

# TROY AREA SCHOOL DISTRICT



## Student Handbook 2019-2020

*O Trojans list to our joyous song  
In praise of the Red and White,  
And honor your Alma Mater as long  
As you dare to be true and right.  
Remember how long the school has stood,  
Remember how great she has grown  
And if we always strive as we should  
Her fame will be wider known.*

*All hail to the high school,  
to her we'll be true.  
All hail to the loved Red and White  
Her loyalty ever we'll gladly renew  
As we point to the school colors bright.  
The good times we have as the days speed away  
We'll hold in memory dear,  
We'll honor our high school forever and aye,  
For our dear **T. H. S.** we will cheer!*

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## Troy Area Jr/Sr High School

150 High Street  
Troy PA 16947  
(570) 297-2176

[www.troyareasd.org](http://www.troyareasd.org)

### WELCOME

The staff of Troy Jr/Sr High School welcomes each of you and invites you to take on the challenge offered by the coming year. It is our responsibility to provide the opportunity and the rigorous educational climate necessary for you to be successful. However, success depends upon your ability to assume the responsibility of putting forth maximum effort to achieve your goals.

We hope you will take pride in your school and community. Furthermore, we hope you will also be able to take pride in your educational, social, and moral accomplishments; for it is the sum total of each student's progress that results in a better society for all of us.

We encourage you to seek the assistance of administration, guidance, and faculty to make your high school years more profitable.

Superintendent	Dr. Amy Martell
Principal	Dr. Alison Polly
Assistant Principal	Daniel Brenner
Guidance	Kevin Weitzel, Marie Gobble

### Principal's Message

Welcome to Troy High School!

We look forward to working with you and your family. Our goal is to provide you with a positive and productive high school experience. Your teachers will guide you, but it is up to you to make effective and responsible choices to support your goals and your work toward a career pathway.

We are committed to providing you with effective instruction and mentorship. We strive to continuously improve our instructional practice on an ongoing basis. We will help you to gain the skills necessary in the adult world, and we will work to prepare you to succeed on tests and exams which are important to your future. We will work to provide you with opportunities and a level of challenge which will prepare you to enter the workforce, the military, or college.

If you need support during this time, there are many adults here to help. Don't be afraid to speak to a trusted teacher, contact your guidance counselor, or ask to speak with the school social worker. There are a variety of supports available if needed. Please let us know if we can help.

We look forward to a cooperative, challenging, and ultimately successful high school experience!

Sincerely,  
Dr. Alison Polly, Principal  
Daniel Brenner, Assistant Principal

The Troy Area School District shall not discriminate based on sex, race, religion, politics, marital status, age, or handicap in its educational programs, activities, employment, promotion, or general operational practices.

## OBJECTIVES

The administration and faculty will:

1. Share with students the responsibility to develop a climate within the school that is conducive to a positive learning environment
2. Encourage the development of good citizenship.
3. Promote an understanding of self-respect, self-discipline and self-sufficiency.
4. Instill a respect for self, peers, authority, laws and property.
5. Help students develop and obtain reasonable goals.
6. Encourage students to persevere.
7. Provide the necessary atmosphere for effective interpersonal and group relationships.
8. Encourage students to think and act independently.
9. Encourage leadership.

The student will:

1. Support and develop a climate within school that is conducive to a positive and safe learning environment
2. Respect the rights of fellow students and NOT interfere with the education of his/her fellow students
3. Be aware of and adhere to state and local laws, school rules and regulations
4. Attend school regularly and be punctual to class and activities
5. Dress and groom themselves to meet fair standards of safety and health and so as not to cause disruption
6. Make all necessary arrangements for making up work when absent from school.
7. Make a conscientious effort in class
8. Respect the right and authority of teachers and administrators
9. Express ideas and opinions in a respectful manner so as not to offend or slander others
10. Be willing to volunteer information in matters relating to health, safety, and welfare of the school community and the protection of school property and private property within the school.
11. Exercise proper care when using public or private facilities and equipment.

[District Policy: Students Rights and Responsibilities](#)

[District Policy: Student Involvement in Decision Making](#)

***School regulations are in effect on any and all school grounds at all times: immediately before or after school, at school activities, on the way to/from school, while in a school vehicle, at established school bus stops, and off school grounds at any school-sponsored event.***

## ACTIVITIES

It is an honor and a privilege to represent Troy Jr/Sr High School in extracurricular activities. Students who do so must remember that they are public ambassadors of the School District and should model positive behavior. Student activities are an integral part of the school program and will be conducted in accordance with the ongoing policies of the Board and the regulations of the superintendent.

With the approval of the Superintendent and the principal, students may form extracurricular activity organizations. Each student organization must have a faculty sponsor. Clubs may meet during Activity periods or during non-school hours.

### List of Interscholastic Sports and Activities

Band	Football	Scholarship Challenge
Bandfront	Junior High Student Council	Ski Club
Baseball	Soccer	Softball
Basketball	Speech and Debate	Speech & Debate
Chamber Choir	Interact	Student Council
Cheerleading	Leo Club	Track
Chorus	Lettermen Club	Volleyball
Cross Country	Musical	Wrestling
FBLA	National Honor Society	Yearbook
FFA	National Junior Honor Society	

### Activity Rules and Regulations

Passing grades must be maintained. A student may be declared ineligible by the principal upon recommendation by a teacher.

Students must attend school the day of performance. Any exception to this rule must have prior approval of the principal. Excessive absence may constitute temporary dismissal from an activity.

Unacceptable behavior may result in temporary or permanent dismissal from the activity, determined by the advisor and principal. Use of tobacco, alcoholic beverages or drugs is forbidden. Any use or possession of alcoholic beverages or drugs will mean dismissal from all activities for the duration of the school year. Attendance at a teenage party where drugs/alcoholic beverages are provided/offered to minors is considered to be unacceptable behavior.

The director of the activity may recommend dismissal from the activity and/or sport for a just reason. All disciplinary measures will receive consultation from the appropriate principal. Any suspension or dismissal will be approved by the principal before implemented.

### [District Policy: Extracurricular Activities](#)

### Funds and Fundraising

#### Funds

1. Each fund **must** have a student treasurer to sign the appropriate forms for payment of bills.
2. Separate records must be kept of all receipts, deposits, and expenditures. These records are the sole responsibility of the advisors and coaches.
3. All forms for the withdrawal of money may be obtained from the Main Office. When forms are submitted, the bill (invoice) must be attached. All forms must be processed through the High School Principal.

4. All student activity organizations **must** submit to the principal's secretary a set of by-laws, list of names of officers, and minutes of all meetings.

#### Deposit of School Funds:

1. All monies for deposit to the activities account are to be remitted daily to the Main Office.
2. All monies should be counted before handing them over to the Main Office.
3. All activities' monies collected under the auspices of the School District or its organizations must be deposited and processed through the "Activities Account."

#### **Fundraising**

Fund raising will be permitted by Board action only. Solicitation of students on school property without prior approval of the Board and/or the school administration is prohibited.

All fundraising activities conducted within the school system or by any school-related organization will be first approved by the Superintendent of Schools and at the next monthly committee meeting to be presented to the Board. All organizations within the school or outside the school program will comply with all existing school regulations. These include the proper completion and submission of related request forms.

Profits derived from the sale or drive by a school organization will be used with the building administrator's approval for expenses directly affecting the welfare of the students. Such funds will not supplant or conflict with district funding responsibilities. The present money in each fund should be used to finance a program of activities not part of the regular curriculum.

The present money in each fund should be used for student activity purposes and for those students currently in school, particularly when those students have contributed to the accumulation of the funds.

All requisitions for student funds received by Monday will be processed by Friday. All student funds requisitions need to be accompanied by a student expense voucher signed by the organization's student treasurer as well as the advisor and the principal.

[District Policy: Student Fundraising](#)

[District Policy: Advertising in Schools](#)

[District Policy: Relations with School Affiliated Organizations](#)

#### **Elections**

Candidates for student council or class officers must submit a petition and list of qualifications for desired offices at time of election. See the main office for more details.

[District Policy: Student Government](#)

#### **Student Contests**

Participating in interstate, national, or regional tournaments, festivals, exhibitions, or other types of multi-school competitions or individual student competition representing the school district, may be approved by the Superintendent only if the event appears on the approved list of the National Association of Secondary School Principals or the National Elementary Principals Association. The loss of class time for preparation and for competition should be kept to a minimum, and long (in duration) and expensive out-of-state trips during the school year should be discouraged. Contests or other activities involving awards to students by agencies outside the school will not be permitted unless approved by the Board. The activity must have educational value and be of a noncommercial nature.

## Public Appearances by Students

Students who desire to make public appearances, either individually or in groups, representing the School District, shall do so with the permission of the school principal and the Superintendent. Requests for permission to participate publicly will be made in writing and should be submitted to school officials at least one (1) month before the event.

[District Policy: News Media Relations](#) (includes students)

## Dances

All “dances” are called “closed dances”, unless otherwise approved by administration at least two days prior to the dance. Separate dance/activity nights will be held for 7<sup>th</sup> and 8<sup>th</sup> grade students.

- All school rules are in effect during dances.
- Tickets must be purchased in the senior high office in advance unless otherwise announced.
- No one 20 years of age or older will be admitted, and no one after 9:00 will be allowed into the dance.
- If a student leaves the dance, he/she will not be readmitted.
- All attire must adhere to school dress code policy and event specifications.
- Students consuming, having consumed, or transporting alcoholic beverages are subject to school policies and the law. Both local and state police will be notified. (Also, the local school police have now been court appointed, and will have the power of arrest in the future.) A breathalyzer device is available and may be used at dances.
- Misconduct, by any student, could result in the suspension of school event privileges for the remainder of the year.
- Interpretation and/or any decision concerning dance guidelines not covered by these rules will be determined by the advisor.
- Each student is responsible for the guest they bring that evening out of the district. Guests must be registered in the office at the time of ticket purchase. Guest attendance is at the discretion of school administration. All students and guests must use the parking lot near the activity building. Guests attending with a Troy student must submit an approval form (obtained in the main office) prior to ticket purchase.
- No guests will be permitted at 7<sup>th</sup> and 8<sup>th</sup> grade school dances. Seventh and Eighth grade students are not permitted to attend high school dances.

[Administrative Regulation: Social Events/Class Trips](#)

## Activities by Class

### SENIORS

Seniors have a fundraiser in the fall and an additional fundraiser in the winter.

Special awards held in this grade area:

1. Homecoming Court
2. Laurel Queen Candidate
3. Flaming Foliage

Girls that were elected for Junior Prom Court are not eligible for Homecoming Court. This allows more girls a chance to hold court positions. The Homecoming court is voted for by the Senior Class.

### CLASS TRIP



The administration has set up certain requirements, exclusive of money, for students to qualify for the senior trip. To qualify seniors must have participated in some fundraising activities or pay additional costs for the trip.

### **JUNIORS**

The Junior class co-sponsors the Junior Prom. The Junior Prom Court is voted for by the Junior Class

### **SOPHOMORES**

The sophomores have a fundraiser in the fall. Part of this money is later used for the Sophomore/Freshman Hop which is held in the spring. The balance of this money is saved for the senior trip.

### **FRESHMEN**

The freshmen class has a sale in the spring. The money from this sale is saved for their senior trip. Awards are given to top salespeople.

## Athletics

The Board shall approve a program of interscholastic athletics and require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board shall determine the standards of eligibility to be met by all students participating in an interscholastic program. Such standards shall require that each student, before participating in any interscholastic activity, be covered by student accident insurance; be free of injury; and undergo a physical examination by a licensed physician. (BP #123)

### Athletic Courtesy

Visiting teams are honored guests of the home school and are to be treated as such. Student spectators represent their school the same as athletes do and are to be afforded the same respect and courtesy. Any spectator who continually demonstrates unsporting behavior may be prohibited from future contests. Decisions of officials must be abided. The practice of "booing," "jeering," or "taunting" is regarded a discourteous and unsporting.

