



**TWO RIVERS**  
**COMMUNITY SCHOOL**  
RIGOR • RELEVANCE • RELATIONSHIPS

# Student and Family Handbook

## School Year 2018-2019





To: TRCS Parents

From: Two Rivers Community School

Date: August 7, 2018

Re: Parent Right to Know Letter

As a parent of a student at TRCS, you have the right to know the professional qualifications of the classroom teacher who instructs your child. This is a requirement for all districts that receive Title I funds. TRCS is not receiving Title I funds, yet CSI, our Authorizer, mandates that all CSI schools make this letter available to parents.

Federal law allows you to request certain information about your student's classroom teacher. The law also requires the district to give you this information in a timely manner upon request. Listed below is the information about which you have the right to ask for regarding each of your student's classroom teachers.

☞ Whether the Colorado Department of Education has licensed or endorsed your student's teacher for the grades and subjects taught.

☞ Whether CDE has decided that your student's teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.

☞ The teacher's college major; whether the teacher has any advanced degrees, and, if so, the subject of the degrees.

☞ Whether any teachers' aides or similar para-educators provide services to your child and, if they do, their qualifications.

Please contact Rebecca Ruland at 970-319-8865 or by email at [Rebecca.Ruland@tworiverscs.org](mailto:Rebecca.Ruland@tworiverscs.org) if you would like to receive any of this information.

Sincerely,

Rebecca Ruland  
Head of School  
Two Rivers Community School

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*The information contained herein is designed to inform students and parents of school policies and general information, upcoming events and activities, and to encourage planning. School information pertaining to academics, activities, behavior standards and student services included is subject to modification if deemed necessary by the administration. Each policy is critical to creating a positive learning atmosphere and allowing students to obtain the most from their school experience. Calendar activities and events published herein may not represent a total listing due to changes, deletions and additions that may occur throughout the year. Please check daily announcements and consult the website for updates.*



7 de agosto 2018

Estimados Estudiantes y Familias,

Bienvenidos al año escolar 2018-2019 de Two Rivers Community School! Creemos que usted y su familia hicieron la elección correcta de asistir a TRCS este año! Nuestro interés es brindarle una oportunidad educativa única que lo integrará en nuestra comunidad a través de proyectos realizados localmente los cuales ampliarán y desafiarán su mente a medida que le exponemos a través de la disciplina de aprender un segundo idioma. Vamos a perseguir este interés con pasión y compromiso en el próximo año!

Two Rivers Community School va a involucrar a cada estudiante a que sean:

- Estudiosos
- Líderes
- Pensadores
- Colaboradores

... A través de un estudio en profundidad en Artes del Lenguaje Inglés y Matemáticas, la adquisición del español, el estudio interdisciplinario de ciencias y estudios sociales a través de proyectos Place-Based de alto nivel, y el énfasis de colaboración centrado en la comunidad.

Este manual describe los valores, las expectativas y las políticas de TRCS. Favor de familiarizarse con toda esta información y devolver la página de la firma manual a la oficina de la escuela. Es importante señalar que en el contrato final, usted y su familia han firmado una declaración que indique que usted está familiarizado con, y cumplirá con todas las políticas en este manual.

Esperamos un año excelente con todos ustedes. Si tiene alguna pregunta, por favor llame a la oficina al (970) 384-5200

Sinceramente,

Rebecca Ruland  
Head of School

James Nims  
Director of Education



August 7, 2018

Dear Students and Families,

Welcome to the 2018-2019 school year at the Two Rivers Community School! You and your family have made the right choice to attend TRCS this year! Our interest is to provide you with a rich and unique educational opportunity that will integrate you into our community through Placed Based Projects while challenging your mind through the discipline of learning a second language.

Two Rivers Community School will engage students to become:

- Learners
- Leaders
- Thinkers
- Collaborators

This handbook outlines the values, expectations, and policies of Two Rivers Community School. Please familiarize yourself with this information and return the handbook signature page to the school office by August 27th. It is important to note that on the Family and Student Contract, you and your family have signed a statement that states that you are familiar with, and will abide by all of the policies in this handbook.

We look forward to an excellent year with all of you. Should you have any questions, please call the school office at (970) 384-5200

Sincerely,

Rebecca Ruland  
Head of School

James Nims  
Director of Education



# TWO RIVERS COMMUNITY SCHOOL

RIGOR • RELEVANCE • RELATIONSHIPS

## *Vision*

*The Vision of Two Rivers Community School is to be an exemplary K-8 school founded upon the belief in Academic **Rigor**, Authentic **Relationships**, and Curricular **Relevancy**.*

## *Mission*

*The Mission of Two Rivers Community School is to cultivate in every student: Passion for learning and high achievement through creating rigorous, interdisciplinary learning experiences on topics relevant to the students that culminate in original work aimed at engaging and positively impacting themselves, the community and the world.*

*We do this by creating opportunities for our students to participate in:*

- 1) A rigorous interdisciplinary curriculum leveraging community resources and partnerships*
- 2) Building global awareness through second language acquisition.*
- 3) Building authentic and respectful relationships within the school and throughout the community.*



# TWO RIVERS COMMUNITY SCHOOL

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## *Visión*

La *Visión* de Two Rivers Community School es ser un ejemplo de escuela K- 8 fundada sobre la creencia en **Rigor** Académico, **Relaciones** Auténticas y **Relevancia** Curricular.

## *Misión*

La Misión de Two Rivers Community School es de cultivar en cada estudiante:

La pasión del aprendizaje y alto rendimiento académico a través de crear **Experiencias interdisciplinarias, rigurosas** en temas **relevantes** para los estudiantes que culminaran en trabajo original dirigido a participación e **impactando positivamente a la comunidad** y al mundo.

Profundidad, con una relación de **apoyo entre el personal**, estudiantes, familias y la comunidad en un entorno de comunidad pequeña, clases de edades diferentes, dos años de compromiso de los maestros y una gran participación de los padres.

Respeto e interés en la diversidad humana a través del aprendizaje de un segundo idioma, estudios transculturales que construyen una perspectiva amplia del mundo y habilidades de colaboración esencial para convertirse en líderes en nuestro mundo cambiante.





**TWO RIVERS COMMUNITY SCHOOL  
HABITS OF A LEARNER**

- **Responsibility:** Own what you need to do in order to succeed in school and life.
- **Perseverance:** Never giving up even when you are tired or times are tough.
- **Listening With Empathy And Understanding :** Pay attention to the thoughts, feelings and ideas of others and show respect for another’s point of view.
- **Courage to Do the Right Thing:** Try to prevent conflicts or solve them when they come up. Ask questions in class that might sound “absurd”. Overcome fears and try something new.
- **Thinking Flexibly:** Consider the input of others, change your perspective, generate alternatives, weigh your options, and move on.

**HÁBITOS DE UN APRENDIZ**

- **Responsabilidad:** Toma responsabilidad por lo que tienes que hacer para tener éxito en la escuela y en la vida.
- **Perseverancia:** Nunca darse por vencido, incluso cuando estés cansado o en los tiempos son difíciles.
- **Empatía:** Preste atención a los pensamientos, los sentimientos y las ideas de los demás y muestra respeto por el punto de vista de otros.
- **Haz lo debido:** Trate de prevenir los conflictos y resolverlos cuando se presenten. Haz preguntas en clase aunque pueden sonar "absurdas". Superar miedos y trata algo nuevo.
- **Pensamiento Flexible** Considera las opiniones de otros, cambia tu perspectiva, genera alternativas, analiza tus opciones, y sigue adelante.



## Two Rivers Community School Creed/Credo de la Escuela Two Rivers

We believe. **Creemos.**

We are the students of Two Rivers Community School. **Somos los alumnos de Two Rivers Community School.**

We are college bound. **Estamos preparándonos para ir a la universidad.**

We are exceptional not because we say it, but because we work hard at it. **Somos excepcionales no porque lo decimos, sino porque trabajamos duro en ello.**

We do not falter in the face of obstacles. **No vacilamos en la cara de los obstáculos.**

We are dedicated, committed and focused. **Estamos dedicados, comprometidos y enfocados.**

We do not succumb to mediocrity, uncertainty or fear. **No sucumbimos a la mediocridad, incertidumbre o miedo.**

We never fail because we never give up. **Nunca fracasamos porque nunca nos damos por vencidos. We make no excuses. No hacemos excusas.**

We choose to live honestly, nonviolently, and honorably. **Elegimos vivir honestamente, sin violencia, y honorablemente.**

We respect ourselves and, in so doing respect all people. **Nos respetamos a nosotros mismos y, al hacerlo, respetamos a todas las personas.**

We have a future for which we are accountable. **Forjamos un futuro por el cual somos responsables.**

We have responsibility for our family, our community and our world. **Tenemos la responsabilidad de nuestra familia, nuestra comunidad y nuestro mundo**

We are the keepers of our brothers and sisters. **Protegemos a nuestros hermanos y hermanas.**

We strive to understand our roles and responsibilities relative to our local community. **Nos esforzamos por entender nuestros roles y responsabilidades en relación con nuestra comunidad local**

We believe in ourselves. **Creemos en nosotros mismos.**

We believe in each other. **Creemos el uno en el otro.**

We believe in Two Rivers Community School. **Creemos en Two Rivers Community School.**

**WE BELIEVE! CREEMOS**

**SCHOOL CONTACT INFORMATION**

**(970) 384-5200**

**FAX EXT. 5201**

*If you have questions or concerns for your student, you can call and leave the **Unidad** teachers a voicemail or you can email them. Staff will do their best to address your concerns within 24 hours. If it is an immediate concern or emergency you can call the front office at (970) 384-5200 or come in to speak with our school directors.*

