

W. R. Croman Primary School



Parent Handbook 2023-2024

Table of Contents

	<i>page</i>
Welcome Letter	1
District Staff and Board of Education	2
Admission for Beginners	3
Attendance Procedures	3-4
Attendance	
Attendance Awards	
Early Dismissal and Tardiness	
Excuses	
Legality of Attendance	
Behavior Referral List	4-6
Bullying	
Consequences	
Cell Phones	
Discipline	
Suspension	
Bus Safety and Discipline Procedures	6-7
Emergency Bus Change	
Evacuation Drills and Emergencies	
Procedures for Handling School Bus Disciplinary Problems	
School Bus Regulations	
Cafeteria Guidelines	8
Flexible Instruction Day (FID)	9-11
General Information.....	11-14
Emergency Procedure Cards	
Field Trips	
Flexible Instruction Days (FIDs)	
Healthy Classroom Snacks	
Lost and Found	
Parent-Teacher Conferences	
PBIS – Positive Behavior Intervention System	
Personal Materials	
Proper Attire	
Report Cards/Grading Structure	
School Arrival Time	
School Closing, Delayed Openings, and Early Dismissals	
School Dismissal Time	
School Information App	
Student Insurance	
Visitation Policy	
Volunteering	

Health Office	14-16
Dental Health Program	
Dispensing of Medication	
Immunization	
K-2 Health Evaluation Schedule	
Playground Accidents	
 Homeless Children and Youth	 16-17
The McKinney-Vento Definition of Homeless	
Youth Services Directory	
 Pest Management Letter	 18
 Special Education Services	 19
 Student Support Services	 19-20
Community and School Based Behavioral Health	
Instructional Support Team	
Child Study Team	
School Psychologist	
Title I Reading	
 Excuse and Family Trip Forms	 21
 Signature Page to Return	 22

WELCOME

Welcome to the 2023 – 2024 school year. We look forward to working with you to ensure a successful year for your child. Our mission statement reads: W.R. Croman Primary School is dedicated to building a strong educational foundation for our mini-Trojans. We will foster their creativity and independence as they develop as lifelong learners. Students will be supported as they grow socially and emotionally while they build their capacity for kindness, respect, and integrity. We strive to never extinguish their desire to learn and imagine. Our goal is to work together to bring out the best in all of our students, so they become productive members of a global society.

This handbook contains valuable information regarding district and elementary policies and programs. Please take time to review it and use it for future reference. We encourage you to become actively involved in your child's education and the school community. If you have any questions or comments, feel free to contact us at the elementary office at 570-297-3145.

Attached to the back cover you will find a sheet for you to sign acknowledging that you have reviewed this book and discussed it with your child.

Thank you and I look forward to working with you to give your child the best education “we” can give them.

Brian Wilcox
Primary Principal

Important and Frequently Used Phone Numbers

- | | |
|---|------------------------|
| • WRC Principal, Brian Wilcox | 570-297-3145 |
| • Intermediate School Principal, | 570-297-4565 |
| • Jr/Sr High School Principal, Steve Brion | 570-297-2176 |
| • Jr/Sr High School Assistant Principal, Brad Feldmeier | 570-297-2176 |
| • Director of Student Services, Stephen Boyce | 570-297-2750 ext. 2210 |
| • District Office | 570-297-2750 ext. 2200 |
| • District Transportation/Food Service, Bonnie Bixby | 570-297-2750 ext. 2206 |

ELEMENTARY FACULTY AND STAFF
W.R. CROMAN PRIMARY SCHOOL

Kindergarten

Mrs. Annalis Bellitto
Miss Megan Everts
Mr. Derrick Herbst
Mrs. Kristen White
Mrs. Morgan Wright

First Grade

Mrs. Malori Coates
Mrs. Jill Hoffmann
Mrs. Holly Kibbe
Mrs. Theresa Morgan
Miss Seriana Nitznski
Mrs. Jen Scrivener

Second Grade

Mrs. Michelle Berdine
Mrs. Alexandra Kent
Mrs. Nisa Kshir
Mrs. Melissa Lehman
Mrs. Vickie Ward

Title I Reading

Mrs. Rebecca Swain

Learning Support

Mrs. Terri Allen

Resource Support

Miss Danielle O'Dell

Art

Mrs. Gretchen Lawrence

Library/STEM

Mrs. Nicole Imbt

Music

Mr. Dillan Zellers

Physical Education

Mrs. Amy Czako

Technology

Mrs. Tara Foust

Speech/Language

Miss Stefanie Williams

Gifted Support

Mrs. Pam Allen

Paraprofessionals

Mrs. Lori Beach
Mrs. Brandy Bellows
Mrs. Loretta Bruce
Mrs. Jill Cavanaugh
Mrs. Kelly Gee
Mrs. Brenda Kisner
Ms. Barb Krise
Mrs. Misty Vinsek

Secretaries

Mrs. Pamela Curren
Mrs. Karlene Shimko

Cafeteria Workers

Mrs. Amy Buck, Mgr.
Mrs. Roni Dean
Mrs. Amy Sullivan

Custodians

Miss Grace Chamberlain
Mr. Darwin High
Mr. Matt Ploss
Mrs. Jesse Zander (day)

