

*Two Rivers Community School*

**Student/Family  
Handbook**

**2018-2019**

## Table of Contents

Director's Message.....	i
School Hours .....	i
Staff .....	1
Curriculum and Instruction.....	2
Parent Visits .....	3
Two Rivers PTO .....	4
Attendance .....	5
Transportation .....	6
After School Program.....	6
Before School Care.....	6
Discipline .....	7
Dress Code .....	7
Field Trip Policy.....	8
Chaperones .....	8
Financial Assistance .....	9
Home-School Communication.....	9
Electronic Devices.....	9
Arrival/Departure.....	10
Student Nutrition .....	11
Health and Medication .....	12
School Service Hours .....	13
Attendance Policy.....	Appendix A, p14
Code of Conduct .....	Appendix B, p19
Acceptable Use Policy .....	Appendix C, p27
Bullying and Harassment.....	Appendix D, p31
Inclement Weather Remind.com Signup Information .....	Appendix E, p33

## **Director's Message**

A strong partnership with parents/guardians is important to provide quality instruction for the students at Two Rivers Community School. It is through this partnership that we have the opportunity to provide our children a unique and wonderful learning environment.

The mission at Two Rivers Community School is to support each student's continuing discovery and development of self and community by providing a learning environment that is relevant, active and project oriented. The student's experiences at Two Rivers Community School will enhance his/her natural learning power.

## **School Hours**

Office Hours: 8:00 - 4:00

Instructional Day: 8:15 - 3:15

Wednesday 8:15-1:15

School Phone: (828) 262-5411

## **Two Rivers Community School Staff**

Dr. David Rizor	Director
Beth Vossen	Administrative Assistant
Vicki Krueger	Kindergarten/Primary Spanish
Liz Peters	Kindergarten Teacher Assistant
Kim Jolley	First Grade
Mimi Archer	First Grade Teacher Assistant
Tina Rizor	Second Grade
Yolanda Orellana	Second Grade Teacher Assistant
Katie Griggs	Third Grade
Linda Avila	Third Grade Teaching Assistant
Natalie Oransky	Fourth Grade
Adam Berk	Fifth- Sixth Grade Math & Science
Rachel Wood	Fifth-Sixth ELA & Social Studies
Clint Byers	Middle School Science & Math
Kelly Lynn	Middle School Language Arts/Social Studies
Cyndi Rapenske	Brain Gym Specialist
Lindsay Carroll	Reading Specialist
Kelly Snider	Art Teacher
Austin Pack	Adventure Fitness
Shannon McCaa	EC Teacher
Bill Ireland	EC Teacher
Rachel Wood	School Counselor
Robin Hunt	Speech Therapist

### Two Rivers Board of Directors

Laura Mallard	Chair
Jessica Janc	Vice Chair
Charlene Grasinger	Secretary
Zach Green	Treasurer
Lindsay Masland	
Paul Fox	
Laura Parks	
Dief Alexander	

## **Curriculum and Instruction**

The staff at Two Rivers is dedicated to providing integrated, research-based instruction designed to meet the needs of all children. Two Rivers School was founded on the principles of Expeditionary Learning. Lessons are designed to provide active learning opportunities that are relevant for students. The school's climate encourages critical thinking and cooperative learning.

We believe that reading is a developmental process in which children use three sources of information: visual, structure of language, and meaning. Our balanced literacy program consists of modeled, shared, guided, and independent reading. Our balanced writing program consists of modeled, shared, interactive, guided, and independent writing. Daily opportunities to write support the belief that choice is an integral part of the writing program. Grammar and spelling are assessed through authentic writing and individual student work.

Two Rivers' math program provides students with opportunities to develop concepts and problem solving strategies through hands-on activities, real-life application, and practice of skills. Science instruction challenges students to study the world around them. Students discover the wonder of science through experiments as well as through research and reading. Social Studies instruction allows students to develop an understanding of communities and government. Students learn to make connections with the past to understand the world they now live in.

### **Parent Visits**

Parents are encouraged to attend PTO meetings, classroom functions, and to volunteer as frequently as possible. All of these activities demonstrate your interest in your child's daily routine. We welcome your participation at TRCS.

### **Check in at the Office**

Providing a safe, comfortable and productive learning environment dictates our need to monitor traffic on campus. When visiting at TRCS please sign the visitor's log book and put on a guest nametag. The sign-in book is located in the front office. Visitors should inform the office staff of their reason for visiting. The office staff will facilitate their request so interruptions to the classrooms are minimized.

### **Classroom Visits**

If you wish to observe your child's class, please feel welcome to do so. We request that you schedule the visit in advance since "drop ins" often disrupt teaching and learning. You are also welcome to schedule a meeting with your child's teacher anytime throughout the school year. Please schedule directly with the teacher giving as much notice as possible. Our teachers are dedicated to making each child's day productive and enriching. Their time during the day is consumed with planning and teaching excellent lessons. Your child's teacher may not be prepared for an unplanned discussion and may be pulled away from teaching or planning for the day if s/he is not given notice and time to prepare for a conversation with you.

### **Background Check**

Parents who will be visiting or volunteering frequently, driving for excursions, or who are volunteering for overnight excursions are required to complete the TRCS Background check. The link to the TRCS Background check form can be found on the TRCS website. Volunteers will also be required to complete a confidentiality agreement in accordance with the Family Education Rights & Privacy Act.

## **Two Rivers PTO**

Mission: to provide a vehicle for parents, faculty, and staff to support students' continuing discovery and development of self and community by assuring that they have a learning environment that is relevant, active, and project oriented. Our mission is also to assure that the school has the resources to enhance the natural learning power of all enrolled students.

