



# **L.B. Clarke Middle School**

4608 Bellevue Place  
Two Rivers, Wisconsin 54241  
Main Office (920) 794-1614



# **Family**

# WELCOME to

Dear Parents:

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

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

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

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

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

Sincerely,

Tim Wester  
Principal

Alex Ourada  
Associate Principal

***Take care of yourself. Take care of each other. Take care of this place.***

**L.B. Clarke Middle School Staff**

**Office Staff**

Mr. Wester	Principal
Mrs. Ourada	Associate Principal
Ms. Scherer	School Counselor
Ms. Wagner	School Counselor
Mrs. Zarn	Office Secretary
Mrs. Engstrom	Student Services Secretary

**Grade 5**

Mr. Ehle	Science
Mrs. LeClair	Integrated Studies
Mrs. Jansky	Integrated Studies
Ms. Waszak	Integrated Studies/Math
Mrs. Bauer-Sikhosana	Math/Science

**Grade 6**

Ms. Pantzlaff	Integrated Studies
Mr. Simpson	Math/Science
Ms. Mas	Integrated Studies
Mrs. Reeves	Science
Mr. Smith	Integrated Studies/Math

**Grade 7**

Ms. Scanlan	Integrated Studies
Mr. Thorne	Integrated Studies
Mr. Popp	Math/Science
Mr. Henrickson	Science
Mr. Erlandson	Integrated Studies
Mrs. Jacks	Math

**Grade 8**

Mr. Feest	Integrated Studies
Mrs. Jacks	Math
Mrs. Hegner	Integrated Studies/Science
Mr. Slattery	Integrated Studies
Mrs. Gauthier	Science
Mr. Gruenke	Math

**Pupil and Special Services**

Mr. Carreno	Psychologist
Mrs. Yang	Psychologist
Mrs. Bramstedt	Physical Therapist
Mrs. Gleichner	Title I

Mrs. Blashka	Behavior Specialist
Mrs. Luebke	Special Education
Mr. Bischoff	Special Education
Mrs. Schroeder	Special Education
Mr. Burdine	Special Education
Ms. Brantley	Special Education
Mrs. Kautzer	Special Education
Mrs. Reigles	Occupational Therapist
Mrs. Love	Speech/Language
Mrs. Tegen	English Language Learners

**Teaching Specialists**

Mr. Haag	Industrial Technology
Mrs. Collins	LMC/Library Services
Ms. Shallue	Spanish
Mr. Gehrke	Computer Technology
Mr. Helling	Physical Education
Mr. Linzmeier	Physical Education/Health
Mrs. Levknecht	Art
Mrs. LaFond	Chorus/General Music
Mr. Meulbroek	Band

**Educational Support Staff**

Mrs. Kiekhaefer	Mrs. Garcia
Mrs. Willert	Mrs. Meuer-Becker
Mr. Cisler	Mrs. Reimer
Ms. Powalisz	Mrs. Van Rooy

**Food Services and Noon Supervision**

Mrs. Watzka	Supervisor
Mrs. Parma	Secretary
Mrs. Eis	Mrs. Dodsen
Mrs. Belonger	Mrs. Krizizke
Mr. Jennings	
Mrs. Gates	

**Other Services**

Ms. Rohrer	Nurse
Officer Klumppan	School Resource Officer

**Custodial Staff**

Mr. Remiker	Head Building Custodian
Mr. Herman	Evening Custodian

**Our Vision:** We, at L. B. Clarke, empower all students to apply knowledge, skills, and attitudes to become creative problem solvers and responsible citizens.

**Our Mission:**

- We cultivate life-long learners who investigate/apply knowledge to succeed in a diverse world.
- We develop skills that promote team building and foster leadership.
- We create positive relationships that emphasize an attitude of tolerance and respect for others.
- We strengthen community pride by establishing partnerships among school, family and community.

COVID-19 INFORMATION FOR THE 2020-21 SCHOOL YEAR
<p>Due to the global pandemic caused by the Coronavirus, significant changes have been made to the way the school operates this year. We have added this section to outline these changes and important information.</p> <p><b>Cohort Model-</b> The school will operate on two student cohorts from the 2020-21 school year. Students will attend school two days per week in person and three days per week in a synchronous online format. Purple cohort students will attend on Mondays and Tuesdays and Gold cohort students will attend on Wednesdays and Thursdays. All students will attend abbreviated inline classes on Fridays. Parents may opt to have their child be a full-time eLearner as well.</p> <p><b>Classroom Measures-</b> Each classroom will house a maximum of 17 students depending on the square footage of the room. Student desks will be spaced six feet apart or more to allow for physical distancing. Each student will have a file storage box for their supplies and will keep it and their backpack and jacket at their desk. Lockers will not be used in 2020-21. High traffic areas will be cleaned throughout the day and the school will be sanitized nightly.</p> <p><b>One-Room Schoolhouse Model-</b> Students will remain in their advisory classrooms during the school day. Rather than students mixing and traveling throughout the school, teachers will rotate to the students in their classrooms. Students will leave the classroom for two Physical Education classes per day. They will eat lunch in the classroom and go outside for lunch recess. Face covering and brain breaks will be provided as necessary throughout the day.</p> <p><b>Health and Safety Procedures-</b> Students and staff will wear face coverings at all times when in the school building. Hand washing and the use of sanitizer will be encouraged and explicitly taught. Physical distancing will be maintained as much as possible in order to reduce the possibility of close contact.</p> <p><b>Attendance-</b> When students are ill and exhibit any of the symptoms of COVID-19, parents will keep students home from school. They may attend online if they feel well enough. If students show any symptoms and become ill at school, parents will be called to take the student home. It is essential to stay home when feeling ill in order to maintain the health of all.</p> <p><b>Computer and Technology Usage-</b> All students must uphold the technology use agreement signed at registration. L.B. Clarke has developed an eLearning matrix to make expectations clear for students and staff in the online classroom. Classes being conducted in online formats, such as Google Meet or Zoom, are subject to the same rules and expectations as a physical classroom. The eLearning matrix can be found on the next page.</p>



