



# Troy Intermediate School

Ms. Mary Abreu  
Principal

Mrs. Jennifer Judson  
School Counselor

206 King Street  
Troy, Pennsylvania  
16947

(570) 297- 4565  
[www.troyareasd.org](http://www.troyareasd.org)

***This handbook belongs to:***

***Name:*** \_\_\_\_\_

***Address:*** \_\_\_\_\_

***City/Town:*** \_\_\_\_\_ ***Zip Code:*** \_\_\_\_\_

***Phone:*** \_\_\_\_\_

***Homeroom Teacher*** \_\_\_\_\_

**Parent Acknowledgement for verification of policy notifications:**

Parent participation in their child's education has more influence on student success than anything else. Our student handbook/agenda can be used to help bridge the way in which the school and home communicate. As parents or guardians of this child, please take the time to become familiar with this book. Please insist that your child bring it home each evening and take it to school the next morning. Please check the agenda each evening to learn which assignments your child might have and a schedule of upcoming tests. The staff at school will promote the daily use of the agenda and require that your child record all assignments in it. After becoming familiar with this book, we ask that you please sign this page and return it to your child's homeroom teacher.

It is the responsibility of the student to maintain their agenda book in good condition throughout the school year.

By signing below, you are indicating that you have read the student handbook insert and reviewed the agenda with your child and all policies discussed within. We feel this is important information for both you and your child. It includes many of our policies and school procedures. The Student Handbook insert may be kept at home for future reference.

We hope that this agenda book helps kick off a very successful year for your child. We look forward to working with you in the coming months. Thank you for your cooperation in reviewing and signing the agenda book and student handbook signifying that you have received and read its contents, as well as the policies mentioned. All district policies are available through the main office upon request, or on the district website.

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

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

Homeroom Teacher \_\_\_\_\_

This signature page will be removed and kept on file in the Intermediate school office.

**STUDENT SIGNATURE AND INITIALS -**

I acknowledge that I have read the guidelines for Cyber Safety and Cyber-bullying. \_\_\_\_\_

*(Student initials)*

I acknowledge that I have read, understand, and agree to comply with the TIS Program Responsible Use Policy.

\_\_\_\_\_

*(Student PRINTED NAME)*

*DATE*

\_\_\_\_\_

*(Student Signature)*

*DATE*

**PARENT/GUARDIAN SIGNATURE AND INITIALS -**

I acknowledge that I have read the guidelines for Cyber Safety and Cyber-bullying. \_\_\_\_\_

*(Parent/Guardian initials)*

I acknowledge that I have read, understand, and agree to comply with the TIS Program Responsible Use Policy.

\_\_\_\_\_

*(Parent/Guardian PRINTED NAME)*

*DATE*

\_\_\_\_\_

*(Parent/Guardian Signature)*

*DATE*

## PRINCIPAL'S WELCOME

To Troy Intermediate School Parents and Students:

On behalf of the faculty and staff of Troy Intermediate School, I would like to welcome you to the 2018-2019 school year. The agenda planner and student handbook are provided to students through our school district. It is our hope that parents and students will use this agenda for planning, time management and communication with teachers at Troy Intermediate School. If used as intended, it can be a wonderful tool to confirm and discuss school assignments and activities.

The student handbook contains the expectations for students and parents of Troy Intermediate School. Third grade students will receive a hard copy of the handbook on the first day of school. The student handbook is online for parents to access. If you do not have access to the on line copy, a hard copy will be provided upon request. Families should discuss and familiarize themselves with these expectations in order to help make students successful. I sincerely wish each student to have an exciting and productive year.

Mary Abreu, Principal  
Troy Intermediate School

## ATTENDANCE PROCEDURES

### SCHOOL ATTENDANCE

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

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

Parents of absent students should call the school at 297-4565 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.

### TARDINESS AND EARLY DISMISSALS FROM SCHOOL

Students who arrive late to school (After 8:15 AM) must report to the Main Office upon arrival with the reason for their lateness. 1-4 tardies will be accepted with a note from a parent or guardian. All tardies after 4 may require a medical excuse. Excessive occurrences of lateness with no legal reason may count towards absences reported to the district magistrate's office.

**After 4 tardies or early dismissals from school, parents and students may be asked to meet with the principal to address missing instruction time and to come up with a plan to address the situation.**

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

### ABSENCE FROM SCHOOL

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

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

### ATTENDANCE AWARDS

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

### LEGALITY OF ABSENCE

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

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

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

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

### **MAKE UP OF WORK WHILE ABSENT**

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

1. A student has one day for each day absent from the date of return to make-up missed work.
2. The student is responsible to contact the teacher to find out what needs to be made-up. Most assignments can be accessed on teacher web-pages.

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

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

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

### **EXCUSED ABSENCES**

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

### **UNEXCUSED ABSENCES**

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

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

#### **PSSA testing windows are as follows:**

English Language Arts grades 3-6-	April 15-26
Math grades 3-6-	April 29-5/3
Science grade 4-	April 29-5/3

Please refrain from scheduling appointments or family trips during PSSA testing days, if possible.

## EARLY DISMISSAL AND APPOINTMENTS

When early dismissal from school is absolutely necessary for legitimate reasons, students must give a written, signed request from the parent or guardian to the secretary. An appointment pass will be given to the student. At the time listed on the pass, students will give the pass to the teacher and report to the main office. *For safety reasons, parents, and or guardians must pick up their child in the school office and sign them out. **Students are not permitted to walk to appointments.*** Any person who signs out a student will be required to provide proper identification. Students are permitted to leave the building with parents or those emergency contacts listed on the emergency card only. No student is to leave the school grounds for any reason during the day without permission and/or a pass.

Legitimate reasons include doctor and dentist appointments, which could not be scheduled for after school hours, or for personal family reasons. Reasons that are not legitimate include baby-sitting and hair appointments.

Upon returning to the school, the students must report to the school office. The student must sign back in and receive a hall pass for class. ***If attendance is an issue for a student, the principal may require proof that an approved appointment occurred – such as a note from the doctor stating the time the student's appointment was held, once the student returns to school.***

## DAILY ARRIVAL AND DISMISSAL

Intermediate school students must get off their bus at the Intermediate school. The school day begins at 8:15 am and concludes at 2:40 pm unless otherwise announced. After getting off the bus in the morning, students are to report directly to breakfast or their homeroom.