To accomplish this, the PTO has the following goals:

- a) To foster open communication amongst parents, teachers, and staff.
- b) To encourage family participation within the school.
- c) To plan and carry out special events and activities which raise funds that will be used to directly benefit the school and students.
- d) To encourage communication between the school and the broader community.
- e) To create opportunities for community celebration.

Several of our major events during the school year are: Peace Feast, Two Rivers Live, restaurant fundraiser nights, beginning of school party, end of school party, Otter Dash, and other activities. We also support teachers in classrooms through Teacher Appreciation Days, and monetary support.

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### **Attendance\***

- To ensure student success in school, s/he must be in attendance unless s/he is ill.
- Parents/guardians should call the school by 8:15 AM if their child will be absent for any reason. If it goes to voice mail, please leave a message.
- When your child returns to school please send a note stating the reason for his or her absence. If you have a doctor's note, please send it to school for our records.
- Attendance is recorded in the office and classroom each morning. The teacher must record an unexcused absence if parents fail to contact the school.
- **Vacations and family gatherings are not excused absences.** Trips planned for educational purposes must be approved in advance by the director. Please consult your school calendar for vacation breaks in the schedule.
- The instructional day begins at 8:15. This means students should arrive at school in time to be settled and prepared to begin their day. Students are at their best when they are present when the instructional day begins.
- If it is necessary to check your child out of school early, please sign your child out in the office and provide a reason for the early departure. The student will not be called to the office until you arrive at school.
- **Please help us protect the instructional day by scheduling appointments and activities outside the school day.** Early release Wednesday provides an excellent opportunity for scheduling appointments.
- No excused educational absences will be granted for students during required state testing windows. For grades 3-8 the EOG testing window is the last 10 days of school, which is adjusted if the school year is extended due to weather closures. Do not plan family trips before the last Weather Make Up Day scheduled in June. For grades K-3 there are 3 testing windows during the year.

\*see Appendix A: *Attendance Policy*



## **Transportation**

TRCS does not provide transportation service to and from school. The TRCS bus is used to transport students to off campus educational activities during the school day. Many families make carpooling arrangements to assist with transportation. Please let us know if we can be of assistance in this area. Parents who wish to drive for school trips will be required to complete the TRCS Background check and submit a copy of their license and insurance to the school office. A driving record may be required. A link to the TRCS Background Check application can be found on the school website.

Please discuss with your child the importance of good behavior when they are on the school bus when traveling to an activity. We have very simple rules to safeguard our students.

- Keep hands and feet inside the windows and out of the aisle
- Stay seated
- Use quiet voices

## **After-School Program**

Two Rivers Community School runs an after-school program on Monday, Tuesday, Thursday and Friday from 3:35 PM to 5:30 PM and on Wednesday from 1:35 PM to 5:30. Registration forms are available in the office. Cost per child is \$180 per month, or \$55 per week, or \$12 per day, except for \$15 on Wednesdays. Additional child fees are \$100 per month, or \$40 per week, or \$8 per day, except for \$12 on Wednesdays. Drop-In prices are \$15 (Mon, Tues, Thurs, Fri) and \$20 on Wednesday. Additional child Drop-In fees are \$7 (Mon, Tues, Thurs, Fri) and \$10 on Wednesday. After-School may be used on a drop in basis during parent conferences at no charge, if parents notify the school the day prior. Need-based subsidies can be applied for in the office.

## **Before-School Care**

Before-school care is available from 7:30 AM -8:00 AM, except for delayed opening days when the program will be available 1 hour prior to opening. The cost is \$4.00 daily

payable at drop off; \$7.00 delayed start days also payable at drop off. No registration is required. If students are dropped off before 8:00 AM, they must participate in before school care.

### **Discipline\***

Guidelines for student responsibility are developed in order to provide a safe and orderly learning environment for all students. Each classroom teacher establishes expectations for behavior that promote the teaching and learning process. Respect for others and safety guide the development of rules.

Parents should discuss behavioral expectations with their children.

- No student will be allowed to disrupt the school climate.
- If a student is disruptive, the teacher will first follow his/her plan. If disruptions continue, the student will conference with an administrator. The student, teacher, parent, and administrator will devise a plan to solve the problem.
- If a student creates an unsafe situation for himself or others, the student will be removed from the class or school.

### **Dress Code**

Here at Two Rivers we pride ourselves on being a safe place for all students to be free to express themselves as unique individuals. This is especially important to our middle school students. We in no way want to squash students' individuality or shame their senses of style... However, it is important that school be a place where students can learn without excessive distractions or hindrances. Also, our students go to fitness outside almost every day and this needs to be considered when dressing for the school day. Below is a list of guidelines the staff has created to help students know what is acceptable and what is not. We feel they are reasonable limitations.

Guidelines for tops:

- Content may not be graphic, violent, or hateful in pictures or words
- Content can express personal beliefs as long as it does not put down other beliefs
- Stomachs and mid sections must be covered- including 'muscle shirts' with gaping arm holes
- Underwear must not be visible
- Low cut tops or backs need to have an undershirt

- Hats with bills or brims may not be worn indoors. Hoods may also not be worn over the head indoors. (Students often use hats and hoods to disengage from the class). Teachers have some discretion, including hats worn on cold days.

Guidelines for bottoms:

- Underwear must not be visible
- Super short shorts or skirts cannot be worn- period.
- Shorts that are 'borderline' can be worn with opaque leggings
- Sheer tights do not count as leggings
- Skirts and dresses may need shorts underneath for fitness

If a student's dress is called into question, we will give the option of changing clothes- we have some clothing on hand at school for this purpose- or they may call home to see if someone can bring them something else. If students borrow clothes from school, please wash and return to the counselor or office!

**Parent support of the school's policies is essential to ensure a positive educational climate.**

### **Field Trip Policy**

Off campus excursions present certain risks that are greatly enhanced if children misbehave or do not follow adult instructions. Students who have demonstrated a recent pattern of non-compliance, failure to follow adult instruction, or other behaviors that may endanger their safety or the safety of others will not be allowed to participate in off-campus activities.