Staff Name	Position	Phone	Email
Rebecca Ruland	Head of School	970-309-3529	<a href="mailto:Rebecca.Ruland@tworiverscs.org">Rebecca.Ruland@tworiverscs.org</a>
James Nims	Director of Education	970-384-5200	<a href="mailto:James.Nims@tworiverscs.org">James.Nims@tworiverscs.org</a>
Ben Canady	Director of Operations	970-384-5200	<a href="mailto:Ben.Canady@tworiverscs.org">Ben.Canady@tworiverscs.org</a>
Amy Spradlin	SEL Coordinator	970-384-5200	<a href="mailto:Amy.Spradlin@tworiverscs.org">Amy.Spradlin@tworiverscs.org</a>
Ann Rockett	PBL Coordinator/ ELL Coordinator	970-384-5200	<a href="mailto:Ann.Rockett@tworiverscs.org">Ann.Rockett@tworiverscs.org</a>
Eunice Calzadias	Administrative Assistant	<u>970-384-5200</u>	<a href="mailto:Eunice.calzadias@tworiverscs.org">Eunice.calzadias@tworiverscs.org</a>
Terry Muldoon	Makerspace Teacher	970-384-5200	<a href="mailto:Terry.muldoon@tworiverscs.org">Terry.muldoon@tworiverscs.org</a>
Katie Stewart	K/1	970-384-5200	<a href="mailto:Katie.Stewart@tworiverscs.org">Katie.Stewart@tworiverscs.org</a>
Ruth Herrera	K/1	970-384-5200	<a href="mailto:Ruth.herrera@tworiverscs.org">Ruth.herrera@tworiverscs.org</a>
Marisa Mills	K/1 Teacher	970-384-5200	<a href="mailto:Marisa.Mills@tworiverscs.org">Marisa.Mills@tworiverscs.org</a>
Cristina Mancinas	K/1 Teacher	970-384-5200	<a href="mailto:Cristina.Mancinas@tworiverscs.org">Cristina.Mancinas@tworiverscs.org</a>
Lixy Alcorta	2/3 Teacher	970-384-5200	<a href="mailto:Lixy.alcorta@tworiverscs.org">Lixy.alcorta@tworiverscs.org</a>
Alana Houseman	2/3 Teacher	970-384-5200	<a href="mailto:Alana.Houseman@tworiverscs.org">Alana.Houseman@tworiverscs.org</a>
Victoria Norville	2/3 Teacher	970-384-5200	<a href="mailto:Victoria.Norville@tworiverscs.org">Victoria.Norville@tworiverscs.org</a>
Carolyn Suehring	4/5 Teacher	970-384-5200	<a href="mailto:Carolyn.Suehring@tworiverscs.org">Carolyn.Suehring@tworiverscs.org</a>
Mike Hills	4/5 Teacher	970-384-5200	<a href="mailto:Mike.Hills@tworiverscs.org">Mike.Hills@tworiverscs.org</a>
Tamarah Howard	4/5 Teacher	970-384-5200	<a href="mailto:Tamarah.howard@tworiverscs.org">Tamarah.howard@tworiverscs.org</a>
Kevin Shepard	Middle School PBL/Language Arts	970-384-5200	<a href="mailto:Kevin.Shepard@tworiverscs.org">Kevin.Shepard@tworiverscs.org</a>
Terran Carver	Middle School PBL/Language Arts	970-384-5200	<a href="mailto:Terran.Carver@tworiverscs.org">Terran.Carver@tworiverscs.org</a>
Shaina Maytum	Middle School PBL/Language Arts	970-384-5200	<a href="mailto:Shaina.Maytum@tworiverscs.org">Shaina.Maytum@tworiverscs.org</a>
Annette Leach	Middle School Math	970-384-5200	<a href="mailto:Anette.Leach@tworiverscs.org">Anette.Leach@tworiverscs.org</a>
Adam Cartwright	Middle School Math and PBL	970-384-5200	<a href="mailto:Adam.cartwright@tworiverscs.org">Adam.cartwright@tworiverscs.org</a>
Deidra Rippy	Middle School Math and PBL	970-384-5200	<a href="mailto:Deedee.rippy@tworiverscs.org">Deedee.rippy@tworiverscs.org</a>
Elvia Loya	Spanish Teacher	970-384-5200	<a href="mailto:Elvia.Loya@tworiverscs.org">Elvia.Loya@tworiverscs.org</a>
Sonia Roldan	Spanish Teacher	970-384-5200	<a href="mailto:Sonia.rolدان@tworiverscs.org">Sonia.rolدان@tworiverscs.org</a>
Andrea Turner	Special Ed. Teacher	970-384-5200	<a href="mailto:Andrea.turner@tworiverscs.org">Andrea.turner@tworiverscs.org</a>
Andrew Hays	Intervention Coordinator	970-384-5200	<a href="mailto:Andrew.hays@tworiverscs.org">Andrew.hays@tworiverscs.org</a>

## CAMPUS POLICIES

### 1. Closed Campus

Two Rivers Community School (TRCS) is a closed campus. TRCS hours are between 7:45 am and 3:30 pm and between 7:45 am to 2:15 pm on Wednesdays for early dismissal. When on campus, students must always be in class and under the supervision of an adult. Students who leave campus without authorization will receive a consequence.

Students who need to leave campus early must have a written note signed by a parent/guardian presented to the main office in advance or must be picked up by a parent/guardian or authorized individual. Parents/Guardians/Individuals authorized must sign the student out in the Sign In/Sign Out log before the student leaves.

### 2. Student Attendance

Daily Attendance: The high expectations TRCS has for each student makes it imperative that students are in school **each day**. Daily participation in class and community is critical to student learning and growth. **More than 10 absences due to illnesses or repeated unexcused absences will result in academic and disciplinary actions.** Students who are absent must take the responsibility for getting make up assignments and bringing them completed the day he/she returns, or at the latest, the following day.

In the event of a necessary absence, a parent/guardian must either call the main office at 384-5200 and report the absence by 8:00 a.m or mark the student as absent using the REMIND App. The parent/guardian needs to include the child's name, date of absence, and the reason for the absence and a contact number for the parent/guardian. The notification and explanation of the absence is only that and does not automatically excuse the absence. Excused absences are granted in accordance with school policy (see Excused/Unexcused Absence Policy).

Should your child need to be excused early for a doctor's appointment or other circumstances, the parent/guardian must deliver a signed note a prior to the appointment detailing the time to be excused, reason for leaving, approximate time of return and a phone number to reach the parent/guardian. The student will be given an early dismissal slip to be excused from class. The student will be excused from class when a parent/guardian or authorized individual comes into the main office to sign the student out.

#### **TRCS Excused/Unexcused Absence Policy**

- Excused Absences: Excused absences are those resulting from: illness, injury, physical disability, mental disability, emotional disability, family emergency, **or** absences excused by the Directors through prior requests of parents/guardians, absences which occur when a student is in custody of a court or of a law enforcement authority, and any other absence approved by the Directors. The school may require suitable proof of an excused absence including written statements from medical sources.
- Unexcused Absences: Unexcused absences are those absences deemed unacceptable by the Directors regardless of the prior approval or knowledge of the parents. Unexcused absences include those resulting from suspensions and recommendations for expulsion. Absences not properly reported by the parent are unexcused.

## Other Attendance Policies

- **Notification of Absences:** When a student is truant from school or from assigned classes, the school office will make a reasonable effort to notify parents, guardians, or legal custodians by phone as quickly as possible. If a student's academic progress is compromised because of absence, reasonable effort will be made to notify the parents/guardian in advance so remedial action can be taken.
- **Academic Consequences:** Students with excused or unexcused absences are responsible for work missed and are expected to make it up for their own benefit.
- **Habitually Truant Students:** Truancy is an absence from school without the permission of the student's parent/guardian, the teacher in charge or the Directors. Students who have achieved the age of seven but are under 16 years of age, who have three or more unexcused absences from school or from class on three or more different days in a one-month period, or 10 or more unexcused absences from school or from class on 10 or more different days in a school year, are considered to be "habitually truant" under state law. Absences due to suspension or recommendation of expulsion will not be considered for purposes of determining habitual truancy. Once a student is determined to be habitually truant, a Director will notify the student's parents/guardians in writing of the student's unexcused absences and of the fact that the student is habitually truant. At that time, the school will develop a plan with the goal of assisting the child to remain in school. School personnel will make reasonable efforts to meet with the parent/guardian to review and evaluate the reasons for the child's truancy. Further unexcused absences may result in the student's withdrawal from TRCS and return to his/her home school.
- **Tardiness:** Being prompt to all school commitments is an important expectation of each student. If a student is late to school or to class two or more times in a week, a parent/guardian will be notified of this problem and the parent/guardian will be expected to implement a plan to correct the problem. Should there be an emergency that prevents a student from being on time, a parent/guardian may call the office or send a signed note, which will excuse the tardy.

### **3. Arrival and Dismissal:**

#### **School Hours**

<b>Monday through Thursday</b>	<b>Wednesdays</b>
School Day Begins: 8:15 a.m.	School Day Begins: 8:15 a.m.
First Dismissal: 3:30 p.m.	Dismissal: 2:15 p.m.

**NOTE: K-5 students remaining at school after 3:45 will be taken to the after school program, Beyond the Bell, and counted as drop-in after school students. The fee for drop in is \$10.00 a day. Families who struggle to pick up their children immediately after school should consider buying many drop- in passes so that they know their child is safe, engaged and fed until pick up at 5:00 p.m.**

**Arrival:** Students should arrive no earlier than 8:00 a.m. unless prior arrangements have been made with a staff member. TRCS students can only be dropped off at the main "Kiss and Go" drop off area, unless their parents are walking them to the building from the parking lot. There will be clear signs and indicators of where visitors can park. **Safety of our students is our top priority so please follow the rules for dropping off and picking up students.**

**Dismissal:** Students will be dismissed at 3:30 p.m. every day except Wednesday. On Wednesday they will be dismissed at 2:15 p.m.

Students in grades 6-8 who play sports at the Glenwood Springs Middle School, can be dismissed fifteen minutes before the end of the school day to walk to the GSMS. Those students **must** have a self-check out form on file at the office to check themselves out which is signed by their parents. They must also be in good academic standing.

#### **4. Dress Code**

The purpose of the TRCS dress code is to create a professional, safe and respectful community where students can place their sole focus on learning. The dress code is in effect from the start of the school day until the end of the school day. Standards for dress and appearance at TRCS will support the academic setting and emphasize that learning is our main purpose. The purpose of having a dress code is to emphasize that school is the students' and staffs' place of work and that respect for other members of society and oneself places some restrictions on the nature of dress and grooming. **Attire of both students and staff** should meet generally accepted standards of decency in an academic environment. Attire shall not be disruptive or distracting to the learning process. Clothing should be neat, clean, tasteful, and modest. For example clothing that is revealing, sheer, tight, and/or short is not appropriate. Students should be covered from their neck to their mid-thigh. Tops that expose the midriff and sagging pants that show underwear are examples of clothing unacceptable for school. Shorts and skirts should be no shorter than mid-thigh. Another way to measure shorts and skirts is to drop your arms down at your sides. If shorts or a skirt is shorter than where your fingertips reach they are too short. Shoes must be worn. Clothing that in any way promotes gangs, obscene language, or illegal substances is not allowed at school. Students will be warned about inappropriate clothing, asked to change, and if noncompliant, parents will be contacted. Students who habitually dress inappropriately are considered insubordinate and could face possible suspension.

**THE FACULTY AND STAFF OF TRCS RESERVE THE SOLE RIGHT TO INTERPRET AND ENFORCE THE STUDENT DRESS CODE.** Students who violate the dress code will be asked to change. *(A phone call home for appropriate clothing to be brought to school for the student, or the student being sent home for failure to comply is solely determined by the TRCS Administration.)*

#### **5. Parents/Guardians and Visitors**

All parents and visitors must sign-in and sign-out at the front desk when they enter or leave the building. Parents/guardians are expected to abide by the school's visitor rules and Habits of a Learner in all their interactions with faculty, staff, administration, and other parents and students. Parents/guardians will be asked to leave the school campus if the school's Habits of a Learner are not practiced.