At the end of the day, the students are to report directly to their bus in the loading zone. ***Any student picked up by personal vehicle will meet their ride in the auditorium parking lot at approximately 2:45. Parents should be aware that the driveway from High Street is used as our bus loading zone from 2:40 pm until 3:05 pm. Private vehicular traffic is not allowed between the buses. Any identified vehicles passing between the buses will be turned over to the Troy Police Department***

## MORNING PROCEDURES

Students are discouraged from arriving on school grounds prior to 7:50 am. Students should report directly to the cafeteria or homeroom no later than 8:10. If a student needs to see a teacher or another staff member prior to homeroom, permission must first be granted by the homeroom teacher.

## SCHOOL CLOSINGS and DELAYED OPENINGS

In the event of a weather emergency, school may be closed early, for a whole day, or it may have a delayed start. Safety of transporting students is the primary concern in making such decisions. This decision is made by the central office. Delayed openings due to weather will call for a two hour delay. This means all morning opening times are delayed exactly two hours. This creates a 10:15 am starting time and that the building will be open at 9:45 am. Please remember that a delay may turn into a school closing. The Parent Link phone system may be used to notify students of a cancellation, delay or early dismissal. Local TV and radio stations will be notified of the delay or cancellation, and all students will receive a Parent Link message to their home telephone numbers.

## VISITORS

In order to provide for the least class disruption and for the greatest safety for all students, Troy Intermediate School requires ALL visitors to report and register in the main office through the secure vestibule. Identification such as a driver's license will be necessary to pick up a child or enter as a visitor. If the purpose for the visit is to pick up a child, the parent will remain in the vestibule. Parents with a scheduled meeting will be permitted to enter through the secure door and will be escorted to and from all areas of the school building, as per school district policy. All classroom visitors must receive prior approval from the principal.

## WELLNESS POLICY

Soft drinks and other carbonated/cafeinated beverages are not permitted to be consumed by students any time during the school day – this includes during the lunch and recess periods as well as class periods. If it is brought to school, it may be confiscated. Students are permitted to bring water as long as it is in its original, store labeled container. The container must be opened in front of the child's teacher upon arrival if the student wishes to consume it during the school day. Students may also bring a reusable empty container to fill at school water fountains during the day. The reusable containers must come to school empty and should be taken home daily for cleaning.

Classroom and/or birthday celebrations are to be coordinated through the classroom teacher. Parents should not bring snacks for a birthday or other event, unless prior approval has been given by the classroom teacher. Per the school district wellness policy, healthy options must always be a choice to the sugary items normally brought in. Our three holiday celebrations each year – Fall Festival, Winter Celebration and Valentine's Day will be planned by classroom teachers. Classroom teachers will contact parents to coordinate needed and appropriate items. For the safety of our students **AT NO TIME WILL HOMEMADE FOOD ITEMS BE SHARED AT SCHOOL.** Homemade items brought in to be shared will be sent back home.

## CAFETERIA

Proper cafeteria behavior is a primary concern at Troy Intermediate School. With up to one hundred and thirty students in the cafeteria at one time, respect for other students is absolutely required. Talking must be kept to a six inch voice. Unruliness and disruptive behavior will be dealt with in a timely fashion. When inappropriate behavior is displayed, individual grade level measures will be administered. Re-teaching proper cafeteria behavior in an in-school detention may be a consequence for cafeteria misbehaviors, as may be changes in seating arrangements. **On days with a two hour delay, there will not be any breakfast program.**

Lunch is served in four lunch periods. All students are to remain seated unless getting their lunch or returning their tray. Tables will be washed every day by a student at each table during each lunch period. Students are also to remain in their seats until dismissed by the supervising staff member. All food is to be eaten in the cafeteria. Students are not to remove any food or cafeteria items from the cafeteria unless specifically directed to do so.

#### CAFETERIA GUIDELINES FOR TROY INTERMEDIATE SCHOOL

1.	LUNCH "MEAL DEAL" =	\$2.15	REDUCED \$ .40
	ALACARTE LUNCH ITEMS		
	A. MAIN ENTRÉE	\$2.00	
	B. VEGETABLE, FRUIT	\$ .75	
	C. BREAD	\$ .75	
	D. MILK	\$ .50	
2.	BREAKFAST "MEAL DEAL" =	\$1.25	REDUCED \$ .30
	A. MAIN ENTRÉE	\$1.00	
	B. FRUIT JUICE	\$ .35	
	C. MILK	\$ .50	

\*We offer several items in addition to the menu such as a peanut butter and jelly sandwich, chef salad, yogurt platter and/or a basket meal on a daily basis.

\*We encourage parents to pay for your child's lunch and breakfast by the week or month, by putting money on account.

\*We have an online payment program. You can go to [www.troyareasd.org](http://www.troyareasd.org), click on your child's school, click on online cafeteria payments. Enter your child's last name and their lunch ID number. You can make a payment or check a balance. There is a \$2 processing fee.

\*We do accept personal checks made out to the Troy Intermediate School Cafeteria and the total dollar amount will be deposited on your child's account.

\*RETURNED CHECK GUIDELINE: There will be a \$20 fee charged for the processing of the check, in addition to the amount of the returned check.

\*We do have a charging policy. Your child may charge up to \$10 but may not purchase any ala-carte items until the charges are paid. When your child's charges reach \$10 you will receive a phone call from the school.

\*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.

\*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 that they would like us to provide.

\*If you are a family of four and your income is \$46,435/year or less, you may qualify for the National School Lunch Program.

#### 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 on line at the district website; [www.troyareasd.org](http://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 1-570-297-1618.

#### SCHOOL EQUIPMENT

For certain classes, students may be permitted to use school equipment (such as cameras, video cameras, etc.) Students need to follow proper teacher procedures for signing equipment in and out. Students that lose or damage school equipment will be responsible for paying for the lost or damaged equipment.