# LBC eLearning Matrix



	<b>Preparation</b> <i>How ready are you?</i>	<b>Respect</b> <i>How do you treat others?</i>	<b>Integrity</b> <i>Who are you when no one is looking?</i>	<b>Discipline</b> <i>Are you following the expectations?</i>	<b>Effort</b> <i>Are you being your best you?</i>
<b>eLearning</b>	<b>I am:</b> <ul style="list-style-type: none"> <li>Have all the materials I need.</li> <li>Attend Zoom meetings on time.</li> <li>Completing and turning in assignments on time.</li> <li>Have on school-appropriate clothing.</li> </ul>	<b>I am:</b> <ul style="list-style-type: none"> <li>Taking turns to comment during online lessons.</li> <li>Following voice volume expectations.</li> <li>Making respectful comments.</li> <li>Using respectful facial expressions.</li> <li>Treating my Chromebook with care.</li> <li>Using the chat box for answering or asking questions from the teacher.</li> </ul>	<b>I am:</b> <ul style="list-style-type: none"> <li>Turning in my own work.</li> <li>Using Zoom for school use only.</li> <li>Supportive of my classmates and their opinions.</li> </ul>	<b>I am:</b> <ul style="list-style-type: none"> <li>Attending all my classes, every day.</li> <li>On time.</li> <li>Following class procedures.</li> <li>Checking my email and all Google Classrooms daily.</li> <li>Completing my homework each day.</li> </ul>	<b>I am:</b> <ul style="list-style-type: none"> <li>Always persevering and trying my best.</li> <li>Asking for help when I need it.</li> <li>Actively participating.</li> <li>Creating thoughtful and neat work.</li> <li>Checking over my work.</li> <li>Helping others who might need assistance.</li> </ul>
<b>Technology</b>	<b>I am:</b> <ul style="list-style-type: none"> <li>Coming to class with my Chromebook fully charged.</li> <li>Using technology appropriately.</li> <li>Responsible for reporting any issues with my Chromebook to my teacher.</li> </ul>	<b>I am:</b> <ul style="list-style-type: none"> <li>Respectful of myself and others online.</li> <li>Keeping login, passwords, and private information private.</li> <li>Avoiding eating and drinking while using my Chromebook.</li> </ul>	<b>I am:</b> <ul style="list-style-type: none"> <li>Always citing sources of pictures and information.</li> <li>Always thinking before searching, commenting, and/or posting information online.</li> </ul>	<b>I am:</b> <ul style="list-style-type: none"> <li>Staying on task when using technology.</li> <li>Avoiding and reporting inappropriate sites and unsafe use.</li> <li>Taking technology breaks at appropriate times.</li> </ul>	<b>I am:</b> <ul style="list-style-type: none"> <li>Taking PRIDE in completing my best work.</li> <li>Focused on my school work during class time.</li> </ul>

Take care of yourself.  
Take care of each other.  
Take care of this place

## **BUILDING WIDE PROCEDURES**

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

1. Walk down the right side of the hall.
2. A single hand-up, referred to as "Give-me-Five," will be used to designate the need for attentiveness by being quiet and focusing on the speaker or main attraction.
3. "Raider Time" will be used by all teaching staff as a required task for students entering the classroom.
4. Allotted time will be given in classes for recording assignments into student planners.
5. Class is dismissed by the teacher, not the bell.
6. Student planners will be used for hall passes.
7. Students will take a reading book and assignment notebook to every class. It will be expected that spare time IS reading time.

## **The Raider Way PBIS Matrix**

### THE RAIDER WAY

	At LBC	Playground	Library	Hallway	Restroom /Locker Room	Pick-up/ Drop-off	Lunch Area	Assembly	Bus	Community Events
<b>TAKE CARE OF YOURSELF</b>	Be on time. Be where you need to be. Follow directions. Display good manners. Use appropriate language. Have all materials. Keep electronics out of sight. Control your body. Check Three Before Me.	Be a good sport. Line up appropriately when the whistle blows. Be responsible for your own actions. Use electronics, appropriately.	Use voice volume 0 or 1. Focus on your purpose.	Walk on the right side. Use voice volume 0 or 1.	Use voice volume 0 or 1. Focus on your purpose. Maintain personal hygiene. No electronics; prohibited by law.	Stay in designated area and watch for traffic. Walk to vehicle.	Use voice volume 1 or 2. Display good table manners. Bring cold lunch and outdoor apparel to the cafeteria.	Use voice volume level 0 unless directed. Stay seated in your assigned seating area.	Stay seated, especially <u>when bus is moving</u> . Use voice volume 1 or 2.	Appropriately display school pride. Use appropriate voice volume.
<b>TAKE CARE OF EACH OTHER</b>	Walk at all times. Help others when needed. Respect other's personal space and property. Use respectful language towards others.	Hold others accountable to the rules. Include others in games.	Be respectful of others who are reading or working. Small groups should maintain voice volume 1. Share pillows and flexible seating.	Greet one another and help others as needed. Gently close locker doors.	Respect the privacy of others. Respect the property of others.	Aware of surroundings. Report unusual, unsafe, and inappropriate activities to school staff.	Walk to and from lunch tables. Include others.	Look at and listen to the speaker. Walk to and from your assigned seating area.	Hold others accountable to the expectations.	Help and encourage others when appropriate.
<b>TAKE CARE OF THIS PLACE</b>	Respect school and personal property. Clean up after yourself. Keep cubbies and lockers organized. Put trash in appropriate receptacles.	Use equipment properly. Pick up necessary playground equipment.	Follow checkout/return procedures. Quietly push in chairs and return things to where you found them. Treat library materials with respect.	Keep lockers and locker area clean.	Flush the toilet. Put personal belongings in <u>locker</u> when not in use.	Engage in behaviors that reflect positively on your school and community.	Use chairs and tables appropriately.	Use bleachers and chairs appropriately.	Open and close windows as directed. Keep materials within your backpack.	Utilize materials and equipment as directed.

