

Koenig
Elementary School
Title One School of Recognition for 15 Years!

Family/Student Handbook



Raiders Way

Take Care Of Yourself

Take Care Of Each Other

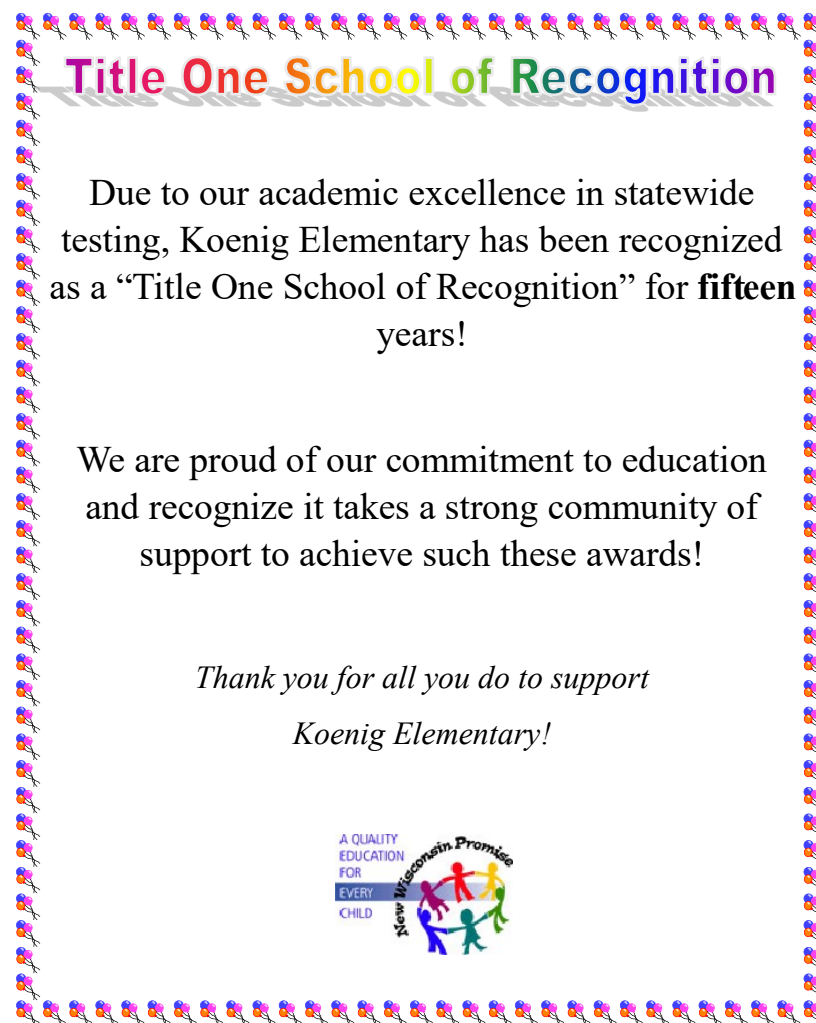
Take Care Of Our School

Take Care Of Our Community

2020-2021

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Additional Information

Principal: Mrs. Dana McLinn

(920) 794-7522 ext. 2102

dana.mclinn@trschoools.k12.wi.us

Secretary: Mrs. Kristi Gates

(920) 794-7522 ext.2101

kristi.gates@trschoools.k12.wi.us

Guidance Counselor: Mr. Jim Milske

(920) 794-7522 ext. 2025

james.milske@trschoools.k12.wi.us

School Resource Officer: SRO Jake Glaser

(920) 794-7522 ext. 2105

4th Grade Evening Farewell

This may be done virtually.

Thursday, June 3rd

5:00 to 6:00 p.m.



End of the Year Picnic 4K-4



With Grades K-3 Field Events

Thursday, June 9th

To Be Determined

Parents are invited to eat lunch at our Koenig Picnic.

There will be a cost for parents and children under 5 years old.

Koenig students will pay through their lunch account.

Grade level lunch times will be announced.

A flyer with a picnic reservation form

will be sent home prior to this event.



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Mission

It is the mission of the Two Rivers Public School District to guide learners to become independent critical thinkers that value lifelong learning, apply the knowledge and skills necessary to achieve their full potential, and develop into informed citizens who are actively involved in their community.

Vision

The policies, programs, and practices of the Two Rivers Public School District reflect its commitment to building a collaborative culture, building relationships and engaging our community, and empowering staff in order to ensure high levels of learning for each and every member of our school community.