#### LOCKER POLICY

Each Troy Intermediate School student is assigned their own hall locker. Lockers are only to be used by those students whom they are assigned and should be used to keep personal belongings, jackets and books. Students are responsible for the contents stored in their locker. Lockers are the property of the school and may be searched by administration. Students may tastefully decorate their lockers. Magnets should be used to secure decorations. Writing and/or adhesives of any type on lockers is not permitted. All decorations need to be removed at the end of the school year without damage to the locker. **We discourage students from bringing valuables, large sums of money, or electronic games and devices.** The student will be solely responsible for their security. Skateboards and scooters are not permitted on school property and should not be brought at any time. Failure to abide by these rules may result in the scooter/skateboard being confiscated. The PSTO will be providing equipment for use at recess. Students ARE NOT to bring toys, balls or other items for use at recess.

The school will NOT accept responsibility for lost, stolen, or damaged items.

***Every student has the option to obtain a combination lock. Locks are available for \$7.00 in the main office. Upon receiving the lock, students should give the combination to their homeroom teacher. When locks are returned at the end of***

*the year, students will receive their \$7.00 back. Purchase of locks from sources other than TIS are acceptable, however if the lock combination is lost and the student needs to get in his/her locker, the lock will have to be cut off.*

## **CLASS FIELD TRIPS**

Field trips are determined by grade level teachers each year. Students who throughout the school year have repeatedly demonstrated inappropriate behavior shall be reviewed at least one week prior to the field trip to determine their eligibility to participate in the field trip and parents will be notified by grade level teachers. Poor grades and/or attendance may also disqualify a student from participation. Any student who has missed more than 10 school days may not attend class field trips but instead will be required to attend regular school on the day of the class trip.

**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 1 school activity per year.**

## **AGENDA BOOKS**

We have found this agenda to be an excellent method of communication between the home and the school. Organization is key for student success and the agenda can help a student keep organized and on time with assignments. If a student's agenda is lost he/she may purchase another for \$5.00 for the first marking period, \$4.00 for the second and so on.

## **ELECTRONIC DEVICE USAGE DURING SCHOOL HOURS**

Troy School District policy states that students will not use electronic devices during school hours. Electronic devices shall include all devices that can take photographs, record audio or video data, and store, transmit or receive messages or images, or provide a wireless unfiltered connection to the internet. Examples of these electronic devices include, but shall not be limited to: iPods, MP3 players, DVD players, handheld game consoles, cellular telephones, Blackberries, I pads, Kindles, and laptop computers as well as any new technology developed with similar capabilities. **They must be kept out of sight and turned off at all times.** Any attempt to use these devices during school hours will result in disciplinary action. Teachers will send the offending student to the office along with the device which will be kept in the office until the end of the school day. Parents who need to contact their child during school hours should contact the TIS Main Office at 570-297-4565. Parent messages/calls to student cell phones is not an acceptable reason for phones to be out. Students found using cell phones in the restroom will be sent to the office. **Cell phone usage during school hours is a significant disruption to the educational process and will not be tolerated.** Parent support and cooperation will help us deter this educational distraction. Continual violations of this policy, as with all disciplinary issues, will result in increasing consequences. If a student repeatedly breaks these procedures, he/she may have the device confiscated by administration and parents may be asked to come to the school to claim the device. The school will not be responsible for any device that is stolen or damaged.

The building administrator may grant approval for possession of an electronic device by a student, according to board policy. During PSSA testing, no cell phones will be permitted in classrooms. Per PDE guidelines, any student caught using or in possession of a cell phone or other electronic device during test administration will result in a Do Not Score label being placed on that student's test and the student will be required to retake the entire exam. If the device is used during testing, it will be confiscated and inspected, in the presence of a parent or guardian, to ensure that no information or material regarding the assessment is present on the electronic device. If any assessment items are found to be compromised and can no longer be used, the parents and student may be responsible for the cost of replacement of the test items.

## **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 IN 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 insure 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 at Troy Intermediate School, 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.

## **STUDENT DRESS**

The purpose of the school's dress code is to guarantee students are attired in a manner which conforms to a basic standard of decency and meets community standards appropriate to the age of the child. We are asking for dress to be not overly revealing, or present a situation which can embarrass either the child wearing the outfit or is embarrassing or objectionable to other students or staff members. While it is virtually impossible to establish concrete rules and language which will cover every situation, the following guidelines are to be adhered to:

1. Troy Intermediate School dress code states that students will not be permitted to wear things which are inappropriate and distracting to the educational process. Clothing may not be worn that is gender or culturally biased. Drug, alcohol or tobacco related clothing is also prohibited.

2. Shorts or skirts must be approximately fingertip in length or longer.

3. Hats, caps, bandannas, handkerchiefs, and sunglasses are prohibited during the school day, except on special theme days which will be announced.

4. Shirts with thin straps are not permitted. Sleeve width should be to the shoulder **or at least three inches wide.**

Students in violation of the standards will be referred to the office. The student will be required to change or cover-up the dress code violation. If the student is unable to adhere to these standards, the parent or guardians will be called to provide proper clothing. The student will remain in the office until proper clothing is acquired. The principal will make the final decision with regards to dress code violations.

***Flip flops are considered unsafe foot attire for the playground and Physical Education class. They offer little stability once they are wet. We recommend that flip flops not be worn to school.***

## **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.

## **GUIDELINES REGARDING CYBER SAFETY**

The District needs to provide a learning environment that integrates today's digital tools, accommodates mobile lifestyles, and encourages students to work collaboratively in team environments. Through providing this learning environment, we will meet these demands which will allow students to manage their own learning at any time and any location. However, the Internet is not the place for an all-access pass. Students of all ages need supervision. Below are a few tips that can help keep your child safe online.