### Sportsmanship

The PIAA lists the following as the Fundamentals of Sportsmanship:

- ***Gain an Understanding and Appreciation for the Rules of the Contest.*** The necessity to be well informed is essential. Know the rules. If you are in uniform, refrain from expressing opinions on officials, coaches or administrative decisions. The spirit of good sportsmanship depends on conformance to a rule's intent as well as to the letter of a given rule.
- ***Exercise Representative Behavior at all Times.*** A prerequisite to good sportsmanship requires one to understand his/her own prejudices that may become a factor in his/her behavior. The true value of interscholastic competition relies on everyone exhibiting behavior, which is representative of a sound value base. A proper perspective must be maintained if the educational values are to be realized. Your behavior influences others whether you realize it or not.
- ***Recognize and Appreciate Skilled Performance Regardless of Affiliation.*** Applause for an opponent's good performance displays generosity and is a courtesy that should be regularly practiced. This not only represents good sportsmanship but also reflects a true awareness of the contest by recognizing and acknowledging quality.
- ***Exhibit Respect for the Officials.*** The officials of any contest are impartial arbitrators who are trained and who perform to the best of their ability. Mistakes by all those involved in the contest are a part of the contest. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on an official. The rule of good sportsmanship is to accept and abide by the decision made. This value is critical for students to learn for later application in life.
- ***Display Openly a Respect for the Opponent at All Times.*** Opponents are guests and should be treated cordially, provide with the best accommodations and accorded tolerance at all times. Be a positive representative of your school, team or family. This fundamental is the Golden Rule in action.

- **Display Pride in Your Actions at Every Opportunity.** Never allow your ego to interfere with good judgment and your responsibility as a school representative. Regardless of whether you are an adult, student, athlete, coach or official, this value is paramount since it suggests that you care about yourself and how others perceive you.
- **Fan Behavior:** Actions meant to demean opposing contestants, teams, spectators and officials are not in the highest ideals of interscholastic education and will not be tolerated. Fans observed violating these ideals will be asked to leave.

## Eligibility

### Academic Eligibility

To be eligible for fall athletics a student must have passed 4 credits the previous year. Students must be passing a minimum of 2 credits at all times throughout the year in order to remain eligible for their particular sport. The Athletic Director checks athletic eligibility on a weekly basis. Grades will be checked after 12:00pm on the final day of the school week (usually Friday). Eligibility reports will be run at that point, with coaches and athletes then being notified of any eligibility issues. It is the responsibility of the respective coaches and activity advisors, in cooperation with the Athletic Director and the building principal, to enforce the provisions of this policy.

### PIAA Curriculum Standards

#### PIAA Article IX:

*Section 1:* To be eligible for interscholastic competition, a student must pursue a curriculum defined and approved by the principal as a full-time curriculum. When required, this curriculum or its equivalent must be approved by, and conform to, the regulations of the State Board of Education and the Pennsylvania School Code, as well as any local policies established by the local school board. The student must be passing at least four full-credit subjects or the equivalent. Eligibility shall be cumulative from the beginning of a grading period, shall be reported on a weekly basis, and shall be filed in the principal's office. In cases where the student's cumulative work from the beginning of the grading period does not as of any Friday meet the standards provided for in this section, he/she shall be ineligible from the immediately following Sunday through the Saturday following the next Friday as of which his/her cumulative work from the beginning of the grading period meets the standards provided for in this section. Where a school is closed on a Friday for any reason, the principal may determine whether the student as of that day meets the standards provide for in this section. (BP#123)

*Section 2:* In order to be eligible for interscholastic athletics, a student must have passed at least four-credit subjects, or the equivalent, during the previous grading period, except as provided in Section 5. Back work may be made up, providing it is in accordance with the regular rules of the school.

*Section 3:* In cases where a student's work in any preceding grade period does not meet the standards provided for in Section 2, said student shall be ineligible to participate in interscholastic athletics for at least fifteen (15) school days of the next grading period where a school has four (4) grading periods per school year, or at least ten (10) school days of the next grading period where the school has six (6) grading periods per year, beginning on the first day report cards are issued, except as provided in Section 5.

*Section 4:* Students who are enrolled for the first time must comply with the requirements of the curriculum rules. The standing required for the preceding week, the preceding grading period or the preceding school year should be obtained from the records of the last school, which the student has attended.

*Section 5:* At the end of the school year, the student's final credits in his/her subjects rather than his/her credits for the last grading period shall be used to determine his/her eligibility for the next grading period.

### Attendance Eligibility

#### PIAA: Article III

*Section 2* A student who has been absent from school during a semester for a total of twenty (20) or more school days, shall not be eligible to participate in any athletic contest until he or she has been attendance for a total of sixty (60) school days following the twentieth (20<sup>th</sup>) day of absence, except where there is a death in the immediate family or a near relative as defined in Section 1154 of the Public School code of 1949, as amended, court subpoena, quarantine, or to attend a religious activity/function which the church requires its

members to attend, or an absence of five or more school days due to the same confining illness or injury, such excused absence may be waived from the application of this rule by the District Committee. **Attendance at summer school does not count toward the sixty days required.** Absence from school for an entire semester, or for several semesters, shall disqualify a student for the same period as stated in this section.

*Section 3* Fifteen (15) days or more of enrollment in a semester in any secondary school shall count as one semester membership. Enrollment at summer school does not count as a semester or part of a semester.

#### **Troy Jr/Sr High Attendance Expectations for In Season Athletes**

Any student who participates in extra-curricular activities and is absent or late for school will not be permitted to practice or engage in the scheduled activity and/or contest for that day. Any student who leaves school during the day WITHOUT permission will not be allowed to participate in the next practice or game. Students who are tardy and have medical, dental or court appointments will be permitted to participate as long as proof of the appointment is provided upon arrival.

### Attendance

Attendance at school is mandatory. The right to attend public schools and the compulsory attendance laws apply to all children who legally reside within the boundaries of the Troy Area School District. This applies to migratory children. Troy Jr/Sr High School follows pupil accounting procedures established in the Pennsylvania Compulsory School Attendance Laws. Since good attendance and good grades are highly correlated, Troy Jr/Sr High School attempts to build close contact with parents.

Students are reminded that attendance records become part of their permanent school record and can have beneficial or detrimental results depending upon the record established.

Parents of absent students should call the school at 297-2176 by 9 a.m. if a child is going to be absent from school. Parents of absent children not called in may be contacted to verify the absence.

Students may not be asked to leave school because they have reached seventeen (17) years of age, have married, or are pregnant.

Any child who has attained the age of eight (8) years prior to February 1 of any school year, or who has entered school at an earlier age and who has not attained the age of seventeen (17) years, is required to attend school regularly during the entire school year except as amended by Section 1330 of the Pennsylvania School Code of 1949.

### Tardiness and Early Dismissal from School

Students who arrive late to school (After 8:25 AM) must report to the Main Office upon arrival with the reason for their lateness. 1-4 tardies will be accepted with a note from a parent or guardian. All tardies after 4 may require a medical excuse. Excessive occurrences of lateness with no legal reason may count towards absences reported to the district magistrate's office. **After 4 tardies or early dismissals from school, parents and students may be asked to meet with the principal to address missing instruction time and to come up with a plan to address the situation. If a student accumulates 10 tardies, or early dismissals, this will be filed with the district magistrate.**

Written excuses are not required when the school bus is late arriving to the school.

Students may not leave school grounds for lunch. The student's lunch period must be spent in the cafeteria.

### Absence from school

On the day students return from being absent, a written statement from home signed by the parent or guardian should be brought to school. This statement must include the date(s) of absences and the reason for the absence. It is preferred that parents use the district excuse form to report their child's absence. The district form is included in this handbook and can be found on the district website. There are also copies available in the JRSRHS office. Failure to present a written excuse within three school days of returning to school may result in absences being recorded as unexcused and/or unlawful.

At any time that a child's attendance is of a concern to the principal, the student and parents may be called in to meet and complete a **truancy elimination plan** to address the attendance issue. A parental excuse (excused absence) will be accepted for any day's absence to a total of **ten (10) days absence** throughout the school year. A doctor's excuse will be required for any absence beyond the ten-day limit. Any doctor's excuse will also require the date the student may return to school. Following an accumulation of ten (10) days of absence, a written notice will be sent to the parents or guardians. *A parent conference may be requested.*

## Legality of Absence

Guidelines for legality of absences have been established by the Pennsylvania Department of Education and will be adhered to by Troy Jr/Sr High School. Acceptability of excuses will be determined by the school officials. **Notification of the school DOES NOT ensure that an excuse will be considered legal.** The final disposition of any excuse is with the building principal or designated personnel.

If a student is absent for reasons other than those listed, he/she will be considered unexcused. Parents of students who are absent three days unlawfully will be served an Official First Notice. Any additional unlawful absence can result in parents being fined and referred under Act 333 to Child Welfare Authorities.

Please be advised that absence because of hunting is illegal and unexcused. An accumulation of three (3) days (illegal) during a school year warrants official action.

Students who are absent unexcused without parental knowledge and /or approval are considered truant. Any truant days are subject to being referred to Act 29 (1995) penalties. Under Act 29, the parent and/or guardians may be fined up to \$300.00. In addition, Act 29 may remove truant juveniles their operating privileges or their ability to apply for their learner's permits upon reaching their 16th birthday.

## Make up work while absent

Students shall be permitted to make-up exams and work missed during **excused absences** with the following conditions:

1. A student has one day for each day absent from the date of return to make-up missed work.
2. The student is responsible to contact the teacher to find out what needs to be made-up. Most assignments can be accessed through the online learning management system (Canvas).

Assignments in cases of prolonged absence may be acquired through the office. One day absences are the responsibility of the student. Homework requests must be made before 11:00 a.m. Homework assignments may be picked up from the office between 3:30 pm and 4:15 pm on the day the request is made. It is the responsibility of the student to return completed assignments.

Assignments during any suspension are the responsibility of the student. Assignments, quizzes, tests, or other work missed during suspensions shall be completed upon returning to school.

Assignments during an educational or family trip are the student's responsibility prior to the trip. All tests and quizzes must be completed within three days of returning to school. Educational or family trips require prior approval from the principal. Educational/family trip forms are available in the school office and are available on the district website. The form must be filled out and returned to the office five days prior to departure.

## Excused Absences

- A. Illness
- B. Death in the family
- C. Religious holidays
- D. Impassable roads
- E. Delay of School Bus
- F. Educational trip
- G. Family trip that receives prior approval
- H. Court appearance
- I. Out-of-School suspensions
- J. Doctor/and or dental appointments

## Unexcused Absences

- A. Parental neglect
- B. Illegal employment
- C. Truancy
- D. Hunting
- E. Oversleeping
- F. Tardiness
- G. Leaving school without permission
- H. Failure to provide written excuse within three days of absence

[District Policy: Attendance](#)

[PA School Code: Attendance](#)

**Leaving school early due to Illness or Injury**

Any student who has become ill or suffers an injury while at school should report to the Nurse's Office. If the nurse determines that further treatment is necessary or that the student is ill enough to be sent home, the nurse contacts the person listed on the emergency card to pick up the student. **The nurse must approve sending a child home for illness in order for the excused time to be legal.**

#### [Permission to Leave Class](#)

Each student must be in the place specified on his/her schedule unless permission has been given to be elsewhere. If it is necessary to leave, students must scan the appropriate hall pass (QR code) and select accurate destination.

#### [NTCC Attendance on Early Dismissal/Delayed Start Days](#)

##### [NTCC closed and THS in session](#)

Please ask in the Main Office for a permission slip if you would like to drive to school on the days the NTCC is closed in the morning. No riders in the vehicles. Students without driving permission may obtain a ride from a parent/ guardian or report to school on their school bus. Study hall accommodations will be made. Students **MUST** have the appropriate permission form signed prior to the day it is needed. There may be no last-minute phone calls for permission.

##### [THS closed and NTCC in session](#)

If there is no school at Troy HS and NTCC is in session, students must sign up for transportation no later than the day before. Transportation to and from Vo-Tech will be provided as usual by the district if the students have given notice.

#### **Other**

Issues not covered in the above scenarios will be dealt with on an individual basis by the principal.