#### **6. Student Telephone Usage**

In order to limit disruption to the classroom, students will not be called to the telephone except in cases of extreme emergency. With permission from a member of the staff, students may use the office telephone to make necessary phone calls. **Students are prohibited from using their cell phones during the school day unless directed by staff.** Students may use their cell phone before or after school. If a student has a cell phone on their person which they take out and use during the school day, the phone may be confiscated. A parent/guardian will have to come in and pick up the phone in order to get it back. Students are expected

to have cell phones turned off and stored in a backpack during the school day. **Teachers may opt to have a drop box for these devices in their classroom and collect/return them each day .**

### **7. Deliveries for Students**

If a student leaves items at home, they may be delivered to school and left in the main office for the student to pick up.

### **8. Cleaning Classroom Area**

TRCS Students are responsible for cleaning their classroom area every day before they go home. Additionally, several times a year we organize a school clean up. Classes will be assigned regular responsibility to maintain certain areas of the school and/or daily duties like recycling.

### **10. School Lunch Program:**

We have a school cafeteria where homemade lunch will be served daily. Lunches must be paid for electronically through the school website. Check the website for details.

### **11. Unidad:**

Unidad is our daily “homeroom” gathering. Every teacher has a group. The purpose of this group is to create community among our students and staff.

## **II. Academic Policies**

### **1. Academic Honor Code**

Academic integrity lies at the center of our commitment to the five Habits of a Learner: Responsibility, Perseverance, Empathy With Listening and Understanding, Courage To Do The Right Thing, and Flexible Thinking. Learning is predicated on a mutual trust and *respect* between teacher and student. We expect each student to take the *responsibility* for their learning by demonstrating their *perseverance* in their work. We expect *empathy* from every student by paying attention to the thoughts, feelings and ideas of others, having the *courage* to ask for assistance and to do the right thing, and the *flexibility* to change their perspective and to listen with an open mind.

Violation of the Academic Honor Code may take several forms, including, but not limited to, plagiarism, cheating and copying. Any of the following forms without full acknowledgement of the original source counts as a violation of the Habits of a Learner:

- Direct duplication by copying (or allowing to be copied) another’s work, whether from a book, article, website, another student’s assignment, etc.
- Inclusion of images, text or other forms of media in whole or in part from the internet or other electronic resource without proper citation.
- Duplication in any manner of another’s work during a quiz, test or exam.
- Having and working from any unauthorized documents or resource during class time, including crib-sheets, calculators, the internet or any other resource.
- Paraphrasing another’s work closely, with minor changes but with the essential meaning, form and/ or progression of ideas maintained.
- Piecing together sections of the work of others into a new whole.

- Submitting one's own work that has already been submitted for assessment purposes in another subject or at another school.
- Producing assignments with other people (e.g., another student, a tutor) that should be your own independent work.
- Using quoted phrases without citation.
- The presentation of group work as individual, independent work, or the presentation of an individual's work as a group's.
- Falsifying, creating and fabricating information, data, or sources.

Consequences for breaking the Academic Honor Code may include parent notification, suspension, and/or an apology to the class.

Students and families of TRCS must agree to the following Academic Honor Code.

*I accept the responsibilities for maintaining honorable behavior in all academic work, to assist one another in maintaining and promoting personal academic integrity, and to only submit individual work that is completely my own or properly cited.*

## **2. Academic Effort**

TRCS strives to create an environment of academic rigor that will prepare students to excel in college and life beyond. Consistently living the Habits of a Learner of “perseverance” is critical to academic success at TRCS. The school expects that each student will give their best effort daily with all academic work.

## **3. Homework**

Homework has academic benefits as well as developmental benefits. It helps develop students' responsibility, time management skills and independent problem solving skills. The development of these skills is essential to a student's success at TRCS and to excelling in college. Students are expected to complete all homework in a thorough manner paying attention to detail and quality.

### **TRCS Middle School Homework Plan**

**Updated 8/18/17**

- II. As a team of teachers, we understand that we will each assign homework most nights. Homework assignments for middle school students can be expected to take 15-20 minutes per subject area per day on average, with exceptions for major projects, papers, and reading expectations.
- III. On the occasion that there is not an explicit homework assignment stated, students should read, especially in their areas of study, for 15 minutes.
- IV. Study Hall: students who do not complete homework will be required to attend a silent, directed study hall during the lunch and recess period in order to complete missed work. This study hall is also an open opportunity for any student to be proactive about getting work done in advance when they know their obligations outside of school might interfere with their ability to get regularly scheduled work completed.



## **Homework Plan for Second, Third and Fourth Grades**

**2nd - 4th grade: Assigned homework Monday-Thursday (45 min. p/day)**

Reading: 20 minutes *minimum daily*

Spelling/Vocabulary: 7 minutes

Fluency: 3 minutes

Math: 10-15 minutes

Spanish: 20 minutes/ week

2nd/3rd: Will send homework folders on Monday to be returned on Friday. If they don't bring it back on Friday, then they have to stay in from recess to complete it.

3rd/4th: Math and Literacy homework are sent home M-Th each week to be returned the following day.

## **Homework Plan for Kindergarten and First Grade**

Students in these grades should read or be read to a minimum of 20 minutes each and every day. If students are reading, they should read at their independent level and not struggle with text. Homework folders are sent home on Mondays to be returned on Fridays. The folders contain both literacy and math homework.

Parent/Guardian Role with Homework: Parents must be aware and supportive of their child's efforts with homework. Parents are expected to actively check and review their child's homework each night and to let teachers know if their child is struggling with homework. Parents may assist students with their homework, but should never do it for them. Please try to set a consistent time and place to support your children with their homework.

Academic Probation: Students who do not complete homework assignments or complete class work/projects regularly may be placed on academic probation (or contract). Parents/guardians will be notified and required to become more involved in their child's education. Academic probation requires the student to get his/her homework signed by a parent/guardian each night and present it to his/her Unidad teacher in the morning and attend study hall during lunch recess each day. The student may also be required to fill out a weekly academic contract and get it signed by teachers on a daily basis. If academic effort continues to be a problem, a conference with the parent/guardian will be held to discuss

more serious steps. If homework completion improves over the academic probationary period, the student may earn his/her way off the probationary list.

#### 4. Unidad

The Program Unidad is an essential part of creating a powerful learning community centered on our Habits of a Learner and fulfilling our principle of personalization. Students are assigned to a mixed grade level Unidad group and to a teacher mentor. The mentor, usually the teacher, is committed to knowing each of his mentees and providing a source of counsel, guidance, and support. Through daily sessions (group discussions, movement and individual conferences), Unidad provides an important human context for academic planning, goal-setting, home/school communication, team and community building, and reflection. The teacher from Unidad serves as the primary contact with parents and facilitates communication between parents, teachers and other resource personnel. Should there be a general concern or issue, the parent should call the Unidad teacher first and the teacher will do his/her best to resolve the concern or facilitate further conversations.

#### 5. Grades:

Students will receive number grades for each completed class on reading, writing, math, science and social studies integrated within PBL, Spanish. The number grades represent the performance level for content standards.

- 4 Advanced Achievement of Standard
- 3 Proficient Achievement of Standard
- 2 Partial Achievement of Standard
- 1 Does not Meet Standard
- I Incomplete

**Incomplete:** A student may earn an Incomplete under two circumstances: 1) If a student has demonstrated outstanding effort throughout the year, but missed several concepts that the teacher feels would be valuable to receive extra time to understand 2) If there has been an extended excused emergency leave where a student missed a portion of the work that needs to be made up. If a student earns an Incomplete, he/she will be given the opportunity to complete specified work over a defined period of time to earn a passing grade. Should the student not complete this work satisfactorily at the end of this proscribed time, the student will receive a failing grade.

**Failure:** Should a student receive a 1, that student's performance will be deemed inadequate, and they will not be given a chance to redo poor quality or incomplete work. That student will be required to retake that course to get a passing grade or attend summer school for six weeks to make up that class.

#### 6. Students will be graded on their Habits of a Learner using the following rubric:

HABITS	Which means	Exceeding	Meeting	Developing	Beginning
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Responsibility	Own what you need to do in order to succeed in school and life.	Always arrives on time and is engaged in classes from start to finish. Turns in strong work and meets deadlines. Owns actions and makes up for mistakes without being asked.	Usually arrives on time and is engaged in classes from start to finish. Turns in strong work and meets deadlines. Owns actions and makes up for mistakes usually without being asked.	Sometimes arrives on time and is engaged in classes. Work is sometimes late or not the best. Sometimes adults are needed for him/her to take ownership for actions or repair relationships.	Rarely arrives on time or is engaged in classes. Requires an adult to get him/her back on track. Work is incomplete or late. Often blames others for mistakes.
Perseverance	Never giving up even when you are tired or times are tough.	Never gives up. Asks for help in different ways until he/she gets what she needs. Uses help from staff, family and friends to work past problems. Solves problems.	Usually asks for help when he/she gets what she needs it. Takes critical feedback as an opportunity to improve work. Seeks to find solutions to problems.	Sometimes works past problems, but sometimes gives up if frustrated. Makes excuses for why he/she could not succeed. Asks for help once or twice but does not persevere.	Rarely does work after getting frustrated. If the work is confusing or hard, he/she does not ask for help. States many reasons why he/she does not succeed.
Listening with Understanding and Empathy	Pay attention to the thoughts, feelings and ideas of others and shows respect for another's point of view in this way.	Always strives to pay attention to the thoughts, feelings and ideas of others and shows respect for another's point of view in this way.	Usually strives to pay attention to the thoughts, feelings and ideas of others and shows respect for another's point of view in this way.	Sometime strives to pay attention to the thoughts, feelings and ideas of others and shows respect for another's point of view in this way.	Does not pay attention to the thoughts, feelings and ideas of others or show respect for another's point of view in this way.
Courage To Do the Right Thing	Tries to prevent conflicts and to solve them when they come up. Asks	Always shows leadership by acting quickly to resolve conflict and	Usually shows leadership by acting quickly to resolve conflict and	Sometimes shows leadership by acting quickly to resolve	Rarely shows leadership by acting quickly to resolve conflict and

	questions in class that might sound “stupid”. Overcomes fears to take a risk at trying something new.	stop escalation. Always takes risks when trying something new.	stop escalation. Usually takes risks when trying something new.	conflict and stop escalation. Sometimes takes risks when trying something new.	stop escalation. Rarely takes risks when trying something new.
Thinking Flexibly	Able to.. Change perspective Consider the input of others Generate alternatives Weigh options	Always strives to considers the perspective of others and seeks to gain their input regardless of individual characteristics , philosophical beliefs, or backgrounds. Able to generate methods to solve problems and weigh the merit of options.	Usually strives to considers the perspective of others and seeks to gain their input regardless of individual characteristics , philosophical beliefs, or backgrounds. Usually able to generate methods to solve problems and weigh the merit of options.	Sometimes strives to considers the perspective of others and seeks to gain their input regardless of individual characteristics , philosophical beliefs, or backgrounds. Sometimes able to generate methods to solve problems and weigh the merit of options.	Does not strive to consider the perspective of others and seek to gain their input regardless of individual characteristics , philosophical beliefs, or backgrounds. Unable to generate methods to solve problems or weigh the merit of options.