- ❖ You should spend time with your child on-line by having them show you his/her favorite online destinations. At the same time, explain about online dangers. Make sure your child keeps passwords secret from everyone (except you). Even best friends have been known to turn against one another and seize control of each other's online accounts.
- ❖ Instruct your child that the iPad is to be used in a common open room in the house, not in their bedroom. It is much more difficult for children to fall prey to predators when the iPad screen is actively being watched by others.
- ❖ If you can, utilize additional content filters at the modem/router level. Remember that even though the school has a filter on the District iPad, it will not be able to block all objectionable material. Content filters are not 100% fail safe. Do not rely on the content filter to protect your child.
- ❖ Always maintain access to your child's social networking and other on-line accounts and randomly check his/her e-mail. Be up front with your child about your access and reasons why. Tell him or her that protecting them is your job as a parent.
- ❖ Teach your child the responsible use of the resources on-line. Instruct your child:
  - To never arrange a face-to-face meeting with someone they met on-line;
  - To never upload (post) pictures of themselves onto the Internet or on-line service to people they do not personally know;
  - To never give out identifying information such as their name, home address, school name, or telephone number. Teach your child to be generic and anonymous on the Internet. If a site encourages kids to submit their names to personalize the web content, help your child create online nicknames that do not give away personal information;
  - To never download pictures from an unknown source, as there is a good chance there could be sexually explicit images;
  - To never respond to messages or bulletin board postings that are suggestive, obscene, belligerent, or harassing;
  - That whatever they are told on-line may or may not be true.
- ❖ Set clear expectations for your child. Does your child have a list of websites that he/she needs to stick with when doing research? Is your child allowed to use a search engine to find appropriate sites? What sites is your child allowed to visit just for fun? Write down the rules and make sure that he/she knows them.
- ❖ Stay involved with your child's school by remaining in close contact with your child's teachers and counselors. If trouble is brewing among students online, it may affect school. Knowing what's going on at school will increase the chances that you'll hear about what's happening online.
- ❖ Tell your child that people who introduce themselves on the Internet are often not who they say they are. Show your child how easy it is to assume another identity online. Don't assume your child knows everything about the Internet.
- ❖ Video-sharing sites are incredibly popular with children. Children log on to see the funny homemade video the other children are talking about; to watch their favorite soccer player score a winning goal; even to learn how to tie a slip knot. With a free account, users can also create and post their own videos and give and receive feedback. With access to millions of videos comes the risk that your child will stumble upon something disturbing or inappropriate. YouTube has a policy against sexually explicit content and hate speech, but it relies on users to flag content as objectionable. Sit down with your child when they log onto video-sharing sites so you can guide their choices. Tell them that if you're not with them and they see something upsetting, they should get you.
- ❖ Remind your child to stop and consider the consequences before sending or posting anything online. He should ask himself, "Would I want my parents, my principal, my teacher, and my grandparents to see this?" If the answer is no, then they shouldn't send it.
- ❖ Learn to use privacy settings. Social networking sites, instant messaging programs, even some online games offer

ways to control who your child can chat with online or what they can say to each other. Visit the sites where your child goes and look for the sections marked "parents," "privacy," or "safety."

## **CYBER-BULLYING**

The Troy Area School District is committed to providing all students with a safe, healthy, and civil school environment in which all members of the school community are treated with mutual respect, tolerance, and dignity. The school District recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the School Board will not tolerate bullying by District students. For more information, please see Board Policy 249.

### 1. What is a cyber-bully?

a. A cyber-bully is someone who uses Internet technology to act cruelly toward another person. Online attacks can be anonymous over the Internet and behave in ways they never would in person. Online attacks can take on a life of their own: A false rumor or a cruel prank can spread quickly among classmates and live on forever in personal computers and cell phones. A fresh new attack threatens wherever there is an internet connection, including the one place where they should feel safe: home.

### 2. A cyber-bully might:

- a. Use a phone to make repeated prank calls or send unwanted text messages to the victim.
- b. Post cruel comments to the victim's social network site, send unkind emails or instant messages to the victim.
- c. Create a fake social networking profile to embarrass the victim.
- d. Use a victim's password to break into his/her account, change settings, lock the victim out, or impersonate the victim.
- e. Forward the victim's private messages or photos to others. The bully may trick the victim into revealing personal information for this purpose.
- f. Forward or post embarrassing or unflattering photos or videos of the victim.
- g. Spread rumors through IM, text messages, social network sites, or other public forums.
- h. Gang up on or humiliate the victim in online virtual worlds or online games.

### 3. Here are five suggestions to protect your child:

- a. Remind your child never to share his/her passwords, even with good friends.
- b. If your child has a bad experience online, he/she should tell you right away. If possible, save the evidence in case you need to take further action.
- c. Don't respond to the bully. If the bully sees that your child is upset, he/she is likely to torment even more. Ignore the harassment if possible if not, block the bully from contacting your child by using privacy settings and preferences.
- d. Remind your child to treat others as he/she wants to be treated. This means not striking back when someone is mean and to support friends and others who are being cyber-bullied.
- e. Finally, limit the amount of social time your child is online. Studies show that children are more likely to get into trouble on the Internet—including bullying others or being bullied—the more time they spend online. If you need to, limit the computer time to strictly academics.

### 4. Is Your Child a Victim?

a. Most children won't tell their parents that they are being bullied because they are afraid their parents will take away the internet or insist on complaining to the bully's parents. Sometimes children who are bullied are ashamed and blame

themselves. Reassure your child that nobody deserves to be mistreated. Tell them that some people try to hurt others to make themselves feel better or because they have been bullied themselves. Let your child know that it is important for you to know what is going on so you can help.

5. Signs that your child is being bullied can be hard to spot but may include:

- a. Seeming nervous or unusually quiet, especially after being online.
- b. Wanting to spend more or less time than usual on online activities.
- c. Not wanting to go outdoors or to school.
- d. Problems sleeping or eating.
- e. Headaches or stomachaches.
- f. Trouble focusing on schoolwork.

6. If you suspect your child is being cyber-bullied, talk to him/her. Tell your child that by talking it over, you can work out a plan to deal with bullying. You might:

- a. **Contact the bully's parents.** Be careful if you decide to do this because it can backfire and make the bullying worse. It is best if you already know the other child's parents and get along with them.
- b. **Contact your school officials.** Make them aware of the problem and ask them to be on the lookout for signs that your child is being bullied at school. The school counselor or principal may have some strategies or even programs in place for handling bullying in school.
- c. **Look into filing a complaint against the bully if the behavior persists.** Most internet service providers, websites, and cell phone companies have policies against harassment. You may be able to have the bully's account revoked.
- d. **Contact the police if you fear for your child's safety.** Cyber-bullying can cross into criminal behavior if it includes threats of violence, extortion, child pornography, obscenity, stalking, extreme harassment, or hate crimes.