#### [Trips](#)

##### **Educational Trips**

Educational trips that cause students to miss school are discouraged. Attendance at school is important and is strongly encouraged, as no amount of make-up work can completely replace participation in the classroom. Therefore, a trip will not be automatically approved, but will be considered on its own merit taking into consideration the student's achievement, attendance record, and educational value of the proposed experience. The principal reserves the right to grant approval for excused days based on a student's attendance record and academic standing. Students may not be failing any subjects or have missed more than ten (10) days of school.

Students may take one (1) educational trip per year that total no more than five (5) days. The parent or guardian must submit a written request to the principal at least one (1) week prior to the trip, and the student is responsible for making up all assignments during the period of absence. Educational trip forms are available on the web site. No trips will be approved during final exams, PSSAs or Keystone Exams.

##### [Educational Field Trip Approval Form](#)

##### **Field Trips**

All field trips must follow procedures established in Board Policy #121. Local funding will not be used for field trips. Expenses must be covered through activity accounts and/or the students. Trojan Transport must be used for transportation needs of field trips.

Field trips occur when any group of students leaves the school campus under the sponsorship of the school and under the supervision of a school employee to extend the educational experience provided by the district curriculum. They require the submission of the appropriate form and the approval of the Superintendent.

Field trips should use the following guidelines:

- Parents must provide written permission.
- Students must remain with the group until the field trip is over.
- Students will conduct themselves in a manner that is a credit to the school district.
- **Students who are failing classes or owe detention time will not attend trips.**

*Chaperones must have appropriate clearances and be on the approved volunteer list if they are not a district employee.*

[District Policy: Field Trips](#)

## Homebound Instruction (Further Detailed in BP #117)

Homebound instruction is available for resident children who are emotionally or physically incapacitated and who because of such physical incapacity are unable to attend regular sessions as certified by a licensed medical physician or psychiatrist. All referrals for students to be placed on homebound instruction must be made to the principal or his/her designee. The principal will meet with the parents or guardians to discuss the child's condition. The principal will refer the application to the Superintendent of Schools for approval. The Superintendent will approve or disapprove the homebound instruction. Disapproval will be given for any of the following reasons:

The information provided is incomplete.

The physician or psychiatrist does not support homebound instruction.

The illness or injury will not keep the student out of school for four (4) weeks or longer.

The homebound instruction is recommended for emotional reasons and the physician is not a psychiatrist. In addition, the student must be enrolled in a treatment program that is designated to deal with emotional difficulties.

If homebound instruction is approved, the parent and the principal will be notified in writing by the Superintendent on the district form. Homebound instruction is available for a minimum of four (4) weeks or twenty (20) school days and a maximum of twelve (12) weeks or sixty (60) school days. The principal or his/her designee will assign the certified homebound instructor.

[District Policy: Homebound Instruction](#)

## Transfer and Withdrawals

Student transfers and withdrawals must be handled through the Guidance Office. Students who are transferring or withdrawing must have their teachers sign a form verifying that all textbooks and materials have been returned. All obligations, including the payment of fines, must be satisfied prior to any transfer or withdrawal. Failure to meet these obligations may result in legal action with the District Magistrate.

[District Policy: Withdrawal from School](#)

## Lunch

### **Student Prices**

WRC & TIS Lunch \$2.25

Jr/Sr High Lunch \$2.50

Breakfast all buildings \$1.35

Milk \$.50

### **Adult Prices**

Lunch \$3.50  
Breakfast \$2.25

## Discipline

Troy Jr/Sr High employs a “4 D’s” philosophy for most discipline situations – students should not do anything that will be seen as Disrespectful, Dangerous, Disruptive, or Defiant by an adult. All students at the Troy Jr/Sr High are expected to conduct themselves in a manner that enhances the educational opportunities for all students and allows for an optimal learning environment. To create and provide learning opportunities in a safe and orderly environment, students must develop respect for property, law, an academic environment and for each

The components of good discipline are defined as:

### ***Self-Control***

All students have rights as well as responsibilities for those rights. Students have the right to equal educational opportunity in a safe and orderly environment. To protect these rights, all students have the responsibility to control their personal desires. Students must examine their own behavior and how it affects others. Self-control is the preferred method of assuring that the rights of all are protected.

### ***Character***

Your character is defined by your total pattern of behavior. The behavior you exhibit is yours. Defending your actions by describing the actions of others is unacceptable. Your actions determine your reputation and also help to determine how other people react to you now and in the future. Trust, respect, and true friendship of others must be earned. Your pattern of behavior or character determines how much trust, respect, and friendship you earn. You should make a genuine effort to develop and maintain good character.

### ***Orderliness and Efficiency***

Learning is often difficult work. It is made even more difficult when unnecessary distractions exist or when plans are unnecessarily disrupted. Self-control and good character help ensure that learning can be accomplished in an orderly and efficient manner.

[District Policy: Student Discipline](#)



## Discipline Infractions & Related Consequences

Infraction	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>Unexcused Absence</b> (Excuses must be turned in within three days, Arrival after or dismissal before 11:30 am will count as ½ day.	Students are allowed three days of unexcused absence.	Unexcused absences after three days are considered unlawful.	If a student accumulates <b>ten or more</b> absences, this may be filed with the <b>District Magistrate</b> .
<b>Academic Dishonesty (Minor)</b> includes homework, quizzes, or other small value assessments	Zero grade, academic integrity assignment, conference with parent	Zero grade, detention, conference with parent	Zero grade, ISS, conference with parent
<b>Academic Dishonesty (Major)</b> Includes exams, finals, Major Projects, or other high value assignments	Zero grade, academic integrity assignment, conference with parent	Zero grade, Saturday detention, conference with parent	Zero grade, OSS, conference with parent
<b>Unauthorized tardiness to school</b>	Tardy #1 & 2- no consequence.	Third tardy in a quarter = After School Detention.	If a student accumulates <b>ten or more</b> tardies to school during the school year, this may be filed with the <b>District Magistrate</b> .
<b>Tardiness to Class</b> Students should be in class before the bell rings or be able to provide a pass.	Tardy #1 & 2- no consequence.	Third tardy in a quarter = After School Detention.	Every 3 tardies after the first detention in a nine-week quarter will result in 1 Saturday detention.
<b>Skipping Class (miss one period or more, substantial lateness to class)</b>	Saturday detention		
<b>Leaving School Grounds</b>	Saturday Detention	1-day ISS/community service	3-day OSS/ community service
<b>Dress Code Violation (including hats and hoods)</b>	Student will be asked to change, or to be picked up by parent.	Student will be asked to change, or to be picked up by parent, detention.	Student will be asked to change, or to be picked up by parent, Saturday detention.
<b>Inappropriate Language (swearing) used in class and/or during conversations during transitions (hallways)</b>	Verbal or written warning/Discipline referral	Saturday Detention	1 Day OSS
<b>Disruptive Conduct</b>	Parent conference with teacher, discipline referral filed	Detention	Saturday Detention

**Commented [MC1]:** This does not align to tardy section of the handbook. Tardy section says "1-4".

<b>Defiance / Disrespect (to staff, teachers and students)</b>	Call home from teacher and Saturday detention	Call home from teacher, 1-day OSS	Call home from teacher, 3 days OSS
<b>Damage to School Property</b>	Restitution, OSS		
<b>Inappropriate Use of Personal Electronic Devices (Minor)</b>	Confiscation of electronic device for remainder of period.	Confiscation of electronic device for remainder of day. Student to pick up device from teacher after their final class of the day.	Confiscation of electronic device for remainder of day, Saturday Detention. Student to pick up device from <b>principal</b> after their final class of the day.
<b>Inappropriate Use of School Electronic Devices</b>	Refer to <a href="#">EATL Handbook</a>		
<b>Inappropriate Use of Personal Electronic Devices (Major)</b>	Confiscation of device until parent conference. Possible police notification, automatic OSS.		
<b>Misbehavior with Substitute</b>	Detention	Saturday Detention	OSS
<b>Public Displays of Affection (PDA)</b>	Discipline Referral – warning.	After School Detention	Saturday Detention for each subsequent infraction.
<b>Skip Detention</b>	Saturday Detention	1 Day OSS	Additional OSS
<b>Acts Chargeable under the PA Crimes Code (Act 26 of 1995)</b>			
<b>Assault, Fighting</b>	Police Involvement, OSS 3 days	Police Involvement, OSS, 5 days	Police Involvement, OSS 10 days
<b>Arson</b>	Police involvement, suspension, potential expulsion.		
<b>Bomb Threats</b>			
<b>Criminal Mischief</b>			
<b>Demonstrations (Unauthorized)</b>			
<b>Disorderly Conduct</b>			
<b>Ethnic Intimidation</b>			
<b>Extortion</b>			
<b>Fire Apparatus tampering</b>			
<b>Harassment</b>			
<b>Hate Crimes</b>			
<b>Intimidation</b>			
<b>Possession, Use, or Sale of Controlled Substances</b>			
<b>Reckless Endangering</b>	Police involvement, suspension, potential expulsion.		
<b>Robbery</b>			
<b>Sexual Harassment</b>			
<b>Sexual Offenses</b>			
<b>Stalking</b>			
<b>Terroristic Threats</b>			
<b>Theft</b>			
<b>Theft of Services</b>			

<b>Threatening an Employee/School Official</b>			
<b>Weapons</b>	Immediate suspension, recommendation for expulsion hearing, police involvement.		
<b>Possession, Use, or Sale of Alcohol/Tobacco, Vape, Juul, and/or any synthetic chemical or tobacco devices.</b>	OSS, Referral to SAP, law enforcement notification, removal from athletics and extracurricular activities for the present season.	OSS, law enforcement notification, removal from athletics and extracurricular activities for the present season.	OSS, law enforcement notification, removal from athletics and extracurricular activities for the present season.

\* Administrative discretion applies to discipline infractions and consequences.

#### Threat(s)

- A statement of an intention to inflict pain, injury, damage, or other hostile action on someone in retribution for something done or not done.
- Consequence - out-of-school suspension; police may be notified if the actions continue.

**Retaliation** - All incidents of retaliation, revenge, should be reported to an administrator. A student who violates this policy shall be subject to appropriate disciplinary action. This may include but is not limited to:

- Counseling within the school
- Parental conference
- Loss of school privileges
- Transfers of classrooms, bus, or schedule change
- Detention
- Suspension
- Referral to law enforcement

#### Discipline Consequences Explained

##### Detention (hourly/lunch)

- Detention not being completed results in assignment to Saturday detention.
- Cellphones will be collected at the beginning.
- Sleeping, talking, visitors are not acceptable.
- Failure to complete assigned detention results in Saturday detention. May also impact ability to participate in certain school events.
- Detention is an isolated, supervised study opportunity/location. Students are expected to follow staff directives.

##### Saturday Detention:

- Students report to assigned room no later than 8am and remain until 11am.
- Students arriving after 8 am will not be admitted and will need to reschedule.
- Students must come to the room prepared with work, books and materials needed for the day.
- Students will be asked to complete a detention writing assignment.
- Cellphones will be collected at the beginning of detention.
- Talking, sleeping, visitors are not permitted.
- Students may speak to teacher for assistance or for permission to use the restroom.
- Compliance with detention rules is required to receive credit for the day.
- Failure to attend or comply with rules will result in out of school suspension.

##### In-School Suspension (ISS):

- Students report to the ISS room for the day
- Must come to the room prepared w/ work, books and materials needed for the day.
- Cellphones will be collected at the beginning of ISS.
- Talking, sleeping, visitors are not permitted.
- Students may speak to teacher for assistance or for restroom permission.
- Compliance w/ ISS rules are required to receive credit for the day.
- Failure to comply results in parental contact and the child not being able to participate in school events until detention assignment is successfully completed.

#### Out of School Suspension (OSS)

- Student is not permitted to attend school/school related activities for a specified period.
- Student is responsible for completion of work missed during suspension
- Parental involvement required.

#### Bullying (Further Detailed in BP#249)

All incidents of bullying should be reported to an administrator. Students must make an adult at the school aware as soon as incidents occur, so the school can investigate and begin dealing with the situation in a timely manner.

[District Policy: Bullying/Cyberbullying](#)

[District Policy: Acceptable Use of Technology/Internet Safety](#)

#### Dress Code Policy (further detailed in BP#221)

It is the policy of the school to encourage the students to be neat and clean in both dress and personal appearance. It is expected that all students should strive to present the best possible personal appearance at all times.