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, pictures, and names are used in newsletters, media and/or school-related activities. Parents should contact the school office if they do not give consent for the release of this information.

Other Programming

Elementary Chorus

Not at this time.

Chorus is available to any interested 3rd or 4th grade student. The chorus will meet on designated days as assigned by the music teacher. Information will be sent home with your child prior to the start of after-school chorus.



Student Council

Koenig Elementary School has a Student Council represented by students in grades 2-4. Periodically, the Student Council sponsors special theme days. These days are designed to kindle school spirit. Notices will be sent home with information on these special days.



Book Orders

School book clubs give families an opportunity to purchase paperback books at very reasonable prices. Do not make checks out to Koenig Elementary School. The classroom teacher will let you know who to make the check out to for your child's books.

Library

The school library is an integral part of the student's learning environment. Resources available to the students include reference, fiction, non-fiction, easy books, and periodicals. Students are expected to return materials on time so other students are able to use them. Students are responsible for paying for lost or damaged library materials.



Reading is Fundamental (RIF) Reading Week

Dates: Thursday, March 4th - Thursday, March 11th

"Everyday Heroes"

Under this program, children choose free paperback books three times year of which are theirs to keep at home. The reading challenge week fosters a new generation of lifelong readers by having children read for fun and involving families and community members in motivating children to read regularly. Reading Motivational Week information will come home at the end of February.

During this time, we will be creative in how we prepare our students for this fun week! It may look different than years past but can still be engaging!

Principal's Message

As we enter the 20-21 school year with new challenges, I want to thank you for all of your hard work and dedication to your children. They are so lucky to have you as their caregivers and confidants, and I appreciate how supportive of their mental health and academic achievement you have been. Like most other places we are finding new ways to be a community, to be together, and to uphold one another and our work. It takes everyone working together to achieve this goal. As our daily lives are rapidly reconfiguring, we are thinking about how can we be flexible in our thinking while still creating an environment of "normalcy?" While we recognize this may have forever changed the way we live, the way we act, and the way we think, we are also reaching for all the possibilities that maybe were not visible before. We are up for the challenge!

During our work this year, teacher teams have been working on those essential elements that take ALL students to and through those expectations. We have worked on answering the following questions:

- What do we want school to provide for ALL children?
- How can we bridge the gap?
- What mission are we on?
- What does high level of learning look like for ALL?
- How will we get every student there?

In addition, we have continued to develop a thoughtful and purposeful plan of implementation for the "Kids At Hope" framework. Adults (Treasure Hunters) who believe in ALL children, who care enough about them to invest emotionally and who are committed to helping them to navigate their futures.

"Treasure Hunt Pledge"

I as an adult and a treasure hunter

*I am committed to search for all talents,
skills and intelligence that that exists in all*

children and youth,

I believe all children are capable of success.

NO EXCEPTIONS!



Take Action Now - Stop the Spread

- Wear a cloth face mask over your nose and mouth.
- Wash your hands frequently with soap and water or use hand sanitizer with at least 60% alcohol.
- Sanitize common areas.
- Indoors, do not gather with people outside of your household.
- Outdoors, limit gatherings, physically distance and wear face coverings.
- Self-monitor for symptoms of COVID-19 for 14 days after return from travel.
- If symptomatic, call your healthcare provider, get a test, and stay home while awaiting results.
- Cooperate with public health officials if you test positive or are a close contact.
- Physically distance at least 6 feet from people with whom you do not live.



Additional Support Provided Summer School

Several enrichment and remedial programs are scheduled through the summer school program. All students are invited to participate in the enrichment programs. However, students must attend their required classes first. These remedial classes are based on grade level key proficiencies. Brochures with this information are given at the beginning of the school year or can be found in the office.

Registration materials are distributed mid May and scheduling preferences will be given to those who return them on time. Further information is unknown at this time. More information will be provided in the Spring of 2021.



Yearly Assessments



The Two Rivers Public School District uses Renaissance STAR 360 assessments for all K-12 students. This is a computer assessment taken to measure academic growth in the areas of reading and math. Students in grades K-4 take this assessment 3 times per year - September, January and May.

In Spring of 2021 Grades 3 and 4 will complete the Forward 3-8 in math, reading, social studies (Grade 4 only) and science (Grade 4 only). All students in grades 4-8 and 10 enrolled in public schools in the state of Wisconsin are required to take this test. If you have any questions or concerns, please contact the Principal, or Guidance Counselor.

In grade Pre-K through 1, students also are assessed via a state wide initiative called "PALS" (Phonological Awareness Literacy System) two times yearly.