7. If you learn that your child is being cruel to someone online, find out why. Often, cyber-bullies are victims themselves. If this is the case with your child, go over the suggestions to help protect them against being bullied. But remind them that bullying someone online or off is never ok.

8. If your child notices someone else being picked on, encourage him/her to support the victim. Many social websites, such as YouTube and Facebook, allow users to report abuse. Bullies often back down when others make it clear they won't tolerate rude or nasty behavior.

9. Cyber-bullying may be the most common online danger, but as a parent, talking openly about the issue is the best way to give your child the tools to protect him/herself from virtual sticks and stones

## **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.

## **STUDENT LIAISONS**

Troy Intermediate School's student liaisons is a group of students sponsored by the PTSO, who fulfill many important duties in the school including fundraisers, running the school store and planning assemblies. Student liaison members are considered to be role models for our student body and therefore, we have high standards for our student liaison members. Any student who participates in Student Liaisons must maintain a passing grade point average. They must display behaviors appropriate to a student representing the class. Student Liaison representatives who display inappropriate behaviors may have the privilege of being a representative revoked until behavior and/or grades improve. Student Liaison members are representatives of their class and any student who has a concern about school policies or procedures should take their concerns to their student liaison homeroom representative. Student liaisons will discuss the problem and if necessary, will bring the concern to the principal.

## STUDENT SERVICES

Child Assistance Referral Effort (CARE) - Troy Intermediate School's CARE Team consists of education and mental health professionals who work to help students who are "at risk". Problem areas may include drugs and alcohol, mental health problems, or general school adjustment. Referrals are made to the team by teachers, parents, concerned adults, or other students. Assistance provided varies with the types of problems. Additional information is available from the School Counselor. Referral forms may also be found online at [www.troyareasd.org](http://www.troyareasd.org). Click on the Troy Intermediate School tab, then click on Resources tab and you will find the CARE referral form under "C".

Our School Counselor provides various services to the children of Troy Intermediate School including career awareness, small instructional groups, 1 on 1 counseling, and peer tutors. Classroom presentations are done as needed based on current concerns. The Abuse and Rape Crisis center provides yearly classroom presentations on personal safety and is taught to all students grades 3-6. The School Counselor also promotes activities as outlined in Chapter 339. This is a comprehensive K-12 Counseling Plan mandated by the state. The TIS School Counselor also organizes and orchestrates the Student of the Month Assembly.

Special Programs - Troy Intermediate School employs a variety of programs and services in order to meet the unique learning needs of its students. Services are provided in either a regular education or a special education class. For students who need specially designed instruction, the following programs are available: Learning Support, Life Skills Support, Gifted Support, and Speech and Language Support. For students who need specially designed instruction due to an emotional disability, Troy School District has access to services in the Towanda, Sayre, and Athens School Districts. The Child Find team at the building level regularly holds meetings to discuss at risk students who are of concern by teachers, parents or administrators and may be in need of services.

If a student is suspected of having a learning, speech, or emotional problem or if the child is thought to be mentally gifted, permission for an evaluation is received from the parents. Parents may also request an evaluation. A multi-disciplinary evaluation team, which includes parents, completes an evaluation and determines if the child needs specially designed instruction. If so, an Individualized Education Plan (IEP) is written. Additional information is available from the office or from the Support Services Office (297-2730).

## YOUTH SERVICE DIRECTORY

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

### Northern Tier Counseling

South Waverly 888-6657

Towanda 265-0100

Emergency 800-332-6718

Mental Health Associates 265-2525

Narcotics Anonymous 818-773-9999

### Abuse and Rape Crisis Center

Emergency only 911

24 Hours 265-5333

Big Brothers/Big Sisters 265-3009

## **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 3<sup>rd</sup> through 6th 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](http://www.pdesas.org).

Students may be retained when teachers and/or the principal believe that he/she has 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.

## **HEALTH PROCEDURES**

### **EMERGENCY CARDS**

Emergency cards are a necessary part of your student records. This is the first record checked in the event of an emergency or any other need to contact the home. Current address, phone numbers, and responsible relatives and/or neighbors must be listed so that the school can contact parents or guardians as needed. Information should be updated as changes are made due to moving, new phone numbers, etc.

Emergency cards also contain important information concerning the individual child. Information concerning medications, allergies, and other special instruction should be included on the emergency card. Any medical history that alerts the school to health concerns is critical for proper health care for Troy students. Please keep this information up to date.

### **FIRST AID**

1. The school nurse or office personnel will administer first aid to accident cases, sudden illness, and other emergencies that occur during school hours. A student who is ill or injured will report to the school office first and proper arrangements will be made.
2. When arriving at the office, students must sign in at the counter before any first aid may be administered.
3. Any injured student must have an "Accident Report" filed.

### **CONCUSSION MANAGEMENT**

If your child has suffered a concussion in the last year, please refer to policy 123.1 for rights and responsibilities.

### **GYM EXCUSE**

1. Students who do not participate in the regular school gym program must present a written excuse from the family physician. The excuse must include the reason and an alternative program to fulfill the State Physical Education requirements.
2. The gym teacher should record and sign the excuse and turn it over to the school nurse who will record it on the health record and file it in the permanent record file.

3. The excuse will be required to be renewed each semester
4. Students who have medical excuses and wish to be readmitted to the gym program must present a written statement from the family physician.
5. Students who are not able participate in gym due to medical reasons may have alternative assignments given to them for the time the medical excuse covers.

### **ADMINISTRATION OF MEDICATIONS**

The Troy Area School District recognizes that parents have the primary responsibility for the health of their children. Although the district strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school. Whenever possible, medication time should avoid the school hours; however, when medication absolutely must be administered during school hours, certain procedures must be followed. (please refer to policy 210)

#### **Prescription Medications:**

1. The physician must complete the prescription medication form.
2. The parent must sign the prescription medication form.
3. Any medication to be given during school hours must be delivered directly by the parent/student to the school nurse, the school principal, or a designee. The medication must be brought to the school in the original pharmaceutically dispensed and properly labeled container. The label must contain the student's name, name of physician, date of prescription, name of medication, dosage, and frequency of administration.
4. A prescription drug log will be kept for any child receiving prescription medicine during school hours.
5. The school nurse, when available, is the primary person to administer medication.
6. Prescription medication will be kept in a locked container in a secure area.
7. Students in all grades will be responsible for reporting to the office at the time medication is to be given.
8. Asthma Inhalers may be in possession of the student it is prescribed to, provided parents/students follow the policy guidelines in Policy 210.1.