### 7. Report Cards and Progress Reports

The school year is divided into trimesters. Students will receive a report card at the end of each trimester. Parent(s)/guardian(s) and students must come in for a conference with the student’s advisor to receive the report card at the end of the first and second trimesters when students will conduct Student Led Conferences with their parents and their teachers.

### 8. Honors and Awards

At the end of each trimester, academic and Habits of a Learner honors are given out to students at the sole discretion of the faculty and staff. The following academic honors and awards potentially could be awarded to students.

**Academic:** Academic Honors are given out to students who meet expectations in both academic areas as well as Habits of a Learner.

**Growth:** Students whose growth in one area of academics is notable.

**Habits of a Learner Awards:** given out to students who consistently live the Habits of a Learner in their daily life.

## **9. Promotion Requirements**

To go on to the next grade, all students must:

1. Pass all Classes
2. Demonstrate Performance and Growth in Interim Assessments (IA); these tests assess Colorado standards and benchmarks, and are given twice a year in Reading and Math.

## **10. State Mandated Assessments and Assessment Policy**

The Two Rivers Community School's Board of Directors (BOD) respects parents' or legal guardians' rights to direct their students' education and honors the choices of parents or guardians regarding their students' participation in state-mandated assessments. Under Colorado law, all schools districts, board of cooperative services, district charter schools and institute charter schools are prohibited from imposing negative consequences for a parent's exercise of his or her choice to excuse a student from state-mandated assessments. In accordance with State law protecting students and parents and in order for families to make their own best choices regarding state mandated assessments, the TRCS Board which consists of four parent members, adopts the following guidelines.

### **Information about state mandated assessments**

In the following pages please find the schedule of state-mandated assessments to the extent known, including a statement about the purpose and use of the state-mandated assessments. A copy of this policy shall accompany this communication, which shall also be posted on TRCS website.

As required by State law, the results of the state-mandated assessments shall be included on the student's final report card, if such results are available in time for inclusion on the final report card. If a parent or guardian has excused the students from taking one or more state-mandated assessments, the final report card shall not indicate in any way that the assessment was excused or not taken.

### **Administration of state-mandated assessments**

The Director of Education will observe all testing protocols relevant to the state-mandated assessments, and shall make proper arrangements for test security.

Presently, TRCS administers CMAS Math tests using paper and pencil for grades 3-8, the English Language Arts (ELA) tests for grades 3 and 4, and the grade 4 Social Studies test. Online tests are given for students in grades 5-8 for ELA and grades 5 and 8 in Science.

For computer-based assessments, the parent or guardian may request that the assessment be administered using pencil and paper. Such requests shall be made in writing, which may be in email form, that will allow for the proper arrangements to be made for the students to take the pencil and paper version of the assessment.

### **Excusing state-mandated assessments**

A parent/guardian who wishes to exempt his or her child from CMAS assessments may request that his or her child be exempt from participating in one or more state assessments.

- The request for exemption must be submitted in writing to the Director of Education or his/her designee prior to testing. Parent refusal notices will be maintained by the Director of Education.
- The parent/guardian will not be required to state the reason for asking for the exemption.
- A request for exemption will be valid for one school year. Requests for exemption from state assessments in subsequent school years require a new written request.
- Parents/guardians are encouraged to submit their requests for exemption at the earliest possible date each school year so that the school may plan accordingly.

In accordance with state law, the school shall not impose a negative consequence upon a student whose parent/guardian has requested an exemption from a state assessment.

This policy’s exemption process shall apply only to CMAS, PSAT, or SAT and shall not apply to school or classroom assessments and will be reviewed annually by our School Accountability Committee (SAC).

Adopted: August , 2018

### **TRCS ANNUAL ASSESSMENT SCHEDULE**

<b>Assessment Instrument</b>	<b>Purpose</b>	<b>Administered</b>	<b>Which Students</b>	<b>Content Focus</b>	<b>Testing Method</b>
i-Ready	State approved interim assessment for math and literacy. Also used to measure literacy development in grades K-3 and	3- 4 times each year typically August, November, February, May  Time for test taking varies considerably. There is no	All students	Math and Literacy	Online

	-can be used as one piece of evidence in creating a READ Plan.	mandated test time.			
Writing Assessment	Measure writing progress	3 times a year (fall, winter, spring)  Time for test taking varies considerably. There is no mandated test time.	All students	Writing	Paper
CMAS ELA	State mandated standardized assessment	Spring each year. Test time ranges between 60 and 90 minutes per test depending on grade level.	Grades 3-8	Literacy	Paper for grades 3 and 4, online for grades 5-8
CMAS Math	State mandated standardized assessment	Spring each year.  Test time ranges between 60 and 90 minutes per test depending on grade level.	Grades 3-8	Math	Paper for all grades
CMAS Science	State mandated standardized assessment	Spring each year. Test time ranges between 60 and 90 minutes per test depending on grade level.	5 and 8	Science	Online for both grades
CMAS Social Studies	State mandated standardized assessment	Spring each year if selected by the State to test. Test time ranges between 60 and 90 minutes per test depending on grade level.	Grades 4 and 7	Social Studies	Online for both grades

WIDA ACCESS	State mandated standardized assessment	January Test time ranges between 60 and 90 minutes per test depending on grade level.	ELL students who are not yet considered a level 6	Reading, writing, speaking, listening (for English Language Learners)	Paper for grades K-3, online for grades 4-8
TS GOLD	State required. Used to monitor school readiness, social progress and academic progress in kindergarten. TS-GOLD.	Data for the TS-GOLD is gathered by teachers as they observe students on a day-to-day basis.	On going	Early Childhood Development in multiple areas.	Students do not take an assessment. Teachers collect qualitative observations to measure growth.

### III. Discipline

**School Norms  
Updated by TRCS Instructional Staff  
8-2017**

**Student Version/Handout**

**Do.....**Treat people exactly as you want to be treated and.....

1. Use integrity and be worthy of trust
2. Use respectful /kind language
3. Listen with empathy and respect for others
4. Use all school property with respect and care
5. Help others without being asked
6. Take responsibility for your school work.... Don't make excuses
7. Be on time for school and classes
8. Walk in a line when asked to do so
9. Keep hands and body to self
10. Follow the directions of all staff
11. Keep your cell phone or personal device in your backpack or cubby recognizing that it is your responsibility and not the responsibility of TRCS
12. Use a quiet voice
13. Walk inside the school
14. Clean up after yourself in the classroom , lunchroom , bus and outside



15. Ride anything with wheels **outside** school property rather than on school property

**Don't.....**

2. Demonstrate unwanted, aggressive behavior ( bullying) towards anyone else ( may warrant expulsion)
3. Use physical or verbal aggressive behavior ( hit, kick, punch, yell, insult, cuss) ( may warrant expulsion)
4. Take or borrow things that do not belong to you ( steal). This includes intellectual property ( cheating).
5. Use the internet during school time for tasks unassigned by teacher or on sites unrelated to task
6. Use your cell phones or personal devices between 8:15 and 3:30 p.m. unless directed by a teacher or administration
7. Hide or leave the school campus without approval from a teacher or administration
8. Wear caps or hats/hoodies that cover the eyes or distract from the classroom
9. Wear revealing clothing
10. Bring weapons to school. Pretend weapons such as toy guns or pocket knives are also prohibited. ( may warrant expulsion)
11. Use alcohol, vapor pens, tobacco, or drugs at school , on field trips or on the bus.
12. ( may warrant expulsion)

**Students who do follow rules and demonstrate above and beyond behaviors may receive Falcon Bucks!**

All teachers can and should give all students Falcon Bucks for positive behaviors noted in the **DO** section using their discretion. Twice annually, in December and again in May, administration will take students to a special destination such as the ARC in Aspen or the Glenwood Caverns for a day of activities. These trips will be available who choose to save their Falcon Bucks throughout the year as opposed to spending them in the TRCS Tienda. The TRCS Tienda will be open on Fridays in the school cafeteria during lunch time. Students will have the opportunity to spend their Falcon Bucks on various prizes ranging from pencils and erasers to chips and other treats.

**2. TRCS Rules**

Personal electronics and computer games: must be turned off during school hours and stored in backpacks or lockers. If students do not keep these devices turned off and stored, the teacher or staff member will confiscate the item and parents must come to reclaim the item from the Directors. Teachers reserve the right to collect devices and store them in a central place each day. **Neither TRCS nor any teacher shall be responsible or liable for any damage to or loss of any cell phone or electronic device belonging to the student.**

Food and gum: Food cannot be eaten outside of the cafeteria, vestibule and in the immediate outdoor courtyard unless a staff member gives approval. Gum may be chewed with permission of the classroom teacher.

Roller Blades etc: Roller-skates/blades, skateboards and scooters are not to be ridden on school property.

Lunchroom: Our Habits of a Learner form the basis for behavior in the lunchroom with the addition of the rules listed below: 1) Students must clean the table, bench, and floor of their individual eating area before being dismissed. 2) Students must only sit on the seats. 3) Food throwing is not allowed. 4) Students must speak quietly and use proper table manners.

Public Displays of Affection: Students are not to display public affection while at school, on school grounds, or at school-sponsored activities. Inappropriate touching with hands or other parts of the body is not permitted including, but not limited to hugging and sitting on each other's lap. A brief hug with a friend is permitted. Absolutely no kissing on school grounds.

Habits that Promote a Learning Environment: Students should walk in the school and use quiet voices so that others can learn. They should also clean up after themselves both inside and outside the school building.

### Drugs Alcohol and Tobacco

Student use, possession, distribution, or sale of alcohol, tobacco or illicit drugs is prohibited on school grounds, at any school-sanctioned activities, when students are being transported in school sponsored vehicles, or at any time or in any place where the student's conduct interferes with or obstructs the educational program or operations of the school, or the health, safety or welfare of students or employees. A student violation of this policy will lead to a suspension, reporting to authorities, and/or a recommendation for expulsion, as required by law, or at the discretion of the school.

If a student receives a suspension for a first violation of this policy, a student may be required to enroll in a rehabilitation/counseling program at the sole cost of the family. The family, when appropriate, will be required to report back with an assessment, diagnosis and treatment plan as a condition for re-admittance into the school. A second violation of this policy will lead to an expulsion hearing.

### Weapons

Guns, knives, explosives, or weapons of any type are not permitted in the school, on the campus, anywhere on the premises, and at any off-campus school related activities or events. Violations will lead to expulsion. **Items that appear to be weapons** are banned as well.

### Gang Affiliation

This policy has been adopted pursuant to the requirements of state law, in recognition of the fact that gang activities at school impose a threat to the welfare and safety of students and others in the school community. The term "gang" as used in this policy refers to all groups of three or more individuals who share a common

interest, bond, or activity characterized by criminal, delinquent, or otherwise disruptive conduct engaged in collectively or individually.

The purpose of this policy is to protect the health, safety, and welfare of those in the school community and to prevent the initiation or continuation of gang membership and gang activity in our school.