**Behaviors are reported to parents separate from academics. Up to three times per quarter, advisors will use a Raider Way rubric to report on student behaviors.**

### **TITLE I STATEMENT**

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. Parents have a right to inquire that all teachers and paraprofessionals have met state qualifications.

### **ADVISOR/ADVISEE**

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

- Advisors will communicate with each advisee's parents at least once a week.
- In-school conferences with parents are scheduled with the advisor twice a year.
- Advisors will document student progress using a progress monitoring system.

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

- Monday: Circle Talks- Each Advisory has an informal discussion as a group about what happened over the weekend, life events, fun stories, etc. This helps form a family connection within each group.
- Tuesday: Conferencing/Goal Setting/Time Traveling
- Wednesday: Conferencing/Goal Setting/Time Traveling
- Thursday: Conferencing/Goal Setting/Time Traveling
- Friday: Activity Day- Advisor groups participate in fun games and activities including competitions within grade levels and grade levels competing against each other.

### **AFTER SCHOOL RESOURCE CENTER**

L.B. Clarke offers an After School Resource Center for students to get the assistance of a teacher if needed. This resource is for students who have great difficulty in completing their work on time and with quality of performance. It is also an opportunity for re-teaching skills and concepts that students need for academic success. It is held twice a week in each grade level from 3:30–4:15pm. Busing is available to students at 4:15pm.

### **ALCOHOL, TOBACCO, and OTHER IMPAIRING SUBSTANCES**

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

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

### **ASSEMBLY PROGRAMS/PROCEDURES**

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

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

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

### **ASSIGNMENT NOTEBOOKS**

All students at L. B. Clarke are required to use an assignment notebook throughout the year to help stay organized. Parents are encouraged to check their student's notebook at home on a regular basis to stay informed about schoolwork. The school assignment notebook also has a section which will also serve as a hall pass for students. The notebook is provided to each student at the beginning of the year and is designed to last the entire

school year. Replacement cost is \$3.00. Replacement copies may be purchased at the school office. Students are required to have their assignment notebook as a pass, or they will be immediately returned to the classroom.

### **ATTENDANCE POLICY**

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

#### **Excused Absences**

Excused absences include personal illness, severe illness or death in the family, court appearances, necessary health appointments, school sponsored activities, and other reasons which have been approved by the school administration in advance of the absence. All **excused absences** require parent-guardian verification to be submitted to the school attendance office or designee in advance of the absence or prior to re-admittance to school. Planned absences require prior written notification. When a student is absent due to illness or other unexpected event, his/her parent/guardian must call the school **by 7:55 a.m.** (794-1614). Failure to notify the school will result in a phone call from the school to the home or the workplace.

We understand that time spent together as a family is an important part of family life. However, the instructional process does not stop when students are not at school. Lost instructional time cannot be recovered or recreated. We strongly encourage families to schedule vacations around the existing school vacation days. If you must schedule a trip or other extended absence that will occur during scheduled school days, please notify the office and have your child complete an Anticipated Absence form with his/her grade level teachers. These forms are located in the office and provide the opportunity for your child to have his/her work outlined ahead of time. Additional work may be assigned when your child returns due to missing classroom activities.

#### **Early Dismissals**

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

#### **Unexcused Absences (Truancy)**

Students absent from school for reasons that do not fall under those listed above shall be considered truant. Students may not participate in extracurricular activities should they fail to complete make-up work as a result of an unexcused absence. Truant students will be permitted to make-up an assessment missed during an absence.

#### **Habitual Truancy**

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

The School Board has adopted a truancy policy in conjunction with state law. This policy is available in the school office upon request for your information. Frequently absent students may be subjected to other sanctions including restrictions from reward or extra-curricular activities and time spent after school.

#### **Make-up Policy**

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

(announced or unannounced), or any other work designated by a teacher and taken into account by a teacher. They must report to their teacher to ask for make-up work and make arrangements to complete it.

- Full day absences: A student has two days to make up the work for each day absent\* unless other arrangements are made with the teacher (\*Up to a total of 5 days for work completion). Individual teachers may consider circumstances which require a longer time to complete the make-up work, arrangements for additional time must be made with the instructor immediately after the student returns to school. Tests previously scheduled for the day of the absence will be made up on the day of the return if they have not missed more than one class period previous to the scheduled test day in that subject.
- Period absences: If a student is absent for one or more periods during a school day (dental, doctor appointment, in-school illness - health, etc.), assignments or tests must be made up by the next school day. If the student must make up an assignment or test in more than one class, it should be done in the order of the student's class schedule.
- Prearranged absences: All make-up work should be completed prior to the student's absence unless the teacher and an administrator have agreed to postpone the make-up work until after the absence. This includes unit quizzes and major examinations.
- Suspended students may make up homework, quizzes and tests as any absence.

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

### **Tardiness**

Tardiness is another form of absence. Students who are tardy may be required to make up time in whole or in part during morning recess, noon recess, or after school time. Excessive tardiness can lead to truancy.

### **Students Leaving School**

Students must check in and out of the school office when they leave and return to school. A student may not participate or practice in after school activities if he or she is absent the afternoon of the school day. If a student is at school and does not feel well, they must call home from the office. Texting or calling a parent without the knowledge of the office is not allowed.

### **BICYCLES**

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

### **BOX TOPS FOR EDUCATION**

Please save Box Tops for Education and send them to school with your child. Each box top is worth \$.10. We will have Battle of the box Tops four times a year, and all money raised goes directly to benefit Clarke kids. Please cut them out and bundle them in groups of ten for easy counting and send them to school with your child. You can also scan your box top receipts at [btfe.com](http://btfe.com) or by downloading the Box Top For Education App! Have your relatives, neighbors, and coworkers save too! Together Everyone Achieves More!