#### **Nonprescription Medications:**

1. Students are not permitted to carry non-prescription or "over the counter" medication.
2. Parents must provide written authorization for the student to receive non-prescription medication.
3. The same rules and procedures for dispensing, storage, and logging of non-prescription drugs are to be followed as for prescription drugs.
4. Students in possession of over-the-counter medications may be suspended due to PA definition of look-alike drugs.

### **DISMISSAL DUE TO ILLNESS**

Students will be released from school due to illness by the school nurse. The nurse will determine the need for a student to be dismissed from school. For those few times the nurse is not available, the principal will determine if the student should be dismissed for medical reasons. Parents will be contacted so that they may provide transportation home. *Students, who use personal cell phones to text or phone home without going through the school nurse for dismissal, may receive consequences.*

## **STUDENT INCENTIVE PROGRAMS**

### **TIP TICKETS**

The Trojan Incentive Program is a school wide recognition system for all students. The TIP TICKET program allows school staff to recognize students for various types of achievements from improvement in test scores, hard work, or being helpful to another student or adult. The Trojan Incentive Program allows students and faculty to demonstrate the value of courtesy, consideration, and always doing one's best.

### **STUDENT OF THE MONTH**

Once a month, each teaching team, including the specials team, will choose two students to be recognized. Recognition will be given for such accomplishments as academic performance, academic or behavior improvement, superior work, citizenship, etc.

Students will be honored each month at the Student of the Month Assembly.

### **Student Behaviors**

Troy Intermediate School's goal is to help and guide all students to be responsible, respectful, successful members of our society. Students must be taught the expectations, then given the responsibility, and then be held accountable for their choices.

Our Positive Strategies include:

- ✚ A sense of pride, belonging, and school spirit promoted school wide
- ✚ Class and School wide celebrations for student achievements
- ✚ Award assemblies for academic achievement, positive character traits, and citizenship

Our Proactive Strategies include:

- ✚ School and Classroom expectations are taught and re-taught
- ✚ Lessons on making good choices
- ✚ Lessons on kindness with Rachel's Challenge framework
- ✚ The Seven Habits of Happy Kids by Sean Covey

Our Progressive Strategies include:

- ✚ Classroom management systems
- ✚ Time out or loss of privileges
- ✚ Parent contact and conferences

## **Four Levels of Discipline**

### **Level One:** Discipline Begins with Parents and Students

The first level of discipline begins with parents and students themselves. It includes the positive strategies and proactive strategies listed above. Appropriate language, dress, attendance, and actions are the first step towards avoiding the discipline processes that the school must provide.

### **Level Two:** Teachers and Staff

Teachers and staff are responsible for discipline in their respective classrooms, in the halls and generally on school property and all school functions. This level includes the positive strategies and proactive strategies previously listed. Teachers have a clearly thought out discipline philosophy and classroom rules that reflect their philosophy as well as the schools. Individual classrooms write their own classroom rules. A variety of techniques will be used in order to meet the needs of differing students and classroom situations. Modeling of appropriate behavior, altering seating arrangements, time out, one – to- one discussions and progressive discipline are just a few of the tools that staff may use to establish and maintain good classroom discipline.

### **Level Three:** School Level Referral to the Principal

When positive and proactive strategies have been tried and fail, the student is to be referred to the Principal. It is at this level that more stringent consequences may be assigned. The hope is that students will solve the problems with the teacher or staff within the positive and proactive strategies and do not need to be referred to the office. The Principal has several levels of discipline that can be utilized depending upon the offense. These levels may include: strong warning, alternate assignments for students, modified setting for student, parent/student meeting, time out with principal.

### **Level Four:** School Suspension or Expulsion

In the event of extreme behavior, a student may be suspended from school, put into an alternative instructional plan and setting, be involved with law enforcement. The progression and course of action would be dependent on the offense. Collaboration with parents is of the utmost importance to prevent the need for discipline at this level.