Nurse

Mrs. Jeanine Martin,
Nurse's Assistant

School Psychologist

Mr. Mark Rockwell

Troy Area School District
Board of Education

Mrs. Heather Bohner – President
Mrs. Christina Stanton – Vice-President
Ms. Mary Abreu
Mr. Abramo Capece
Mr. Tad Culkins
Mr. Dan Martin
Mrs. Sarah Murray
Mrs. Jolene Smyth
Mrs. Janet Ordway

District Administration

Superintendent – Dr. Janilyn Elias
Business Administrator – Mrs. Traci Gilliland
Junior/Senior High School Principal – Mr. Steve Brion
Junior/Senior High School Assistant Principal – Mr. Brad Feldmeier
Intermediate School Principal –
W. R. Croman Primary School Principal – Brian Wilcox
Director of Student Services – Mr. Stephen Boyce
Transportation/Food Service Director – Mrs. Bonnie Bixby
Director of Technology – Mr. Nick Andre

ADMISSION FOR BEGINNERS

A child is eligible for admission to kindergarten if s/he has attained the age of five (5) years and no months old before the first day of September.

A beginner is eligible for admission to first grade if s/he has attained the age of six (6) years and no months old before the first day of September.

ATTENDANCE PROCEDURES

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. W. R. Croman Elementary School follows pupil accounting procedures established in the Pennsylvania Compulsory School Attendance Laws. Since good attendance and good grades are highly correlated, W. R. Croman Elementary 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 570-297-3145 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.

ATTENDANCE AWARDS

For the purpose of perfect attendance awards, students must be in school all day, 8:15 AM– 2:40 PM, unless a tardy or early sign out is covered by a medical excuse.

EARLY DISMISSAL AND TARDINESS

Students who arrive late to school (**After 8:15 AM**) must report to the Main Office upon arrival with the reason for their lateness. Excessive occurrences of lateness with no legal reason will count towards absences reported to the district magistrate's office.

After 10 tardies or ten 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.

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

EXCUSES

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 WRC office. Failure to present a written excuse within five 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 **SAIP – Student Attendance Improvement 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 W. R. Croman Elementary 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.

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
- H. Failure to provide written excuse within three days of absence
- 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
- I. Out-of-School suspensions

PLEASE USE THE FORM IN THE BACK OF THIS HANDBOOK FOR EXCUSES AND TRIP REQUESTS

BEHAVIOR REFERRAL LIST

The following list of consequences includes offenses which occur in school and at school-related events. This list is meant to be sampling consequences and may be altered if needed for certain situations. Repeated incidents which continue will mean stricter consequences.

BULLYING

The elementary school implemented a comprehensive bullying prevention program that will involve students, parents, and school staff. Bullying behaviors of any sort (verbal, physical, or emotional) will be taken seriously, investigated, and dealt

with as appropriate. **“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 have the effect of interfering with another student’s education, creating a threatening environment or which substantially disrupts 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. **All incidents of bullying should be immediately reported to a teacher or an administrator.**

CONSEQUENCES

The following list is to be used as a general guideline in dealing with inappropriate behavior of the students. The final decision will be at the discretion of the administration.

Recess detention – Students are isolated from peers during recess period.

Silent lunch – A silent lunch is assigned by a school administrator as a first level consequence. Students are separated from their peers for a lunch period. An assigned teacher does supervision in a classroom. Students in Silent Lunch are required to remain quiet the entire lunch period.

After school detention (ASD) – Students remain after school until 3:40 PM. Students complete specific assignments or homework. Notification will be done by a phone call and sending home a written explanation of the misbehavior.

Removal from Class Field Trips – Students who throughout the school year have repeatedly demonstrated inappropriate behavior shall be reviewed one week prior to the field trip to determine their eligibility to attend the field trip.

Administrative Review with Superintendent – Principal will request review with superintendent, parents, and student. Consequences will be determined at review, based on behaviors being demonstrated.

CELL PHONES

Cell phones are a common item among our students and families. Cell phone usage is not permitted at the primary level at any point during the day.

Cell phones that are visible and/or being used during the school day will be brought to the office. Parents will be called to pick the phone up at their earliest convenience. We do not recommend students bringing cell phones to school. The school is not responsible for any lost, stolen, or damaged cell phones that are brought to school.

DISCIPLINE

It is our belief that all students can learn and are entitled to the best educational opportunities we can provide them, based on their specific needs, abilities, and interests. In the classroom, the teacher is the first line of discipline and the first to administer consequences. Teachers will teach and post their expectations and ways for students to demonstrate positive behaviors in classrooms. They will also make clear the consequences if students fail to behave appropriately. Behaviors which keep teachers from teaching and other students from learning will lead to discipline referrals to the office. **Prior to office referrals, parent contact will be made by the classroom teacher to discuss the behavior.**

SUSPENSION

Certain behavioral incidents may require an in- or out- of-school suspension. Before the suspension takes place, the student will be informed of the reasons for the suspension and given an opportunity to respond. Parents/guardians will be informed of the suspension before it becomes effective. If an out-of-school suspension exceeds three consecutive school days, the student and parent will be given the opportunity for an informal hearing with the principal or assistant principal.

In-school suspension (ISS) – ISS is not to exceed ten consecutive days unless an informal hearing is held between the student, parent/guardian and principal or assistant principal. Students are isolated from peers during the school day. Teachers will be responsible for providing assignments in coordination with the student's education during the in-school suspension.

Out-of-school suspension (OSS) - Students are suspended from school and remain out of school for a designated period of time (from one to ten days). Students are not allowed on school grounds or to attend any school activities until the completion of the suspension.