### **BULLYING POLICY**

#### **Introduction**

The Two Rivers Public School District strives to provide a safe, secure and respectful learning environment for all students in school buildings and on school grounds, on school buses and at school-sponsored activities. Bullying has harmful social, physical, psychological and academic impact on the bullies, the victims and the bystanders. The

district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

### **Definition**

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

Bullying behavior can be, but is not limited to:

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

### **Prohibition**

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

### **Procedure for Reporting/Retaliation**

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

### **Procedure for Investigating Reports of Bullying**

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

### **Sanctions and Supports**

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

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

### **Disclosure and Public Reporting**

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

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

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

### **BUS TRANSPORTATION**

Both Two Rivers Buses, Inc. and the Two Rivers Board of Education are eager to provide safe and comfortable transportation for every child entitled under the law to be carried to school at public expense. Accordingly, all students riding the bus must be thoroughly familiar with some of the significant policies affecting their transportation as outlined in the following statements:

- Riders are expected to conduct themselves in a manner that will not distract the driver from the job of operating the bus.
- State regulations demand that pupils be seated while the bus is in motion
- Bus drivers are in complete charge including student discipline while operating the bus.
- Misconduct on the bus will be handled as follows:
  - The bus driver will report acts of misbehavior on a form provided.
  - The school principal, Discipline coordinator, Police Liaison, and/or a representative of Two Rivers Buses will discuss the problem with the rider involved.

Parents will be sent a copy of the misconduct form with a suggestion to call Two Rivers Buses (793-2541). If necessary a temporary suspension of riding privileges will go into effect. Bus-riding privileges may be suspended until the school and the bus operator agree to reinstate riding privileges. A serious act that endangers the safety of self or other riders may result in immediate riding suspension.

Riders are not permitted to board or get off bus except at home or school unless special arrangements have been made with Two Rivers Buses. Students must be at their assigned stop when bus arrives or if bus is late and students return to the house, some type of marker should be left at the bus stop. However, the student should keep in mind that it is his/her responsibility to be at the stop when the bus arrives. Pickup points are established as close as possible to the home but whenever necessary a short walk to the bus stop will be required. *Complaints or problems regarding bus riding should be referred to Two Rivers Buses, 793-2541.*

### **CLUBS**

L.B. Clarke offers clubs that meet throughout the year such as Chess club, Art Club, Magic the Gathering. Information will be dispersed via the Friday Newsletter.

### **CODE OF CLASSROOM CONDUCT (School Board Policy)**

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

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

#### **I. GROUNDS FOR REMOVAL FROM CLASS**

A student may be removed from class for conduct or behavior which (a) violates the District's policies regarding suspension or expulsion; (b) violates the behavioral rules and expectations set forth in the Student Handbook(s); (c) is disruptive, dangerous or unruly; (d) which otherwise interferes with the ability of the teacher to teach effectively; or (e) which is incompatible with effective teaching and learning in the class. Removal is a serious measure and is not imposed in an arbitrary, casual or inconsistent manner.

Behavioral expectations are always more constructive, and more likely to be followed when their terms are communicated as clearly as possible to students and staff. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every inappropriate circumstance that would justify removal under this code. A teacher's primary responsibility is to maintain an appropriate educational environment for the class as a whole. Therefore, notwithstanding the provisions of this code, in every circumstance the teacher should exercise his or her best judgment in deciding whether it is appropriate to remove a student from class.

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

The District Policies regarding suspension and expulsion are set forth in codes 5500, 5610, 5772, 5530, 5516 and 5611. It should be noted that decisions regarding suspension are made by building administrators, and recommendations for expulsion are made by the district's central administration. Thus, a teacher's decision to remove a student from class for behavior that violates the district's policies regarding suspension and expulsions may, but does not necessarily, mean that the student will also be suspended or expelled.

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

This handbook contains behavioral expectations for students at L. B. Clarke.

**Behavior which is disruptive, dangerous or unruly** - The following behaviors are some examples determined to be disruptive, dangerous, or unruly:

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

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

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

#### **Behavior which is inconsistent with class decorum and the ability of others to learn**

In addition, there may be grounds for removal for behavior that, though not necessarily in violation of the provisions above, is consistent with basic classroom decorum. Such behavior may, in the determination of the teacher, warrant removal because of its interference with the ability of others to learn effectively. Repeated behavior includes, but not limited to, sleeping in class, blatant inattention, not having needed materials to participate, or other overt or passive refusal to engage in class activities.

## **II. OTHER REASONS FOR REMOVAL FROM CLASS**

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

## **III. PROCEDURES FOR REMOVING A STUDENT FROM CLASS**

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

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

## **IV. PLACEMENT PROCEDURES**

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

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

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

## **PARENT/GUARDIAN COMMUNICATION**

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

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

## **REMOVAL AND PLACEMENT PROCEDURES FOR STUDENTS WITH DISABILITIES**

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

## **CODE DISSEMINATION**

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

## **COMPETENCY POLICY**

The district requires that all students demonstrate competency in the areas of Reading and Math. To do so, students must score at a predetermined proficiency level on the STAR assessment and the *Forward* exam administered to all eligible students. Those who score below the required proficiency level may receive additional assistance through individual teachers, Response to Intervention, or specialists, including our Title program. Opportunities to demonstrate competency on these tests will be provided three times each year (fall, winter, spring). Students who have not met requirements of the policy may be dually enrolled between grade levels (or between the high school and middle school) in the specific academic area of need.

## **COMPUTER USAGE**

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

Specific **prohibitions** include:

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

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

## **DANGEROUS WEAPONS**

In accordance with sec. 948.60, Stats., and sec. 948.61, Stats., students are prohibited from possessing weapons (as defined by sec. 939.22 (10), Stats.) on school premises. Anyone violating this policy will be

immediately suspended from school and referred to local police department and other responsible outside agencies. Students found to have violated this policy may be considered for expulsion.