## BEHAVIOR EXPECTATIONS

<b><i>OUR SCHOOL</i></b>	<b><i>BE SAFE</i></b>	<b><i>BE RESPONSIBLE</i></b>	<b><i>BE RESPECTFUL</i></b>
<u>Cafeteria</u>	<ul style="list-style-type: none"> <li>✓ Walk</li> <li>✓ Remain at your table For the entire lunch period</li> <li>✓ Keep your food to yourself</li> <li>✓ Follow the rules for the share bin</li> </ul>	<ul style="list-style-type: none"> <li>✓ Wait patiently in line for your food</li> <li>✓ Know your lunch number</li> <li>✓ Clean up all trash</li> <li>✓ Wash table</li> <li>✓ Stay seated until dismissed</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use quiet voices</li> <li>✓ Follow directions</li> <li>✓ Keep your hands and feet to yourself</li> <li>✓ Say “please” and “thank you”</li> </ul>
<u>Playground</u>	<ul style="list-style-type: none"> <li>✓ Stay in assigned area</li> <li>✓ Walk to and from area</li> <li>✓ Keep hands and feet to yourself</li> <li>✓ Use the equipment properly</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use the bathroom and get water before going outside</li> <li>✓ Return all equipment to the cart</li> </ul>	<ul style="list-style-type: none"> <li>✓ Follow the rules of the game</li> <li>✓ Play fairly</li> <li>✓ Everyone can play</li> <li>✓ Limit body contact</li> <li>✓ Show good sportsmanship</li> </ul>
<u>Bathroom</u>	<ul style="list-style-type: none"> <li>✓ Flush the toilet and wash your hands</li> <li>✓ Keep your feet on the floor</li> <li>✓ One person to a stall</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use the bathroom and then leave</li> <li>✓ Return to your classroom promptly</li> <li>✓ Conserve supplies (toilet paper, soap, water, paper towels)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Give people privacy</li> <li>✓ Keep the bathrooms clean</li> </ul>
<u>Hallways</u>	<ul style="list-style-type: none"> <li>✓ Walk in the hallways</li> <li>✓ Walk up and down stairs holding the rail</li> <li>✓ Do not skip steps</li> </ul>	<ul style="list-style-type: none"> <li>✓ Go directly to class</li> <li>✓ Stay out of the hallways unless you need to be there</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use quiet voices</li> <li>✓ Hold the door for people behind you</li> </ul>
<u>Assembly</u>	<ul style="list-style-type: none"> <li>✓ Follow your teacher quickly and quietly to the gym/auditorium</li> </ul>	<ul style="list-style-type: none"> <li>✓ Keep your hands and feet to yourself</li> <li>✓ Remain seated in your seat with your feet in front of you</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use good manners throughout the program</li> </ul>
<u>School -wide</u>	<ul style="list-style-type: none"> <li>✓ Clean up spills on the floor immediately</li> <li>✓ Go through the doorways in single file</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use trash cans and recycling bins appropriately</li> <li>✓ Turn in lost items to “Lost and Found” or the office</li> </ul>	<ul style="list-style-type: none"> <li>✓ Hold doors open for others</li> <li>✓ Clean up litter</li> </ul>
<u>BUS</u>	<ul style="list-style-type: none"> <li>✓ Remain seated at all times</li> <li>✓ Keep hands and head inside the bus at all times</li> <li>✓ Report inappropriate behaviors to your</li> </ul>	<ul style="list-style-type: none"> <li>✓ Be on time to your bus stop</li> <li>✓ If you must cross the road, cross at least 10 feet in front of the bus</li> <li>✓ Take all of your belongings with you</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use a quiet voice</li> <li>✓ Stay in your own seat</li> <li>✓ Keep the aisle clear of feet, arms, and other objects</li> <li>✓ Remain seated</li> </ul>

	bus driver as you get on or off the bus	when you get off the bus	until the bus comes to a full stop
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### **CONSEQUENCES ADDRESSED BY STAFF**

BEHAVIOR	LOW SEVERITY	SEVERE	PERSISTENT
Inappropriate Language	Teacher conferences with student	Teacher note home or Parent/Teacher Conference	Parent conference with Principal
Minor fighting (pushing, shoving)	Teacher conferences with student; written note sent home	Parent/Teacher conference	Parent conference with Principal
Disrespectful to adult/peers	Teacher conference with student; written notice sent home; apology to other person involved	Parent/Teacher conference	Parent conference with Principal
Tardy to class	Teacher conference with student	Written note sent home; Parent/Teacher conference	Parent conference with Principal
Inappropriate Clothing	Call home requesting change of clothes; see if nurse has a change of clothes	Parent/Teacher conference	Parent conference with Principal
Running in hallways	Verbal warning	Time out during recess/lunch	Parent/Teacher Conference
Initiating or Spreading Rumors	Verbal warning	Teacher note home; conference with school counselor; Parent/Teacher/Counselor conference	Parent conference with Principal
Taking Others' Belongings	Teacher conference with student	Note home; Parent/Teacher conference	Parent conference with Principal
Not Following Directions	Teacher conference with student	Note home; Parent/Teacher conference	Parent conference with Principal
Talking in Class	Teacher conference with student	Note home; Parent/Teacher conference	Parent conference with Principal
Not completing assigned tasks	Teacher conferences with student; assignments are completed during lunch/recess	Teacher note home; Parent/Teacher conference	Parent conference with Principal

### **CONSEQUENCES ADDRESSED BY PRINCIPAL**

BEHAVIOR	FIRST OFFENSE	SECOND OFFENSE OR SEVERE BEHAVIOR
Improper Touching (sexual)	Parent/ Principal Conference	Per Principal
Threatening Bodily Harm	Parent/ Principal Conference	Per Principal
Major Fighting	Parent/ Principal Conference	Per Principal
Selling Illegal Items on Campus	Parent/ Principal Conference	Per Principal
Defacing School Property	Parent/ Principal Conference	Per Principal
Weapons on Campus	Parent/ Principal Conference	Per Principal

Severe Harassment or Bullying	Parent/ Principal Conference	Per Principal
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**DEFINITIONS OF IMPORTANT DISCIPLINE TERMS**

**WEAPON-** The term shall include but not be limited to any knife, cutting instrument, cutting tool, sticks, brass or metal knuckles, firearm, shotgun, rifle, bb or pellet gun, look-alike gun, chemical agent, explosive devices and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

**POSSESSING** - A student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while he/she is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school.

**AUTHORITY** - The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district building, onto school property, to any school sponsored activity, and onto any public conveyance providing transportation to school or a school-sponsored activity.

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

**SEARCHES**

If the administration finds just cause to conduct a locker search, the student will be informed and given an opportunity to be present, unless authorities deem under reasonable suspicion that the contents are a threat to the health, welfare or safety of others. Illegal or prohibited materials seized during a student or locker search may be used as evidence against the student in a school disciplinary proceeding, or turned over to law enforcement officials.

During the school year, administration may bring in drug dogs to search the school property. The drug dogs will not search individual students.

**TOBACCO AND CONTROLLED SUBSTANCE POLICIES 222 AND 227**

The Troy Area School board prohibits controlled substance and tobacco use and possession by students at any time in a school building and on any property, buses, vans, vehicles that are owned, leased or controlled by the school district. This policy prohibits use and possession by students at school-sponsored activities that are held off school property. The school district may initiate prosecution of a student who possesses or uses controlled substances, paraphernalia or tobacco in violation of this policy Look-alike drugs which are intended to resemble a controlled substance are also prohibited by policy 227.

**In-school Suspension (ISS)** –ISS is not to exceed 10 consecutive days unless an informal hearing is held between the student, parent/guardian and 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 and due process** - The purpose of an informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses. The Due process requirements for an informal hearing are:

1. The student and parent/guardian shall be given written notice of the reasons for the suspension
2. The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing.
3. The student may question any witnesses present at the informal hearing.
4. The student may speak and produce witnesses who may speak at the informal hearing.
5. The school district shall offer to hold the informal hearing within (5) days of the suspension.

