

W. R. Croman Primary School



Parent Handbook 2022-2023

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WELCOME

*Welcome to the 2022 – 2023 school year. We look forward to working with you to ensure a successful year for your child. Our mission statement reads: “Educational excellence is an investment in our future. As the leader of an educational partnership with the family and community, **Troy Area School District** will prepare all students with the skills essential to become responsible, productive citizens and life-long learners in a rapidly changing global society.” We will be future focused, data informed, and student centered.*

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, John Imbt 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
Mr. Derrick Herbst
Mrs. Jen Scrivener
Mrs. Rebecca Swain
Mrs. Kristen White
Mr. Dillan Zellers

First Grade

Mrs. Malori Coates
Mrs. Jill Hoffmann
Mrs. Holly Kibbe
Mrs. Theresa Morgan
Mr. Scott Oldroyd

Second Grade

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

Title I Reading

Learning Support

Mrs. Jamie Stephens

Gifted Support

Mrs. Pam Allen

Resource Support

Miss Danielle O'Dell

Art

Mrs. Lucy Chamberlain

Library/STEM

Mrs. Nicole Imbt

Music/Instrumental

Miss Megan Warriner

Physical Education

Mrs. Amy Czako

Technology

Mrs. Tara Foust

Speech/Language

Miss Stefanie Williams

Paraprofessionals

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

Secretaries

Mrs. Pamela Curren
Mrs. Karlene Shimko

Cafeteria Workers

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

Custodians

Mr. Dan Bortle
Mr. Darwin High
Mr. Chris Kenyon
Mrs. Jesse Zander (day)

Nurse

Mrs. Jeanine Martin,
Nurse's Assistant

School Psychologist

Mr. Mark Rockwell

Troy Area School District
Board of Education

Mrs. Sheryl Angove – President
Mrs. Heather Bohner – Vice President
Ms. Mary Abreu
Mr. Thad Dibble
Mr. Dan Martin
Mrs. Kelsey McNeal
Mrs. Sarah Murray
Mrs. Janet Ordway
Mrs. Christina Stanton

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 – Mr. John Imbt
Director of Student Services – Mr. Stephen Boyce
Transportation/Food Service Director – Mrs. Bonnie Bixby
Technology Integrator – Mr. Nick Andre
Chief Information Officer – Mrs. Tanya Mattocks

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 8:20 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 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 **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.

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 2:00 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 the 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 via a Bus Conduct Report mailed to the parent(s) 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.
- Student 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 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 bus stop waiting for bus at least 5 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.
- Cell phones are prohibited on school buses.

CAFETERIA GUIDELINES
W.R. CROMAN ELEMENTARY SCHOOL

- | | |
|---------------------------|---------------|
| 1. LUNCH PRICE \$2.35 | REDUCED \$.40 |
| 2. BREAKFAST PRICE \$1.45 | REDUCED \$.30 |
| 3. MILK \$.50 | |

We offer “B” lunch in addition to the daily menu.

*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 Cafeteria and the total dollar amount will be deposited on your child’s account. We are asking that all cafeteria money come to school in an envelope with the child’s name on it.

*At the end of the school year if your child has a balance on their account the money will be rolled over into the new school year, or you may request a refund if the amount is over \$5.00. Please send in a letter requesting your refund.

*We do have a charging policy. Your child may charge up to \$10. When your child’s charges reach \$10 you will receive a phone call from the school.

*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 that is calcium equivalent to milk that they would like us to provide.

*If you are a family of four and your income is \$51,338/year or less, you may qualify for the National School Lunch Program. Please complete a NSLP Application or call the Food Service office for assistance at 570-297-2750.

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.

RESUBMIT IT PROGRAM

The Troy Area School District is enrolled in the ReSubmit It Program. By using a check for payment, you agree to the following terms: In the event your check is dishonored or returned for any reason, you authorize us to electronically (or by paper draft) re-present the check to your bank account for collection of the amount of the check, plus any applicable fees as permitted by state law.

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 will be arriving late (after 8:20 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, there will be a two-hour delay with school starting at 10:15 AM. Please note that there is the possibility of a two-hour delay turning into a closing; therefore, please continue to listen to radio updates and check for School Messenger calls.
- ❖ In the case of a 2-hour delay, students should not arrive at the school before 9:45 AM.
- ❖ IF school is dismissed early, it is because the weather conditions are deteriorating rapidly. MOST early dismissals start after the noon lunch hours. Rarely, but possibly, the dismissal may be an hour earlier or later. Listen to the local radio, School Messenger phone calls, and television stations for accurate information.

SCHOOL DISMISSAL TIMES

Dismissal for bus students begins at 2:40 PM. Dismissal for walkers begins at approximately 2:50 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.