##### Shirts/Tops:

- Must be long enough to cover the individual's midriff / back in the seated or standing position.
- Must not be overly revealing, low cut, or expose undergarments.
- Will not be removed during class, sports practices, weight lifting, or any organized athletic event.
- Must have shoulders covered and have a 3" sleeve.

##### Pants/Bottoms:

- Must not be overly revealing or expose undergarments.
- Shorts and pants must not expose skin above a 3" inseam
- Mini-skirts with see-through stockings will not be permitted.
- Mini-skirts must be mid-thigh.
- No pajama pants
- No extreme form fitting or see-through pants without a top that cover the buttocks.

##### Footwear:

- Must be worn at all times.
- No bedroom slippers or flip-flops.

##### Headgear:

- May not be worn inside of school except in the case of a religious observance or medical reason.
- Hats will be confiscated when worn in school.

##### Accessories:

- No excessive exposed metal, or other jewelry which poses a safety concern.

##### Miscellaneous:

- Any article of clothing, clothing accessory, or insignia that possesses the potential of identifying a specific group or gang affiliation or could cause fear or concern to other students or employees is not acceptable school attire.
- References to drugs, alcohol, tobacco, sexual innuendo, or other designs or phrases that may be offensive to others are not appropriate for school attire.

Students in violation of these standards shall be referred to the office. The student will be required to remove or cover-up the dress code violation. Student will be required to change into appropriate clothing.

Options for compliance to appropriate dress:

- Student may change to appropriate clothing provided by the school.
- Student may be removed from the school environment by the parent (illegal day).
- If the student is unable to adhere to these standards, the parents or guardians will be called to provide proper clothing.
- School dress code applies to all school functions. Students that fail to adhere to school dress code policy will not be permitted to attend.

[Board Policy: Dress and Grooming](#)

## Electronic Devices

### Cell Phones

The existence of cell phones presents many potential possibilities and problems for school districts. It is understandable that students prior to and after school hours may have legitimate reasons for the conveniences they afford. At the same time, schools must consider the potential problems they may cause. Among those are the potential for disruptions they may cause and such issues as text messaging.

For example, they are not permitted during state assessment testing or during the Scholastic Aptitude Test (most commonly known as the SAT's, used by universities as a factor in admitting students) because individuals have used this feature to communicate during the test in an effort to cheat.

Students are permitted to use cell phones before school, after school, during lunch and between classes unless otherwise directed by an adult. During classes, cell phone use will require the teacher's permission. Students may not use cell phones or personal devices for wireless hotspots.

Continual violations of the cell phone policy, as with all disciplinary issues, will result in increasing consequences. The school will not be responsible for any cell phone that is stolen. This policy will also be enforced on all school transportation vehicles unless there is an emergency; the driver will use his/her discretion.

### Wireless and Wired Speakers

The use of any speakers (e.g. Bluetooth or tethered) are not to be used during school hours, entry, or dismissal and will be confiscated. Parents will be contacted to pick up the speakers in the high school office.

### Computers & iPads

The use of electronic resources at school is a privilege. Misuse of resources will result in the suspension or loss of privileges, as well as possible, disciplinary, legal, or other action necessary. Please see the [Everywhere, All the Time Learning](#) handbook for further explanation.

**Minor:** Includes the use of non-authorized apps, programs, sites, or other content during school hours. E-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. Students may not use electronic devices when they have been asked not to use a device by an adult. Other actions deemed as a minor offense by the administration.

**Major:** Transmission of any material in violation of any U.S. or state law, including but not limited to copyrighted material without the written permission of the author or creator; threatening, harassing, pornographic, or obscene material; or material protected by trade secret. The display or transmission of messages, images, cartoons or the transmission or use of e-mail or other computer messages that are sexually explicit constitute harassment, which is prohibited by the Troy Area School District. The use for personal financial, political, or commercial gain, product advertisement, or the sending

of unsolicited junk mail or chain letters. The forgery, reading, deleting, copying, or modifying of electronic mail messages of other users. The creation, propagation, and/or use of computer viruses or other malicious logic. Deleting, examining, copying, or modifying files and/or data belonging to other users. Unauthorized copying/installation of software applications belonging to the school. Intentional destruction, deletion, or disablement of installed applications on any iPad. Vandalism. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network /Internet. Attempts to breach security codes and/or passwords. Destruction of hardware or software or attempts to exceed or modify the parameters of the system. Other actions deemed as a major offense by the administration.

### **District Assigned iPad Guidelines**

#### **When will I receive a district owned iPad?**

- District-issued iPads are distributed on a pre-determined date prior to the start of the new school year and requires a completed on-campus orientation and after the District receives a signed acknowledgement of the Acceptable Use Policy and acceptance or non-acceptance of the school-determined insurance.

#### **What happens if my parents refuse to sign agreeing to the guidelines and acceptable use?**

- Students will need to go to the Technology Department to sign out an assigned laptop every morning and return it at the end of each day of school. Students will still be responsible for any homework assignments that require the use of an iPad to complete.

#### **Q: May I use my own iPad carrying case?**

A: No. Students have to use the case that the District has purchased. The District is using a case researched for its durability by the district's insurance provider. It is a requirement of the provider that this case be used all the time. Students are never to remove the case.

#### **Q: May I decorate the District provided case or iPad?**

A: No, you may not decorate either the case or iPad. iPads or carrying cases that have pencil/pen/magic marker writing on them, stickers, or any other marks on them will be viewed as vandalism. There will be an associated cost to restore the iPad to the original condition if marked intentionally.

#### **Q: Who owns the District iPad?**

A: The Troy Area School District owns the District iPad. It is therefore very important that you take good care of it, leave the tags in place, and do not damage it or write on it.

#### **Q: May I take the District iPad home?**

A: Students may take the iPad home once the orientation has been completed and the Acceptable Use Policy and Insurance Form have been signed.

#### **Q: May I access the Internet and my printer at home with the District iPad?**

A: You may use the iPad at home and access your home internet in support of academics. There is a filter installed on the iPad. Parents should not rely on the filter as a catch-all for inappropriate content. There is no such thing as a perfect filter. Under no circumstances should anyone try to tamper with the installed filter. Any attempts to remove or manipulate the filter will be considered a violation of the Acceptable Use Policy.

#### **Q: What do I do if my District iPad doesn't work or is damaged?**

A: Please report to the Technology Department as soon as possible. It is important not to delay as one problem can lead to another if not solved right away. If your iPad is damaged, we will fix it or send it out for repair. If it needs to be repaired, we will loan you an iPad to use until it is returned. Under no circumstances should you or anyone else take the iPad to a third party to try to fix. District provided iPads are property of the school district and District personnel shall fix related problems.

**Q: May I put games or software on the District iPad?**

A: Any appropriate games, software, or music that you have legally purchased may be put on your iPad, however; if you install anything on the iPad that causes the iPad to stop functioning, it will be removed. The District is not responsible for any loss incurred for personally owned software, games, or music. Under no circumstance shall students have pay-for games, pay-for software, or music on the iPad which you have not purchased. Unlicensed/illegally obtained media is prohibited and may result in legal action for copyright infringement and/or software piracy by the licensed owners of such.

**Q: How do I carry my iPad?**

A: Always carry the District iPad in its case, even when at home.

**Q: Where do I keep my District iPad while at school?**

A: At school, you will use your iPad for nearly all your classes. For any classes not requiring your iPad, or during lunch, you must store your iPad in your locker or at a powering station. If you do not do this, you run the risk of having your iPad collected by faculty/administrators. You are responsible for the iPad and should never leave it unattended or unsecured.

**Q: Is there anything special I should do with my District iPad at home?**

A: Be sure you plug it in overnight so you come to school with a fully charged battery. Also, be sure to bring your iPad and power cord with you every day to school. You will be responsible if your iPad is not ready for classwork every day. It will be viewed as if you have left your textbook at home if your iPad is not charged and ready to go every morning.

**IPAD RESPONSIBLE USAGE**

As the Troy Area School District embarks on the journey to enrich learning experiences, students are encouraged to use District resources such as computers, tablets, software, e-mail, and the internet for educational or school related activities and for the exchange of useful information. The iPad is the property of the District and is to be used solely by the student it is being issued to for academic reasons.

Appropriate or acceptable educational uses of the iPad include:

- i. The use of software, hardware, email, and the intranet/internet for academic purposes.
- ii. Accessing the Internet to retrieve information from libraries, databases, and websites to enrich and expand learning opportunities.
- iii. E-mail and online work to facilitate communication and for school projects and/or assignments.

All users are expected to conduct their online activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as possible disciplinary, legal, or other action necessary. All district policies with regard to the use of school property are in effect. Examples of specific board policies that will regulate the use of the iPads are Board Policy 224: Care of School Property, Board Policy 237: Electronic Devices, Board Policy 248: Harassment, and Board Policy 249; Bullying/Cyberbullying. Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited

to, those uses that violate the law or the Acceptable Use Policy (Board Policy 815), the rules of network etiquette, and would disrupt the educational environment or hamper the integrity or security of school network. Some unacceptable practices include:

- a. The use of Instant Messaging or screen-sharing programs with other students during school hours.
- b. Transmission of any material in violation of any U.S. or state law, including but not limited to: copyrighted material without the written permission of the author or creator; threatening, harassing, pornographic, or obscene material; or material protected by trade secret.
- c. As with all forms of communications, e-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, cartoons or the transmission or use of e-mail or other computer messages that are sexually explicit constitute harassment, which is prohibited by the Troy Area School District.
- d. The use for personal financial, political, or commercial gain, product advertisement, or the sending of unsolicited junk mail or chain letters is prohibited.
- e. The forgery, reading, deleting, copying, or modifying of electronic mail messages of other users is prohibited.
- f. The creation, propagation, and/or use of computer viruses or other malicious logic is prohibited.
- g. Deleting, examining, copying, or modifying files and/or data belonging to other users is prohibited.
- a. Unauthorized copying/installation of software applications belonging to the school is prohibited.
- b. Intentional destruction, deletion, or disablement of installed applications on any iPad is prohibited.
- c. Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network /Internet. Attempts to breach security codes and/or passwords are considered a form of vandalism.
- d. Destruction of hardware or software or attempts to exceed or modify the parameters of the system is prohibited.

Access to school e-mail and similar electronic communication systems is a privilege, and certain responsibilities accompany that privilege. District users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. All users are required to maintain and safeguard password protected access to both personal and confidential District files and folders.

Unauthorized attempts to access another person's e-mail or similar electronic communications or to use another's name, e-mail, or computer address or workstation to send e-mail or similar electronic communications are prohibited and will subject the individual to disciplinary action. Anonymous or forged messages will be treated as violations of this policy. Nothing in this policy shall prohibit the District from intercepting and stopping e-mail messages that have the capacity to overload the computer resources. All users must understand that the District cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over e-mail.

The District reserves the right to access e-mail to retrieve information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, to check Internet access history, or to disclose messages, data, or files to law enforcement authorities. Any information contained on any computer, cloud, or internet transmitted through or purchased by the Troy Area School District are considered the property of the District. Files stored or transmitted on District equipment, cloud services, or the network are property of the District and are subject to review and monitoring. The District reserves the right to confiscate the property at any time.

This agreement applies to stand-alone devices as well as devices connected to the network or Internet. Any attempt to violate the provisions of this agreement will result in revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action, and/or appropriate legal action may be taken. The decision



of Technology Department and building administrators regarding inappropriate use of the technology or telecommunication resources is final.

#### **DAMAGE AND THEFT**

Monetary remuneration may be sought for damage necessitating repair, loss, or replacement of equipment and/or services.

#### **Liability**

The iPad is issued to the student who, with his or her parents or legal guardians, are the only authorized users of that iPad. Although each student accepts responsibility for the care and use of the iPad, the iPad remains the sole property of the District.

The District owns licenses for the software installed on the iPad. Under no circumstances may any of this software be transferred to any other device. However, in the event of damage to the iPad caused by vandalism or negligence as determined by our repair provider, parents will be charged for the required repair as per our graduated repair fee schedule. Intentional damage by the authorized user student or a member of their family will be the full responsibility of the parent/student.