### **DIRECTORY INFORMATION**

Please be advised that School Board Policy allows for the public release of the following student record information referred to as directory data: student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received including honor roll information, and the name of the school most recently attended by the student. Parents or guardians objecting to the release of any of these categories may obtain a waiver requiring their signature that restricts access to this general information from the office.

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

### **BEHAVIOR EXPECTATIONS**

It is the philosophy of the Two Rivers Public School District that in order to provide the most beneficial instructional program, students must be provided with an orderly learning environment. Student behavior that disrupts such an environment will not be tolerated. The policy of L.B. Clarke Middle School is to prevent disruptions before they occur through effective organization and instructional practices.

Students are expected to be responsible for their own behavior. The school encourages students to take pride in themselves and in their school. Disruptive behavior or influence will be dealt with in such a way as to protect the rights of the total student body while developing responsibility in the individual student. Every possible effort to notify and communicate with parents regarding student behavior will be made.

***Take care of yourself. Take care of each other. Take care of this place.***

### **Student Expectations**

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

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

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

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

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

- Student conferences
- Parent contact and/or conference
- Referral to counselor, school psychologist, student support program, legal authorities and/or outside agencies
- Financial settlement (property damage)
- Collection of inappropriate personal property
- Dismissal from classroom or study area
- Restricted privileges
- Police Resource Officer intervention
- Before school, after-school, or lunch detentions
- In-school or out-of-school suspension (up to 5 days for each offense)
- Expulsion

A parent contact will be required each time a student is directed to leave a classroom because of inappropriate behavior. The protocol for communication should be with the teacher. If you are not satisfied with the results of this communication you should contact the associate principal, Alex Ourada, or the principal, Tim Wester. If you are still unsatisfied, contact our district administrator, Ms. Lisa Quistorf.

Self-discipline is a key characteristic to being a productive citizen. Students who display inappropriate behavior on a consistent basis are generally signifying that the need additional help regulating appropriate behavior. In such cases, other school and/or outside intervention will be explored including but not limited to:

- counseling services
- behavior management contract
- behavioral observation
- school board intervention
- police resource officer intervention

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

### **Behavior Infractions**

**Minor Offenses (Classroom Managed)**- When students are not cooperating in class, the teacher has several options. First, the teacher can use in-room consequences to control the student including but not limited to seat assignments, holding after class, calling home, or an office referral.

A discipline referral will be issued for inappropriate behaviors such as, but not limited to:

- Academic Dishonesty
- Damage to Property
- Deception/Dishonesty
- Defiance
- Disrespect
- Disruption
- Dress Code
- Inappropriate Language/Gesture
- Personal Device Violation
- Physical Contact
- Technology Misuse
- Unsafe Behavior

**Major Infractions (Office Managed)** are behaviors that are considered very serious and threaten the school educational environment in more severe ways. They require more serious consequences, including possible legal or

social service referrals when appropriate. **Only designated office personnel (principal, assistant principal, discipline coordinator) will interpret major rules infractions.**

- Alcohol, Drugs, Tobacco Use/Possession
- Defiance/Disrespect/Disruption
- Harassment
- Inappropriate Language/Gesture
- Insubordination
- Physical Aggression
- Stealing
- Technology Abuse
- Threats
- Vandalism
- Weapons

### **Consequences for Truancy**

All truanies will be referred to the School Resource Officer for a possible citation and court appearance. Repeated truanies will be referred to municipal court in accordance with state law and local ordinance. Truant students will be required to make up all classroom assignments and assessments.

**Detention Period Policy-** The detention period will be Monday-Friday from 3:30 until 4:15 PM. Students exhibiting unacceptable behavior during detention may be held longer. Students will be expected to serve the detention on the assigned day unless absent. (Athletic events are **NOT** exceptions.) If a student is absent, it is expected that the student will serve the assigned detention on the day of his/her return to school. Failure to serve an assigned detention may result in an in-school suspension. While in the detention room, students are expected to either do class work or complete activities related to conflict resolution. This will be determined by school staff on an individual student basis.

**In-School Suspension/Student Services Room-** Students who have been removed from a classroom or students who have been placed on in-school suspension by the principal or designee will report to the designated suspension/time-out room. Parents will be notified of their child's assignment to in-school suspension at work or at home by office personnel. A parent/teacher/student conference may be required prior to a student returning to class.

Once a student is placed in this room, he/she is expected to follow the rules for the room and cooperate with the supervisor at all times. Students are expected to work on classroom assignments and/or have appropriate reading material for use while in the in-school suspension room. Students may be required to complete activities related to conflict resolution. **THIS IS NOT FREE TIME FOR THE STUDENT.** Failure to cooperate can result in more serious consequences including suspension or referral to the School Resource Officer for disorderly conduct.

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

**Suspension-** In accordance with Wisconsin State Statute 120.13 (1) (b) and (c), students who have cases of repeated or flagrant violations of school rules or when a student's behavior threatens the health, safety and welfare of others, or endangers the property, health or safety of any employee or school board member of the

school district in which the pupil is enrolled, a student may be suspended from school. Suspensions will be handled in accordance with state law and school policy. Students may be suspended out-of-school for up to five days. In cases where an expulsion hearing is pending, a student may be suspended for fifteen days. Students may also serve an in-school suspension for up to three days. In such instances, students would report to a designated room for the day and all other penalties and requirements will apply. When students are suspended from school they are prohibited from being on school grounds or participating in any extra-curricular activities for the period of the suspension. As in all other student disciplinary matters, due process is given to all students.