Prohibited gang affiliation or appearance includes: Any manner of grooming or apparel, including clothing, jewelry, hats, emblems, and badges which by virtue of color, arrangement, trademark, or other attribute is associated with or denotes membership in or affiliation with any gang will not be allowed in school buildings or on school grounds, at school sanctioned activities and events, or while being transported in school approved vehicles. Gestures, signals, or graffiti which denote gang membership or activities are prohibited in the school building and on school grounds, at school-sanctioned activities and events, and while being transported in school approved vehicles. The prohibition on gang-related apparel and actions will be applied at the discretion of the staff at TRCS. Consequences will be applied according to the circumstances of the infraction and may include suspension or expulsion. TRCS will communicate with law enforcement regarding this policy in order to further its purposes.

### Student Searches

School property is under the control of the school. A search of school property (including but not limited to lockers or backpacks) may be made at the discretion of the school administration if a reasonable suspicion arises that items considered illegal, disruptive, or a general nuisance to the educational process are being kept at school. School authorities may also search a student's person and/or personal property, desk area, backpack whenever a school authority has reasonable suspicion to believe that a student is in possession of illegal or unauthorized materials. School officials will detain a student if there is a reasonable suspicion that a student has drugs, narcotics, weapons, explosives, or other dangerous contraband in his possession, and if such possession constitutes a clear and imminent danger to the safety and welfare of the student, other persons, or school property. Furthermore, school officials will notify parents and the appropriate law enforcement agency of illegal possession of such materials.

### Physical Restraint

Corporal punishment is defined as action taken by school employees to spank or otherwise physically handle a student in any way to purposely inflict punishment. No corporal punishment will be administered to students by anyone in the school. Physical restraint and intervention or force by trained staff is reasonable and appropriate for the following purposes:

1. To restrain a student from an act of wrongdoing.
2. To quell a disturbance threatening physical injury to others.
3. To obtain possession of weapons or other dangerous objects upon a student or within the control of a student.
4. For the purpose of self-defense.
5. For the protection of persons or property.
6. For the preservation of order.

Any such acts are not in conflict with the legal definition of child abuse and will not be construed to constitute corporal punishment within the meaning and intention of this policy.

### **3. Habitually Disruptive Student:**

Any student who is suspended for disruptive behavior, as defined by this policy, for a third time during any one school year while in school or on school grounds, at a school sanctioned activity or event, or while being transported in a school approved vehicle, will be declared habitually disruptive and a recommendation for expulsion may be made. A remedial discipline plan will be developed after the first suspension. The plan will be reviewed and modified after the second suspension and the student will be placed on disciplinary probation. In such cases, the student and his/her parent/guardian will be notified in writing.

Disruptive behavior by a student identified as a student with disabilities, as defined by school policy, will be managed in accordance with the student's individual education plan (IEP). Students with disabilities will be subject to recommendation for expulsion as a habitually disruptive student only if determination has been made by the student's special education staffing team that the disruptive behavior is not a manifestation of the student's disability.

### **4. Actions that may lead to suspension**

The following student actions will lead to a student suspension.

- *Discipline Referrals:* Three discipline referrals will equal a first suspension, two more discipline referrals will lead to a second suspension, and two more will lead to a third suspension.
- *Breaking school rules:* Breaking of school rules, policies, expectations and/or failure to live the Habits of a Learner including serving or completing disciplinary assignments.
- *Repeated Interference:* Repeated interference with the school's ability to provide educational opportunities to other students.
- *Disrespect:* Disrespect to a staff member(s) or another student in word or action.
- *Disobedient Behavior:* Repeatedly refusing to respond to teacher or staff direction.
- *Disruptive Behavior:* Repeated disruptive conduct resulting in the student being declared a habitual disruptive student, as defined by school policy.
- *Inappropriate Physical Behavior:* Includes hitting, fighting and/or harassment.
- *Sexual Harassment:* Making sexually orientated remarks, jokes or touching behavior that makes another student uncomfortable.
- *Destruction of School Property:* Willfully or intentionally damaging a school building, property or equipment.
- *Fire Alarms/Threats:* Intentionally disrupting the school program by causing a false fire alarm or bomb threat, or any other kind of threat to property or person in the school community.
- *Lying:* Lying or giving false information, either verbally or in writing, to a school employee.
- *Leaving Campus:* Leaving campus without permission during the school day.
- *Ditching Class:* Avoiding going to class by hiding in or outside the school.
- *Bullying:* Unwanted aggressive behavior towards another student or staff member

### **5. Actions that will lead to expulsion hearing**

The following student actions will lead to TRCS recommending a student for an expulsion hearing: Expulsion may happen to a student based on grounds outlined in the Board of Education Policy by the Roaring Fork School District RE-1, in addition to any laws or regulations for the State of Colorado or the City of Glenwood Springs and County of Garfield.

Expulsion is mandatory under state law for:

1. Carrying, bringing, using or possessing a deadly weapon without authorization of the school or the district. A deadly weapon includes, but is not limited to, a loaded or unloaded firearm, a knife, a bludgeon or any other weapon/instrument which, in the manner in which it is used or intended to be used, is capable of producing death or serious bodily injury.
2. The selling of, including the exchange, distribution or gift of, drugs or controlled substances, as defined by state law, including anabolic steroids and prescription drugs.
3. The commission of an act that, if committed by an adult, would be robbery or assault as defined by law.
4. Declaration as a habitually disruptive student, defined as a student who caused a disruption anywhere during school more than three times throughout one school year due to willful and overt behavior by the student, requiring the attention of school personnel to deal with the disruption.

Additionally, TRCS may recommend a student for an expulsion hearing for the following actions:

- *Repeated Suspensions*: Being suspended three times over the course of a school year.
- *Gang Affiliation*: Evident affiliation with a gang.
- *Serious Violation*: A more serious violation of school rules and expectations, which the Director deems the circumstances of that violation warrant a more significant consequence than suspension.
- *Drug and Tobacco Use*: Violation of the drug and tobacco policy.
- *Bullying*: Unwanted aggressive behavior towards another student or staff member

## **5. The Discipline Process**

The teachers work closest with the students and therefore carry the bulk of the discipline responsibility. Should a teacher or staff member have a discipline incident with a student that exceeds correction by a simple redirect, the teacher will work to correct the problem with the individual student through a series of student-teacher interventions. If a student is still continuing the negative behavior, the student will be referred to the office for further intervention.

Should the teacher deem an incident to be serious, a “Restorative Referral” may be issued. A “Restorative Referral” may be issued at any time for disobedient behavior, fighting, bad language, poor attitude, disregard for school rules or property or similar incidents. Students cannot be sent to the office for inappropriate behavior without a written Restorative Referral. The Directors and other appropriate school staff will effectively communicate with all involved when there is an official report to the school administration.

This report will state the facts of what has happened and the action taken by the teacher or adult supervisor. The student’s classroom teacher, the office, and the student’s advisor will receive copies of the report. The student’s parent/guardian will receive a phone call from the school about the incident as soon as possible and may receive a copy of the report if deemed necessary by the Director or an adult supervisor. The particular consequences will be dependent upon the incident. A student who receives three discipline referrals may receive a suspension. Two subsequent referrals may lead to a second suspension and two more will lead to a third suspension.

**A student may also be referred to the restorative justice process, a process for the parties who have been involved in a conflict to come together to repair harm, solve, problems, and restore relationships.**

## **6. Consequences**

The purpose of disciplinary consequences is to ensure that both individual students and the school community maintain complete focus on learning and growth. Inappropriate student behavior not only impacts the individual, but also exacts a cost on the larger school community. Students must understand that they are a part of a larger whole and are accountable to their peers and to the values and expectations of the community. Prompt resolution of problems and student/family solutions to inappropriate behavior is expected.

Disciplinary actions, depending upon the nature of the action and/or referral, may include but are not limited to: a student warning (oral or written), an orange ticket, parent notification, a written assignment, morning or afternoon detention, study hall, community restorations, silent lunch, suspension or expulsion.

- Student Warning: Verbal or written – Refocus Form
- Mandatory Conference: A mandatory conference with that teacher at the end of the school day.
- Student Contract/ Agreement: An assessment between the teacher or administrator and the student that results in a written agreement and plan for resolving behavioral issues.
- Restorative Referral to Administrator/SEL Coordinator
- Parent Notification: Communication with the parent via phone, email, or meeting.
- Written Assignment: A written assignment reflecting on the schools values, the student’s inappropriate behavior and communicating a plan to improve that behavior.
- Detention: Morning and/or afternoon detention could last up to one hour.
- Community Work: Includes but is not limited to cleaning the school and/or performing projects for the benefit of the school.
- Refocus Session: Sitting silently in a supervised room.
- Police Referral
  
- Suspension: A student may be suspended from one day to up to 10 days and maybe suspended in school or out of school. A formal written notification will be given to the parent(s)/guardian(s). The student who is suspended will not be allowed to attend any school activities on or off campus from the time the suspension has been issued to when he/she has been reinstated. As a part of the suspension, the student will be required to complete a suspension assignment, catch up on all academic work in accordance to the student/family contract, and possibly a written apology to the entire school community. In order for a suspended student to be re-admitted to the school community, the student must be accompanied by a parent/guardian for a reinstatement meeting with a Co-Director upon his/her return. In addition to the meeting, the student must have completed the suspension assignment.
  
- Discipline Probation: Should a student be suspended for a second time during a school year, he or she will be put on disciplinary probation. The parent(s)/guardian(s) will be notified, and the family will be required to complete an action plan outlining the steps that they will take to insure that the student will consistently abide by the school’s Habits of a Learner and Rules. By being placed on disciplinary

probation, the parent and student are being notified that should another major discipline incident occur, the student would be recommended for an expulsion hearing.

## **7. Expulsion**

After a proper investigation and hearing, a student may be recommended for expulsion from TRCS for one of the following reasons:

- Three suspensions
- Committed an infraction in the preceding section entitled “actions that will lead to an expulsion hearing”.
- When expulsion is in the greater interest of the school community.

Parents will be notified before students are formally recommended for an expulsion hearing.

## **IV. Facility and Resource Expectations**

### **1. School Property**

TRCS expects students to treat school property and equipment with care and responsibility. School property includes the building and grounds, equipment, books and laptops. Intentional actions to damage or harm school property will lead to a suspension and may lead to an expulsion hearing. Should the damage be deemed as an unintentional act, students may be given the option of reimbursing the school and/or completing community restorations determined by the school.

### **2. Textbooks**

Students will be provided with school textbooks in classes for which they are required. It is the student’s responsibility to cover each of their textbooks upon receiving them. Students must maintain these books in good condition throughout the year. At the end of the year, students must return the exact numbered copy they were issued to get credit for turning in a book. Damaged or lost books will be the responsibility of the student and must be paid for based upon an amount assessed by the school.

### **3. Laptop Computers**

Students will use a laptop regularly at the school and at home upon parent and student signature of the 2018-2019 Student and Family Handbook Contract. Use of the laptop is a privilege, not a right and can be revoked at any moment. The use of the laptop and all school technology resources is governed by TRCS’s acceptable use policy (see appendix IV). The school reserves the sole right to enforce the acceptable use policy and to limit or take away a student’s privilege to use a school laptop at any time. Parents or guardians may not use the student’s email account to obtain student email accounts, send emails to any student or group of students without the permission of the Directors. Damaged or lost laptops will be the responsibility of the student and must be paid for based upon an amount assessed by the laptop’s warranty.