#### **Case**

Each student will be given an iPad carrying case prescribed by our insurance provider. The iPad must be transported in the provided case **at all times**. Students may NOT personalize or alter the District provided carrying case in any way. Cases are to be removed only by the District Technology Department staff.

#### **Daily Use**

Students are expected to arrive at school every day with their iPad battery fully charged and with the iPad power adapter. Students that fail to bring these items in or do not have their battery fully charged will be subject to appropriate disciplinary action.

#### **Network Access**

Use of the District network is governed by the District Acceptable Use Policy (Board Policy 815). Students have an Office 365 OneDrive accessible only to them, their teachers, and the Technology Department. They also have access to content, shared by other students and teachers.

#### **Web Access and E-mail Access**

Students will utilize their school issued e-mail account to communicate to teachers and administrators. Under no circumstances shall students use their own personal email to communicate with District employees.

#### **After School**

Under no circumstances should iPads and/or carrying cases be left on the practice/game field before, during, or after practice or games. Lockers must be locked at all times. Students are responsible for damage or theft of iPads and carrying cases if left unsecured. Students will be allowed to return to the locker room to retrieve their iPad/carrying case at the end of practice /game. The student needs to plan to assume responsibility for the iPads during all after school activities.

#### **Power adapters**

On a case by case basis, loaner power adapters are available in Technology Department. A student may borrow a charger during the day by signing it out. It must be returned at the end of the day.

#### **Care**

iPads should not be left in temperatures below 35 degrees or above 90 degrees. Food, drinks, or pets should not be near the iPads to avoid damage. Rain, wet hands, and high humidity are risky to iPads and should be avoided. iPads are not to be left in a vehicle, this encourages theft and exposes the iPad to temperature changes outside of their operating limits. This is considered negligence (please refer to the section titled *Liability*).

Students may not personalize the iPad, case, or peripherals in any way. This constitutes vandalism and will be subjected to appropriate disciplinary action and where appropriate, monetary restitution. If students believe their iPads or cases are in need of cleaning, they should bring the iPad to the District Technology Center. Do not clean the iPad or case yourself. Cases are only to be removed by the District Technology Department staff.

The iPad should be with the student or locked in his or her locker in the school building at all times. Students should always guard their iPad closely. It must not be left on car seats, on benches, or anywhere that might be tempting to others. Unattended iPads at school are subject to be collected by faculty and taken to the school office or Technology Department.

#### **Loaner iPads**

Should the iPad become inoperable, a student will be issued a loaner iPad while their iPad is being repaired. The loaner iPad assumes all aspects and policies of the student originally issued iPad.

#### **Troubleshooting**

Students should report any iPad problems (i.e. software issues, syncing, etc.) to the classroom teacher or to the Technology Department as soon as possible. Students are prohibited from trying to troubleshoot any hardware problem. Under no circumstances shall the District owned iPad be taken to a third party for repair or troubleshooting. All issues relating to the functionality of the iPad shall be reported to the Technology Department.

Failure to abide by this policy, regardless of the resolution, will be considered vandalism and or negligence. (Please refer to the section titled *Liability*)

All physical damage to the iPad must be reported immediately to a responsible adult-either at home or at school. It must be reported to the Technology Department no later than the next school day. The Technology Department will arrange for repair and a loaner as needed. Intentional damage is not covered by our iPad warranty. Intentional damage will be the full responsibility of the parent/student.

The district has arranged for insurance from AGiProtect which covers any accidental damage to the iPad. The cost to parents/students for this coverage is \$20.00/year (prorated for students receiving Free or Reduced Lunch). Accidents include unintentional actions such as drops, drink spills, etc. Intentional acts, as determined by the Technology Department and/or repair service, include any action to do intentional physical damage to the iPad.

If insurance is not purchased there will be no loaner and the parents/students will be invoiced for cost of all damages

Damages not covered under the Plan include, but are not limited to, the following:

- (1) damage that occurred to the device prior to the installation of the provided AGiRepair case,
- (2) damage that occurred to the device while not in the provided AGiRepair case,
- (3) damage due to fire, flood, mass vandalism, theft, or any other acts of nature

(4) bent back cases and logic boards that are deemed unreparable by AGiRepair,

(5) any defects or recalls that fall under an existing manufacturer warranty,

(6) purposeful acts that causes damage to the device that prevents it from performing as intended by the manufacturer.

All lost or stolen iPads need reports filed with the Technology Office, building principal and local police within 24 hours of the loss or theft. A copy of the police report will be required to be submitted to the building administrator.

If it is determined that it is the responsibility of the parents/guardians to pay for damages or loss, invoices should be paid within 30 days of receipt. If bills are not cleared within 30 days, students/parents will be invoiced for labor costs as well. Invoices over 90 days may be filed with the District Magistrate. Payment plans can be setup (if necessary) by contacting Mrs. Traci Gilliland at 570-297-2750

### **IPAD USE AND CLASSROOM ROUTINES**

#### Lockers

- i. Your iPad should be stored at all times in your locker if it is not stored with you.
- ii. Never pile things on top of your iPad.
- iii. Never leave your iPad on the bottom of the locker.
- iv. Never leave the locker set to open without entering the combination.

#### Hallways

- i. Keep your iPad in the carrying case at all times.
- ii. Always use two hands to carry the iPad.
- iii. Never leave the iPad unattended for any reason.

#### Classroom Habits

- i. Center the iPad on the desk.
- ii. Lock the iPad before walking away from it.
- iii. Do not put any foreign objects (i.e. pencil) on the iPad keyboard.
- iv. Follow all directions given by the teacher.

#### Care of iPad at Home

- i. Charge the iPad fully each night.
- ii. Use the iPad in a common room of the home.
- iii. Store the iPad on a desk or table - never on the floor!
- iv. Protect the iPad from:
  - Extreme heat or cold.
  - Food and drinks.
  - Small children.
  - Pets.

#### Traveling To and From School

- i. Completely shut down the iPad before traveling.
- ii. Do not leave the iPad in a vehicle.
- iii. If ever in a situation when someone is threatening you for your iPad, give it to them and tell a staff member as soon as you arrive at school.
- iv. Stolen iPads are to be reported to the local police department as soon as possible.

## **School Wi-Fi**

[District Policy: Electronic Devices](#)

[District Policy: Bullying/Cyberbullying](#)

[District Policy: Acceptable Use of Technology/Internet Safety](#)

## **School Search and Seizure**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

### **Personal Searches**

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Students who leave school grounds are providing reasonable cause for being searched.

If a search of a student's person is conducted, (ex. pants pockets, coat pockets, cuffs, etc.) it will be conducted in private by a school official with an adult witness.

If extreme emergency conditions require a more intrusive search of a student's person, such a search may only be conducted in private by a school official, with an adult witness, and only upon the prior approval of the elementary principal for matters pertaining to elementary students or the secondary principal for matters pertaining to secondary students, or their designee, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

### **Locker Searches**

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. All contents in an individual students' locker are considered the property of the student. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without consent, and without a search warrant.

### **Seizure of Illegal Materials**

If a properly conducted search yields illegal or contraband materials, such findings should be turned over to proper legal authorities for ultimate disposition.

### **Use of Canines (BP#226)**

The administration is authorized to utilize canines whose reliability and accuracy are legally certified for sniffing out contraband on school-owned property and in automobiles parked on school property. Canines shall not be used to search students unless school officials have established independently that there is reasonable cause to believe the student possesses contraband on his or her person. The canines must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions. An indication by the dog that contraband is present on school property or an automobile shall be reasonable cause for further search by school officials.

[District Policy: Searches](#)

## GUIDANCE

The School Counseling/Guidance Department at Troy Jr/Sr High School helps students gain the fullest possible benefit from their years in school through a continuous program of academic, career, and social/emotional guidance. Resources include a library of vocational, technical, and college catalogs, scholarship and financial aid information, current occupational information, and other related reading materials. A thorough list of mental health and drug/alcohol counseling services are also available for students and their parent/guardian.

Parent involvement in planning the academic and career choices of their children is crucial. Numerous studies have demonstrated students' school success is greatly enhanced when parents are active participants in the choices their children make in their educational programs. This pattern of success is continued in their chosen careers and professions after their school years. Parents are highly encouraged to arrange conferences with counselors at any time. Please contact the Guidance Office at 570-297-8705 to speak with or to schedule an appointment with your child's counselor.

Troy Jr/Sr High School has adopted a guidance model that facilitates parental involvement. No changes to student schedules are permitted without parent permission.

### Objectives

1. To function as an integral part of the entire school community.
2. To alert the students of the availability of our guidance services.
3. To give the students facts about their educational opportunities and requirements.
4. To encourage students to investigate and evaluate their intended vocational choice to limitations and ability.
5. To provide facts to the student gained from their cumulative school record, test results, and other pertinent school data.
6. To encourage each student to learn and understand his potential, make the most of his abilities, with emphasis on fostering desirable personal qualities and high ideals necessary for success and happiness in our democratic society.

Students are assigned to a specific counselor upon entering seventh grade or enrollment in the high school.

#### **In the 2018-2019 school year your school counselor will be:**

- Mrs. Marie Gibble
- Kevin Weitzel

Because of the availability of two counselors at the Junior Senior High, many opportunities exist to meet with the counselors from 8:00 to 3:30 each day. The guidance secretary will schedule a time when you can talk with your counselor if he/she is out of the office or busy with other students when you wish to speak with him/her. The guidance office keeps your academic record. Your academic record is open to you and your parents. (Further detailed in BP#146).

Students must obtain a pass from a teacher before reporting to the guidance office. Unless there is an emergency, students must schedule these meetings during lunch, study halls, before school, or after school. Students may also email their counselor to set up an appointment.

### Career Planning

One of the most important decisions a student can make is which career to follow as a life's work. Our career determines the type of life we lead, as well as how well we provide for our own family's needs.

Counselors and teachers will utilize career information, including interest inventories, with the use of *Career Cruising*, a comprehensive K-12 career planning tool. By the end of Grade 8, every student will have an Individualized Career Plan. By the end of Grade 11, every student will demonstrate implementation of that Individualized Career Plan. Additionally, every student in Grade 10 will meet individually with a Career Coach provided by the Northern Tier Workforce Development Board.

## Course Scheduling

Each year the counselors hold grade level specific scheduling meetings so that every student can receive the necessary information important to course selection for the following year. The Student Scheduling Handbook is provided annually to every student at schedule time and is available on-line. Students wishing to discuss their course selection individually with the counselors are highly encouraged to do so before making final decisions about courses to take.

## Career Clusters and Courses

All students, parents/guardians are encouraged to select courses that will guide the student toward a possible career choice. Please refer to the Student Scheduling Handbook for details concerning:

- career clusters
- course descriptions, prerequisites and fees
- credit requirements by grade level
- graduation requirements
- service learning
- dual enrollment
- AP courses
- online courses
- Northern Tier Career Center offerings

You can find the [scheduling handbook](#) on the Troy Jr/Sr High Website.

## Schedule Changes

All schedule change requests must be submitted **no later than June 30<sup>th</sup>, 2019**. Counselors will consider graduation requirements when permitting drop/adds. The change requests are subject to approval.

Requests for schedule changes must be for the following reasons:

- Students with incomplete schedules and students new to the school.
- Students with computer errors on their schedule.
- Students needing to reschedule, repeat or make-up courses.
- Students with summer school credits (or did not take advantage of summer school as advised).
- Course upgrades.

Requests for schedule changes **after the first week** must meet one of the following criteria:

- Academic misplacement
- Health
- Personal problems beyond the scope of academics
- Other

## Options for Failed Courses/Summer School

1) Reschedule courses for the next semester or the next year.  
2) Summer school course credit, and/or online credit recovery options are available at a cost to the family. Details are available through the guidance office. Summer school courses may also be available from nearby school districts. Contact the Guidance Office for information.

*For information concerning Service Learning, NTCC and Dual Enrollment see the [scheduling handbook](#).*

## Grades

Grades for all classes are sent home as needed but at least at the end of each nine-week marking period. Please refer to the school calendar for dates concerning end of quarter/semester, progress reports, and report cards.