Informal hearing – the purpose of the informal hearing is to enable the student and the parent/guardian to meet with the appropriate school officials to explain: 1) the circumstances surrounding the event for which the student is being disciplined; 2) to demonstrate that there is or is not a case of mistaken identity, or 3) to show that there is some compelling reason why the student should not be disciplined. At the informal hearing, methods to encourage proper behavior to avoid future offences will be discussed.

Removal of Internet/Network Privileges – Students in violation of the Acceptable Use Policy may have their privileges of using the school network and/or internet services removed.

BUS SAFETY AND DISCIPLINE PROCEDURES

EMERGENCY BUS CHANGE

A student's bus route home should only be changed in an **emergency**. The school must be contacted as soon as possible in an emergency to change a child's bus route home. **Phone calls to notify the school need to be made prior to 1:00 PM;** otherwise, we risk impacting bus times throughout the entire district.

EVACUATION DRILLS AND EMERGENCIES

The purpose of school bus evacuation drills is to have each student riding on a bus to know exactly what to do in case of an emergency. All bus riders **MUST** cooperate fully with the bus driver and the assigned helpers during evacuation drills. Students must observe absolute silence during evacuation drills. These drills will occur twice a year.

PROCEDURES FOR HANDLING SCHOOL BUS DISCIPLINARY PROBLEMS

When a student is turned over to the principal by a school bus driver because of a disciplinary problem on the bus, it can be reasonably assumed that the driver has taken every step within his/her capability to solve the problem. This action, on the driver's part, would indicate that his/her actions have been to no avail and administrative action should be taken in order to eliminate or solve the problem.

While it is true that each disciplinary problem should be handled on an individual basis, the following are **general procedures and guidelines**:

- Step 1 The majority of discipline problems are to be handled by the driver. He/She is allowed to assign seats, put students in front, etc. These actions should not come to school. The driver shall contact the parents to notify them of the student's conduct.
- Step 2 **First** Bus Conduct Report – Major violations or repeated offenses require a Bus Conduct Report submitted by the bus driver and needs the principal's intervention. Discipline is to be determined by the principal, in conference with the bus driver. Parents are to be notified by the school principal.
- Step 3 **Next** Bus Conduct Report – Parent(s) will be notified of discipline and **may** involve three school days suspension from bus riding.
Please note that a bus suspension requires the parent(s) to provide for the transportation of the student.
Non-attendance at school due to a lack of transportation will be considered an illegal absence.

- Step 4 Next Bus Conduct Report – Discipline will be the same as step three except it may involve up to five school days suspension from bus riding at the discretion of the principal. A Board hearing may be conducted for parent/student and bus driver at this step at the discretion of the Board.
- Step 5 Next Bus Conduct Report – Discipline may be the suspension of bus privileges for up to 45 days of attendance. A hearing of either the full Board (Or the Board’s Transportation Committee, as determined by the Board) will be conducted for parent/student and bus driver at this step.

The sequence of discipline listed above is a general guideline. The primary elementary principal works with students individually to develop the skill to ride the bus appropriately. Consequences can include, but are not limited to, loss of recess time, bus cards, and silent lunch. Students who do not choose to correct their bus behavior can end up with a bus suspension.

*****Behaviors that are not acceptable in a classroom are not acceptable on a bus.**

SCHOOL BUS REGULATIONS

The school bus is an extension of the classroom, and all Troy Area School District rules and regulations are in effect. Parents can and will be held responsible for any damage done by their children. No unauthorized person may enter a bus without approval; unauthorized persons may be punished according to the law of the state of Pennsylvania. Student transportation is a privilege not a right in the state of Pennsylvania. General rules and regulations for governing and assessing student behavior on the bus are as follows:

- Students shall behave while on the bus. Riding the bus is a privilege that can be denied temporarily or permanently if the student's behavior warrants it.
- Students shall obey the bus driver at all times while under his/her supervision.
- Student shall board the bus in a calm and quiet manner and proceed to an assigned or empty seat.
- Students shall disembark in an orderly manner.
- Students shall not run in the bus or push other passengers while boarding or disembarking.
- Any student living on the opposite side of the street shall cross in front of the bus while traffic is stopped. Students should wait for driver acknowledgement to cross the street.
- Students shall refrain from placing any part of the body or personal belongings outside the window or in the aisles.
- Students shall cooperate with the driver in providing all information necessary to enforce the rules for safety.
- Students shall refrain from talking with the bus driver except when spoken to or when an emergency arises.
- Student shall act with courtesy and respect toward private and public property and shall expect to be held accountable for committing an act of vandalism.
- Bus drivers will be instructed not to wait any longer than 10 seconds for a student who is not in sight.
- Students are expected to be at the bus stop waiting for bus at least 5-7 minutes before the designated pick-up time.
- While on the bus or at bus stop students shall obey all rules and regulations normally associated with proper classroom behavior and safety. This includes refraining from tobacco, vapes and other uncontrolled substances, vandalism of any kind, discourteous acts or fighting, excessive noise, throwing of materials, use of profanity, use of disrespectful behavior, and possession of weapons.
- Students shall always remain seated while the bus is in motion and shall not move from seat to seat.
- No animals, weapons, dangerous or objectionable items may be brought onto the bus.
- Students are expected to keep their seat and bus area clean.