### **Adult Chaperones**

Volunteers are crucial to the success and safety of our off-campus excursions. Adults who chaperone excursions are required to:

- Complete a TRCS Background Check
- Not consume or use tobacco, alcohol or illegal substances
- Not Leave children unattended
- Stay with the group for the entire trip (For instance, not visiting relatives or touring on their own while on the school excursion, or not leaving before the end

of the excursion.) Chaperones are expected to remain with the group during the entire duration of the excursion.

### **Financial Assistance**

As a school that incorporates many off-campus activities into the curriculum, TRCS does not want financial barriers to prevent students from participating. There is a limited financial assistance fund that families may apply to for help. Families will be expected to defray at least part of the cost.

### **Home-School Communication**

Our educational team is committed to maintaining a strong communication network to keep parents informed of student progress, curriculum issues, and school activities. To give parents a closer look at what is happening in our classrooms, electronic newsletters will be sent from each child's teacher at least biweekly, with a more general "Community Current" newsletter sent monthly.

Grades K-5 will continue to send a "Wednesday Folder" The "Wednesday Folder" will contain student work samples, information from PTO or the director, and information that the teacher may want to share about classroom activities, student academic progress, or comments on student behavior.

In addition to receiving weekly folders, teachers will phone or write notes to parents when necessary. Classroom teachers will also schedule one parent-teacher conference in the fall and a Student-Led Conferences in the spring. Parents may initiate additional conferences with the classroom teacher where there is a need. Conferences are excellent times to discuss strategies for working together for the benefit of your child.

### **Electronic Devices**

Students must turn off cell phones, digital music players, and other electronic devices while on campus. Use of cell phones is not allowed on campus. If a student needs to call home, he or she may ask to use the telephone in the office. Parents need to leave message through the office and not expect to be in electronic communication with their

child while at school. If students have their electronic device out (whether off or on) during school hours it will be confiscated. A parent may pick it up in the school office.

### **Arrival/Departure**

- The school day begins at 8:15 AM. Students may go to their classrooms at 8:00 AM.
- Parking is only available in the fenced in lot across from the school. Please do not park in the Spangler/Carroll Leather Goods parking area.
- For safety reasons Spangler/Carroll Leather Goods has requested we do not cut through their parking area.
- When entering the pick-up line,
  - For grades 3-8 students, please enter from the BREMCO end of Archie Carroll Road.
  - For grades K-2 students, please enter from the Food Lion end of Archie Carroll Road.
- When exiting the carpool circle.
  - For grades 3-8, please turn right and continue toward the Food Lion.  
**Please do not turn left across traffic.**
  - For grades K-2, please turn left (there isn't enough room for the tight right turn without hitting cars in line) and continue toward Food Lion.
- If you want to meet your at dismissal, enter the parking area from the Food Lion end of Archie Carroll Rd. Park in our parking area. Then give your child's name to the staff relaying names via radio and wait in the designated area just outside the appropriate carpool circle for your child.
- **Please approach the pick-up lane or parking area from the correct side of the street, making a right turn into the carpool lane.** In all instances, do not cross traffic lanes.

Except in an emergency, please do not access the school from 3:00 - 3:40 PM. From 3:00 until 3:15 teachers are preparing students for dismissal, making homework assignments and doing daily wrap up activities. From 3:15 until 3:35 we are using all

available staff to conduct a safe and orderly dismissal. **Our staff needs to focus on a safe dismissal during this time and are not available for informal conferencing.** Your cooperation is greatly appreciated and will assure an orderly and safe conclusion to our day. If you need to pick up your child early please do so before 2:30 PM. If you need to meet with our staff please wait until after 3:40.

**Children may not change their regular means of transportation without written notice from the parent or parent's verbal confirmation of a change with school staff.** Your cooperation ensures a safe arrival and dismissal.

### **Student Nutrition**

Students must bring their own lunch to school each day. Please provide utensils if needed. Food items should be packed that are nutritious and **do not require refrigeration or heating.**

Snacks: Students are allowed to bring a nutritious snack to school. Snack time is scheduled by individual teachers. **Candy, sweet treats, or soda are not allowed in classrooms for daily snack time or lunch.**

A snack tray will be available in the 5<sup>th</sup> grade classroom. Students may purchase snacks on a cash basis.

Pizza: Students will be able to order pizza lunch one day of the week. Pizza orders must be pre-paid.

Water: Classrooms have five gallon bottled water dispensers. Students should bring their own individual water bottles to drink from. Water bottles should be taken home and cleaned at least once a week.

## **Health and Medication**

Young children frequently are exposed to viruses at school. Please keep your child at home if he/she has a fever of 100 degrees or higher or has vomited within 24 hours of the start of a school day. When students become sick during the day or are hurt in an accident, parents will be notified.

## **Emergency Contact**

It is necessary for us to have current, accurate directory information so that we may reach you in an emergency. **It is essential that the emergency contact information includes someone other than yourself who is able to pick up your child from school if s/he is ill.** The school will contact you first, if you are not available, we will contact the emergency names on your list. *Do not include yourself as an emergency contact.* Please keep your child's teacher and the school office informed of any changes that occur in address, home or work phone numbers, or emergency contact persons.

School staff members may administer medication to students only if a physician's order for medication is in the possession of school officials. No medication can be given unless it is in a container dispensed by a pharmacist with the student's name, name of medication, the date the prescription was filled, and directions clearly marked. Short-term medication, such as antibiotics, may be administered at school during the last days of an acute illness and the pharmacist's label serves as the physician's order.