Assessments represent an indication of progress and achievement based on the teacher’s objectives. A student may be rated according to his/her actual achievement based on the specific objectives of the course instructor. No one evaluation should be so weighted that it would determine the marking period grade. Each teacher has a variety of evaluations per marking period, such as: chapter tests, unit tests, quiz-type tests, classroom participation grades, special projects, laboratory work, book reports, homework, etc.

A grade reflects academic achievement only. It is a **student’s responsibility to obtain and complete all work missed** during absences according to the timeline and procedures established by classroom teachers.

When a teacher desires to withhold a student’s mark to permit the completion of work, the teacher may signify a mark of “Incomplete” (I). This mark is used sparingly, and the student may receive credit for late work only in cases of illness or emergency. **Incomplete grades must be converted no later than two weeks from the date the report card is received.**

Teachers are to keep records of all student classroom absences. Grades for a student who has missed all, or a major part of a marking period are determined by the teacher in collaboration with the student’s school counselor and the building principal.

When it is necessary for students to miss classes for practices, games, or other school activities, it is the responsibility of students to consult with teachers **prior** to the absence. Arrangements to complete work that would be missed should be made in advance.

Days absent and tardy are recorded on the report card at the end of each nine-week period. Questions regarding absences should be addressed to the building principal or assistant principal.

The following grading scale is used at Troy Jr./Sr. School. All passing grades must be at least a 70%.

Letter Grade	Numerical Grade	Grade Points
A	100 - 94	4.00
B	93 - 87	3.67 – 3.33
C	86 - 78	3.00 – 2.33
D	77 – 70	2.00 – 1.67
F	Below 70	1.33 - 0

#### Final Exam Policy

Unless pre-arrangements have been made between student, teacher and administrator concerning final exams, students must be present to take their final exams. Students who do not report for their final exams must bring a doctor’s excuse; a parent or guardian is asked to call the school if their student will be absent on the day of a final exam. If a student is absent and a doctor’s excuse is not provided, the final exam grade will be recorded as a zero.

**Those who do not bring in the appropriate doctor’s excuse will receive a grade of zero for the exam.**

#### Class Rank/Honor Roll/Honor Societies

##### Class Rank

Class rank is computed at the mid-term and end of the year. Students may find out their class rank by coming to the guidance office. Class rank is computed by using every subject the student has taken using the numerical grade and the credit of the subject. Final class rank will be determined by the final averages in grades 9-12.

##### Honor Roll

To recognize outstanding academic achievement, two honor rolls have been established.

High Honor Roll	Students whose average is 95% or higher
Honor Roll	Students whose average is 92% or higher

### **National Honor Society**

Students with a 94% average or higher are eligible for consideration into the Trojan Chapter of National Honor Society. Students with “F” grades will not be considered. Once a student is elected, they remain a member always unless they fall below a 94% average, at which time they are warned, and if that criteria does not improve after one marking period, they may be removed by vote of the faculty committee.

### **National Junior Honor Society**

There are five established criteria which a student must meet to be a member of NJHS. These criteria include scholarship, leadership, service, citizenship, and character. Initial selection is based on scholarship only. Students who are in this initial selection are currently in 8<sup>th</sup> grade, must have been in attendance at TJSHS for a period of at least one semester, and have a grade point average of 97 or better based on the 7<sup>th</sup> grade year. The GPA is determined through a weighted process of including Mastery Connect core course proficiencies and specials through traditional grading. Students who meet the criteria stated above are then evaluated by the 7<sup>th</sup> grade core teachers who rate the students on specific requirements related to leadership, service, citizenship, and character as displayed during the 7<sup>th</sup> grade year. Students are now considered as a “Candidate” for membership. The Faculty Council then reviews the candidates and gives final approval for membership. Candidates are then informed of their selection but must continue the process with the completion of various forms and signatures.

### **Promotion and Graduation Requirements**

To enter grade 9 a student must be promoted from grade 8. Promotion to grade 10 requires 7 credits; to grade 11: 14 credits; to grade 12: 20 credits so that graduation requirements will be attained by the end of summer prior to the beginning of the ensuing school year. All discipline actions must be resolved, and a student must obtain a minimum of 28 credits to participate in graduation ceremonies. Please refer to the Student Scheduling Handbook for a list of the required courses to receive your diploma.

Students must successfully complete Keystone exams in Biology, Algebra 1 and English Literature. For updates, please visit the PA Department of Education website. ([www.education.pa.gov](http://www.education.pa.gov))

### **College and Trade School**

#### **Deciding and Applying to Colleges**

Having carefully considered all the facts you have acquired and having discussed your tentative choices with your parent/guardian, counselor, and others, you must now decide to which schools you will apply. Although you may apply to as many schools as you wish, it is important to consider the fact that most will require an application fee of \$20 or more. Most students apply to three or four college. If you are applying to several schools that have a reputation for being highly selective, you should also apply to a school where you are reasonably confident that you will be accepted. Also consider community colleges as a viable option. They are typically much less expensive and are an excellent way to begin your post-secondary education if you are planning to earn a four-year bachelor's degree. See your child's school counselor for more information.

#### **WHEN AND HOW**

Most students submit applications to colleges during September, October and November of their senior year. **Applications to Penn State, Indiana University of PA, military academies and many nursing programs must be submitted prior to November 1.** Please allow **two weeks** between the time you return your *Transcript Release Form* in the Guidance Office and the time that it is sent to your college.

**It is imperative to notify the guidance office once you submit your application online. Remember, these schools also need your transcript.** Below are some suggestions for completing your application if you choose to do the Common Application.

1. If you are submitting a Common Application, proofread your application before submitting it. Neatness and clarity are important. Make sure all information is complete.
2. The School Report must be completed by your counselor. Be sure your name is printed at the top. Make certain that your counselor has an up-to-date listing of your activities both at school and in other areas of your life.



3. Teacher recommendation forms (if required) should have your name and identifying information completed before you give the form to the teacher. You may provide an envelope which is stamped and addressed. Also, please give your teacher and counselor (if a letter of recommendation is required) two weeks to complete the letter. Complete a Transcript Release Form for every college you apply. A transcript of your grades and standardized test scores will be included and your counselor's recommendation (if necessary) will be prepared and attached.

### Scholarships and Financial Aid

Because of spiraling costs, many colleges award some form of financial aid to many of their students. Most of the aid is awarded solely on financial need. However, there are competitive scholarships based on academic merit. Your counselor can help you locate information on both types of scholarships. Many scholarships are available through our high school. Information about these scholarships is available at the guidance office and on the guidance web page. Another excellent source of scholarship information is [www.fastweb.com](http://www.fastweb.com).

### Competitive Merit Scholarships

These include awards made to those with special skills or talents in athletics, music, art and academics. Several steps for locating and/or qualifying for such scholarships include:

- Take the PSAT/NMSQT as a junior. ALL students are required to take the PSAT at no cost to the student.
- Take the SAT and or the ACT the spring of your junior year and the fall of your senior year. Fee waivers are available for students who receive Free/Reduced lunch. You may take these tests as many times as you would like.
- Contact the Financial Aid Office of each college you are interested in and ask for information on competitive scholarships.
- Contact the personnel office of your parents' employers and ask if they sponsor a scholarship program.

### Financial Aid Based on Need

These scholarships are awarded on the basis of the ability of the family to pay for post-secondary education. This is done by supplying information, generally based on your past federal and state income tax returns, to a central agency which then provides a "needs analysis" to the institutions or agencies where you have applied for assistance. In almost all cases you are urged to apply through all three of the agencies listed below:

- **Free Application for Federal Student Aid (FAFSA)** - This is automatically e-mailed to all students who take the SAT in March or May of their junior year. The FAFSA must be completed by the parent and submitted after October 1. You must indicate which colleges you wish to receive a copy of your "needs analysis." Deadlines for filing the application are generally May 1 of the senior year for those planning on entering a four-year college, and August 1 for those entering trade, technical or two-year programs. Check the guidelines from your college, as dates may differ.
- **Federal Pell Grants** - is a federally sponsored program which award grants (money that does not have to be paid back). The financial information from your FAFSA will determine what you will be eligible for through this program.
- **Federal Stafford Loans** - these are student loans which must be repaid. If the college you attend participates in the Federal Family Education Loan (FFEL) program, a private lender provides the funds for your Stafford Loan, although the federal government guarantees the loan funds. The interest rate is variable, but never exceeds 8.25 percent. The financial information from your FAFSA will determine your eligibility for this program, as well.

**NOTE:** Although the Guidance Office is a resource for students and parents who may have questions about Financial Aid, they are not experts in this area. The counselors are very willing, however, to help parents contact the appropriate sources, such as PHEAA

(Pennsylvania Higher Education Assistance Agency) and/or the Financial Aid Office at the school where the student will be attending. A **Financial Aid workshop** is also scheduled every year in September or October to answer parent questions and address concerns. See the [district calendar](#) for more details. You are highly encouraged to attend with your child if possible.

## Student Assistance Program (SAP)

### *What is the Student Assistance Program? (BP#236)*

In Pennsylvania, every middle and high school and some elementary schools have a Student Assistance Program (SAP). The SAP team, made up of school and community agency staff, is here to help you access school and community services.

### *Do You See Your Child Showing Any of These Behaviors?*

- Withdrawing from family, friends and/or school
- Changing friends; no longer spends time with old friends
- Unexplained physical injuries
- Talking about suicide
- Depressed
- Defying authority, both at home and at school
- Acting aggressively
- Lying
- Needing money without an explanation
- Sudden drop in grades
- Experimenting with drugs or alcohol
- Self-harm (i.e. "cutting")

### *Are You Concerned About Your Child's Reaction To?*

- Recent death of a loved one
- Divorce of parents
- Family relocation
- A relationship problem or recent break-up
- Other traumatic event

If your child is having trouble in or out of school, we can help you. There may be times when you just don't know how to help your child. That's okay; someone else may know how to help. Don't feel embarrassed or uncomfortable about asking for help. When extra help is needed, knowing how and where to find help can be overwhelming. *Please contact the guidance office for more details (297-8705).*

### *How Does My Child Become Involved in the Program?*

Your school's SAP team will help you find services and assistance with the school and, if needed, in the community. We do not diagnose, treat, or refer your child for treatment. Rather, we will provide you with information; **you** make the choices. **Remember, you are part of our team.** Our goal is to help your child succeed in school.

Students are referred to the SAP team in different ways. Anyone can refer a student to the Student Assistance Program. Some students are referred by teachers and other school personnel. Any school staff member, a student's friend or family member can let the SAP team know that they are worried about someone. The students themselves can even go directly to the SAP team to ask for help.

### *What if Someone Has Already Referred My Child to the Program?*

First, know that your child was referred because someone is concerned about observable changes they are seeing in your child. Perhaps a teacher or friend has noticed changes in behavior and habits that you may or may not have noticed at home. Your observations of your child at home are very important.

A member of the SAP team will request that you sign a permission form for your child to become involved in the program. Once you sign, the SAP team will begin to work with you and your child. If you feel you need more information before making a decision, please let a member of the SAP team or your child's counselor know. Participation is voluntary.

***What Happens After I Give My Permission?***

There are several steps that the team will take after you sign the permission form:

1. The SAP team will gather more specific information about your child's performance in school from all school staff who have contact with your child. A member of the SAP team will also talk with you either in person or over the phone about your observations, your child's strengths, and your concerns.
2. Together, you and the SAP team will develop a plan of action to help your child achieve success in school. The plan might include services and activities in school and/or services from a community agency. If necessary, the SAP team will talk with you about services in the community and give you information on how to contact others who may be able to help.
3. The SAP team will continue to work with and support your child. They will stay in touch with you to talk about your child's progress and success in school. Your continued involvement is very important.

***Contacting Your School's Student Assistance Program***

If you feel your child may need help, call your child's school and ask to speak with a member of the SAP team. Someone will be available to listen to the situation and offer help.

***Privacy***

The SAP team and the school will respect confidentiality for you and your child at all times.

## MEDICINE AND ILLNESS

Emergency cards are a vital part of a student's school record. This card is the first record checked in case of an emergency. Therefore, please have current telephone numbers and responsible relatives or neighbor's addresses listed correctly.