**Expulsion** - An exclusion from school by the Board of Education for a period exceeding ten consecutive days or even a permanent expulsion from the school rolls. Expulsions require a prior formal hearing.

**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.

## **BULLYING, CYBERBULLYING, HAZING**

Bullying, Cyber-bullying and hazing are prohibited (as per policy numbers 247, 248, 249) in the Troy Area School district. School district policies are available through the Troy Area School District website. The district will investigate all complaints of bullying, cyber-bullying and hazing and will administer appropriate discipline to any individual who violates these school board policies. We encourage all students who believe they have been subjected to bullying, cyber-bullying and/or hazing to promptly report such incidents to the building principal.

## **PEER/SOCIAL INTERACTIONS**

Students at Troy Intermediate School are exposed to daily reminders and examples of appropriate peer interaction. The TIS Staff promotes a positive culture for social interaction. As you will see in this year's agenda, we will be living the 7 Habits. Our goal is to teach, model and reinforce positive behavior and actions.

It is also important that our students understand bullying. As young adolescents, we try to teach Troy Intermediate students the difference between normal adolescent behavior and bullying. A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending him or herself. Therefore, there are three important components to this definition:

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength

Students may report incidents of bullying to the classroom teacher or any faculty member to address. **The following are the suggested steps a student should take to address bullying so that school staff can best address the situation:**

1. Get away from the bully and the situation as soon as possible so that you are safe. Do not retaliate.
2. Tell the nearest school staff immediately.
3. **Fill out a SAFE form (found in the main office) *IF the incidents continue with the same student(s) AND you have already told staff members about the student.***

**\*\*Please remember, we cannot deal with incidents of which we are not aware and often times it will take more than once to stop bullying behaviors. It is important to be persistent with telling adults about any situation that occurs.**

### **RACHEL'S CHALLENGE**

So as not to focus merely on the negative side of what bullying is, Rachel's Challenge is used at TIS to teach students how to treat each other with respect and compassion. There are Rachel's Challenge events planned for the school year and time planned during our school day which will empower our staff and students with strategies to combat bullying and feelings of isolation by creating a culture of kindness and compassion. Mrs. Jennifer Judson, school counselor, is our Rachel's Challenge expert and leads our mission to start a chain reaction of kindness.

### **CONFLICT RESOLUTION AND MEDIATION**

Troy Intermediate School encourages all students to reach out for help if he/she finds themselves in a conflict with another student. If students find themselves conflicting with each other, conflict mediation is done to try to solve the situation. Each student involved is asked to sign a written contract based on terms agreed on by all students and the principal, or guidance counselor involved. Conflict resolutions are often done in cases of bullying incidents.

### **UNLAWFUL HARASSMENT**

Harassment, as per policy 248, consists of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion. Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment. Any student or third party who believes she/he has been subject to conduct that violates policy 248 is encouraged to immediately report the incident to the building principal.

### **SCHOOL TRANSPORTATION**

School rules and expectations also apply to school provided transportation. Bus rules also include: no standing while the bus is moving, no hands or heads out the window, and no changing seats while the bus is moving. Failure to comply will result in disciplinary action. **School transportation is a privilege not a right. Any student who fails to comply with the following rules, regulations, and guidelines may be denied district transportation.** Any absence from school while a student is denied transportation will be recorded as an illegal and unlawful absence. School officials will initiate legal action against parents failing to provide transportation to school for the student.

The duty of all transportation staff is to safely transport students who are eligible to ride the bus. As a Troy Area School District student, you are expected to accept certain responsibilities in order to have the privilege of riding the bus.

School Transportation Suspension (STS) - The privilege of riding school transportation is removed for specific periods of time as outlined in TASD policy. STS includes all forms of school transportation.

It should be noted that as a means of preventing bus misbehaviors and incidents, Troy School District buses may at any time have a video and/or audio recorder on board and in use.

### **REQUIRED RESPONSIBLE BEHAVIOR**

1. Remain seated while the bus is in motion.
2. Driver's permission is required to open windows. If windows are open, keep arms and objects inside the bus.
3. Place all litter in the receptacle provided.
4. Always sit in the seat assigned by the driver.
5. You must have the principal's permission to ride on a bus not assigned to you. To do this, you must bring in a note signed by a parent/guardian explaining the circumstances. A note must be signed each day that you wish to be a guest passenger.
6. Ride only the bus assigned to you at the beginning of the year.

### **LEAVING THE BUS**

1. Students may not leave the bus at any stop other than their assigned stop unless they have a signed note from their parent or guardian permitting such a change in stop. This note must be stamped in the school office prior to boarding the bus. The note must include student name, date, reason for the change, and parent signature. The note shall only be valid for one (1) day; any long term re-assignment must be handled through the transportation director.
2. The driver will not be permitted to discharge students at places other than the approved regular bus stops unless authorized by school officials.
3. Do not push or shove when leaving the bus.
4. After exiting the bus, if it is necessary to cross the road, do so at least ten (10) feet in front of the bus and only after looking to be sure there is no traffic approaching from either direction.
5. Pupils will not be permitted to leave the bus unless the student is transferring to the custody of a parent and/or guardian.

### **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.

### **DISCIPLINE PROCEDURES**

A major responsibility of the bus driver is to secure desirable behavior from the students on his/her bus. This can be done through speaking with the disruptive student or changing his/her seat on the bus. Each disciplinary incident will be handled on an individual basis. Repeated offenses of major bus disruptions may result in a student being suspended from riding bus transportation.

## **REPORTING OF SUSPICIOUS BEHAVIOR**

Troy Intermediate School and the Troy Area School District encourage all students, parents and district staff members to be observant at all times while on school property and to be cognizant of suspicious behavior. We encourage all individuals who witness suspicious behaviors to report those to building administration and to the local law enforcement. By working together and always being aware, together we can maintain safe and secure school district buildings and properties for our students.

## **PUBLIC COMPLAINTS**

The Troy Area School District school board welcomes inquiries, suggestions and constructive criticism regarding the district's programs, personnel, operations and facilities. Please refer to policy 906 for proper procedures.

## **Notification Letter for Parents & Guardians**

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 @ 570-297-1618, IPM Coordinator.