CAFETERIA GUIDELINES

W.R. CROMAN ELEMENTARY SCHOOL

1. LUNCH "MEAL DEAL" = PRICE \$0.00

REDUCED \$0.00

ALACARTE LUNCH ITEMS:

A. MAIN ENTRÉE	\$2.25
B. VEGETABLE, FRUIT	\$1.50
C. BREAD	\$1.50
D. MILK	\$.50

2. BREAKFAST "MEAL DEAL" = \$0.00

REDUCED \$0.00

ALACARTE BREAKFAST ITEMS:

A. MAIN ENTRÉE	\$2.00
B. FRUIT	\$1.50
C. MILK	\$0.50

Troy Area School District qualifies for the Community Eligibility Program allowing us to provide free breakfast and lunch without requiring a free and reduced lunch application. We will require every family to complete an Economically Disadvantaged Determination Form. It will be sent home with your child the first day of school or you can find it on the district website: www.troyareasd.org; click on departments; click on Food Service, click on the form.

We offer "B" lunch in addition to the regular menu each day.

*We **encourage parents to pre-pay** for your child's/children's lunch and breakfast. Parents can make an online payment at www.troyareasd.org; click on your child's school; click on cafeteria payments. Follow the steps.

*We do accept personal checks made out to WR Croman Primary School Cafeteria and the total dollar amount of the check will be deposited on your child's account. Parents can make an online payment www.troyareasd.org; click on your child's school; follow the steps to make cafeteria payment.

Return Check Procedure - There is a fee of \$35 charged in addition to the original amount of the check.

*We do have a **Charge Policy**. Your child may charge up to \$10 in meals but may not charge/purchase any ala-carte items until the charges are paid. Your household will receive an automated call when charges reach this limit.

*If your child has a food allergy or is lactose intolerant, we need to have a ***Medical Needs Statement*** completed by your physician. This statement must list the allergy as well as the substitution for lactose intolerant; that is calcium equivalent to milk; that they would like us to provide.

FLEXIBLE INSTRUCTION DAY (FID)

The district believes that using a Flexible Instructional Day will allow students and teachers to continue the learning process while responding to a weather closure or emergency situation efficiently. Flexible instruction allows students to complete classwork at home should a situation occur, which would prevent normal operations in one school or throughout the district. Flexible instructional programs may be online, offline, or a combination of the two. PDE will count this as a full day of school. The District has been approved to use up to a maximum of five (5) FID for this school year.

ACCESS

Students will primarily access activities for the FID through Seesaw (K-6) and Canvas (7-12), if available. Alternative activities will also be provided in the event that students are not able to access online resources. If a student cannot access the Internet or the paper copies of the learning activities, he/she will have three (3) school days to complete the assignments. Any student who fails to complete their FID assignment within three school days will be marked as absent on the FID.

ASSIGNMENTS

Teachers will explain to students the assignments and how to access the assignments that will need to be completed during the FID. Learners will be assigned work to be completed either using their school-issued devices and applications OR paper/pencil assignments. Students are expected to complete assignments for all classes that would normally meet on the FID, as this will be a typical school day.

Younger students or students with accommodations may require some support from an adult. Teachers will design learning activities and assignments that are developmentally appropriate and similar in timeframe to daily classwork. Students working independently on an assignment will likely take less time to complete the assignment compared to a large group setting, yet this may vary depending on the individual student and grade level.

If a student cannot access the Internet or paper copies of the learning activities, he/she will have ***three (3) school days to complete the assignments. Any student who fails to complete their FID assignment within three school days will be marked as absent.***

SCHOOL CALENDAR IMPACT

Flexible instructional days eliminate the need for a make-up day since students are completing classwork at home. Implementing an FID will not require additional make-up days when school is canceled. These make-up days could shorten the spring break or extend the school year. The District can use **up to five (5) FIDs per school year. FIDs are considered a school day and count toward the number of instructional days/hours** required under Article 15 of the Public School Code and Chapter 11 of the State Board of Education regulations. If you have any questions or concerns, please do not hesitate to contact your school principal.

STUDENTS WITH IEPs

FID lessons will be designed for students with IEPs utilizing their program modifications, specially designed instruction, and supplementary aids and services identified in their individualized education plans. Upon return from an FID day, the special education teacher will meet with students to review work submitted, checking for completion, and understanding. If needed, students with IEPs will have up to five (5) school days to complete assignments.

WRC FLEXIBLE INSTRUCTION DAY SCHEDULE

ACTIVITY	TIME
Teacher Planning and/or Meetings	7:45-8:30
Office Hours	8:30-11:45
Lunch	11:45-12:15
Asynchronous Learning for Students Teacher Planning and/or Meetings	12:15-3:15

FAQS REGARDING FLEXIBLE INSTRUCTION DAYS

What if a student is on a pre-arranged absence?

The student would be expected to make up the learning activities and assignments within three days of returning to school just as if it were any other absence from school.

How is a student expected to complete the activities if they go to a child/daycare when school is canceled?

If the student cannot access the internet or take a paper-copy of the learning activities and assignments to the day care to complete that day, the student would have three days to complete the activities for course credit. However, students will be marked absent if they were unable to participate on the actual day of the FID.

How much time is my student expected to take to complete the assignments?

Teachers have designed learning activities and assignments that are equivalent to time spent on a similar activity on a regularly scheduled class period. Students working independently on an assignment will likely take less to time to complete the assignment compared to a large group setting. Teachers will make every effort to assign an approximate time to each activity or assignment.