On-Demand Writing assessments are given three times a year grades K-4. These On-Demand assessments identify the strengths of the child as a Narrative, Opinion/Persuasive and Informative writer.

All assessments are included on key proficiencies brochure and are used for grade advancement and/or summer school requirements.

2020-2021 Koenig School Staff

Adaptive PE	Maxwell Mittelstaedt
Art	Torre Webster
Custodians	Chris Anklam, Rich Reilly
Early Childhood/4K	Stephanie Jeske, Justine Kiel, Jen Kieselhorst, Tricia Spaeth Resource Aides : Erica Weina, April Kulpa, Mischa Holschbach
ELL	Cathy Tegen
Food Server	Debra Fullove
Grade 1	Amanda Kaminsky, Jean Fredrickson, Sara Spencer
Grade 2	Brenda Carle, Tracie Jaeger, Tanya Pautz
Grade 3	Mary Basken, Erin Place, Joanne Graff
Grade 4	Nicholas Spencer, Brianna Wagner, Brooke Stahl
Interpreter	Amy Miller
Kindergarten	Staci Smogoleski, Susan Rabas,
Guidance	James Milske
Library Specialist	Deana Collins Resource Aide: Angie Havlichek
Music	Janet Rank, Andrea Allington
Noon Supervisors	Debra Fullove, Tin DeRosier, Ashley Roehr, Bailey Wilkerson, Peggy Meissner, Terry Hartlich
Nurse/CNA	Jamie Rohrer/Kelly Tice
Occupational Therapy	Tammy Reigles COTA: Jody Garcia
Physical Education	Maxwell Mittelstaedt, Michael Schultz
Physical Therapy	Danielle Bramstedt

Koenig School Staff Cont.

Principal	Dana McLinn
Resource (ID)	Ashley Jagemann
Resource (ID/LD)	Noreen Borchardt
Resource (EBD)	Andrew Myers
Resource (LD)	Amanda Pribek
Resource Aides	Shanon Holschbach, Sami Schmidt , Cheryl Hall, Jennifer Wisnowski, Stephanie Dokey and Laura Klein
School Psychs	Chong Yang, Richard Nitch
School Resource Officers	Jake Glaser, Megan Klumpy, Jason Zipperer
Secretary	Kristi Gates
Speech	Amy Gallagher, Kristin Cwiak
Technology	Resource Aide: Chrystal Isley
Title I	Jenny Welnicke, Amy Tisol-Retzinger



Additional Services Available

Title One K-3 Reading

On an annual basis, parents are given information about the curriculum, means of assessment, and the proficiency levels students are expected to achieve and maintain before implementation of Title One Support Services. The child's individual performance will be communicated to parents in the Fall of the year. Parents will be provided with assistance in providing help to their children in achieving the objectives of the program as well as participation activities to improve the academic achievement and school performance of their children. Progress reports will be sent home to families on a regular basis.

Special Education

The Two Rivers School District is committed to providing a free appropriate education to all of its students. A wide variety of programs to meet the needs of students identified with special needs are available. The district identifies students and provides programming for students with special needs.

Services are provided to help the student benefit from their special education services. Related services may include occupational therapy, physical therapy, special transportation, technology equipment, counseling, and psychological services.

Parents, teachers, or any individual who has concerns about a child may initiate a referral to have a building consultation team meeting to discuss concerns. Contacting the director of special education, the building principal, the school guidance counselor, or your child's classroom teacher can initiate referrals for evaluation.

Please contact your child's teacher, guidance counselor, school psychologist, principal or Pupil Service Director Bridgett Klein if you have any questions. #793-4560

School Wide Programming For Communication

Key Proficiencies



Exit criteria are expected academic expectations for each grade level. Every grade level has a brochure that outlines the criteria students must meet to exit each grade level. These brochures are available in the parent wait center and will be discussed with you at your child's first parent/teachers conference. It is important for you to understand what we expect your child to achieve.

Understanding grade level expectations and keeping good communication between home and school is a great way to support your child and develop educational goals for the school year.

Friday Folders

Communication with parents will be maintained through a school folder. This folder goes home regularly. It includes your child's work as well as important messages. We ask that you go through this folder with your child and return it the following school day. If you are in need of two separate mailings, please make sure you contact your child's teacher. Just a reminder to please sign up for our online newsletters! Please contact the office for more information.

Progress/Report Cards



Report cards are issued to parents at the end of each quarter.