**School personnel may not administer over the counter medication without a physician's written request. This includes aspirin, cough syrup, and cough drops.**

## **School Service Hours**

As part of our commitment to develop a strong community and school/home partnership, we are asking all our school families to commit to volunteer a few hours of school service each month. You will be provided with a variety of possible service

options to choose from. We are asking two parent families to commit to 4 hours per month and single parent families for 2 hours each month.



## **TWO RIVERS COMMUNITY SCHOOL Attendance Policy**

### **Intent**

Regular attendance is a significant factor in educational achievement and should be encouraged in an effort to facilitate each student's optimum development. Being chartered under the Laws of the State of North Carolina, TRCS must follow state requirements for student attendance. Furthermore, because learning at TRCS is hands-on, integrated and project-based, it is not easy to make up time and work missed.

One of our goals at TRCS is to join with families in teaching children the importance of punctuality. Tardiness is disruptive to the learning process; it has a negative impact on the entire class, not just the child who is tardy. Punctuality reflects the shared values of respect and responsibility, as well as the importance of school and the Educational opportunities it offers to children.

**The intent of this policy is to insure attendance, to help students form habits of acceptable attendance and punctuality, and to place the responsibility for school attendance of the student on his/her parent/guardian as well as on the school.** The school's staff shall endeavor to cooperate fully with families in matters concerning absences, tardies, and early departures.

### **State Requirements**

North Carolina law mandates compulsory school attendance for all students under the age of 16. The school must offer 185 days of school. Attendance at school is not only an essential element to participating in TRCS's experiential program; it is also a state law.

### **Excused Absences**

State law mandates that absences are coded as either "excused" or "unexcused." Excused absences are for the following reasons only:

- Illness
- Death in the family or other clear family emergency (e.g., medical or legal emergency).
- Religious observance
- Prior (2 weeks) approval by the Executive Director or Associate Director of an educational family trip (see details below).

All other reasons are "unexcused" with no exceptions.

### **Documenting "Excused" Absences**

State Law further requires that excused absences be documented. In order for your child's absence to be excused, the school office must receive a note within three (3) school days outlining the reason(s) for your child's absence. **After 10 absences, a doctor's note is required for each subsequent absence NO MATTER THE REASON in order for those absences to be excused.**

## Punctuality Policy

### School Hours (all grades)

Monday, Tuesday, Thursday, Friday	8:15 AM – 3:15 PM
Wednesday	8:15 AM – 1:15 PM

The TRCS school day begins at 8:15 a.m., and students will be marked tardy at 8:31. We suggest that you pull into the school's driveway no later than 8:15-8:20 to ensure that your children get to their classrooms on time. Working parent/guardians may drop their children off at the before-school care program after 8:00 with no fee, and from 7:00-8:00 with a fee.

Students arriving any time after 8:15 cannot be admitted to class without a slip from the office. Parent/guardians must accompany children to the office and provide documentation regarding the reason for the tardiness. Tardiness is excused only for illness, medical appointments, inclement weather, or a death in the family.

TRCS recognizes that usually tardies are not the child's responsibility. Therefore, tardies will be treated as a parent/guardian issue. Tardies are disruptive to the learning process and have a negative effect on the entire class, as well as the child who is late. Please support TRCS in our goal to teach children the importance of responsibility and punctuality.

### Consequences for Repeated Tardiness

Repeated tardies are considered unexcused with the following repercussions:

- **3 unexcused tardies** will require a meeting with the student's teacher to discuss the situation and possible solutions.
- **6 unexcused tardies** will require a meeting with the Attendance Officer to develop a Tardy Prevention Plan.
- **9 unexcused tardies** will require a meeting with the Community Council (made up of teachers, administrators, and board members). The Community Council will make a recommendation to address the problem that they believe to be in the best interest of the child(ren), including:
  - a carpool or other transportation solution
  - appropriate home or school consequences for students who do not take responsibility for punctuality
  - support services for the child or family
- **10 unexcused tardies** will result in an unexcused absence being recorded for the student, as will each additional 5 unexcused tardies.

If these steps do not produce solutions for the tardiness, the Director may then enact other consequences, including:

- Loss of student's automatic re-enrollment for the following school year
- Transfer to a district school that has bus service

## **Attendance**

### **Early Leave / Late Arrival**

Students arriving after 11: 00 AM or leaving before 11: 00 AM will be marked absent for the day.

If it is necessary to check your child out of school early, please sign your child out in the office and provide a reason for the early departure. The student will not be called to the office until you arrive at school.

Please help us protect the instructional day by scheduling appointments and activities outside the school day. Early release Wednesday's provide an excellent opportunity for scheduling appointments.

### **Guidelines Regarding Sick Children**

- Students with temperatures above 100 degrees or who are unable to return to class because of illness will be sent home. It is important for parents to keep a current, working telephone number on file with school. If parents or emergency contacts cannot be reached to pick up children, the school may call EMS to provide care at the parent's expense.

*Please use these guidelines when determining when to keep your child home:*

- *vomiting* and/or *diarrhea* in previous 24 hours.
- *temperature 100 °F* or higher (keep at home until fever free for 24 hours without medication).
- any *suspicious rash* must be seen by a physician. Child may return to school only with a medical doctor's note deeming the rash to be non-contagious.
- *illness* that prevents your child from participating comfortably in classroom or program activities.
- *pink eye* with discharge, until seen by medical doctor. A note must be provided stating when the child may return to school.
- *strep throat*, until 24 hours after medication has been started.
- *head lice*, until morning after first treatment and lice/nit free.
- *scabies*, until after treatment completed.

- *chicken pox*, after the sixth day of onset of rash or sooner if all sores are dried and crusted.
- child displays any of the following:
  - *lethargy*
  - *irritability*
  - *persistent crying, difficulty breathing or other signs of severe illness*
  - *any communicable disease* deemed by the Director to require doctor approval to return to school.