### **4. Responsibility for Personal Property**

All property brought to school is brought at the owner's risk. TRCS cannot assume responsibility for any property belonging to students. Distracting or inappropriate objects will be taken from a student and returned at the end of the day. Repeated violations will require a parent conference. Students should not

bring large sums of money to school. If it is necessary to bring a large sum of money, that money should be taken to the office.

### **5. Lost and Found**

The school's lost and found is located in front of the office. **Items not claimed within a month are donated to charitable organizations.**

### **6. School Supplies**

It is the responsibility of students to come with appropriate materials to school. TRCS will do its best to notify students and family in a reasonable amount of time when items are needed.

### **7. School Fees and Kindergarten Tuition:**

Student fees are collected each year to provide support towards our PBL activities, classroom supplies, and supplemental curriculum such as specials and technology. **All fees and tuition must be paid online through the TRCS website by choosing the “secure payment” option**

<https://ssl.selectpayment.com/cpp/TRCS/Login.aspx>

In the rare occurrence that you are unable to make a payment online, accommodations can be made to make a payment in our school office.

All fees and tuition must be paid online through the TRCS website by choosing the “Secure Payment” option. <https://ssl.selectpayment.com/cpp/TRCS/Login.aspx>

The TRCS Board of Directors adopted a fee schedule for this school year. School fees are one way that our school attempts to balance equity in school funding between public charter schools and district schools. Typically, public charter schools are funded at 80 cents to the dollar relative to district schools and charter schools have to finance their own facilities while district schools typically do that through bonds funded by taxpayers. There was some traction on the state level this fiscal year to begin to balance the playing field, but we are a long way from equal funding. As a result, TRCS charges school fees which primarily cover transportation, field studies for students, and technology. Families who qualify for free and reduced lunch are not charged fees. If you think your family may qualify, please pick up an application at the front desk. This year the fee schedule is as follows:

**\$500 a year per student**

**\$450 if you pay by September 1<sup>st</sup> the full amount**

If you would like to set up a payment plan so that the fees are collected monthly, or in two parts, that can be done. You will need to make an appointment to meet with Rebecca Ruland. Email her at [Rebecca.ruland@tworiverscs.org](mailto:Rebecca.ruland@tworiverscs.org) no later than September 1<sup>st</sup>. All fees must be paid by December 1<sup>st</sup> 2018. If a payment plan is not established and fees are paid after September 1<sup>st</sup>, you will have a \$50 late fee will be applied.

Thank you to all families who make that commitment and pay fees. Please recognize that families who do not qualify for free and reduced lunch and choose not to pay fees are being funded by families who do. This year we will be prioritizing spots for the bus and for field studies to families who do pay fees.



## **Kindergarten Tuition \$350 per month**

Monthly fee is due on the 1<sup>st</sup> of every month starting on September 1<sup>st</sup> and ending on May 1<sup>st</sup>

**Monthly fee will not be prorated for any reason.**

If monthly fee is paid after the 3<sup>rd</sup> of each month- \$25 late payment fee will apply.

If monthly fee is not paid by the 5<sup>th</sup> of each month- student will be moved to part-time kindergarten status until monthly fee and late payment is paid (no exceptions).

## **V. General School Policies**

### **1. Non Discrimination Statement**

It is the policy of the Two Rivers Community School to recruit, hire, train, educate, promote, and administer all personnel and instructional actions, without regard to race, religion, sex, sexual preference, age, national origin, disability, marital status, or public assistance. We will not tolerate any discrimination, and any such conduct is prohibited. The school also prohibits any form of discipline or retaliation for reporting incidents.

### **2. Volunteer Guidelines for Overnight Trips**

It is the policy of Two Rivers Community School to provide guidelines for overnight volunteers who attend trips with students. Volunteers must have successfully completed a background check prior to the trip. In addition, if they are driving, then a copy of the driver's license and current insurance must be on file. The driver must also be at least 21 years of age. For a full copy of the policy, see the appendix.

### **3. Student Records**

The school maintains important information files on each student. You and your parent(s)/guardian(s) may review those records with reasonable advance notice given to the school. School officials may obtain access to your records for educational purposes only. All individually identifiable educational information is confidential except for "directory" information. Directory information includes the student's name, date of birth, place of birth, participation in officially recognized sports and activities, height and weight (for athletic teams), dates of attendance, degrees and other honors awarded.

### **4. Media Release**

TRCS will periodically create publications to highlight student achievement, school life and school events. These publications will be developed for the purposes of admissions, public relations, fundraising, and other uses that promote the school. From time to time, the school may also get media requests to highlight the school and its students. We will honor the Student Media Consent and Release Form completed by families during the admission process.

## **5. Distribution of Published Materials or Documents**

School Materials: Publications prepared by and for the school by students may be posted or distributed to the greater community, with prior approval by the Directors. Such items may include school posters, brochures, murals, etc. The school newspaper and the yearbook are available to students. All school publications are under the supervision of a teacher, sponsor, and the Director and may be taken down at the sole discretion of the school.

Non-School Materials: Unless a student or parent/guardian obtains specific prior approval from the Director, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed at school or on any part of the campus. Materials displayed without this approval will be removed.

## **6. Commerce**

Students may not sell any articles on school property without the permission of the Directors. They may not make a collection of money or materials for their own purposes or for an organization to which they belong outside of school without prior permission from the Directors.

## **7. Informal Parent Grievance Process**

TRCS informal grievance process is intended to provide parties an opportunity to express and resolve grievances with the parties directly involved. The informal process provides neutral facilitation and mediation, with the goal of informal resolution, restitution, and relationship repair within the context of TRCS's Habits of a Learner.

In an attempt to encourage prompt resolution of potential grievances, TRCS members are encouraged to address their disputes directly with the individual(s) involved and allow for reasonable time to come to a resolution. Should this not bring resolution to the conflict, the individual should bring the grievance to the School Directors to seek further mediation. The individuals involved should agree to an informal process to resolve conflicts within a reasonable amount of time, not to exceed two weeks. Community members and school staff agree to act in good faith to best resolve the conflict.

## **8. Formal Parent Grievance Process**

The formal grievance procedure is intended to provide an opportunity for grievances that are either not resolved via the informal process or are significant enough in the mind of the grievant to require a formal investigative and resolution process that is documented in writing.

1. To initiate the formal grievance process, a grievant should submit a signed and dated grievance to the School Director. The written grievance should detail the allegations of dispute, breach of policy, or discrimination and should cite the contract, policy, or procedure that has been violated. As appropriate, the grievance should also include a summary of attempts to resolve the conflict through the informal process. Grievances will only be considered if this information is included in the written grievance.

2. The School Director will provide acknowledgement of receipt of the written grievance within

5 workdays.

3. Within 30 workdays, TRCS will appoint a resolution team that will include members of the school staff and the TRCS team. This team will conduct its own internal investigation, including conducting interviews with all relevant parties, reviewing pertinent documents, and reviewing policy. The team will not include any person who is directly named in the grievance or who is deemed to have a clear conflict of interest.

4. Within 45 work days of the submission of the written grievance, the resolution team will issue a written resolution plan that might include plans for facilitated conflict resolution meetings, recommendations for change in policy or procedure, or suggested next steps.

5. If a grievant is not satisfied with the manner in which the resolution team handles the grievance, s/he should bring the matter to the attention of the Board by contacting the Board President or Vice President who will formally respond to the grievant.

It is important to the integrity of our school that grievances be handled in an informed, direct, fair and equitable manner. The administration, TRCS, and the Board of Directors share responsibility for ensuring the integrity of the vision and its implementation through the system of due process described in this grievance policy. The final forum for conflict resolution, after a grievant has followed the steps outlined above, will be the Board of Directors who will deliver a written communication to the grievant.

If an individual or group voices a complaint at a public meeting of the Board of Directors or to individuals on the Board, the Board will not be required to respond to the substance of the complaint, but instead will thank the individual or group for their time and direct them to the grievance process outlined above.

## **VI. Athletics , Extracurricular Activities, Volunteer Opportunities**

### **1. Participation**

TRCS encourages students to get involved with fitness, athletic and extracurricular activities. These activities are a valuable part of a strong liberal arts education. Participation in the competitive athletics and games is a privilege, however, not a right. Students will be deemed eligible to participate in these activities so long as they are in good academic standing, are passing all of their classes, and have consistently abided by the school's Habits of a Learner. Students may be removed from a team and club activity at any point in the season should a student fall out of good academic or behavior standing. Grades will be reported to GSMS for eligibility.

All school policies and rules apply to athletic and club activities, practices, games and transportation to and from. Students must demonstrate the highest levels of sportsmanship and exemplify the school's Habits of a Learner during participation in any of these activities.

A student or group of students must get the approval of the Director to miss class time for an athletic or club activity. This request must be submitted in writing three days before the event or activity for approval.

## 9. Parent Volunteer Opportunities

**Note- It is the expectation that every family volunteer for a minimum of ten hours every school year. A menu of volunteer opportunities is sent home the first week of school to be returned to the Unidad teacher no later than mid September. A few options are listed below.**

There are a number of formal and informal ways in which parents can become involved in their child's education. We encourage parents to participate in at least one group for one term.

### **School Accountability Group**

The School Accountability Committee (SAC) will meet at least quarterly to discuss and relay information to school leadership, governing board of TRCS through dialogue and reports disseminated to TRCS Board as well as school newsletter highlights. SAC will determine

- a. Whether school leadership, personnel, and infrastructure are advancing or impeding implementation of the public school's performance, improvement, priority improvement, or turnaround plan, whichever is applicable or other progress pertinent to the public schools' accreditation contract.
- b. Safety issues relative to the school environment.
- c. Community concerns and input regarding aforementioned duties and responsibilities through forum, surveys and dialogue.

The SAC will consist of at least five members, with representation from the leadership team, teachers, two parents, and one community member.

The Leadership Team shall encourage persons who reflect the student populations that are significantly represented within the school to seek election to the committee. TRCS student populations will include minorities, students from low-income families, ELL students, migrant children, students with disabilities, and gifted students. Annually, a parent representatives elected to the committee will serve as chair or co-chair of the committee. All parents are welcome at each meeting. There are no fees, qualifications or requirements associated with membership. All parents are considered voting members at each meeting they attend.

### **Volunteer Coordinator (s)**

TRCS Volunteer Coordinators oversee and manage school-wide volunteer needs to help make the school run productively.

Responsibilities:

- Connect with school directors to assess school-wide volunteer needs
- Communicate school-wide volunteer needs with TRCS community (facility maintenance needs, Strawberry Days, school dances, teacher appreciation week, etc.)
- Oversee school-wide volunteer events and teacher appreciation week
- Work with school personnel to track family volunteer hours
- Keep an updated volunteer spreadsheet

Term: Two Years for two individuals with staggered terms

### **Teacher Liaison**

The role of the Teacher Liaison is to partner with a TRCS teacher and help assess, communicate and fill volunteer and supply needs for that teacher. As a group, the teacher liaisons will work with the volunteer coordinators to help spread the word on additional school-wide volunteer events.