Progress reports will be sent home in the Friday folder midway through each quarter. Families are encouraged to communicate more frequently with the classroom teacher as needed.

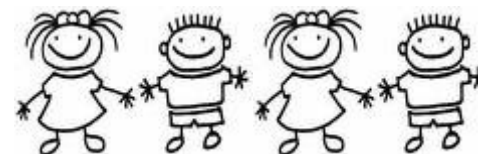
Virtual Parent Teacher Conferences

All teachers will be scheduling virtual conferences during the 20-21 school year. They are held for each student at the end of the first quarter and also mid-way into the third quarter. Families will be notified of their designated time to meet with their teacher the previous week. These conferences are a vital connection between school and home. Therefore, 100% participation is necessary.

Dates: Week of Nov. 16th and April 12th

District Administration

District Administrator.....Lisa Quistorf
Accounting Manager.....Mary Kay Slattery
Director of Pupil ServicesBridgett Klein
Director of Maintenance and Operations.....Adam Rohrer



Two Rivers Board of Education

President	Jamie Salta
Vice President	Michael Canty
Clerk	Julie Schroeder
Treasurer	Zak Peterson
Commissioner	Randy Williams
Commissioner	Gregory Ross
Commissioner	Maria Veldre

PARENT/TEACHER ORGANIZATION

Meeting Dates:

Nov. 19th, Jan. 21st, March 25th, May 20th

Parent Concerns

It is our goal that as issues arise they are resolved as soon as possible. Please direct your concerns to the appropriate personnel.

As issues arise during the school year, parents are encouraged to talk their child's teacher first. The majority of issues relate to the classroom. If the situation is not resolved, parents may discuss the matter with Mrs. McLinn, the building principal or Ms. Quistorf, district administrator.

They may be reached by phone or e-mail:

dana.mclinn@trschoools.k12.wi.us at 794-7522

lisa.quistorf@trschoools.k12.wi.us at 793-4560



School Wide Programming

Student Dress and Personal Grooming

Students should be dressed in such a way that does not interfere with the instructional program of the school. Koenig School expects students to follow good judgment in determining their school attire. Parents' cooperation in this matter is vital to good grooming and appropriate attire. Tank tops, bare midriffs, shirts with questionable slogans or pictures are not considered appropriate. Shorts will be permitted in September and May (weather permitting). Short shorts, short skirts and short dresses are not permitted. As a rule of thumb, shorts, skirts and dresses should extend beyond the palm of one's hands with arms down at the side. Students are also not allowed to wear hats or scarves on their heads in school.

Examples of dress code violations (not permitted at any school function) include:

- Shirts with advertising or slogans containing drugs, alcohol, tobacco, profanity, sex, violence or gruesome graphics
- Writing on any body parts
- Gang related fashions
- Inappropriate clothing for elementary aged children

Any other inappropriate attire or grooming as determined by the building administrator.

Students wearing any items not considered appropriate, will immediately contact their parents to bring the suitable apparel.



Safety Procedures Cont.

Student Lockers



Students may be issued lockers for the storage of coats and boots. These lockers are not locked, so valuable items should not be kept in them. The lockers are the property of the school district and may be searched by the principal or her designee if such a search is thought to be necessary in order to enforce school rules or School Board policy.

Volunteers

At this time, volunteers in the building are restricted.

Koenig recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the support staff responsible for the conduct of those programs and activities. The volunteer will adhere to district guidelines while on duty as a volunteer and will agree to a verification of a satisfactory background check. Volunteers must release all information related to convictions, arrests, charges, detainment, plea agreements, or summons. Failure to do so may result in termination of service. A criminal record does not necessarily constitute an automatic bar from service. Only convictions that are substantially related to the circumstances of the job will be considered. Volunteers must also have a signed Release of Information form on file with the school district. These are available online or in the Koenig office. See Board Policy 4120.09



Pet Visitation Policy

At this time, we are not having pets visit.

Pets often add teachable and memorable special moments to classroom experiences. Our policy requires teacher notification and written permission prior to the animal visit. Forms are available in the office. 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. An adult, preferably the parent of the student must accompany the animal during the entire visit, unless special arrangements are made and accepted by the teacher.