### **Excused Educational Absences**

We strongly encourage families not to plan trips or vacations that require absences from school. However, we do recognize that occasionally unique learning opportunities and educational trips will occur outside of school. If you are planning an absence for educational reasons, please follow the guidelines below for prior approval.

Students will only be allowed five (5) excused absences for educational trip days during a school year. The absences will only be excused if the trip is determined to be "educational" by the administration. For example, a trip to several museums in Washington, D.C. is educational; a cruise is not. An Educational Absence form (available in the main office) must be filled out by the parent or guardian and submitted to the administration at least one month before the trip. Your child's teacher should be consulted when developing the activities for sharing knowledge and make-up work portions of the form. Approval or denial for the trip will be given within one (1) week of submitting a completed form. If the absence has been approved, it will only be coded as "excused" **once the student has satisfactorily completed all the agreed upon assignments** for the teacher.

### **Consequences for Repeated Absences**

**After three (3) unexcused absences**, the director shall send a letter of concern to the parent/guardian.

**After five (5) unexcused absences**, the director shall notify the parent/guardian by mail that he/she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under established attendance policies of the State and TRCS. Once the parent/guardian is notified, the director designee shall work with the child and his family to analyze the cause of the absences and determine appropriate steps to eliminate the problem. If the parent/guardian refuses to meet with the director, the director shall notify the Department of Social Services and the District Attorney.

**After ten (10) accumulated unexcused absences** in a school year, the director shall notify the parent/guardian/custodian by mail. The director shall confer with the parent/guardian/custodian to determine whether parent/guardian/custodian has received notification pursuant to this policy and has made a good faith effort to comply with the law. If the director determines that the parent/guardian/custodian has not made a good faith effort to comply with the law, he shall notify the District Attorney. If he determines that the parent/guardian/custodian has made a good faith effort to comply, he may file a complaint with the juvenile intake counselor under G.S. 7A-561 that the child is habitually absent from school without a valid excuse. If these steps do not produce solutions for the repeated absences, the Director may then consider other options, such as loss of automatic enrollment into TRCS for the following year.

**In order to be promoted to a higher grade level a student must be absent no more than twenty (20) days in a 185-day school year (excused or unexcused).** Failure due to absences exceeding twenty (20) days may be appealed to the director.

### **Make-up Work**

Students must make up all missed work, which may require additional homework. It is the responsibility of the student to collect all missed assignments and make up the work within the required time. The office staff does not collect assignments for students.

- Assignments must be turned in within one (1) week of the student's return to school.
- Teachers are not expected to provide tutoring for work missed or make-up assignments for educational absences.
- Tests, quizzes, and projects missed during the absence must be made up within one (1) week of the student's return.

**Appendix B**  
**Two Rivers Community School Code of Conduct**  
**Behavior and Discipline Expectations and Policies**

**SPARK** represents the foundation for our expectations about student behavior at Two Rivers Community School (TRCS). Students are encouraged and expected to be **Supportive, Productive/Prepared, Attentive, Aware, Respectful, and Kind** toward each other, staff and other community members. Students are encouraged to take responsibility for their own actions. We will use logical and natural consequences when students act contrary to this expectation and problems arise.

Teachers at TRCS develop their own classroom discipline plans and procedures based on **SPARK**. Students are involved in the development of class rules and consequences. Your child's teacher will share these plans and procedures with you. Teachers will use their discretion based on students' individual needs. The policies outlined below are school-wide policies.

A primary component of the Kindergarten through Grade Two curriculum is to teach socially acceptable behaviors and expectations. Teachers, at this level, will focus on using natural consequences through redirection and re-teaching. Administration will be used only when behaviors are chronic.

Students in the Exceptional Children (EC) Program may have their own set of guidelines that govern the length and severity of their consequences. The EC Coordinators will be active consultants in such situations on a case-by-case basis.

**Severity Clause:** *The administration reserves the right to immediately call a parent to take a student home for the day, suspend or expel a student from school, even if that student has committed no prior infractions, (the severity if the student's actions is deemed worthy of such a response. This will be at the discretion of the administration*

## ***Glossary of Behaviors***

### **Abusive/Inappropriate Language**

verbal messages that include swearing or using words in an inappropriate way in such a manner that the learning environment is significantly disrupted. (different from Harassment / Discrimination)

### **Defiance of Authority**

non-compliance in such a way that disrupts the learning environment; resistant to teacher direction

### **Disruption**

behavior that interferes with or prohibits learning in the classroom (persistent noise making; persistent shouting out in class)

### **Fighting**

at least two students mutually engaged in serious physical contact (punching, kicking, scratching, hair pulling, hitting with object)

### **Harassment/ Discrimination**

repeated teasing, name calling or other actions, as well as activities or statements intended to be offensive of one's religion, race, heritage, color, and disability, including sexual harassment (see further elaboration below under "Policy on Harassment/Threat.")

### **Insubordination**

complete refusal to follow staff directions in such a manner that the learning environment is significantly disrupted and/or the students places his/herself 'in a dangerous situation

### **Leaving Supervised Area**

Leaving the supervision of any adult in the school without permission

### **Physical Aggression**

one student making serious physical contact upon another (hitting, punching, kicking, scratching, hair pulling, hitting with object)

### **Property Damage (school)**

deliberately impairing the usefulness of school property. (different from Vandalism)

### **Property Damage (others)**

deliberately impairing the usefulness of another's student's or staff member's personal property

### **Provoking or Inciting**

encouraging or attempting to cause inappropriate behavior in the other students

### **Sexual Misconduct**

conversation or behavior considered sexual (mimicking sexual behaviors, making jokes about bodies or sex, writing notes with sexual content, inappropriate dancing)

### **Student Threat**

student delivers a message (verbalized, written, drawn or gestured) toward another that conveys an act of 'intended injury or harm

### **Theft**

Possession of, having passed on, or the removing of someone else's property

### **Vandalism**

participating in an activity that results in substantial destruction or disfigurement of property.