Will there still be make-up dates built into the district calendar?

Yes, make-up dates will continue to be built into the district calendar. A FID is an option that may be used in place of one or more canceled school days or make-up days but may not be used for all canceled school days in any given school year. The district will communicate upon closing if this will be a Flexible Instruction Day or a snow day to make-up at a later date.

How will students find the learning activities and assignments for the FID?

Students will complete all learning assignments provided by the teacher at home.

What if a student does not have access to their district device or internet on an FID?

If a household does not have Internet access, please contact the student's building principal. Parents and/or students should make teachers aware of a need for a hard copy of the assignment and/or store materials on their device for offline use. Any student can choose to do a hard copy assignment, even if internet access is not an issue.

Will elementary students have assignments and activities for their special classes such as music?

Students will be expected to complete lessons for classes that are typically scheduled for that day to include specials in physical education, health, art, music and library.

If the District has a FID day, will there still be after school activities and sports?

No. If the district has closed and put a FID in place, all activities will be canceled.

GENERAL INFORMATION

EMERGENCY PROCEDURE CARDS

Every family must have a completed emergency card on file in our office. You will receive one of these cards at the beginning of each school year. These cards provide us with the name of your family doctor and your hospital preference. They also provide other pertinent information that we may need if an emergency arises involving your child.

Please notify the school of any changes to the information as soon as possible.

FIELD TRIPS

Parents will be notified prior to a field trip that such a trip is planned, giving the place to be visited, date, and time. Permission slips signed by a parent or guardian covering each child are required or the student will not be able to leave the school premises.

Parents wishing to help with class field trips must be on the approved district volunteer list. These individuals must have up to date clearances and approval from the superintendent's office. In order to stay active on the approved volunteer list, volunteers must participate in one school activity per year.

HEALTHY CLASSROOM SNACKS

TASD Food Service Department offers healthy classroom snacks for any occasion. It's very simple. We accommodate children with food allergies. You can order online at the district website; www.troyareasd.org; click on food service, you will see Healthy Snacks on the left side bar. Order, submit and the snacks will be delivered to your child's classroom. For more information please contact, Bonnie Bixby at 1-570-297-2750 Ext 2206.

LOST AND FOUND

Each year, many articles of clothing, toys, books, backpacks, etc., are lost and remain unclaimed. When these items are turned in, they are placed in the "lost and found" box. All children are encouraged to look through these and claim his/her items. Parents are encouraged to check lost and found when they drop in. Unclaimed items are disposed of at the end of the school year. **IT WOULD BE HELPFUL TO STAMP, SEW OR WRITE YOUR CHILD'S NAME IN OR ON ALL ARTICLES THAT ARE BROUGHT TO SCHOOL.** This helps the students and the school returns items to the right people.

PARENT – TEACHER CONFERENCES

Although parent-teacher conferences are established in the school calendar, the teacher or the parent may schedule a conference at other times. Please call ahead for a time that would be convenient for all parties involved. If you have any questions or concerns pertaining to your child's education, please do not hesitate to contact the teacher for clarification. Honest communication between the school and the home is critical to the success of your child's education.

PBIS – POSITIVE BEHAVIOR INTERVENTIONS and SUPPORTS

At W.R. Croman Primary School we are committed to creating a positive and safe environment by helping students forge the ARMOR to become productive citizens in our community.

ARMOR is an acronym for

ATTITUDE- Is the helmet of good attitude where we form good thoughts,

RESPECT- The gold belt of respect which is the core foundation of being a good person,

MAKE SAFE CHOICES- The spear to make safe choices is always thinking before taking action.

OTHERS-Is our chest plate so that we may protect the heart as it gives the power to be kind to others, and

RESPONSIBILITY- Our foot gear that makes us quick to take care of important things.



These combined make a very well-behaved Trojan who wears their protective ARMOR. Parents, you may receive a phone call or letter recognizing you Trojan wearing their ARMOR. Please congratulate them and talk about how they demonstrated proper behavior here at school to support our growing PBIS program.

PERSONAL MATERIALS

Playground equipment and classroom games are provided by the school for your child's enjoyment. The following items should not be brought to school without permission:

- iPad, iPod, etc.
- All pets
- Chewing gum, hair spray, lipstick, perfume, etc.
- Large amounts of money

Students take the risk that their personal toys, etc. could be lost, broken, etc. when these items are brought to school. It is best to leave these items at home. The school is not responsible for items that may be damaged, lost or stolen.

- **Special Note: Real or toy weapons such as guns, knives, explosives, sharp objects, or other potentially harmful implements will not be tolerated at the school setting. Possession or use of these items will result in severe disciplinary actions.**

PROPER ATTIRE

FOR SCHOOL

We believe that proper attire is an important part of student behavior. School dress should be comfortable, able to get dirty and sensible for a group setting. During the cold weather season, gloves, hats, boots, etc. should be worn. Students need appropriate clothing in order to go out for recess. Likewise, during the warm season, cool comfortable and lightweight clothing is appropriate. Discretion should be used concerning shorts and tank tops. If necessary, the parents will be notified for a change of clothing. Finally, clothing (including hats) that advertises alcohol, tobacco, and/or drug products are strictly prohibited. Students' midriff areas should not show. Flip-flops

are often difficult to play in, get stepped on/broken and cause blisters. Please consider this when allowing your child to wear flip-flops to school.