Koenig Calendar 2020-2021

September 8th School begins
September 9th “Acknowledgments” Virtual Assembly
September 14th “Kind Words” Virtual Assembly
September 14th Milk Money due for 1st semester
September 14th-Oct. 5th Benchmark Assessments
September 14th Raider Week! Celebrate being a Raider!
September 21st Morning Milk starts
September 21st Mindfulness Day
September 21st “KYHFOOTY” Virtual Assembly
September 21st -Oct. 2nd STAR Assessment Window
September 28th “Voice Level/Give Me Five” Virtual Assembly
October 5th Packer Day!
October 5th Fire Prevention Week
October 5th “Respect” Virtual Assembly
October 8th Mid-Quarters Reports go home
October 19th Yoga Day!
October 22nd “Responsibility” Virtual Assembly
October 26th Red Ribbon Week (Wear Red!)
October 29th Orange and Black Day
November 6th End of 1st quarter
November 9th Veterans Week
November 12th “Acceptance” Virtual Assembly
November 12th Ice Cream Day with Quarterly Awards!
November 16th-20th P/T Conference Week
November 19th PTO 6:30
November 24th Students Wellness Day
November 25th-27th Thanksgiving Break
December 10th Mid-Quarter Reports Go Home

Koenig Calendar 2020-2021 cont.

December 17th Pajama Day with hot chocolate with Mrs. McLinn

December 22nd Virtual Sing Along/Green and Red Day

December 23nd-Jan 3rd Winter Break-Enjoy!

January 5th School Resumes

January 7th "Manners" Virtual Assembly

January 11th Milk Money due for semester 2

January 18th Mindfulness Day

January 18th Crossing Guard Week!

January 18th Second Semester Milk starts

January 20th "Perseverance" Virtual Assembly

January 21st PTO Meeting 6:30

January 22nd End of Quarter

January 25th Spirit Week!

January 29th STAR Assessment window closes

January 28th Ice Cream Day with Quarterly Awards!

January 28th Report Cards go home

January 29th Benchmark window closes

February 3rd "Citizenship" Virtual Assembly

February 15th No School for students/Inservice

February 25th Student Wellness Day

February 25th Mid Quarter Reports go home

March 4th-12th RIF Reading Incentive Week

March 4th "RIF Kick Off" Virtual Assembly

March 10th Spring Pictures

March 15th-March 19th Spring Break

March 22nd-April 30th Forward 3-8 window

March 25th PTO Meeting 6:30

March 26th End of Quarter

April 1st Ice Cream Day and Quarterly Awards!

April 2nd and 5th No School

April 6th Forward Testing Begins-TBD

Safety Procedures Cont.

Harassment means behavior toward a student or group of students based, in whole or in part, on their sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or any other characteristic protected under State, Federal, or local law, which substantially interferes with the student's school or academic performance or creates an intimidating, hostile, or offensive school environment.

Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

What to do if harassed?

Students and all other members of the School District community, as well as third parties, are encouraged to promptly report incidents of unlawful harassing conduct to a teacher, administrator, supervisor, or District employee or official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with any of the District's Anti-Harassment Compliance Officers at his/her first opportunity.

Members of the School District community, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

If, during an investigation of reported act of bullying and/or harassment in accordance with Policy 5517.01 – Bullying and Harassment, the principal or his/her designee believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the principal or his/her designee will report the act of bullying and/or harassment to one of the Compliance Officers who shall investigate the allegation in accordance with this policy. The following individual serves as "Anti-Harassment Compliance Officers" for the District.– Dana McLinn.

Safety Procedures



Child Abuse and Neglect

Wisconsin State Law requires teachers to report any suspected case of child abuse or neglect to the Manitowoc County Human Service Department. Failure to do this can result in penalty to the teacher, principal, and superintendent. The Two Rivers Public School District follows the requirements of the law.

Weapons and Firearms

Any item brought to school to cause physical harm or used to threaten another student shall be considered a weapon. The Board of Education has set a policy of immediate suspension with the possibility of expulsion when students bring a weapon to school. In these cases, authorities will be contacted immediately for possible charges.

Items that students bring to school which are not considered regular school items and may be viewed as dangerous, regardless of intent, shall be taken away from the student and will only be returned when collected personally by a parent.

Discrimination and Harassment Policy

The Board of Education is committed to an educational environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

For purposes of this policy, "School District community" means individuals subject to the control and supervision of the Board including, but not limited to, students, teachers, staff, volunteers, and Board members. "

Koenig Calendar 2020-2021 cont.