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

### **DISCRIMINATION COMPLAINT PROCEDURES**

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

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

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

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

### **DISORDERLY CONDUCT/SCHOOL DISRUPTIONS**

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

### **DRESS CODE**

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

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, inflammatory or implied messages on my clothing? (no)

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

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

**This list is not meant to be exhaustive; rather it is intended to provide some idea of acceptable dress.** Students dressed inappropriately may be asked to remove the item, change into other clothing, turn the item inside out, or call parents to bring appropriate attire to school. This includes dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder.

Students may not return to class until they have complied with the dress code rules. Further actions may result for students who repeatedly choose to not follow the dress code.

### **ELECTRONIC DEVICES**

Electronic devices (cell phones, iPods, tablets, etc.) are to be kept out of sight and silenced during the school day. Some classroom policies may require students to park devices in a "cell phone garage" so they do not cause distractions during learning time. **Personal use of these devices is allowed during recess only.**

**\*\*It is a state law that electronic devices may not be used in restrooms or locker rooms.\*\***

Any inappropriate use of the electronic device (phones that are seen or heard during the school day, use in the bathroom or locker room, cyber bullying, etc.) may result in confiscation of the device and turned into the office to be picked up at the end of the day.

### **EMERGENCY INFORMATION**

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

### **EMERGENCY PROCEDURES**

The school will conduct drills periodically to practice procedures in emergency situations. Every drill must be approached as if it were an actual event and will practice the techniques of coping with emergencies. Each classroom has posted procedures for tornado and fire drills.

### **FEES**

Fees are established by the school board on an annual basis. All students will be assessed a \$20.00 Book and Materials fee. An additional charge will be levied in the event that a student fails to return his/her physical education lock. Similarly, students are responsible for books and other school-owned materials under their control. Fines may be assessed to recover the value of lost, damaged, or stolen school property. An optional \$20.00 Chromebook insurance fee will be assessed to those interested families. This insurance covers any accidental damage to the Chromebook and is not subject to any repair charges.

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

### **FIRE REGULATIONS**

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

### **GRADING POLICY**

**Zeroes** are not an option at L.B. Clarke. All work must be complete by students. Meeting and showing mastery in grade-level standards is the expectation and goal at L.B. Clarke Middle School. Assignments are given and must be completed by students. An incomplete grade, INC, will be given to all work that is not completed on time. The INC will be changed to a grade after the assignment is complete and has been turned in to the teacher.

**Re-takes and Re-dos** are encouraged at L.B. Clarke. Students have the opportunity to redo an assignment or an assessment to reflect mastery and understanding. Once a student has initiated this process by requesting a re-take, they must show how they have prepared differently to master the material. This requires filling out a *Request to Re-test* form and having a conference with the classroom teacher. The teacher may use a different form of the test or require an alternate assignment to show mastery of the original skills/content. Students will not be allowed to re-do assignments during regular class time or at any time during the school day. Extenuating circumstances will be handled on an individual basis.

**Homework** is used for practice to reinforce lessons that have been taught in the classroom. Assigned homework will be short, focused, and students should be able to complete it independently. We want students to successfully complete practice work to reinforce lessons from the school day.

**Formative assessments** may include class work, projects, homework, discussions, or other activities. Formative assessments are meant to inform the teacher and the student on progress and next steps in learning. These assessments are often not graded as it is part of the learning process.

### **Incomplete/Missing Homework or Class Work**

- Any student with 2 or more missing assignments may be required to stay after school on Thursdays to complete their work. Grade level teachers may determine another time to be available for students to complete late work as well. Parents will be notified by the teacher/advisor if a student is required to stay after school.

- Incompletes will not be assigned to work that is late due to an excused absence. This work must be done in accordance with L.B. Clarke's absence policy. Teachers will provide the work to the student within 24 hours of the student's return to school.
- If a student refuses to complete work, the teacher must contact the parent to inform them of the academic issues occurring in the classroom by the student.

### **GYM UNIFORMS**

Physical Education activities often cause students to perspire or to be involved in activities that cause stress on "street wear" or require free movement. For these reasons all 5th, 6th, 7th, and 8th grade **students are expected to change into different clothing** to wear appropriate for the gym environment. Shorts or sweatpants, a t-shirt or sweatshirt, and gym shoes are acceptable and appropriate. (Regular pants, skirts/dresses, street shoes, button shirts, and street shoes are not.)

### **HOUSE/TEAM STRUCTURE**

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

### **LOCKERS**

All students will be assigned a locker by Advisor assignment. Students are not to switch lockers without approval. The school lockers are the property of the district, and periodic inspections may be conducted by school authorities including police school liaison officers "with reasonable suspicion" at any time, without notice, without student consent, and without a search warrant", in accordance with Wisconsin Statute Chapter 944 (Board policy 5771). **Lockers are expected to be kept clean. No tape, stickers, or glue may be used on or in lockers.** Damages will be collected if a locker is treated improperly. Physical education lockers and a combination lock are provided for each student to store clothing. 8th grade students will have lockers with a lock and combination.

### **LOST AND FOUND**

A lost and found area is established in the cafeteria. Parents can help reduce the number of lost items by labeling all items (sweatshirts, jackets, school supplies). Clothes left in lost and found will be donated to St. Vincent DePaul about **once a quarter**. L.B. Clarke Middle School assumes no liability for lost, stolen, or donated articles.

### **LUNCH/BREAKFAST PROGRAM**

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

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

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

Prices are \$1.80 for breakfast and \$2.60 for lunch. Reduced prices for those who qualify are \$.30 and \$.40 respectively. Payment for the meal programs, except the a la carte which is cash only, must be made weekly or monthly by cash or check made payable to the Two Rivers Public Schools. Payments can be sent to school with your child and paid in our office or mailed (Attn: Lunch Accounts, 4608 Bellevue, Two Rivers, WI. 54241) and will be recorded under the "head of the household's" name. These payments will cover every child in your family regardless of which school they attend. **Applications for free or reduced meals are available in each school office. Please seek assistance from the office staff if you need help completing the form.**

To obtain information about your lunch account, you may either contact the school hot lunch program at (920) 793-7172 or via a computer with internet access. To use the "Family Access" internet site you must have your access code available. If you are in need of this, contact Shannon Zarn in the L. B. Clarke office, 794-1614.