### **Other**

Could include: possession (tobacco, pagers, laser pointers, drugs or weapons), arson, forgery, bomb threat, false alarms, extortion, computer use violation, leaving campus.

### ***Policy on Harassment/Threat***

Two Rivers Community School intends that every student look forward to coming to school without fear or hesitation. Any implied or direct threat to a person's safety must be reported to the administration immediately. Students who harass, threaten or pick on another student, staff member, or any TRCS community member will immediately be dealt with by the administration.

Harassment may be momentary or ongoing behaviors such as:

- name-calling (including racial slurs)
- teasing of any kind
- physical intimidation or contact
- making fun of a student's family, etc.
- inappropriate touching or talk of a sexual nature
- harassing the school-at-large (e.g. calling in a bomb threat, pulling a fire alarm)
- any other behavior the administration defines as harassment

The behaviors listed above can occur either in person, via the phone, or in writing (including email, text messaging, etc.).

### **Zero Tolerance**

The following behaviors on school grounds or at school-sponsored events will lead to immediate 10-day suspension, report to law enforcement and report to the Board for possible long-term suspension and/or expulsion.

- arson
- assault resulting in serious injury
- bomb threat
- possession of alcohol
- possession of a firearm
- possession of a weapon
- possession of a controlled substance in violation of law
- sale of a controlled substance
- sexual assault
- sexual offense
- any criminal offenses



### ***Disciplinary Response Levels and Procedures***

There are three levels of disciplinary response based on whether the behavior was deemed to be minor or major and whether the behavior. The chart below define the behaviors associated with either level and describe the response to be taken. (Also available in pdf format.)

Disciplinary Referrals are designated as follows:

#### **Level I**

Behaviors that:

1. do not require administrator involvement unless excessive
2. do not violate the rights of others or prevent others from learning

#### **Level II**

Behaviors that:

1. Significantly violate the rights of others
2. Prevent others from learning
3. Are insubordinate, rude, disrespectful, or aggressive

#### **Level III**

Behaviors that:

1. Are chronic and/or repeated level 2 behaviors
2. Violent in nature
3. Violate laws, TRCS Policies, or NC Public School Policies

### **Summary of the disciplinary response and documentation produced:**

**Level I:** (Green Form) *Teacher employs behavior plan within the classroom:* The teacher will attempt to warn the child using the class-created list of expectations and consequences. A green referral form will be sent home for parent signature.

**Level II:** (Yellow Form) *Administrative referral:* When a student is unable to comply with classroom norms and expectations, a *Level II Office Referral form* will be filled out. The student will be sent to the Director's office to review consequences. A yellow referral form will be sent home for parent signature.

**Level III:** (Purple form) *Administrative referral:* When a student is unable to comply with classroom norms and expectations, the student will be sent to the Director's office. This is a serious level and will result in automatic suspension

form school with possible expulsion. A *Level III Office Referral form (purple referral form)* will be filled out.

### **Consequences Chart**

The following pages contain the consequences chart for grades 4-8. Grades K-3 will roughly follow the same guideline with discretion made for student age.

**Two Rivers Community School  
Grades 4-8 Behavior Plan**

At two Rivers School, we believe that it is our responsibility to provide a safe and positive learning environment for all students. To provide active learning experiences, it is vital that students be able to behave in a responsible and appropriate manner. Sometimes students need help through redirection, reteaching, or counseling to help them achieve the Two Rivers SPARK goals. The primary method of correcting student behavior is through positive interventions and student-self-reflection. However, sometimes the unwanted behaviors continue despite positive interventions and require a higher level of intervention and consequence. These are behaviors that make it difficult for students to learn or that prevent others from learning. Repeated behaviors that have had positive intervention and student reflection, and behaviors that are simply unacceptable at any time in a school setting will be addressed more firmly, but still with the intent of helping students gain control over their behaviors to help them and others in their classroom be able to focus and learn. Consequences for Level 2 and Level 3 behaviors will include parent contact and temporary removal from the classroom. Additional logical consequences may include after school detention, in-school suspension, or out of school suspension.

“Green Form”

Level 1	Type of Behavior	1st Time	2nd Time	3rd Time	Excessive
Behaviors that: 1. do not require administrator involvement unless excessive 2. do not violate the rights of others or prevent others from learning	Talking during class, not doing any work or doing the wrong work during class, making inappropriate noises, other lower level behaviors	Correction by teacher, green form, logical consequences	Correction by teacher, green form, increased logical consequences	Correction by teacher, green form, increased logical consequences, parent call or email. Possible after school detention.	Referral to Director as Level 2 behavior. Follow Tier 2 process.

Level 1 logical consequences include, but are not limited to: loss of recess, seating reassignment, loss of privileges, or other logical consequences.

“Yellow Form”

Level 2	Type of Behavior	1st Time	Second Time	3rd Time		Excessive
Behaviors that: 1. Significantly violate the rights of others 2. Prevent others from learning 3. Are insubordinate, rude, disrespectful, or aggressive	Insubordination [e.g.: Refusal to follow directions, yelling in class, talking at inappropriate times on a regular basis, disrupting class, leaving or not returning to assigned chair at inappropriate times (such as when a teacher is giving instruction or the student is supposed to be working)]. using inappropriate language, provoking others (includes continuing irritation), throwing objects, throwing trash on the floor, horseplay such as wrestling or touching or grabbing others, making intentionally hurtful comments to others, Graffiti (no inappropriate message)	Removal from class, Referral to Director, parent contact by teacher, form completed by student & referring staff member and signed by parent, additional logical consequences, possible after school detention.	Removal from class, Referral to Director, parent contact by teacher, form completed by student & referring staff member and signed by parent, detention (after school or school free time), additional logical consequences, possible after school detention	Removal from class, Referral to Director, parent contact by teacher, form completed by student & referring staff member and signed by parent, detention (after school or school free time), additional logical consequences, possible after school detention		Removal from class, Referral to Director, parent contact by teacher, form completed by student & referring staff member and signed by parent, In-school suspension of at least 1 day or out of school suspension, additional logical consequences