FOR PHYSICAL EDUCATION CLASSES

Sneakers – Try to check for rubber soles. Plastic soles are slippery on our floors. Your child will perform better if the soles are made of rubber.

Pants – Slacks, jeans, and sweats – he/she will perform better if they are not too tight or too loose. Remember, we are on the floor and do roll around.

REPORT CARDS

Report Cards can be viewed at any time as they are available online 24/7, through Mastery Connect. They are an ever-changing document so that you can see your child's improvements on a daily basis. This is an important record of your child's progress and should be examined carefully. Please notify your child's teacher if you need dual copies of the report card. If you have concerns about your child's progress, the teacher will be happy to meet with you.

GRADING STRUCTURE

As accountability continues to increase for schools, it is more imperative than ever that we measure the growth of each child in every standard and anchor in every subject area Kindergarten through 2nd grade. Teachers will use a program called Mastery Connect to track student progress on the eligible content for each Pennsylvania Common Core Standard. Using this system, teachers have a method of identifying student needs and individualizing student instruction. Parents will have online access to this program by submitting their email address on the school webpage under

“Parent/Guardian Email Registration for Mastery Connect” or may request quarterly hardcopy reports. Information regarding the Pennsylvania Common Core Standards may be found at www.pdesas.org.

Students may be retained when teachers and/or the principal believe that they have not met grade level academic growth expectations or has been absent from school a large amount of time and missed a large amount of instruction time that will hamper progress into the next grade level.

SCHOOL ARRIVAL TIME

The school day begins at 8:15 AM with supervision being provided at 7:45 AM. Walkers should arrive at school between 7:45 and 8:00 AM. Please do not drop students off prior to 7:45 AM, as no supervision is provided.

If your child arrives late (after 8:15 AM), an adult must sign the child in before the child proceeds to the classroom. Your child must pick up an admittance slip at the office before going to class.

The district has an automatic calling system that will be used to notify families of events, schedule changes, announcements, etc.

SCHOOL CLOSINGS, DELAYED OPENINGS, AND EARLY DISMISSALS

On days when inclement weather prohibits safe transportation, the district may choose to close school, delay the start of, or dismiss the students early in an attempt to provide maximum safety. It is important to listen to the local radio, School Messenger, and television stations for accurate information.

- ❖ IF school is closed for the day, all school programs are canceled.
- ❖ IF school is delayed, please note that there is the possibility of a delay turning into a closing; therefore, please continue to listen to radio updates and check for School Messenger calls.
- ❖ In the case of a delay, students should not arrive at the school before the scheduled opening

- ❖ IF school is dismissed early because the weather conditions are deteriorating rapidly, you will be notified by the local radio, School Messenger phone calls, and television stations for information.

SCHOOL DISMISSAL TIMES

Dismissal for bus students begins at 2:40 PM. Dismissal for walkers begins at approximately 2:45 PM. **For parents who pick up their children, please remember to keep the streets and driveways open for buses and emergency traffic.**

SCHOOL INFO APP

School Info App is a software package (for calling home or cell phone numbers) that allows the district to contact groups of parents in a short amount of time with messages and announcements. We use it for cancellations, early dismissals, etc. **Please keep your phone contact information up to date in order that messages continue to reach you.**

STUDENT INSURANCE

Each year the school district and an insurance firm enter into a contract for student accident insurance. This insurance becomes available to the student at a small cost. One type of policy covers the student while in school or on the school bus. The other type offers 24-hour protection. Information concerning this insurance is sent home at the beginning of the year.

VISITATION POLICY

As a matter of student safety and security, all visitors are required to report to the office to sign in and out.

Occasionally, we receive requests from parents to observe classroom sessions. In order to provide an informative and accurate visit, as well as ensuring minimal disruptions and disturbances, the following guidelines are issued:

1. All observations must be arranged with the assistance of the classroom teacher and principal. Please contact the teacher to arrange a mutually convenient and pertinent time.
2. It should be understood that your presence will cause some distractions and that there are times when visits cannot be arranged (i.e., testing)
3. While attending the classroom, please remember that you are a guest observer and practice appropriate behaviors.

VOLUNTEERING

As a matter of student safety and security, all volunteers are required to report to the office to sign in and out. If you are interested in volunteering in our school, you may do so by obtaining clearances from the building office or from our school district web page.

HEALTH OFFICE

DENTAL HEALTH PROGRAM

During the school term the school district dentist will provide an Oral Health Evaluation of all oral tissues of the mouth using a mouth mirror and explorer. This will be done on all students in kindergarten whose parents or guardians wish for them to participate in the program and are not under regular care with a family dentist.

After the Oral Health Evaluations have been given, a report from the school dentist indicating either a need for dental treatment or a reminder about keeping the child's regular 6-month preventive care exam with your family dentist will be sent home.

Smile Pennsylvania Mobile Dentist visits W.R. Croman twice a year. If you wish to have your child participate, detailed enrollment forms are sent home prior to each visit.

Regular dental visits will cut down on loss of school days due to dental health problems, cut down loss of tooth structure and pain, reduce dental bills, and insure better general health by preventing oral disease.

Encourage your child to brush after meals and reduce between meal snacking and sugar-loaded foods.

