



# Troy Intermediate School

Mrs. Rebecca Stanfield  
Principal

Mr. Che Regina  
Assistant Principal

Mrs. Jennifer Judson  
Guidance Counselor

206 King Street  
Troy, Pennsylvania  
16947

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

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_


CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper 



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

Parent participation in their child's education has more influence on student success than anything else. Our agenda book 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 this book 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 have your child have their homeroom teacher also sign it.

It is the responsibility of the student to maintain their agenda book in good condition throughout the school year. Students will be charged \$4.00 (or less depending on time of year) for replacement of lost agenda books.

By signing below, I am indicating that I have read the student handbook part of the agenda with my 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.

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 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. Please sign all three forms. If you choose not to use the internet or have your child photographed, leave the appropriate form blank. The Agenda Book sign off page is required.

Troy Area School District Troy, PA

Acceptable Use of Internet Policy #815

USER AGREEMENT SIGNATURE PAGE

Our signatures below indicate that we have read the NETWORK USER AGREEMENT and will abide by its provisions. (This form was reformatted for use in the school Premier Agenda Book.)

NAME (Print) \_\_\_\_\_

Circle One :                      Student                      Teacher/Staff                      Guest

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Signature \_\_\_\_\_

Parent or Guardian Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

Work Phone \_\_\_\_\_ Date \_\_\_\_\_

Troy Intermediate School Troy, PA

Permission to Appear on Web Page / Educational Publication

I give my permission for \_\_\_\_\_  
Homeroom (\_\_\_\_\_) to be videotaped or photographed during school projects. I understand this material may be used for school displays, class videos, conference presentations, or positive newspaper publications. Photographs may also appear on the Troy Intermediate School or Troy Area School District Website(s).

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

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 officially welcome you to the 2013-14 school year.

This agenda planner is provided to students through the Parent/Teacher/Student Organization (PTSO). 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.

Included in this agenda are also the expectations for students and parents of Troy Intermediate School. 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.

Rebecca Stanfield, 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 TO SCHOOL

Students who arrive late to Homeroom (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 or clearance from the assistant principal or principal. Excessive occurrences of lateness with no legal reason may count towards absences reported to the district magistrate's office.

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. 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.

A parental excuse (excused absence) will be accepted for any day's absence to a total of **fifteen (15) days absence** throughout the school year. A doctor's excuse will be required for any absence beyond the fifteen day limit. Any doctor's excuse will also require the date the student may return to school. Following an accumulation of fifteen(15) days of absence, a written notice will be sent to the parents or guardians. *A parent conference may be requested.*

### LEGALITY OF ABSENCE

Guidelines for legality of absences have been established by the Pennsylvania Department of Education and will be adhered to by Troy 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. Failure to present a written excuse within three school

days of return to school may result in the absences being recorded as unexcused and/or unlawful.

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 whole 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 Guidance 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 guidance office between 3:30 pm and 4:30 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 building 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

#### **EARLY DISMISSAL AND APPOINTMENTS**

When early dismissal from school is 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 may be required to provide proper identification. 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, hair appointments, and part time employment.

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 8:00 am and concludes at 3:15 pm unless otherwise announced. After getting off the bus in the morning, students are to report directly to the gym hallway.

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 be dismissed from the gym area at 3:30 pm.*** Parents wishing to pick up their children prior to 3:30 pm should sign his/her child out through the mail office prior to 2:45 pm. **Parents should be aware that the driveway from High Street is used as our bus loading zone from 3:05 pm until 3:30 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 7:30 am. Upon arrival, students may wait in their assigned

grade level areas until 8 am. Students should report directly to class and be there by 8:05 am. If a student needs to see a teacher or another staff member prior to homeroom, permission must first be granted by the homeroom teacher.

If students eat breakfast in the school cafeteria, he/she should report directly to the cafeteria upon arrival or after 7:30 am. . The breakfast line closes at 8:00 am.

#### **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.

Delayed openings will call for a two hour delay. This means all morning opening times are delayed exactly two hours. This creates a 10:00 am starting time and that the building will be open at 9:30 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. Permission must be granted to the visitor and a visitor's pass issued. Per school district policy, all visitors must be escorted to and from all areas of the school building. All classroom visitors must receive prior approval from the principal.

#### **WELLNESS POLICY**

Soft drinks and other carbonated 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 or Gatorade/Powerade 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.