April 22nd Joseph Koenig's Birthday Celebration! TBD
April 30th Grandparents' Day TBD
May 7th Mid-Quarter Reports Go Home
May 3rd-May 7th Teacher Appreciation week
May 3rd-May 14th STAR Assessment Window
May 10th Law Enforcement Week
May 19th Student Wellness Day
May 20th PTO Meeting 6:00
May 28th-31st No students Memorial Day
June 1st 4th/5th Track Meet TBD
June 3rd 4th Grade Farewell
June 9th K-3 Track Meet/Picnic Day TBD
June 10th Ice Cream Day and Quarterly Awards!
June 10th Last Day of School-Early release 12:45

School Hours 8:00 a.m. to 3:00 p.m.

Pre Kindergarten—4th Grade

Students should not arrive before 7:30 a.m. as children will be unsupervised. For their safety, please do not send them earlier.

Our instructional day begins at 8:00 a.m on Monday and runs through Thursday with no school on Fridays.

Student Departure

Students A-M will begin being dismissed at 2:45.

Last names N-Z will start dismissal at 3:05.

Walkers will be dismissed at 3:00.

School Closing/Early Dismissal

Occasionally it becomes necessary to close school because of extreme weather conditions. This decision is made by the District Administrator and should be announced before 6:30 a.m. Please listen to the following radio stations: WGBW-AM (1590) , WQTC-FM (102.3) , WCUB-AM (98) WOMT-AM (1240) , WLTU-FM 92.1 , WLKN-FM 98.1 WIXX-FM (101.1)

Please take a moment to sign up for our **Two Rivers Public School app!** It can be found in Google Play or the Apple Store.

School Wide Proactive Measures

Monthly Virtual Character Assemblies

Students and staff will meet monthly during virtual all school assemblies to teach and discuss what it means to be a positive Koenig citizen. Every child will be immersed in the seven pillars of character including respect, responsibility, honesty, trustworthiness, compassion, fairness and perseverance. Students will be given opportunities to demonstrate these characteristics and will be a part of the “Bucket Filling” concept where they will be recognized for their dedication to these traits. “Kids At Hope.”

Guidance Counselor

School counseling is a process designed to help students achieve optimum development in their personal growth. Counseling goals for students include positive behavior change, self-acceptance, and various personal improvement skills. Services are provided to all students in and out of the classroom by Mr. James Milske.

The guidance counselor facilitates classroom activities and is available for individual and small group counseling. A child, parent, or teacher can request to see the counselor. Please feel free to contact the counselor at 794-7522 ext. 2007.



School Resource Officer

The Two Rivers Public School District in cooperation with the Two Rivers Police Department employs three full-time School Resource Officers (SROs). One officer is assigned to the Two Rivers High School, one officer is assigned to LBC, and one to Koenig and Magee. All SROs are trained law enforcement officers assigned to our schools to assist in keeping our schools safe and acting as our Attendance Officers. They play an important role in the education of our children. They focus on student safety using the “Triad Model” which consists of law enforcement, student counseling, and law-related education. Officers may also be contacted by school personnel to assist with student safety issues.

Bullying Cont.

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 practice.



School Procedures

Parking/Pick Up/Drop Off

Bus Drop Off: The buses will drop off students on 11th Street. Please be aware of the bus drop off areas. The police department will ticket vehicles using this zone.

Drop Off: 7:30-8:00

1. Bus students will be dropped off on the 11th St. side of the school. Please DO NOT use this area for student drop off. These times have not been finalized yet.
2. Parent drop off will be the front entrance as well as the 12th St. side of the school-Door 6 only. These areas will be monitored by staff members. Parents, please do not exit your vehicle, rather have your child exit on the passenger side.
3. Walking students can enter the front entrance or 12th St. side as well-Door 6.
4. 4K students will be bused as well to the 12th St. 4 K entrance-Door 5. Please do not use this entrance.
5. Only students and staff are only allowed in the building. Please do your part with social distancing and say your goodbyes away from the building entrances.

End Of Day Procedures: Departure will begin at 2:45

1. Bus students will be dismissed as buses arrive. Once the bus is loaded it will depart.
2. Parents, please talk with your students about which location you would like to pick up; either in front or along the playground on 12th St. Students A-M will begin being dismissed at 2:45. This will allow siblings to be dismissed together. Last names N-Z will start dismissal at 3:05. Please do not park in these areas until 3:05 if you are the second wave. If you are picking up multiple children with multiple last names, please talk with your child's teacher about which pick up time you prefer.
3. Walkers will be dismissed at 3:00.
4. 4K students will be bused at the 4K entrance-Door 5. This door will not be used for K-4 students.
5. Only students and staff are only allowed in the building. Please do your part with social distancing and be patient with this process. Thank you!

