any time, when safety or related concerns arise for either the students or the animal. The owners take responsibility for messes or damage that may be caused by the animal during the visit.

## **PLEDGE OF ALLEGIANCE**

Students are provided the opportunity to recite the Pledge of Allegiance every day. Students may stand and recite the pledge, but are not required to do so. Students may sit quietly and respectfully while other students recite the pledge.

## **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.