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.**

## **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.

Lunch charges: Students may charge up to 3 meals but may not purchase any a la carte items until the charges are paid. A

student's report card may be held until all charges are paid. Cafeteria charges will stop for the school year around mid-May.

\*We encourage parents to pay for your child's/children's lunch and breakfast by the week. We do accept personal checks made out to the Troy Intermediate School Cafeteria.

### **\*\*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.

\*\*\*If your child has a food allergy or is lactose intolerant, parents need to supply to the school a **MEDICAL NEEDS STATEMENT** completed by a physician. This statement must list the allergy as well as the substitution that is calcium equivalent in which they would like us to provide.

## **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 should only 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 on lockers is not allowed. 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 school will NOT accept responsibility for lost, stolen, or damaged items.**

*In order to prepare our 5<sup>th</sup> and 6<sup>th</sup> graders for the Jr./Sr. High school, we require all **Fifth and Sixth** grade students to have a combination lock on their locker at all times. Locks are available for purchase for \$4.00 in the main office. Upon receiving the lock, students should give the combination to their homeroom teacher. Locks with keys are not permitted.*

### **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.

### **AGENDA BOOKS**

In recent years, we have found this agenda to be an excellent method of communication between the home and the school. If the parent observes that daily assignments are not recorded, there is cause for concern, and the parent should contact the school immediately. If a student's agenda is lost he/she may purchase another for \$4.00 for the first marking period, \$3.00 for the second and so on

### **HALL PASSES**

Passes are required when walking the halls, without an adult, during the school day. Passes are to include the student's name, time, date, and need to be signed by a staff member. Students who abuse their hall privileges may be assigned a Hall pass restriction. Students who do not have an agenda book will not be allowed a pass unless it is an emergency to the nurse.

### **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, 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: radios, walkmans, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants, (PDA's), cellular telephones, Blackberries, Ipads, 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. 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. 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.

### **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

The user agreement will be in force for the student's entire enrollment at the school, unless a revised user agreement is signed and returned to the school office.

#### **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. The permission slip will be in force for the student's entire enrollment at Troy Intermediate School, unless a revised slip is signed and returned to the school office.

#### **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 remove 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 or assistant principal will make the final decision with regards to dress code violations.

### **STUDENT COUNCIL**

Troy Intermediate School's student council is a group of students who fulfill many important duties in the school including fundraisers, running the school store and planning assemblies. Student council members are considered to be role members for our student body and therefore, we have high standards for our student council members. Any student who participates in Student Council must maintain a passing grade point average. They must display behaviors appropriate to a student representing the class. Student Council representatives who display inappropriate behaviors may have the privilege of being a representative revoked until behavior and/or grades improve. Student council 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 council homeroom representative. Student council 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 guidance office.

Our Guidance program 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 offered to all students grades 3-6. Any parent who does not desire their child to participate in these discussions should contact the principal.

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 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 guidance 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

Boys town National Hotline 800-448-3000

## 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> and 4<sup>th</sup> grade teachers report what students know and are able to do relative to the PA Academic Standards. Using this system, teachers have a record keeping system that provides information to adjust learning practices to meet the needs of students. Teachers carefully monitor each child's progress in each anchor area and will note this progress on the report card as

- + consistently meeting grade level expectations
- / making progress towards grade level expectations
- - Area of weakness, not making expected progress

For 5<sup>th</sup> and 6<sup>th</sup> grade students, the following grades will be in effect.

A+ 98-100	A 95-97
A- 92-94	B+ 89-91
B 86-88	B- 83-85
C+ 80-82	C 77-79
C- 74-76	D+ 71-73
D 68-70	D- 65-67
F 64.0 and below	

\*At the time of the printing of this agenda, the plan is that 5<sup>th</sup> and 6<sup>th</sup> grade teachers will work on aligning their report card to the PA Academic standards and anchors so that in the coming year 5<sup>th</sup> and 6<sup>th</sup> grade students will also have a standards-based report card.

## 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 or assistant 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 the "little things", as well as the major accomplishments. Individual student achievements whether academic or behavior, are recognized daily through the use of TIP TICKETS. The Trojan Incentive Program allows students and faculty to demonstrate the value of courtesy, consideration, and hard work.