Classroom responsibilities:

- Connect with teacher weekly or bi-weekly in person, by phone or email to assess needs
- Communicate with classroom parents or greater school community to fill needs

Other possible responsibilities:

- Attend monthly planning meetings with other teacher liaisons
- Help plan Teacher Appreciation week in May
- Help coordinate classroom parties
- Find volunteers for classroom fieldtrips
- Help teacher fill classroom wish lists for needed materials
- Help build classroom libraries and coordinate student book exchanges and book fairs
- Help teacher with making copies, laminating projects, learning groups, testing, etc.
- Help with classroom emails or create classroom newsletters to be sent to families
- (Kinder/1<sup>st</sup> grade classrooms) help find Raising A Reader book bag rotators
- (6<sup>th</sup>-8<sup>th</sup> grades) – find a volunteer to help with 8<sup>th</sup> grade trip to Spanish speaking country, duties may include, additional fundraising efforts, choosing destination, creating timelines/deadlines, etc.

Term: 1 year / one liaison per teacher

### **Fundraising Chair**

The fundraising chair and co-chair manage and oversee volunteer led fundraising events for TRCS

Responsibilities:

1. To facilitate monthly fundraising meetings
2. To communicate fundraising needs, events, and progress with TRCS community
3. To oversee fundraising subcommittees
  1. To create event specific subcommittees for yearly fundraisers
  2. To identify and populate subcommittees for on-going fundraisers

Term: Two Years for two individuals with staggered terms

### **Fundraising Committee Member**

The role of the fundraising committee member is to organize events that raise funds for the school

Responsibilities:

- To attend monthly fundraising meetings and serve on fundraising subcommittees
- To coordinate fall silent auction, spring drawing, and night at the Vaudeville
- To organize on-going fundraisers
  - fundraising family night dinners
  - “behind-the-scenes” fundraisers (box tops, city market rewards, target rewards, amazon smiles etc...)
- To solicit donations from families, individuals, corporations, and organizations (small group working closely with the Business Director)

Term: Subcommittees – two years with staggered terms

## **VII. Weather and Emergency Procedures**

### **1. Accident or Medical Emergency**

If a medical emergency occurs to a student at school, first aid will be administered and the parent(s)/guardian(s) of that student will be contacted immediately. If parent(s)/guardian(s) cannot be reached, a person listed on the student’s health form (or emergency contact card) or the family physician will be contacted. If the situation warrants, the school will call Emergency Medical Service (911). Please maintain current records in our office.

### **2. School Closings**

TRCS will follow the Roaring Fork School District RE-1 school closing decisions. If RFSD closes or has a delayed opening, TRCS will do the same. Every attempt will be made to post the school-closing announcement on the School’s website [www.tworiverscs.org](http://www.tworiverscs.org) or the **REMIND App**. You can also directly call the RFSD at 384-6075. They will post school closings by 5:30 a.m. If school must close during the school day, every attempt will be made to inform the parent(s)/guardian(s) in order to arrange for transportation.

### **3. Fire Alarms and Building Emergencies**

Should an emergency require evacuation of the School, fire alarms will sound. Students will proceed to designated areas with their teachers. Individuals will remain in the areas until a member of the administrative staff gives the all-clear signal. All fire alarms are treated as real and must lead to an immediate evacuation of the building.

Students must follow these evacuation procedures: 1) Silently follow staff directions and proceed out the nearest exit. 2) Do not grab backpacks or any belongings before exiting. 3) Meet in the designated spots with your teachers. Students who fail to follow this procedure will be given a consequence.

The school faculty and staff have reviewed and been trained in the emergency management procedures.

### **VIII. Technology Acceptable Use Policy**

Two Rivers Community School provides students and staff with a variety of technology resources for the purpose of supporting our educational mission. This acceptable use policy is intended to explain the responsibilities and limitations of technology use at TRCS. **Additional rules may be added as necessary.**

It is important that all users of TRCS technology remember that access to these resources is a privilege, not a right. Access to TRCS technology resources is only given to students who act in a considerate and responsible manner. Users of technology are expected to exhibit appropriate behavior and care in the use of computers and school computer networks just as they are in a classroom or a school library. Still, as technology is integrated into the fabric of virtually all instruction at TRCS, and appropriate use is critical to ensure learning happens for all, **violation of these policies will be treated as a disciplinary issue.**

Students at Two Rivers Community School will be provided with laptop computers in order to enhance, enrich, and facilitate learning. Each student or group of two students at TRCS will be provided with a computer or iPad to use while **on campus only**. Students are not permitted to take the computers home. The program will be a 1:1 or 1:2 on campus computer loan program. In order to ensure that computers are well maintained and properly protected, each student or group of two students will be assigned an individual computer that may not be used by other students. TRCS believes that if reasonable precautions and care are taken in the use of the laptop, the computer should not experience physical damage, loss, or theft.

Each student or group of two students will be issued a computer with a condition report to identify any pre-existing physical damage. Prior to the end of the school year, students will be required to submit their computer for a full review to determine any potential damages that have occurred. Students may be asked to submit their computer for review at any time throughout the

school year to ensure all students are abiding by the terms of this contract. Students will be held financially responsible for loss, theft, or any physical damage to their computer.

Prior to being issued a school computer, students and their parents must sign the contract located in the appendix and agree to all outlined policies and protective measures. Students and their parents should carefully read the contract and outlined policies prior to signing the form.

1. Inappropriate usage of technology will lead to serious disciplinary consequences. We expect students to apply the same Habits of a Learner of responsibility, integrity and respect that govern their conduct in their life at TRCS to also govern their use of TRCS's computers.
2. TRCS reserves the right to define inappropriateness in this context.
3. General school rules apply to all use of technology.
4. Reference to laptops also includes tablets or other kinds of technology provided or authorized by TRCS.
5. All work created on or by or stored on any TRCS equipment belongs to TRCS and may be reviewed and/or retained for any purpose in line with its educational mission.
6. Computer and network storage areas may be accessed by network administrators as needed for school purposes. Users should not expect that files (including email) stored on TRCS servers or computers will be private. Within reason, freedom of speech and access to information will be honored.
7. At school and/or during school hours, students will use computers and other technology resources for school related purposes only, unless they receive specific permission to do otherwise. In classrooms, students will use technology only as directed by the teacher.

### *Student Appropriate Use*

It is the student's responsibility to ensure the following:

1. **IMPORTANT: It is the student's responsibility to see that all work is backed up.** **There is NO excuse for loss of work or documents due to computer or network failure or loss due to disciplinary action.** Students shall always use Google for sharing documents with their teachers and classmates
2. No cell or multimedia devices are allowed out of your backpack during class unless directed by the teacher. Teachers may require students to deposit their devices in central collection point areas when they enter the classroom each day and pick them up at the end of the day.
3. Materials printed at school are to be academic in nature. Documents not pertaining to school are not to be printed here.



4. Students will respect the intellectual property of others by using appropriate citation, refraining from all forms of plagiarism, and abiding by federal copyright laws.
5. All students must log on with their own user name and password. **Passwords must be kept confidential.** Users are responsible for all actions that occur with their user account and computers. Users should change their password from time to time and guard it carefully. **It is ALWAYS appropriate to ask someone to step away while one enters a password, and courteous to do so without being asked.**
6. Students must not attempt to access or tamper with files, folders, programs, drives or any equipment on the network that do not belong to them.
7. Students will conserve the use of technology resources such as bandwidth, printing supplies, etc.
8. Students may not **download or install programs or inappropriate media or info.** NO PROGRAM OR PROGRAM ENHANCEMENTS ARE TO BE DOWNLOADED or installed from any source.
9. The Internet is available to students for academic pursuits. Students may not use it in an inappropriate manner, or give out personal information about yourself or classmates over the Internet without specific staff permission.
10. The school will provide all students with access to the Internet and an e-mail account. These are privileges and may be rescinded if used in an inappropriate manner. Any student who uses inappropriate language or uses the Internet or his/her email to harass, attack or defame another person or send inappropriate pictures in any communications faces disciplinary action. Email is an educational tool provided for the express purpose of furthering TRCS's educational mission. As such, TRCS reserves the right to inspect any TRCS email messages, to rescind or modify privileges in any way or at any time in the enforcement of this policy.
11. Students will follow TRCS technology use protocols. For instance, Facebook or emailing during class, and playing music out loud during school hours are not acceptable.
12. Students may not subscribe to Listserv services on a TRCS account, in which mail is automatically sent to a student account, without expressed written permission from the IT department.
13. Students will not use technology for illegal or commercial enterprise.
14. Students will take all precautions with their laptops to avoid damage or theft, and report any damage, theft or malfunction immediately.

*APPENDICES*

**The following pages must be signed and returned to your child's Unidad teacher no later than 9-27-2018.**

## **Student and Family Contract**

**This contract is between \_\_\_\_\_, his/her parent(s) or guardian, and Two Rivers Community School for the 2018-2019 school year.**

### **Student:**

1. I agree to attend school every day, be on time, and ready for instruction.
2. I agree to give my best effort to all of my academic work. I will complete my homework every night, actively participate in class, ask questions when I don't understand something, and seek extra help when I need it.
3. I agree that, should I not understand something or give my best effort on an assignment and keep my materials organized, I may be required to attend homework sessions during break times or after school.
4. If I am absent, I will take responsibility for bringing in documentation, getting missed assignments and making them up the following day.
5. I agree to be a positive participant in all aspects of the Two Rivers Community School programs including, but not limited to field trips, academic counseling, group discussions, physical education activities, horticultural/building maintenance projects, testing, and all other instruction deemed appropriate by the Two Rivers Community School staff.
6. I will abide by the dress code.
7. I understand that I am responsible for my own behavior, and I agree to comply with all the rules and policies of the Two Rivers Community School in the Student and Family Handbook.
8. I agree to follow all the written and verbal instructions given by all staff members of Two Rivers Community School.
9. I agree to follow all computer policies and procedures as stated in the Student and Family Handbook and Acceptable Use Policy
10. I agree to refrain from destroying or damaging private or school property, and I agree to pay, either by cash or by school service, for anything I damage. I understand that if I damage computing equipment my privileges concerning the use of this equipment may be temporarily or permanently revoked. I am responsible if I damage or lose my laptop.

11. I understand that the Two Rivers Community School will have consequences for the following issues:

- a. Academic Dishonesty: I agree to complete my own academic assignments and understand that cheating and plagiarism is not allowed.
- b. Drugs: I agree to refrain from the use or possession of alcohol, tobacco, marijuana and other illicit drugs or intoxicants on campus.
- c. Weapons: I agree to refrain from the possession of knives, guns or any other type of weapon on campus.
- d. Violence: I agree to refrain from all forms of violence, assault, and bullying.
- e. Harassment: I agree to refrain from verbal abuse of anyone at the school on the basis of race, gender, religion or sexual preference.
- f. Bullying: I will not exhibit unwanted, aggressive behavior towards another student or staff member.
- g. School Rules: I agree to follow all the school rules
- h. I understand that attending the Two Rivers Community School is a privilege, not a right. I understand that if I do not give the appropriate effort or meet any of the above commitments, loss of privileges, suspension, or expulsion could result.