“Purple Form”

Level 3		1 <sup>st</sup> Time	2 <sup>nd</sup> Time	3 <sup>rd</sup> Time
Behaviors that: 1. Are chronic and/or repeated level 2 behaviors 2. Violent in nature 3. Violate laws, TRCS Policies, or NC Public School Policies	<ul style="list-style-type: none"> <li>• Violent behaviors toward others such as fighting; assault; throwing objects at others; spitting on or at others; biting; stealing; continued use of inappropriate language (beyond a one-time use that is corrected); harassing or taunting others; hitting or kicking a student or staff member; property damage; threatening a student or staff member;</li> <li>• Possessing a weapon or look-alike weapon; possessing drugs (including tobacco).</li> <li>• Making racial, ethnic, religious, or sexual slurs</li> <li>• Graffiti with inappropriate words or messages, or that damages property</li> </ul>	<ol style="list-style-type: none"> <li>1. Suspension of at least 3 days, except as noted elsewhere or for special circumstances. Violence</li> <li>2. Parent, student, &amp; administrator meeting before re-admittance to school</li> <li>3. Other logical consequences</li> <li>4. Drugs, Weapons: 10 day minimum suspension</li> <li>5. Possible Expulsion in special situations</li> </ol>	<ol style="list-style-type: none"> <li>1. Suspension of at least 5 days, except in special circumstances.</li> <li>2. Parent, student, &amp; administrator meeting before re-admittance to school</li> <li>3. Other logical consequences</li> <li>4. Drugs, weapons, 10 day minimum suspension</li> <li>5. Possible Expulsion</li> </ol>	<ol style="list-style-type: none"> <li>3. Recommended Expulsion</li> </ol>

### ***Responsibilities of Two Rivers Community School Students***

School computer networks and Internet access are provided for students to conduct research, communicate with others, and complete other curricular activities. Access to network services will be provided to students who agree to act in a considerate and responsible manner. Access (use of the network) is a privilege, not a right.

Students will be informed of their rights and responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group.

A small amount of information accessible through the Internet may be inappropriate and/or offensive. The system does not condone the use of such materials and takes reasonable precautions to limit access to these materials. As much as possible, access to district information resources will be designed in ways which point students to those which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others, which have not been evaluated by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives. Outside of school, parents/guardians bear responsibility for guiding students toward appropriate resources just as they must also do with other information resources such as television, telephones, movies, radio and other potentially offensive media.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Inappropriate use as defined in the Terms and Conditions will result in a limitation or cancellation of user privileges and possible school disciplinary action. Since communications on the network are often public in nature, general school rules regarding behavior and communications shall apply.

Network administrators may review files and communications to maintain system integrity and to insure that users are utilizing the system responsibly. Users should not assume that files stored on district servers will always be private.

Students should assume that their personal web postings will be viewed by the larger school community, including by staff and administrators. Students should assume that web postings will be monitored by the school administration. Students who post offensive communications or those deemed inappropriate by school administrators will be disciplined as follows:

- upon the first offense the Director will inform student of the offense. This may result in temporary suspension of privileges.
- upon the second offense the student's school internet privilege will be suspended and the student may be suspended from school.
- If appropriate the Director will report offenses to law enforcement authorities.

#### Network Use Goals

- To communicate more effectively using technology.
- To support the implementation of Two River's curriculum for increased student achievement.
- To enhance learning opportunities by focusing on the application of skills information retrieval, searching strategies, research skills, and critical thinking.
- To promote life-long learning skills.
- To provide worldwide electronic mail for staff.

#### Access includes

- Information, news, and resources from businesses, libraries, education institutions, government agencies, research institutions, and a variety of other sources approved by school administrators.
- Telecommunications with individuals and groups in other locations.
- Acquisition and use of public domain and shareware software.
- Electronic mail for staff.

#### Acceptable uses include but are not limited to:

- The use of a Network account must be in support of education, Two River's curriculum, and/or research and must be consistent with Two River's educational objectives.
- Use of any other organization's network or computing resources must comply with the rules appropriate for our network.
- Transmission of any material in violation of any U.S. or state regulations is prohibited.

#### Unacceptable uses include but are not limited to:

- Violating copyright laws.
- Using threatening or obscene material.
- Distributing protected material.
- Using offensive or harassing statements or language including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious, or political beliefs.
- Sending or soliciting sexually oriented messages or images.
- Using for product advertisement or commercial purposes.
- Using for political lobbying or campaign purposes.
- Operating a business for personal gain, sending chain letters, or soliciting money for any reason.
- Unsolicited commercial e-mail activities.
- Hacking, or gaining access by false pretenses to computers, files, or resources for any reason.
- Any activity that divulges another person's e-mail address or other personal information to a third party. These include but are not limited to "Virtual Greeting Cards", "Virtual Flowers" or third party forwarding of network content.
- Sharing confidential information on students or employees

## **NETWORK ETIQUETTE**

Two River's network is to be used in a responsible, efficient, ethical, and legal manner and must be in support of the educational objectives and staff guidelines. Transmission of any material in violation of any federal or state regulations is prohibited. Users are expected to abide by generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

- Be polite. Don't be abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not send or display potentially offensive messages or pictures.
- Do not reveal personal information such as social security number, credit card number, your personal address, or phone numbers for yourself, students, or colleagues.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that would disrupt the use of the network by other users.
- All communication and information accessible via the network should be assumed to be private property.
- Do not disrupt the use of the network.
- Do not attempt to gain unauthorized access to system programs or computer equipment.