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	570-888-6657
Towanda	570-265-0100
Emergency	800-332-6718

Mental Health Associates	570-265-2525
Narcotics Anonymous	818-773-9999

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

INTERNET/TECHNOLOGY

The Troy Area School District is pleased to provide access to computer technology to students, staff, and teachers. We believe that this technology, especially the Internet, offers vast, diverse, and unique resources to the entire community. Our goal is to promote educational excellence through improved resource sharing, innovation, and communication.

The Internet provides a global connection for students, teachers, and staff to access and share resources and information which will enable them to be successful lifelong learners. These resources will be used to supplement, enrich, and extend the curriculum of the district.

The Internet is not owned or regulated by any single person, government, corporation, or organization, but is maintained by its users. **REALIZING THAT WE HAVE NO CONTROL OVER THE INFORMATION AVAILABLE ON THE INTERNET, IT IS THE GOAL OF THIS POLICY TO PROVIDE GUIDELINES FOR ITS USE BY OUR EDUCATIONAL COMMUNITY OF STUDENTS, STAFF, AND OTHERS. WE WILL USE ALL REASONABLE MEASURES TO RESTRICT ACCESS TO OBJECTIONABLE OR OFFENSIVE MATERIALS BUT WE KNOW IT IS NOT POSSIBLE TO BLOCK ALL OF THE AREAS.**

It is the student's responsibility to use these computer resources in a responsible manner. During class time, teachers will make every effort to ensure that students are using the computers for individual work or in the context of another class with which the supervisor may not be familiar and because users can easily hide fraudulent use, neither the school district nor the supervisor can be held responsible for abuses of the Internet resources. Further, parents are encouraged to monitor their child's use of these resources when used from home or not in a school setting.

District-wide Area Network - In order to use the majority of the computers, a student must be able to log-in to the Troy School WAN. The login privilege is provided to all currently enrolled students. Students will be provided a login name and password. While professional staff members monitor computer labs, it is the student's responsibility to use these computer resources in a responsible manner. Individual privileges to specific software and other computer resources are granted and monitored by the network administrator. Any abuse of the network, computers, or other resources may result in the loss of these privileges.

Acceptable Use Policy - Students are provided a copy of Troy Area School District Policy #815 the first week of the school year. Internet privileges will be provided to those students who have returned a signed User Agreement. Both the student and the parent/guardian are required to sign the User Agreement

Permission to Appear on Web Page/Educational Video - Students are provided a form to be signed by a parent for permission to be videotaped or photographed during school projects to be used for school displays, conference workshops, presentations, and the school district's web site.

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:

- ❖ The use of software, hardware, email, and the intranet/internet for academic purposes.
- ❖ Accessing the Internet to retrieve information from libraries, databases, and websites to enrich and expand learning opportunities.
- ❖ 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:

- ❖ The use of Instant Messaging or screen-sharing programs with other students during school hours.

- ❖ 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.
- ❖ 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.
- ❖ The use for personal financial, political, or commercial gain, product advertisement, or the sending of unsolicited junk mail or chain letters is prohibited.
- ❖ The forgery, reading, deleting, copying, or modifying of electronic mail messages of other users is prohibited.
- ❖ The creation, propagation, and/or use of computer viruses or other malicious logic is prohibited.
- ❖ Deleting, examining, copying, or modifying files and/or data belonging to other users is prohibited.
- ❖ Unauthorized copying/installation of software applications belonging to the school is prohibited.
- ❖ Intentional destruction, deletion, or disablement of installed applications on any iPad is prohibited.
- ❖ 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.
- ❖ 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.

CARE

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.

Students should always guard their iPad closely. It must not be left 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.

TROUBLESHOOTING

Students should report any iPad problems (i.e., printing, 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.

iPAD USE AND CLASSROOM ROUTINES

Hallways

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

Classroom Habits

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

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.

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.

2022/2023 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. Brian Wilcox, Federal Programs Coordinator for the district. Mr. Wilcox can be reached at 570-297-3145.

Troy Area School District

Excuses must be turned in within three days. If no excuse is received within three days, the absence will become unexcused. Arrival after 11:30 will be considered a half day absence. Students leaving before 11:30am will be considered a half day absence. Children are permitted by to have three excused 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
<p>Legal Reasons for Absences:</p> <ul style="list-style-type: none"> <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 <p>PRIOR approval to be considered excused (5 days prior to absence):</p> <ul style="list-style-type: none"> <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 _____ 	<ul style="list-style-type: none"> <input type="checkbox"/> No excuse after three 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 <u>work day</u>, 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

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 _____ DATE: _____

Must be signed by parent or guardian

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

Please sign below and return

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

Parent Signature

Student Name

Date

Teacher Name

Updated 7/27/2022