If you have any questions about the program or need to find a family dentist or financial aid for dental care, call the following office:

W.R. Croman Primary School 570-297-3145 extension 3137

DISPENSING OF MEDICATION

Throughout the school year, there will be times when medication must be administered in the school setting. If it is absolutely necessary for a student to take medication during school hours, there must be a physician's written order and the medication shall be delivered in and dispensed from a container properly labeled with the name, strength of medication, name of patient, the physician, the date of the original prescription, and specific directions. The prescription is to be held by the nurse during the school day. Your child will visit the nurse to take the medication. A doctor and parent signature card is available and is to be completed before any prescription drug can be administered. (A blue form is available in the office. It must be completed and handed in with the medication.

If you have a prescription in which the dosage is to be given every four hours, please administer a dose just before your child comes to school. This practice will mean that only one dose will need to be given during the school day. Your cooperation in these matters will go a long way in helping us dispense medications in a safe and secure manner.

The school understands and is sympathetic toward parents regarding the inconvenience caused by the situation. Be assured the school will do everything possible to rectify the situation in a caring, sincere, and confidential manner. However, if a chronic condition results with an increase in school absences or endangerment to fellow students, interagency involvement will be considered to remedy the situation.

IMMUNIZATION

The law requires a fourth dose of Tetanus and Diphtheria (td) and polio on or before the fourth birthday. If your child has had a fourth dose of either of these vaccines that were administered before the fourth birthday, a fifth dose on or after the fourth birthday is required. Two Measles vaccines, two Rubella vaccines, two Mumps vaccines, two doses of varicella, and three Hepatitis B vaccines are also required.

K-2 HEALTH EVALUATION SCHEDULE

Kindergarten – All students will be weighed and measured, have a vision screening, a hearing screening, and physical examination if one has not been given pre-entry.

First Grade – All students will be weighed and measured, have a vision screening, a hearing screening, and a physical examination if they have not had one in kindergarten or previously.

Second Grade – All students will be weighed and measured, have a vision screening, and a hearing screening.

PLAYGROUND ACCIDENTS

The elementary playground is a place where young children can take a healthy break from academics. We believe that recess is an essential and welcome component of the elementary program.

However, the playground is an area where accidents do occur. A staff member is always on duty, but even with supervision, children do things quickly, which often results in harming themselves and sometimes others.

Almost all playground accidents are the usual bumps and bruises that get better after a few tears and a little time. Occasionally, an accident occurs which we believe that parents need to know about. When that happens, we will contact the parent, or whoever else is listed on the emergency card. We will either ask you to come and pick up your child for a doctor's examination or we may be asking for your permission to take your child to the hospital emergency room.

Assume that students will be going outside unless a doctor's recommendation is offered. Obviously, weather conditions may prevent this intention, but we attempt to get "fresh air" whenever possible.

HOMELESS CHILDREN AND YOUTH

If you know of a child who is experiencing homelessness, please contact Support Services Office at 570-297-2750, ext. 2210. This includes children and youth who are:

- Sharing housing (doubled-up)
- Living in motels, hotels, trailers, or camping grounds
- Living in emergency shelters or transitional housing
- Unaccompanied Youth-Abandoned, Runaways
- Living in cars, parks, public places, abandoned buildings
- Migratory children (living in the circumstances referenced above)

THE MCKINNEY-VENTO DEFINITION OF HOMELESS

Subtitle VII-B of the McKinney-Vento Homeless Assistance Act (per Title IX, Part A of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act) defines *homeless* as follows:

The term "homeless children and youths" –

- A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1); and
- B) includes –
 - (i) 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 adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals; *
 - (ii) 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 (within the meaning of section 103(a)(2)(C)).

- (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- (iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

YOUTH SERVICE DIRECTORY

The following numbers are useful for information/help with alcohol, drugs, or mental health issues:

Northern Tier Counseling

South Waverly	570-485-5823
Towanda	570-265-0100
Emergency	888-322-1682

Mental Health Associates	570-265-2525
Narcotics Anonymous	818-773-9999
SAMHAS National Hotline	800-662-help (4357)

Abuse and Rape Crisis Center

Emergency only	911
24 Hours	570-265-5333

Big Brothers/Big Sisters	570-265-3009
Boys Town National Hotline	800-448-3000

2023/2024 Notification Letter for Parents

The Troy Area School District uses an Integrated Pest Management approach for managing insects, rodents, and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office, and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the “pest problem” and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing the entry points, and physically removing the pest, etc.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary and will not be routinely applied. When chemicals are used, the school will try to use the least toxic products when possible. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be used in these areas 72 hours prior to application and for two days following the application.

Parents and guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school’s notification registry. If you would like to be placed on this registry, please notify the district in writing. Please include your email address if you would like to be notified electronically.

If a chemical application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who had requested such notification in writing. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices, or voids.

Each year the district will prepare a new notification registry.

If you have any questions, please contact Bonnie Bixby at 570-297-2750, ext.2206 IPM Coordinator.

Sincerely,

Bonnie Bixby

SPECIAL EDUCATION SERVICES

Handbook Reference to Required Annual Public Notices 2022-2023

Special Education, Service Agreements, and Gifted Programming

The Troy Area School District provides a free, appropriate public education to children with disabilities who need specially designed instruction or service agreements. Gifted programming is also available to accelerate and enrich the learning of eligible students. State and federal regulations guide the district in locating, assessing, and planning for the needs of its exceptional students. To access our required annual notices, please visit our website using the link below or contact the Support Services Office at 570-297-2750, ext. 2210:

<https://www.troyareasd.org/SpecialEducation.aspx>

STUDENT SUPPORT SERVICES

COMMUNITY AND SCHOOL BASED BEHAVIORAL HEALTH: Grades K-3

Community and School Based Behavioral Health (CSBBH) services are voluntary mental health services for children and youth (up to age 21). These services help children and youth who struggle with serious emotional or behavioral difficulties that affect how they function at school, at home, or in the community. Treatment focuses on the needs and strengths of the child and the family.