Any past health history that alerts the school to previous health problems is needed to maintain proper health care for the student. Please keep this information up to date.

All students who are ill or injured will report to the school nurse. The school nurse will make the decision of first aid treatment and whether the student should go home and will place the call to the parent or guardian. No student will be dismissed until this procedure is followed.

When the nurse is not in the building, ill students should report to the main office. (Further Detailed in BP#203.1, 210 and 210.1)

### Medication Policy

The health care of a school-aged child, including the administration of medication, is primarily the responsibility of the parents. If it is necessary for the child to receive medication while at school, the following will apply:

For a student to be able to receive their medication while at school, there must be a physician's written order on file in the nurse's office, the medication must be in the current prescription bottle, and must be directly delivered to the Nurse's office by the parent or a student. All medications will be held by the nurse during the school day, and the student will see the nurse to receive their dose.

1. All medication's will be in their current prescription bottle, which will be stored in the Nurse's office for administration, no exceptions.
2. The student is responsible for going to the Nurse's office to receive their daily dose.
3. The administration of the medication will take place in the Nurse's office, and self-administration vs nurse administration will be decided at the discretion of the Nurse and Parents.
4. All medications must be accompanied by a physician's note, no exceptions. This includes but is not limited to over the counter medications like ibuprofen (AKA Motrin, Advil), Cough Medicine, and Over the Counter allergy medications like Claritin.
5. The ONLY medications that students may carry on their person while in school are an EPI Pen and or a rescue inhaler. The School nurse should be made aware of these medications.

Violation of these policies can be considered as possession of drugs and/or a controlled substance on school property and can result in the appropriate punishment for these offenses.

### Injuries

Students who are injured while being transported to/from school, during the school day, in any school activity, or on school trips sponsored by the district (no matter how minor the injury may be) should notify the responsible teacher, the nurse or the principal at once.

## TRANSPORTATION

### Bus

The following guidelines will be applied to all students in the Troy Area School District when they are being transported under school jurisdiction, whether to or from homes, on a field trip, or on any other function in which a vehicle is used for transportation.

#### Discipline Policy

A student who cannot maintain self-discipline while utilizing transportation facilities forfeits this privilege and must rely on other means of transportation. The school bus driver is authorized to enforce safety and social standards on the bus and, in accordance with Pennsylvania School Code, has the same authority as a teacher. The relationship of the operator and the student must be one of cooperation.

District school buses are equipped with video and audio systems. These systems may be used for disciplinary actions and safety measures by the Troy Administration staff when deemed necessary.

The driver reports all violations to the appropriate school official. A report of is sent the parents of the student or students involved from the school office. Bus drivers may contact the parents about the violation. These contacts should be noted on the bus driver report form.

#### Rules

All School Rules apply on the bus.

#### Disciplinary Action

If the bus driver believes that a student's behavior warrants disciplinary action, the driver will fill out a bus conduct form.

1. The driver will retain one copy of the form and deliver the other copies to the appropriate building or designee.
2. The principal or assistant principal will discuss the report with the student involved. If the student's version of the incident differs significantly from that of the bus driver, the principal will make a further investigation.
3. If the facts on the bus conduct report are substantiated, the student will be disciplined by the principal in accordance with current policy.
4. One of the copies of the bus conduct report form is sent to the student's parents with principal's comments of the action taken. Another copy is sent to the Transportation Director.
5. The reporting bus driver will be informed of the disposition of the bus conduct form.

NOTE: The seriousness of the incident may warrant the automatic suspension of riding privileges.

In case of a serious nature where the student is denied busing privileges, the parents will be notified as soon as possible. The building principal may, at his decision, arrange for a group conference with all parties involved (bus driver, student, and parent(s) or guardian). The police may also be called.

### Student Automobiles

#### Driving Privileges

Students are permitted to park on school premises as a matter of privilege, not of right. Liability under the law makes it necessary that this privilege be carefully regulated, and student cooperation is necessary. It is never pleasant for the students or school when driving privileges are revoked.

Permission for students to ride with each other is a matter for parents or legal guardians to decide. The District is not involved in these decisions and accepts no liability in these matters.

All local and state laws must be observed while driving to and from school and on school grounds. Violations are reported to the proper authorities for action. A violation may result in the loss of driving privileges in the school zone

regardless of what action is taken by authorities. A duplicate report of the violation is made and sent to the parent or legal guardian.

New or additional vehicles must be registered before they are driven to school.

Driving to the Northern Tier Career Center (NTCC) is restricted to those students who are participating in a co-op experience. NTCC does not issue parking or driving privileges to any other students.

Students who wish to park in the student parking lot must be a **junior or senior** at Troy High School. Students must provide to the office staff: a valid driver's license, vehicle registration, and parent approval form if they wish to drive. For a student to be allowed to drive, he or she must have passed **all classes the prior quarter and must not have been assigned any disciplinary action during the school year**. Students who receive a disciplinary consequence will have their parking privileges removed for the remainder of the school year. Students who have failed a class may re-apply for their parking privileges after they have completed one quarter of passing all classes. Students who drive need to display a valid parking pass in their vehicle's windshield. Vehicles not adhering to these rules will be towed at the student's expense.

#### **Driving/Parking Rules**

1. Student must have passed **all classes** the prior quarter.
2. Students with a referral that results in a consequence may have driving privileges revoked for remainder of the school year.
3. Students must be of junior or senior status to drive unless otherwise authorized by principal.
4. All student vehicles must be registered in the main office.
5. All student vehicles must have their assigned current parking pass affixed to the rearview mirror.
6. All cars must be parked in the assigned student parking spot.
7. Cars may not be driven during school hours without permission.
8. Observe local and state laws. Driving must be at a safe rate of speed as posted. Reckless driving is prohibited; and includes but is not limited to quick starts and stops, honking horns and revving engines unnecessarily, and failure to observe pedestrian safety.
9. Students are not permitted to rev their engines or operate vehicles producing loud noises.

**NTCC Students:** Driving privileges to and from NTCC will be considered on an individual basis –TASD rules apply. Additional paperwork from NTCC must be completed and approved PRIOR to driving.

#### **Parking violations may result in temporary or permanent suspension of driving privileges.**

#### **Automobile Searches**

Because driving is a privilege, so is parking on school property. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interior of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. The District reserves the right to remove any objects or materials contrary to school rules or that may be detrimental to the safety of the school or students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

[District Policy: Use of Bicycles and Motor Vehicles](#)

[District Policy: Searches](#)

## OTHER

### Gifted Education

In accordance with the Board's philosophy to develop the special abilities of each student, the district shall provide gifted education services and programs designed to meet the individual educational needs of identified students.

### Special Education

The district shall offer each student with disability education programs and services that appropriately meet the student's needs for educational, instructional, transitional and related services. A student who requires special education shall receive programs and services according to an individualized education program (IEP).

### Working Papers

All students receiving wages for employment need working papers until they are eighteen (18) years of age or have graduated. A student must be at least fourteen (14) years of age to receive working papers. Working papers are available in the Main Office and must be applied for in person by a parent or guardian with the student's birth certificate. Students **may not** be excused from school or sign out early for employment unless it is part of an approved work-study or internship program.

### Public Complaints (BP#906)

The Board welcomes inquires, suggestions, and constructive criticism regarding the district's programs, personnel, operations and facilities. Any parent/guardian, student, resident or community group shall have the right to present a request, suggestion or complaint. The Board intends to provide a fair and impartial method for seeking appropriate resolution. We ask that you start at the building level with your request, suggestion or complaint.

### Homeless Children and Youth

The term "homeless children and youth" means individuals who lack a fixed, regular, and adequate nighttime residence; and includes—(1) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; (2) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; (3) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and (4) migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in (1) through (3). If you know of a child, or are a child in these circumstances, contact one of the school offices. You are entitled to assistance.

## GLOSSARY

### **Academic Integrity**

The Troy Area School District supports students' learning and academic achievement by encouraging them to produce academic work that is their own best efforts, done with integrity, and displays the best academic ethical behavior. The district requires all students to demonstrate honesty and responsibility and to abide by ethical standards in preparing and presenting materials, as well as in testing situations. Grades should reflect the student's own work. Academic dishonesty, cheating, or plagiarism involves an attempt by the student to show possession of a level of knowledge or skill that she/he does not possess. It involves any attempt of a student to substitute a product of another, in whole or in part, as his/her own work. It also includes theft, possession or unauthorized use of any answer key.

A lack of academic integrity is cheating. **Cheating** will be defined as the following and the attempt to do the following:

1. **Copying/Sharing Assignments** – copying or giving an assignment to a student to be copied, unless permitted or required by a teacher.
2. **Plagiarism** – the willful submission of any work that is not the student's own. It also includes the submission or use of falsified data or records. **Plagiarism** is further defined as the act of appropriating the literary composition of another, or parts of passages of his/her writings, or the ideas or language of the same, and passing them off as the product of one's own mind. It involves the use of any outside source without proper acknowledgement. In the academic setting, an **outside source** includes any work, published or unpublished, by a person other than the student. **Plagiarism** may be word-for-word copying of a source, paraphrasing the source without giving proper credit, and/or mosaic in which phrases and terms are copied and embedded in the student's work. It also includes the borrowing of a sequence of ideas, the arrangement of materials or the pattern of someone else's thought without proper acknowledgement.
3. **Cheating on Exams or Major Projects** – the use of unauthorized material, including, but not limited to, textbooks, notes, calculators, or computer programs during an examination or on a major project without the consent of the instructor. It also includes textbooks, notes, calculators, or computer programs during an examination or major project.
4. **Forgery/Stealing** – the unauthorized access to an exam. It includes the use of an alternate, stand-in or proxy during an examination. It also includes the alteration of computer and/or grade book records or forgery of signatures for the purpose of academic gain, as well as sabotaging or destroying the work of others.

### **Alcohol/Drugs**

This includes any student under the influence of or involved in the possession or transfer of alcohol, drugs or paraphernalia. Students guilty of the use of either alcohol, drugs or paraphernalia may opt to take six (6) weeks of drug/alcohol counseling in residence at the Troy Jr/Sr High School.

If, at the conclusion of the six (6) weeks of counseling the counselor approves, the ban on participation in athletics or extracurricular activities may be waived at the conclusion of the present season. Further, additional drug and/or alcoholic violations will revoke all athletic and extra-curricular privileges, as previously specified, for the duration of the school year. Note: extracurricular activities include club involvement, and the participation in any school activity which is not an academic requirement.

### **Bullying (Further Detailed in BP#249)**

"Bullying" shall be defined as a series of acts directed at another student which occur in the school setting, are severe, persistent, or pervasive and the effect of interfering with another student's education, creating a threatening environment or which substantially disrupt the operations of the school. The school setting shall mean in the school, on school grounds, in school vehicles at designated bus stops or at any activity sponsored, supervised, or sanctioned by the school.



**Damage to School Property**

School property is books, materials, equipment, furniture, buildings and grounds, etc.

**Defiance and Disrespect**

Includes the refusal to follow a request by an adult, or showing the lack of regard, appreciation, concern and/or consideration.

**Disruptive Conduct-** Any conduct which impedes student safety or learning.

**Hazing (Further Detailed in BP#247)**

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board. When a student feels a hazing incident has occurred, he/she should immediately report the incident to the building principal or assistant principal.

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

**Skipping Class/School**

Skipping includes any time a child leaves school w/o proper adult permission, or anytime a parent thinks child is in school and he/she is not. Study hall, class, lunch, DS, etc. are all equal when considering class cuts/skipping.

**Suspension****In School Suspension****Out of School Suspension****Tobacco**

Includes the use of any tobacco products. The use of e-cigarettes or vape devices whether or not tobacco is used in them is included in this category.

Students caught in possession of or use of tobacco products on school property can be fined according to the SB 1315 bill which was enacted by Congress on Nov. 25, 1996. When turned over to the police, the student may be fined. Fines typically increase with each offense. In lieu of a fine, the magistrate may assign the student to an alternative adjudication program.

Athletes who are found in violation of this policy will be removed from athletics for the remainder of the season and referred to SAP. Completion of a six-session educational session for abused substances, principal approval, and return of all school equipment will be required to participate in any future athletic activities.