Parking: When visiting school, cars should be parked in the "Visitor Parking" stalls in the school parking lot.



School Procedures Cont.

Parking Lot Safety Reminders:

For the safety of your children, please do not wait in the middle isle between the parking spaces and safety cones! Continue “circling” through until you see your child coming from inside the building.

Also, please do not park in the parking area and wait for your child to come out to your car. Students are then crossing traffic to get to this area.

Parents/ Visitors Entering the Building

At this time, we are not allowing parents/visitors into our schools. All doors are locked from 7:30-4:00. Please call the office at 794-7522 for any school related issues. A virtual appointment or phone call will be made

Please note: We want the family/school connection to be a strong one and still encourage you to contact school immediately when an issue arises or you have a question!



Bullying

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

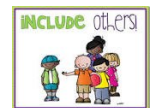
Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be isolated or repeated behavior. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; 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) 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.



Student Behavior and Procedures

To continue to improve the school atmosphere, attitude, and general climate, it is necessary to insist on appropriate student behavior. All elementary schools within the Two Rivers Public School District have implemented a discipline plan including a “clip up, clip down” chart system. Rules and consequences will be discussed with all students and copies will be sent home to all parents. Positive behavior will be rewarded throughout the year with the use of such things as activity days, good slip drawings, award recognition, etc. The responsibility for appropriate student behavior rests with the student.

Zones of Regulation: This curriculum is called Zones of Regulation. Using a cognitive behavioral approach, the curriculum’s learning activities are designed to help students recognize when they are in different emotional states called “zones”, with each of the four zones represented by a different color. In the activities, students learn how to use strategies or tools to stay in a zone or move from one zone to another. Students explore calming techniques, cognitive strategies and sensory supports so they will have a toolbox of methods to use to move between zones. It is very important to remember and teach students that there are no “good” or “bad” zones. The Zones of Regulation is intended to be neutral and free of judgement when helping students to recognize their level of alertness and feelings.



Positive Action: Positive Action is organized into seven units by grade level.

This allows educators to align an entire school behind Positive Action lessons and concepts. The program starts with helping students identify themselves and understand their Self-Concept. Students learn that self-concept means the way they think and feel about themselves, and that families and friends influence their self-concepts.

Bully Free Pledge

Bullying is not allowed in my school.
I will not hit, shove, kick, or punch anyone or anything.
I will not tease, call names or put people down.
I will not gossip or spread rumors.

School Procedures Cont:

Bus Transportation



Bus service is provided by Two Rivers Buses, Inc. Bus schedules and routes are published on the Two Rivers website. Questions should be directed to Two Rivers Buses, Inc. at 793-2541. Students are expected to act appropriately on the bus. Students are to remain seated at all times. Other rules will be at the discretion of the bus company. The Bus Company will revoke the bus privilege for repeated rule violation and a written report will be submitted to families. Registration for busing will be online on the TRPS website page prior to the start of the school year.

Bicycles/Skateboards/Roller Blades

A bike rack is provided for students who ride their bikes to school.

Bikes should be locked.

Scooters need to be folded and stored in a student’s personal locker or locked at the bike rack. Skateboards, roller blades also need to be stored in a student’s locker.

These items of transportation are not allowed on the playground for obvious safety reasons.

The school is not responsible for lost, stolen, or damaged bikes, skateboards, roller blades, etc.

Please make sure that you discuss proper safety procedures with your child concerning their mode of transportation. Also, make sure that they have the proper safety equipment.

Office Procedures

Attendance

Parents must call the school office (794-7522) in the morning if their child is unable to attend class for illness or other acceptable reasons. The school office is equipped with an answering machine if you need to call school before office hours. **Parents who do not call school to report their child's absence will be called at home or work for verification.** *If a student is absent for 3 or more days parents may be required to provide a doctor's excuse for the student to return.* Absences and tardies will be monitored on a monthly basis and information will be sent to families who are approaching the number of allowable days.

When your child is absent it is important to make arrangements to have your child's work picked up or a delivery can be made possible.

Telephone

If you are picking your child up early for any reason, please remember to send a note with your child in the daily folder and call the office. A staff member will meet you at the door with your child.



Illness/Injury

In the event that your child becomes ill or is injured at school, the parents will be contacted immediately. If the illness or injury is serious or possibly life threatening, emergency personnel will be called before parents. It is important that your child's Emergency Information is kept up to date and a person to contact is designated in the event the parent cannot be reached. School will use their discretion in calling home.