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

### **STAR ASSESSMENT**

All students in grades 5 through 8 take the district assessment, STAR, in Reading and Math. These assessments are used as a tool for academic progress monitoring. The following time frames are rough estimates when the STAR assessment will be administered.

Fall – mid September-October

Winter – mid January

Spring – end of April- May

### **MEDIA COVERAGE**

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

### **MEDICATION**

#### **Non-prescription Medications**

According to School Board Policy #5330, "Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Only those nonprescription drugs that are provided by the parent or guardian in the original manufacturer's package which lists the ingredients and dosage in a legible format may be administered."

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

#### **Prescription Medications**

Prescription medication will not be administered without permission from a doctor. A form must be signed by the doctor and filed with the school. All medication must be kept in the school office in its original container. Students will take their medication in the school office under supervision. Parents of students with severe allergies requiring that they keep medication on them at all times must also file a form, signed by a physician, indicating the need for the exception.

### **PARENT-TEACHER ORGANIZATION**

The L.B. Clarke PTO is an organization open to all parents, staff, and citizens who are interested in promoting quality education at Clarke Middle School. The PTO sponsors a book fair, as well as other fundraisers with all proceeds donated back to the school. Shoparoo is an app that L.B. Clarke uses that earns money from scanned receipts from places that sell food or hygiene products. Our school receives a portion of the scanned receipts. PTO meetings are held in September, November, January, March, and May at 6:30 p.m. in the LMC (Library Media Center). **PLEASE JOIN US!!**

### **PARKING - STUDENT DROP OFF AND PICK UP**

L.B. Clarke has established TWO drop-off/pick-up areas for this school year. **Do not use the teachers' parking lot on the south side of the building for student drop-off or pick-up.**

- Students in the 7th and 8th grades will use the front circle drive
- Students in the 5th and 6th grades will use the circle drive at the back side of the school.
- These are the only areas designated for pick-up/drop-off.
- Please remind your child that they should NOT walk between cars or through traffic. Children should only cross at the corners or crosswalks.

#### **FRONT CIRCLE DRIVE (7th and 8th Grade):**

- Please pull as far forward as possible.
- You may be asked to drive back around if your child takes too long to exit school.
- There will be ONE lane of traffic through the circle drive. There is nothing so important we can forget safe driving and risk the safety of a child. Be a kind and thoughtful driver. Together, we will keep our children safe.

#### **BACK CIRCLE DRIVE (5th and 6th Grade):**

- Please pull as far forward as possible up to the STOP line.
- DO NOT drive over the center hashed area in the circle drive.
- You may be asked to drive back around if your child takes too long to exit school.
- You may pull out into the bypass lane and leave once you have picked up your child, but please drive slowly and do not double park.
- Students may only be in the hashed areas near the school.
- Only bus traffic is allowed in the parking lot next to the gym and the bus only lane

### **OFFICE PHONES**

There is a phone in the office for student use. Students must have permission from office personnel before using.

### **PLAYGROUND REGULATIONS (Morning)**

Students arriving at school before 7:50 a.m. are to meet on the playground behind the school. Grade levels have designated places to line up to enter the building. Procedures will be practiced in the first days of school.

### **POLICE-SCHOOL RESOURCE OFFICER**

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

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

### **PUPIL HARASSMENT**

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

### **REASONABLE AND NECESSARY FORCE**

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

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

### **SCHOOL HOURS**

Regular School Day	7:55 a.m. – 3:25 p.m.
Early Release	7:55 a.m. – 1:05 p.m.

### **SEXUAL HARASSMENT**

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

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

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

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

1. Unwelcome or unwanted sexual advances. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact which is considered unacceptable by another individual.
2. Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment status.
3. Verbal abuse or joking that is sexually-oriented and considered unacceptable by another individual. This includes commenting about an individual's body or appearance where such comments go beyond mere

courtesy; telling “dirty jokes” that are clearly unwanted and considered offensive by others; or any other tasteless, sexually-oriented comments, innuendoes, or actions that offend others.

4. Engaging in any type of sexually-oriented conduct that would unreasonably interfere with another’s work or school performance. This includes extending unwanted sexual attentions to someone such that personal productivity or time available to work at assigned tasks is reduced.
5. Creating a work or school environment that is intimidating, hostile or offensive because of unwelcome or unwanted sexually-oriented conversations, suggestions, requests, demands, physical contacts, or attentions.
6. Creating a work or school environment that is intimidating, hostile or offensive because of the existence at the work-site of sexually-oriented materials including, but not limited to, photographs and posters.

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

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

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

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

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

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

### **SCHOOL PICTURES**

Each year the middle school will have individual pictures taken. Picture packet information will be sent home before pictures are taken. Retake days will be scheduled and communicated with parents.

### **SNOW DAYS and SCHOOL CANCELLATIONS**

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

### **SMOKING/TOBACCO PRODUCTS**

The use of tobacco, by smoking or other means, is **illegal** on school grounds by ALL persons, including adults, by state and local laws. This includes tobacco products and vapes, Juul, or any other sort of e-cigarette.

### **SPECIAL PROGRAMS/SERVICES**

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

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

**Guidance**-The School Counselor and Associate Principal are available to work with student problems. Parents, teachers, and students can refer issues to the Guidance Department.

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

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

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

### **SPORTS/EXTRA CURRICULAR ACTIVITIES**

L.B. Clarke Middle School has a no-cut policy for participation in sports. However, students must meet certain eligibility rules before going out for a team or for staying on a team (See the Athletic Policy at the end of the Code of Conduct).