**Truancy**

Unexcused absence is termed unlawful and truant absence when a student is less than seventeen (17) years of age. Following each day of such absence, a notice is sent to the parent(s) or guardian(s). Any subsequent unlawful absence may result in arrest, hearing, and imposition of fines.

The state regulation does not imply that all students are permitted three (3) days of illegal absence. A half-day of such absence is a violation of the law. It simply means that only after three (3) days of such action is legal action taken against the parent(s) or guardian(s) and the student.

A tardy to school or to class is also a violation of the law. The time lost due to tardiness, not accompanied with acceptable excuse, will be accumulated and counted as illegal or unexcused absences.

## **ACTS Chargeable Under the PA Crimes Code**

Respect for Law (Board Policy 218.1)

### **Act 26 of 1995**

This law requires schools to follow specific procedures to make schools safer. Act 26 also requires the filing of Individual Incident Reports on twenty-four (24) different types of misconduct: 1) Assault on fellow students; 2) Assault on a school employee; 3) Ethnic Intimidation; 4) Extortion; 5) Fighting; 6) Homicide; 7) Intimidation; 8) Kidnapping; 9) Malicious Harassment/Racial Intimidation/Hate Crimes; 10) Reckless Endangering; 11) Robbery; 12) Sexual Harassment; 13) Sexual Offenses; 14) Threatening a School Official; 15) Arson; 16) Bomb Threats; 17) Demonstrations; 18) Disorderly Conduct; 19) Possession of a Firearm; 20) Possession of a Knife; 21) Possession of Other Weapons; 22) Terroristic Threats; 23) Possession, Use, or Sale of Controlled Substances; or, 24) Possession, Use or Sale of Alcohol or Tobacco.

This law requires that the Individual Incident Report be placed in the student's permanent record and be transferred with the student if the student transfers to another school. Once a year, the information from these records must be submitted in a report to the Pennsylvania Office of Safe Schools.

**Aggravated Assault** (18 Pa. C.S. 2702): Attempting to cause serious bodily injury to any of the following:

Another person, or cause such injury intentionally, knowingly, or recklessly under circumstances manifesting extreme indifference to the value of human life;

1. To an operator of a vehicle used in public transportation while operating such a vehicle;
2. A police officer making or attempting to make a lawful arrest;
3. Another person with a deadly weapon;
4. A teaching staff member, school board member, other employee or student of any elementary or secondary publicly funded education institution, and elementary or secondary parochial school while acting in the scope of such person's employment relationship to the school.

**Criminal Mischief** (18 Pa. C.S. 3304): Any one or more of the following:

1. Damaging tangible property of another intentionally, recklessly, or by negligence in the employment of fire, explosives, or other dangerous means relating to causing or risking a catastrophe;
2. Intentionally or recklessly tampering with tangible property of another so as to endanger person or property;
3. Intentionally or recklessly causing another to suffer pecuniary loss by deception or threat;
4. Intentionally defacing or otherwise damaging tangible property of another with aerosol paint can, or a broad tipped indelible marker or similar marking device.

**Disorderly Conduct** (18 Pa. C.S. 5503): Actions taken with intent to cause public inconvenience, annoyance, or alarm, or recklessly creating a risk including the following offenses:

1. Fighting, or threatening violent or tumultuous behavior;
2. Making unreasonable noise;
3. Using obscene language or making an obscene gesture;
4. Creating a hazardous or physically offensive situation; or,  
Any act that serves no legitimate purpose

**Fire Apparatus Injury or Tampering** (18 Pa. C.S. 3305): The willful and malicious cutting, injuring, damaging, destroying, or defacing of any fire hydrant, fire hose, fire engine, or other public or private fire equipment or apparatus. (See Board Policies 218, 218.1, 222, 227 and 237)

**Harassment** (Detailed in BP#248)

- Any actions by a person that are perceived in such a way as to annoy and/or alarm the other person and when these actions continue after a request to stop.
- Consequence - Four (4) hours detention; out-of-school suspension; police may be notified if the actions continue.

**Harassment and Stalking** (18 Pa. C.S. 2709): Harassment: Actions taken with the intent to harass, annoy, or alarm another person including the following:

1. Striking, shoving, kicking, or otherwise subjecting another person or persons to physical contact or threatening to do so;
2. Following a person or persons in or about a public place or places;
3. Engaging in a course of conduct or repeatedly committing acts which alarm or seriously annoy another person with no legitimate purpose

#### **Robbery**

Taking, or attempting to take, anything of value under confrontational circumstances from the control, custody or care of another person by force or threat of force or violence and/or putting the victim in fear of immediate harm.

**Simple Assault** (18 Pa. C.S. 2701): any of the following actions:

1. Attempting to cause or intentionally, knowingly, or recklessly causing bodily injury to another;
2. Negligently causing bodily injury to another with a deadly weapon; or,
3. Attempting by physical menace to put another in fear of imminent serious bodily injury

#### **Stalking**

Engaging in a course of conduct or repeated acts towards another person, including the following of the person without proper authority, under circumstances, which demonstrate any of the following:

1. Intent to place the person in reasonable fear of bodily injury;
2. An intent to cause substantial distress to the person.

#### **Terroristic Threats**

To set fire, blow up, and other ways destroy the school or harm a mass amount of students

**Theft by Unlawful Taking or Disposition** (18 Pa. C. S. 3921): A person is guilty of theft if he unlawfully takes, or exercises control over moveable or immovable property of another with the intent to deprive him thereof.

**Theft of Services** (18 Pa. C. S. 3926): A person is guilty of theft of services where compensation for service is ordinarily paid upon the rendering of such service, as in the case of hotels and restaurants, refusal to pay or absconding without payment or offer to pay gives rise to a presumption that the service was obtained by deception as to the intention to pay.

#### **Weapons**

The law prohibits the possession of weapons on school property and mandates that students who do possess a weapon as defined by the law be expelled from school for up to a year. Troy's Behavioral Plan clearly reflects this mandate.

A "weapon" is defined as any loaded or unloaded firearm (including any pellet guns, BB guns, or look alike firearms); any explosive device of any kind, all knives; or any other tool or instrument that is not reasonably related to the district curriculum such as (but not limited to) chains, brass knuckles, night sticks, and ax handles.

In accordance with the Gun Free Schools Act of 1994, any student who brings a weapon, or is in possession of a weapon on school property will be brought before the Board of School Directors for an expulsion hearing. In addition, the infraction will be reported to the proper legal authorities.

Immediate suspension from school, notification of police, recommendation for an expulsion hearing will follow any weapons violation.

APPENDICES

I. School Calendar

[School Calendar Link](#)

## II. Bell Schedules

<p><b>DAILY SCHEDULE</b></p> <p><b>Bell – 8:15</b>  <b>Period 1 – 8:25-9:50</b>  <b>Period 2 – 9:55-11:15</b>  <b>Period 3 Lunch</b>  <b>A – 11:15 - 11:45</b>  <b>B – 11:45 – 12:15</b>  <b>C – 12:15 – 12:45</b>  <b>D – 12:45 – 1:15</b>  <b>Period 4 – 1:20-2:40</b></p>	<p><b>EARLY DISMISSAL</b></p> <p><b>Bell – 8:15</b>  <b>Period 1 – 8:25 – 9:05</b>  <b>Period 2 – 9:10 - 9:45</b>  <b>Period 4 – 9:50 – 10:25</b>  <b>Period 3 – Lunch</b>  <b>A – 10:30 – 11:00</b>  <b>B – 11:00 – 11:30</b>  <b>C – 11:30 – 12:00</b>  <b>D – 12:00 – 12:30</b></p>
<p><b>DELAY</b></p> <p><b>Bell – 10:15</b>  <b>Period 1 – 10:25 – 11:10</b>  <b>Period 3 – Lunch</b>  <b>A – 11:15 – 11:45</b>  <b>B – 11:45 – 12:15</b>  <b>C – 12:15 – 12:45</b>  <b>D – 12:45 – 1:15</b>  <b>Period 2 – 1:20 – 1:55</b>  <b>Period 4 – 2:00 – 2:40</b></p>	<p><b>TEACHER’S PREP</b></p> <p>Before School – 8:00 – 8:25          After School – 2:40 – 3:30</p>

### III. Personnel

#### Board of Education

Dan Martin – President	Todd Curren
Heather Bohner – Vice President	Deb Harer
Sheryl Angove	Susan May
Bill Brasington	Janet Ordway
	Darren Roy

#### Administration

Superintendent -----	Dr. Amy Martell
Business Manager -----	Traci Gilliland
Transportation Director and Food Service Director-----	Bonnie Bixby
Director of Support Services -----	Sherri Markiw
Head of Maintenance-----	David Blair
School Psychologist -----	Mark Rockwell
Director of Technology -----	Ryan Schrader
Jr/Sr High School Principal -----	Dr. Alison Polly
Jr/Sr High School Assistant Principal -----	Daniel Brenner
Jr/Sr High School Athletic Director -----	Daniel Brenner
Elementary & Intermediate Principal -----	Steve Brion
Elementary & Intermediate School Assistant Principal -----	John Imbt

#### Faculty

Beverly Anderson – English	Matt Harold - Science	Amy Pautz - Mathematics
Kelly Aylesworth - History	Hannah Harris – Agriculture/I.A.	Craig Pequignot - Industrial Arts
Jamie Bagley - FACS	Lisa Heasley - Science	Erica Pequignot - History
Heather Borden - English	Kelsey Herman - History	Duane Pick - Business
TEACHER - History	Leighanne Ingram- Science	Christina Sheeley - Physical Education
Laura Brown - Mathematics	Rachel Holz - Science	William Skipper – History
Sarah Brown- Science	Jeremy Kulago – Gifted / Learning Support	Shania Slocum - Learning Support
Heidi Butler - Learning Support	Ginger Lathrop - Mathematics	Kevin Weitzel – Counselor
Melissa Caudill - Mathematics	Joy Laue – Mathematics	W. Robert Stark - Mathematics
Tammy Chimics - English	Sydney MacDonald - Music	Beth Ward - English
Meredith Davison - English	Erik Marhefka – Business/Librarian	Gary Ward - Physical Education
Annette DeLosa - Reading	Elanor Madigan - Nurse	Lyle Wesneski - History
Brianna Erdmann - Music	Amy Miller - Arts	Danielle Wheeler - Learning Support
Tara Freeman - Learning Support	Lynda Miller - Life Skills	Nate Williams - Mathematics
Jason Gee- Learning Support	Sheryl Mondock - English	Robert Woodward - Learning Support
Robert Gentile - Science	Jeff Palmer - CADD	
Marie Gibble – Counselor	Christine Panek - Spanish	
Theresa Glisson - Reading		

**Paraprofessionals:**

Brenda Holdren  
Lori Sullenberger  
Jodi McPherson  
Carolyn Benninger

Dody Selleck  
Evie Cryan  
Janna Dibble  
Brenda Vogel

Rebecca Wrisley  
Jamie Ganiel

**Secretarial Staff**

Denise Brown  
Stacy Houseknecht

Kathy Kempfer  
Tanya Mattocks

**Cafeteria Staff**

Pam Hicks  
Kay Brown  
Amy Buck  
Kathy Crawford  
Tara Fisher

Barbara Morgan  
Brenda Arnold  
Bobbi Jo Anderson  
Michelle Roupp

**Custodial Staff**

Albert McNeal  
Chuck Perry  
Roger Riddle

Anthony Nibeck  
William McAuliffe  
Spring Morgan  
Susan Swain



**IV. Handbook Review**

We, the parent/guardian and student, by signing below acknowledge that we have read and reviewed the 2019-2020 Troy Area Jr/Sr High School Student Handbook. We agree that we will do our best to abide by and work with the school to follow the guidelines provided in the handbook.

Parents, please review this with your student and sign below. ***Please note changes this year in the guidance, driving, and discipline sections.***

\_\_\_\_\_  
Student Name (printed)

\_\_\_\_\_  
Student Name (signature)

\_\_\_\_\_  
Parent/Guardian Name (printed)

\_\_\_\_\_  
Parent/Guardian Name (signature)

Date \_\_\_\_\_