### STUDENT OF THE MONTH

Once a month, each teaching team, including the related arts 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 in several ways. The student and his/her parents will be invited to a breakfast celebration at the school, where the student's accomplishments will be explained. Student of the Month pictures will be proudly displayed in the office. The students will also receive a written summary explaining their achievement, a tip ticket, a pin, a parent pin and possibly a gift from the school store. The pictures may be put on the Internet web page and in the local newspaper.

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

**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.

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.

**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 a sampling of offenses and consequences and may be altered if needed for certain situations. Repeated incidents which continue past this chart will mean more strict consequences.

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
Misconduct	A	B	B	C
Disrupt class	A	B	C	D
Staff disrespect	B	C	H	H
Electronic device violation	A	B	C	D
Profanity	B	H	H	H
Tobacco	I	D	E	F
Theft	H	G	G	G
Fighting	D	E	G	G
Weapons	G	G	G	G
Terroristic	G	G	G	G
Threats				
Drug or alcohol Possession/Usage	G	G	G	G
<i>(Includes over the counter and prescription drugs )</i>				
Bullying	B	C	H	H
Possession of	H	H	H	H

Inappropriate Material

Possession of	G	G	G	G
Drug paraphernalia or look-alikes				
Vandalism	H	H	H	H
Cheating	A	B	C	H

A. 1 hr. detention B. 2 hrs. detention C. 3 hrs. detention

D. 1 Day OSS E. 2 Days OSS F. 3 Days OSS

G. 3-10 days OSS H. 3 hrs or 1-10 days OSS

I. 3 hrs detention and tobacco education

**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.

Lunch detention -- Students are isolated from peers during lunch period.

Rec detention - Students are isolated from peers during rec period.

Behavior contracts/mediations

Silent Lunch- A silent lunch is assigned by a teacher 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. Procedures for silent lunch are explained to the students at the beginning of the year.

After school detention (ASD) - Students remain after school until 4:15 pm. Students complete specific assignments or homework. Notification will usually be done by sending home a written explanation of the misbehavior. Detention hours must be completed within 5 school days of the day the detention was assigned to the student. Failure to complete detention hours within the 5 school day timeframe, will result in the assigned hours being doubled. Parents are responsible for transportation when their child

has been assigned an after school detention. Please discuss this ahead of time with your child if transportation from after school detention is a problem.

**SUSPENSIONS**

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 3 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 10 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 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.

### **BULLYING PROGRAM**

Students at Troy Intermediate School participate in an anti-bullying program. Various activities are planned each year at every grade level to teach students the importance of reporting bullying incidents and to give them tips on how to deal with bullying. Students may report incidents of bullying to the classroom teacher and/or guidance counselor. If bullying incidents continue despite these measures, students should come to the main office between class periods for a SAFE form which will be given to the principal or assistant principal and dealt with appropriately. We cannot deal with incidents of which we are not aware.

### **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, assistant principal or guidance counselor involved.

### **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 or assistant principal.

## **SCHOOL TRANSPORTATION**

These rules and regulations are in effect in the Troy Area School District. Failure to comply will result in suspension of bus privileges. **School transportation is a privilege not a right. Any student who fails to comply with the following rules, regulations, and guidelines will 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 T ASD 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. While it is true that each disciplinary problem should be handled on an individual basis, the following are general procedures or 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 seats, etc. The driver may contact the parents to notify them of 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 or assistant principal's intervention. Discipline is to be determined by the principal or assistant principal, in conference with the bus driver. Parents are to be notified via Bus Conduct Report mailed to the parent(s) by the school principal or assistant principal.

Step 3 **SECOND** Bus Conduct Report - Discipline will be notification of parents and the principal or assistant principal and up to three (3) days suspension from bus riding during days of attendance or other punishment as deemed appropriate.

Step 4 **THIRD** Bus Conduct Report - Discipline will be the same as step 3 except up to five (5) days suspension from bus riding during days of attendance and/or up to five (5) days of in-school suspension, at the discretion of the principal or assistant principal. A Board hearing may be conducted for parent/student and bus driver at this step at the discretion of the Board.

Step 5 **FOURTH** Bus Conduct Report - Discipline may be suspension of bus privileges for up to forty-five (45) days during 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.

Suspension days will not be carried over into the next school year without the specific approval of the School Board; however, serious bus incidents in the last days of school may require law enforcement involvement.

#### **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.