**Parent:**

1. I agree to promote and support the staff, programs, and policies of the Two Rivers Community School outlined in the Student and Family Handbook and accept the responsibility to work cooperatively with the staff on behalf of my child.
2. I agree to see that my child attends school every day and arrives on time. I understand that should my child be absent more than 10 days of the school year, he or she may have to repeat his current grade or attend summer school.
3. I agree to actively oversee my child's academic work on a daily basis and ensure that my child is giving his/her best effort.
4. I understand that my child may not be promoted to the next grade unless he/she has met all the academic requirements of the school. Should my child not meet these requirements, I understand that my child may need to attend summer school to complete the work and that summer school has a fee.
5. I agree to attend all meetings scheduled by the Two Rivers Community School staff, including but not limited to parent support meetings, academic conferences, progress meetings, and discipline conferences.

6. I agree to come to school for a meeting if my child is suspended and I understand that this meeting may occur before my child returns to class.
7. I agree to allow my child to travel and to participate in all field trips arranged by the Two Rivers Community School, and I hereby authorize my child to receive emergency medical treatment if I am unavailable.
8. I agree that I will not knowingly allow my child to participate in an off-campus activity where drugs, alcohol or other illicit substances are consumed.

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

**In exchange for what students and families are expected to do, we promise to provide students with a challenging, safe and orderly environment in which they will be academically challenged, enjoy learning, and are prepared to succeed in college.**

**TRCS TECHNOLOGY CONTRACT**

**Students (S) and parents (P) must initial next to each of the following statements and sign the designated location at the end of this contract.**

(S)____ (P)____	Laptop screens are particularly susceptible to damage. Students should never put pressure on the computer screen. -Do not rest anything on the closed or open computer -Do not lean on a closed laptop -Do not poke or press on the screen -Do not place anything on the computer before closing the lid
(S)____ (P)____	Students may not eat or drink while the laptops are on their desks. No food or drink should be on the same desk as a laptop.
(S)____ (P)____	Always know where your laptop is at all times. When your laptop is not in the computer cart, it must be attended by the student at all times. Do not leave a computer unattended at your desk for any reason. <b>Chromebooks left unattended will be collected by staff and not returned for one week.</b>
(S)____ (P)____	Chromebooks are for official school business and should only be used for projects related to school work or extracurricular activities related to TRCS.

I understand that all computers are loaned on a temporary basis. I am expected to return the computer in the same condition it was loaned to me. The computer is the property of the school and privileges can be revoked by anytime for the violation of this contract or for any other reason as determined by the administration.

I understand that I am financially responsible for any loss or damages to the computer that is loaned to me. The total cost to replace a computer is \$230. The cost for any repairs varies depending on the parts needed/time for repair.

I will not allow anyone other than myself or TRCS staff to use my computer for any reason.

I understand that any violation of this policy may result in the loss of technology privileges at TRCS.

Student Name (print) \_\_\_\_\_

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



**TRCS Policy Highlights –**

**Student Name and Grade** \_\_\_\_\_

**Grievance Policy**

I have read and agree to the TRCS Grievance Policy .

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Use of Personal Electronics**

I have read and agree to the TRCS Electronic Policy .

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Fee Requirements**

I have read and agree to the TRCS Fees Policy .

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Discipline Process**

I have read and agree to the TRCS Discipline Process .

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



## ***Student and Family Handbook Contract 2018-2019***

Student and Family Acknowledgement of Understanding and Compliance:

We have reviewed the 2018-2019 Student and Family Handbook either online or have requested a copy from the front office to review.

We are familiar with and will abide by all the contents, responsibilities and policies contained in The Student and Family Handbook 2018-2019. We understand that these policies govern student and family conduct in the school and will be enforced at school or on school grounds, at school sanctioned activities or events, or while being transported by school approved vehicles, or occurring off school property.

Name of Student:

Student Signature:

Date:

Name of Parent:/Guardian

Parent/Guardian Signature:

Date:

**Two Rivers Community School  
2018-2019 Field Trip Permission Form**

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I give permission for my child \_\_\_\_\_ in grade \_\_\_\_\_ to attend field trips during the 2018-2019 school year. I understand that locations and details will be posted in the classroom newsletter every two weeks or emailed directly to parents. I will send my child with the appropriate clothing, food, and money for the trip and will attend any appropriate field trips for which I am available.

In case of an emergency, I give permission for my child to receive medical treatment. In case of such an emergency, please contact:

Name \_\_\_\_\_ Phone \_\_\_\_\_

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

### **VOLUNTEER GUIDELINES FOR TRIPS**

Thank You for Your Support! At Two Rivers Community School, we believe that field trips provide a valuable educational experience for students. The students experience “being there” and they are better able to connect their current learning to past and future experiences. Field trips increase student knowledge and understanding of a subject and add realism to the topic of study. Without the help of volunteer chaperones, most field trips would not be possible. Thank you very much for giving your time and support to these important activities. In order to help ensure that school-sponsored field trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering as a field trip chaperone.

#### **Becoming a Volunteer Field Trip Chaperone**

Because student safety is our paramount concern, all volunteers must have successfully completed a background check prior to the trip. If you are transporting students in your vehicle, the following must also be completed before the trip.

- A copy of your current drivers’ license must be on file in the school office.
- A copy of your current insurance identification card must be on file in the school office. (The minimum coverage is a 100/300/50 liability policy.)
- You must be at least 21 years of age.

## **Guidelines for Volunteer Chaperones**

Prior to the field trip, the classroom teacher or trip coordinator will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In addition, the following general guidelines will help you effectively perform your duties as a chaperone. If you have questions regarding these guidelines, please talk to the teacher or principal.

Students must be supervised at all times while at a school sponsored event. As a chaperone, you will supervise a small group of students, helping them learn and making sure they behave appropriately. Students must stay with you, their chaperone, at all times. Group members should plan to live, walk, cook, and study together. Please account for all participants regularly especially before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site specific rules with students. Ensure that students do not get involved in any extra activities not pre-approved by the teacher. While you are responsible for student behavior, it is the responsibility of the teacher to discipline a student.

All school rules apply on school sponsored field trips. Chaperones are expected to comply with school policies, follow the directions given by the coordinating teacher, work cooperatively with other volunteers and school staff members, and model appropriate behaviors for students. The chaperone will follow the trip plan developed by the teacher.

In order to comply with school policy, before or during the field trip, chaperones:

- I. may not use or possess alcohol or other drugs
- II. may not use tobacco in the presence of, or within the sight of, students
- III. may not administer any medications, prescription or nonprescription, to students.

One-on-one contact between adult chaperones and students is prohibited. In situations that require personal conferences, the meeting is to be conducted in view of other adults and students.

Separate accommodations for adults and students are required. When camping, students are not permitted to sleep in the tent of an adult other than his own parent or guardian.

It is strongly encouraged to have separate shower and latrine facilities for males and females. When separate facilities are not available, separate times for male and female use should be scheduled and posted for showers.

Adults must respect the privacy of students in situations such as changing clothes and taking showers on overnight trips, and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.

Inappropriate use of cameras, imaging, or digital devices is prohibited. It is inappropriate to use any device capable of recording or transmitting visual images in shower houses, restrooms, or other areas where privacy is expected by participants.

Siblings and family members may not participate in a school sponsored field trip unless prior written permission is granted by the teacher. (Young children can easily distract you from your primary responsibility of supervising your group of students.)

Be sure you know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.) Know who is first aid trained, where the first aid kit is, where your cell phone is, and where the Emergency Consent to Treat packet is located. Keep the cell phone contact number of the teacher and other chaperones available.

When transporting students, stay with the group, do not make unauthorized stops unless there is an emergency, do not skip-planned stops, and make sure that all students have the appropriate safety restraints. Please do not exceed the speed limit and use extreme caution while driving. Precious cargo is on board.

In the event that I have a personal emergency while chaperoning, please contact:

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Printed Name and Relationship To You

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Phone Number

I acknowledge that I have received the "Guidelines for Volunteer Field Trip Chaperones," have read these guidelines, and agree to comply with the guidelines as a school volunteer.

Printed Name \_\_\_\_\_

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

**2086-2019 TWO RIVERS COMMUNITY SCHOOL**

**SCHOOL BUS RIDERSHIP REGISTRATION**

**PLEASE TYPE OR PRINT**

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

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell phone \_\_\_\_\_

**STUDENT NAME(S)**

First \_\_\_\_\_ Last \_\_\_\_\_ Grade \_\_\_\_\_

First \_\_\_\_\_ Last \_\_\_\_\_ Grade \_\_\_\_\_

First \_\_\_\_\_ Last \_\_\_\_\_ Grade \_\_\_\_\_

First \_\_\_\_\_ Last \_\_\_\_\_ Grade \_\_\_\_\_

**LOCATION OF STOP REQUEST**

AM LOCATION OF STOP \_\_\_\_\_

PM LOCATION OF STOP \_\_\_\_\_

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

(Signature required)

**PLEASE REMEMBER TO:**

- SIGN SCHOOL BUS RIDERSHIP REGISTRATION.
- READ AND SIGN SCHOOL BUS BEHAVIOR PLAN OF ACTION.

**2018-2019 TWO RIVERS COMMUNITY SCHOOL**

**SCHOOL BUS BEHAVIOR AGREEMENT**

Please read carefully, sign and return this agreement to TRCS.

Bus drivers, students, parents, teachers, and school administrators share the responsibility for bus safety. An audiovisual recording device may be used in school buses for purposes related to safety.

**I agree to ride the bus safely by following the rules.**

- Obey directions from the driver first time given.
- Remain seated, facing forward with feet, legs and other objects clear of the aisle while the bus is in motion.
- Help keep the bus safe and free from litter by not eating or drinking on the bus (clear water is okay).
- Keep all body parts and objects inside the bus window.
- Refrain from pushing, shoving, hitting, or fighting at anytime.
- Use kind words to others, never use foul language, tease, threaten others, or use inappropriate gestures on the school bus.
- Remain quiet at railroad crossings.
- Never enter a school bus without a school bus driver present.
- Electronic devices such as iPods, MP3 players, or compact disc players may be used with only one earpiece. Electronic devices may not be played audibly, or shared with other riders.

**I agree to load and unload the bus safely.**

- Always cross in front of the school bus when loading and unloading.
- Wait until the school bus stops, brake is set, and front doors open before approaching the bus.
- Please arrive ten minutes before scheduled bus times.

**I understand that I may lose bus privileges if I choose not to follow this contract**

Note: If bus privileges are suspended, I must arrange my own transportation to and from school.

Please sign legibly. Signatures indicate that at you have discussed, understood, and agreed to the above rules. Thank you. If you have more than one child, please have each student sign the contract.

Student Signature(s)

Parent/Guardian Signature