If your child is not feeling well in the morning, please keep him/her home. Many times the school calls the parents just after the school day starts because a child is ill and felt that way before leaving for school. Ill children do NOT belong in school. They should be fever free for 24 hours, without the aid of medication. If your child has a fever of 100 degrees or higher they will need to stay home.

Field Trips

At this time students will not be participating in field trips.

School sponsored trips to museums, parks, etc. provide a powerful educational benefit to classroom lessons. A parent's signature on the emergency card approving field trips serve as permission for all in district field trips for the entire school year. All out of district field trips will require special permission slips. Parental notification will be made for all trips.

Supplies



While the majority of the school supplies are provided by the school, students are expected to provide items such as gym shoes, scissors, rulers, erasers, pens, pencils, crayons, etc. Each teacher requires specific supplies. The supply lists are posted at the stores in the area and on our school page of the district website(www.trschools.k12.wi.us). **Please label gym shoes, art boxes, and any other major items.** If you have difficulty in purchasing needed items, please let the office know your circumstances and we will address your needs.



School Incentive Programs

Pick N Save and Piggly Wiggly no longer offer school incentives for store receipts.

Our two programs we ask you to support are:

“Box Tops For Education” and pull tabs for Special Olympics/Habitat For Humanity

School Fees Cont.

Materials User Fee

Fees are established by the Two Rivers School Board on an annual basis. The school board approved a \$10.00 fee to all students' in grades K-4 for the 2020-2021 school year. This fee may be paid on back to school night or should be sent with your child to the school office the first week of school.

School T-shirt

The cost of a shirt is \$5.00



Koenig Elementary purchases grade level t-shirts for every child. These T-shirts are worn on various days throughout the year. They instill team pride and allow everyone to share in that pride. They are also worn on class trips. This allows all students to be easily identified in the Koenig grade level shirts. We house the shirts in each classroom. They are washed right here at Koenig after every time they are worn. All students that pay for their shirts may wear them home after our all school celebration at the end of the year.

All fees must be put in a separate envelope and clearly labeled with the child's name, amount of money and the type of fee. You also have the option to pay online through our Rev Trak system.



Office Procedures Cont.

Emergency Information

All address and medical forms will need to be **completed online**. Please take a look on the website under Family Access. However, all new families will need to complete the original paper forms. If at any time throughout the year your information changes you need to call the school office at 794-7522. You must sign up for Family Access to complete all forms.

Nurse and Health Paras

The Two Rivers School District has a nurse and each building has a health para. They provide services to all of the schools in the district. The nurse can be contacted during the designated building times. Please contact the school office if you need to meet with the school nurse.



Medication

School staff, without first securing appropriate authorization, cannot administer medication including over the counter medications such as Tylenol and cough drops. If your child needs to have medication administered in the school setting, you must complete a medication authorization. Forms are available in the school office, online or from your family physician. The authorization form requires the signature of the parent (for non prescription medication) and both the parent and child's physician for prescription medication. Please pick up meds at the end of the school year.

Students are NOT allowed to carry medications to, from and within school. A parent or guardian must deliver medications to the school office.

School Fees

Online Payments

Two Rivers Public Schools now offers on line payment (REVTRAK) for lunch, morning milk, and user fees. Visit our website for more info.

Morning Milk Break and Snack

The Two Rivers Public Schools offers a morning milk break to all elementary students. Milk money is collected by the semester. The cost is \$23.00. A notice will be sent home in a timely manner. If you choose not pay for morning milk, please send a juice for your child. Students are also given the opportunity to have a healthy snack. It is important for your child to have healthy nutrition and keep the brain and body fed for him/her to do his/her best.

Please make sure your child has a healthy snack for everyday and it is individually wrapped!

Early Childhood is \$10.00

4K milk is \$13.00



School Fees Cont.

Breakfast/Hot Lunch

Breakfast and lunch is served daily to ALL students free of charge for the 20-21 school year.

Free/Reduced Lunch

Applications for free or reduced lunch and breakfast are sent home with each student the first week of school in fall. **One application per family needs to be turned in yearly.** The school district will notify you by mail whether or not you qualify. If your child qualified for free or reduced lunch/breakfast last school year, the status will carry over for the first 2 weeks of the new school year. You may also complete these forms online.

Cold Lunch

Students eating cold lunch may purchase a half-pint of milk for \$0.35. Please remember a nutritious meal should include a fruit/or vegetable, grain, dairy, and protein if you are planning on providing your child with his/her own lunch. Soda is not allowed as a drink for cold lunches.