#### **Girls sports**

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

Winter - Swimming (5, 6, 7, & 8), Wrestling (5, 6, 7, 8), Basketball (7 & 8), Cheerleading (5, 6, 7, & 8)

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

All Year- Destination Imagination (5, 6, 7, & 8)

#### **Boys sports**

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

Winter - Swimming (5, 6, 7, & 8), Wrestling (5, 6, 7, 8) Basketball (7 & 8), Cheerleading (5, 6, 7, & 8)

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

All Year- Destination Imagination (5, 6, 7, & 8)

**Any questions contact the Middle School Athletic Director, Mr. Alex Ourada.**

### **STUDENT PUBLICATIONS**

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

### **STUDENT SEXUAL HARASSMENT**

The Two Rivers School District in compliance with Wisconsin Statutes II 8.13, 111.3 2(13), Title XI and Chapter 227 and applicable Board Policy (5517 and 3362), will maintain a learning environment free from any form of sexual harassment or intimidation toward and between students, staff, and visitors to the district. The school

will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders. Examples of prohibited conduct:

- A. Unwelcome or unwanted physical contact
- B. Requests or demands for sexual favors
- C. Abuse communicated verbally or in writing
- D. Display of sexually graphic or explicit materials

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

### **SUMMER SCHOOL**

The Two Rivers School District provides the opportunity of summer school. Summer school provides enrichment classes as well as required courses for students that have not met exit criteria.

### **TITLE I**

Title I is a federal grant program designed to give educational support to students identified as low achieving in read and math so they are able to reach proficiency. The program helps ensure that all children meet challenging state academic achievement standards.

It is the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment that enables children receiving Title I services to achieve proficiency. It is the parents' responsibility to support their children's learning (monitoring attendance, homework completion, and extracurricular time; volunteering in the classroom; participating in decisions relating to the education of their children). Student success is strengthened by communication between teacher and parents on an ongoing basis.

### **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 may include suspension, expulsion, and/or referral to legal authorities. Students who damage or lose school property through negligence will be required to pay the full cost for the replacement of the damaged or lost article. Students will not be expected to pay for damage which occurs through normal usage.

### **VISITORS**

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

### **RECOGNITION AND CELEBRATIONS**

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

- **School sponsored activity nights** and other activities will be available for students who have demonstrated positive behavior. ***Students must have been in attendance at school on the afternoon on the day of the event in order to participate.***

- **End of the Year Trips**-Special trips require special considerations for safety, including student ability to positively demonstrate personal responsibility and to follow directions.
- **Various spontaneous and earned rewards**

**8th Grade Washington, D.C. Trip** - This is a special field trip offered to 8th grade students only. The distance, over-nights, rigorous schedule, and locations traveled require extremely high levels of confidence in each student's behavior and health. A waiver may be required if the office determines any of the following criteria have not been met:

- **Behavior:** Student has demonstrated responsible behavior and respect towards others.
- **Attendance:** Student has less than 10 absences.
- **Academics:** Student has passing grades and has responsibly completed work.

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

### **CO-CURRICULAR CODE**

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

#### **Eligibility Requirements:**

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

### **Responsibilities**

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

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

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

**Responsibilities to Your School:** Another responsibility you assume as a team member is to your school. Two Rivers Public Schools cannot maintain its position as having outstanding schools unless you do your best in the activity in which you are engaged and are a good role model. Other students and faculty are watching you. They know who you are and what you do. Make them proud. Be an example. Do not do anything to let them down.

**Responsibility to your Community:** The community and school tax monies make this co-curricular activity experience possible. For that reason, we must remember that we hold a clear and paramount responsibility to our

community. You assume a leadership role when you are involved with a co-curricular activity. The student body and citizens of the community know you. You are very visible with the spotlight on you. The student body, the community and other communities judge our schools by your conduct and attitude, both on and off the field. Because of this leadership role, you can contribute significantly to school spirit and community pride. Our desire is that our students are a class act, not for the fact that we win rather that we are known as a program of character and excellence. Make L.B. Clarke Middle School proud of you, and your community proud of your school, by your consistent demonstration of these ideals.

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

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

### **Code of Conduct**

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

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

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

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

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

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

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

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

- *First violation:* 25% of season
- *Second violation:* 50% of season
- *Third violation:* Loss of athletic eligibility for middle school career

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

**Honesty Clause**

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

**Grading Policy**

**Based on Report Cards:**

- Students who get an incomplete grade on a report card will be suspended for 10 school days. If the student is passing all classes after the 10 school day suspension he/she will be reinstated. If the student is still failing, he/she will be ineligible to practice or play in games until passing all classes. To determine academic eligibility, the closest progress report or report card prior to the start of the season will be used. Once the season has started, the current progress report or report card will be used. (Students are not allowed to travel out of town if in this situation!)

**Grading Procedures**

The athletic director will run a report for students participating in co-curricular activities regarding INC's. The athletic director will be in contact with each student on the list who is participating in co-curricular activities. Also, these will be distributed to the head coaches/leader of the activity. Coaches will reiterate the consequences in the athletic code and guide the student to the necessary decisions to improve their current grade.

**\*\*Students must be present in school at least ½ the day to participate in a practice or athletic event.\*\***

- Exceptions can be made at the discretion of the Principal or Director of Athletics. Please communicate with your school administrator prior to the absence.

### CO-CURRICULAR AGREEMENT

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. It is my understanding that I agree to these terms and will fulfill the necessary expectations of a student-athlete at L.B. Clarke Middle School.

_____	:	_____
Co-Curricular Student Signature		Date

_____	_____
Parent/Guardian Signature	Date

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Advisor \_\_\_\_\_

## L.B. CLARKE STUDENT/PARENT ACKNOWLEDGEMENT

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

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

We understand that parents, school staff, and students share the responsibility for academic achievement. The school and parents will build and develop a partnership to help the children achieve our district's high academic standards.



Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Student Signature \_\_\_\_\_ Date \_\_\_\_\_