- Assume that all communications and information accessible via the network are private property, which does not belong to you.
- Do not use another's user ID or password, or trespass in another's folders, work or files.

The School Violence Prevention Act prohibits bullying and harassment or creating a hostile environment on school property, on the bus, and at school functions, and includes the realm of electronic communications. Protections against cyber-stalking prohibit electronic communications that:

- threaten bodily harm to a person, property damage, or extortion, or
- re sent repeatedly for the purpose of "abusing, annoying, threatening, terrifying, harassing, or embarrassing any person"; or
- Knowingly contain any false statement "concerning death, injury, illness, disfigurement, indecent conduct, or criminal conduct . . . with the intent to abuse, annoy, threaten, terrify, harass, or embarrass."

Students or staff suspected of cyber-stalking will face the following discipline:

- upon the first offense the Director will inform student or staff member of the offense and request appropriate action from offending student or staff member
- upon second offense the Director will request appropriate action from the internet provider
- upon the third offense the student's or staff member's school internet privilege will be suspended and the student or staff member will be suspended
- If appropriate the Director will report offenses to law enforcement authorities.

## **PRIVILEGES**

The use of the network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. School administrators will deem what is inappropriate use and their decision is final. The administration, faculty, and staff may request to deny, revoke, or suspend specific user accounts. A school administrator may close an account at any time as required.

## **DISCLAIMER**

Two Rivers is aware that there is information on the internet that is not related to the educational program. Two Rivers is also aware that there is information and

opportunities to communicate on subjects that are not suitable for school-age children and that many parents would find objectionable. Two Rivers will take reasonable precautions to prevent students from having access to inappropriate materials, such as violence, nudity, obscenity or graphic language, which does not serve a legitimate pedagogical concern. Two Rivers will not limit access to the network for the purpose of restricting access to political ideas or social perspectives if the action is simply due to disapproval of the ideas involved. However, the user is ultimately responsible for his/her activity on the network. Two Rivers will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the network is at the user's risk. Two Rivers specifically denies any responsibility for the accuracy or quality of information obtained through its services.

## **SECURITY**

If a user can identify a security problem on the network, that person should notify the network administrator and not demonstrate the problem to other users. No user is allowed to use another individual's account. Attempts to log-on to network resources, including external internet resources, as a system administrator may result in cancellation of network privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to network resources. Note that electronic mail is not guaranteed to be private; network administrators have access to all mail. Inappropriate use of e-mail accounts will result in cancellation of user privileges. Messages relating to or in support of illegal activities may be reported to the authorities.

At a minimum, vandalism will result in cancellation of user privileges. Vandalism is defined as any malicious attempt to harm or destroy equipment, programs, and/or data of anyone connected to an individual computer, to the server and/or the Internet. This also includes, but is not limited to, uploading, creating, or transmitting computer viruses.

Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not assume that files stored on district servers and hard drives of individual computers will always be private.

## **BULLYING AND HARRASSMENT**

We are strongly committed at Two Rivers to nurturing a safe learning environment for all students and staff. Harassment and bullying interferes with a student's ability to learn and is against our basic mission and philosophy and is not tolerated in any form. We define harassment and bullying as any pattern of gestures, physical acts, or spoken, written, or electronic communication taking place on school property or at a school sponsored function that causes a student or staff to feel unsafe for themselves or their property, or interferes with the student's ability to participate and benefit fully from school. This is the case even if the offending individual did not mean to be offensive. It is essential that individuals be sensitive to the feelings of others.

Bullying includes teasing, threatening, manipulative behavior, exclusion, gossip, name calling, offensive language, and generally cruel/hurtful behavior. Harassing behavior includes, but is not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.

We expect any students, school employees or volunteers who have witnessed or have reliable information that someone has been subject to any act of bullying or harassment to report the incident to any school staff, who will communicate the report to the Director. A student wishing to report knowledge of an act anonymously to a teacher, the Director, or other staff member may do so and have their identity protected in most situations. Formal disciplinary action shall not, however, be taken solely on the basis of an anonymous report. Any retaliation against someone who has reported information is also forbidden. The Director will conduct a prompt investigation of reports of serious violations and complaints of any act of bullying or harassment. Our goal is to promote positive standards where bullying is not tolerated by students or adults. Students who bully or harass might be involved in the following courses of action initially:

## Appendix D Bullying and Harassment

- Counseling by the teacher, school counselor, or associate director
- Mediation with other students
- Referral to the office
- Suspension

If the behavior does not improve with appropriate interventions, the student will be disciplined in the following way(s):

- Suspension
- Long-term suspension



## Sign up for important updates from Dr. Rizor.

Get information for Two Rivers Community School right on your phone—not on handouts.

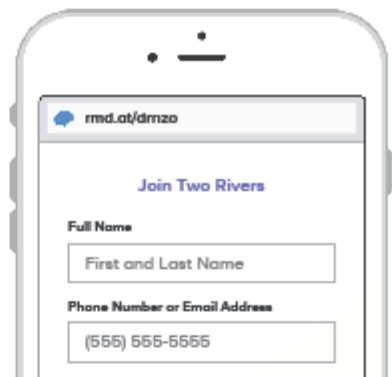
Pick a way to receive messages for Two Rivers:

**A** If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

[rmd.at/drrizo](https://rmd.at/drrizo)

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.



**B** If you don't have a smartphone, get text notifications.

Text the message @drrizo to the number 81010.

If you're having trouble with 81010, try texting @drrizo to (704) 310-5559.

\* Standard text message rates apply.



Don't have a mobile phone? Go to [rmd.at/drrizo](https://rmd.at/drrizo) on a desktop computer to sign up for email notifications.