INSTRUCTIONAL SUPPORT TEAM (IST)

The Instructional Support Team (IST) is an innovative program whose goals are to maximize individual student success in the regular classroom, while at the same time serving as a screening process for students who may be in a need of special education services.

CHILD STUDY TEAM (CST)

The Child Study Team (CST) assist those students who have been experiencing academic and/or behavioral difficulties, affecting their ability to learn. It is through this process that specific instructional strategies are developed and implemented in a regular classroom.

SCHOOL PSYCHOLOGIST

The school psychologist for the Troy Area School District provides a variety of district-wide services. This person is a mandated member of the evaluation for those students suspected of having a disability or mental giftedness. As a specific responsibility, the psychologist is trained to administer a variety of assessment instruments including individual intelligence tests, achievement tests, curriculum-based assessments, and personality inventories. Information is then shared with the school personnel and parents to assist in determining how best to meet the needs of referred students. The school psychologist is also a part of the Instructional Support Team, Student Assistance Team, and Peer Helper Programs. Finally, the school psychologist conducts individual and group training for teachers, students, and parents in educational and social strategies. All of these functions are designed to complement the function of the teachers in enhancing the educational program of students in the Troy Area Schools.

TITLE ONE READING

Title I is a federally funded program, which assists students in the area of reading. The Troy Area School District Title I services are now offered on a school wide basis. All students are eligible to receive support from the Title I reading specialists. Services are provided in and out of the homeroom depending on the activity.

Our Title I program sponsors an annual meeting, as well as several parent workshops throughout the year. Parent and family involvement is strongly encouraged. W.R. Croman needs parents willing to participate in a Parent Advisory Committee that provides input on program direction.

Parents will be notified at any time a child is assigned to a classroom that is being taught for more than four consecutive weeks by a teacher not highly qualified.

Parents may request information regarding the professional qualifications of their child's teachers and paraprofessionals that provide instructional services to children. Such requests can be made to Mr. Stephen Boyce, Federal Programs Coordinator for the district. Mr. Boyce can be reached at 570-297-2750.

Troy Area School District
Educational Trip Request Approval Form:



This form is to be submitted at least 5 (FIVE) school days before the trip commences. It is your child's responsibility to turn this form into the office prior to the planned trip with teacher acknowledgements. Families with more than one student must complete more than one form. **DATE OF ABSENCE(S): _____ TODAY'S

DATE: _____

STUDENT NAME: _____ TEACHER NAME: _____

GRADE: _____

PLEASE DESCRIBE THE EDUCATIONAL NATURE OF THE TRIP:

PARENT/ GUARDIAN SIGNATURE: _____

APPROVED _____ NOT APPROVED _____ *Must be signed by parent or guardian*
 DATE: _____

Non-approval could result in absences being counted as unexcused, and be subject to the school district's attendance policies.

Administration concerns or reasons for non-approval

PRINCIPAL SIGNATURE: _____

**limited to five days per school year

Troy Area School District

Excuses must be turned in within five days. If no excuse is received within five days, the absence will become unexcused. Arrival after 11:30am will be considered a half-day absence. Students leaving before 11:30am will be considered a half-day absence. Children are permitted to have six unexcused or unlawful absences a year. After ten days of absences a doctor's note must be submitted for all subsequent absences or they will be unlawful.



Excused Absences	Unlawful/Unexcused Absences
Legal Reasons for Absences: <input type="checkbox"/> Illness of a child <input type="checkbox"/> Visits to doctor, dentist, orthodontist, etc. <input type="checkbox"/> Recovery from an accident of the child <input type="checkbox"/> Death in the immediate family <input type="checkbox"/> Counseling of the child <input type="checkbox"/> Principal approval for family Emergencies <input type="checkbox"/> Impassable roads PRIOR approval to be considered excused (5 days prior to absence): <input type="checkbox"/> Approved educational trips _____ (limited to five days per year) <input type="checkbox"/> Take your child to work day (1 day) on national day _____ <input type="checkbox"/> Religious release time _____ <input type="checkbox"/> Court ordered visitation _____	<input type="checkbox"/> No excuse after five days <input type="checkbox"/> Shopping <input type="checkbox"/> Visiting friends and/or family <input type="checkbox"/> Oversleeping <input type="checkbox"/> Missing bus <input type="checkbox"/> Out of town travel to weddings, family reunions, etc. <input type="checkbox"/> Lack of transportation to school <input type="checkbox"/> Hunting and Fishing <input type="checkbox"/> Without prior approval for educational trips, take child to workday, religious release, court ordered visitation. <input type="checkbox"/> Other: _____

DATE OF ABSENCE(S): _____ TODAY'S DATE: _____

REASON FOR EXCUSED ABSENCE: _____

STUDENT NAME: _____ TEACHER NAME: _____ GRADE _____

PARENT/GUARDIAN SIGNATURE: _____

Must have written excuse signed by parent or guardian

Please sign below and return

I have read and discussed the student handbook with my child.

Parent Signature

Student Name

Date

Teacher Name