

# Troy Intermediate School



Principal

Mrs. Abigail Harold  
School Counselor

570.297.2750

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

***This handbook belongs to:***

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

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

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

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

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

*Welcome to the 2023-2024 school year. We look forward to working with you to ensure a successful year for your child. Our mission statement reads: "The Troy Area School District promotes an encompassing education that provides opportunity and success so that our students are prepared and productive." At the Intermediate School we strive to provide a nurturing environment where students can develop emotionally, socially, and intellectually.*

*This handbook contains valuable information regarding district and elementary policies and programs. Please take time to review it and use it for future reference. We encourage you to become actively involved in your child's education and the school community. If you have any questions or comments, feel free to contact us at the Intermediate School office at 570-297-4565.*

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

*Thank you and we look forward to working with you to provide best education.*

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## IMPORTANT AND FREQUENTLY USED PHONE NUMBERS

- TIS Principal, 570-297-4565
- WRC Principal, Brian Wilcox 570-297-3145
- JrSr High School Principal, Steve Brion 570-297-2176
- JrSr High School Assistant Principal, Brad Feldmeier 570-297-2176
- Director of Student Services, Steve Boyce 570-297-2750 x2210
- Director of Transportation/Food Services, Bonnie Bixby 570-297-2750 x2206

## EMERGENCY PROCEDURE CARDS

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

## 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. The Troy Intermediate School follows pupil accounting procedures established in the Pennsylvania Compulsory School Attendance Laws. Since good attendance and good grades are highly correlated, we attempt to build close contact with parents. Students are reminded that attendance records become part of their permanent school record and can have beneficial or detrimental results depending upon the record established. **Parents of absent students should call the school at 570-297-4565 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.

### 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 five school days of returning to school may result in absences being recorded as unexcused and/or unlawful.**

At any time that a child's attendance is of a concern to the principal, the student and parents may be called in to meet and complete a **student attendance improvement plan (SAIP)** 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, 8:10-2:58, 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 ensure that an excuse will be considered legal.** The final disposition of any excuse is with the building principal or designated personnel.

If a student is absent for reasons other than those listed, they will be considered unexcused. Parents of students who are absent three days unlawfully will be served an Official First Notice and a SAIP meeting will occur. Once unlawful absences reach 6 or more days parents may be fined and referred under Act 333 to Child Welfare Authorities and to the Local Magistrate.

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

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.

All assignments during an educational or family trip are the student's responsibility. All tests, quizzes and work must be completed in the same amount of legal days that were excused. 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 five days of absence

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

**EARLY DISMISSAL AND APPOINTMENTS**

When early dismissal from school is necessary for legitimate reasons, students must provide 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 location only. The instructional school day begins at 8:10 am and concludes at 2:58 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 2:58. Parents should be aware that the driveway from King Street is used as our bus loading zone from 2:40 pm until 3:15 pm. Walkers will be dismissed at 2:58 with bus riders. Private vehicular traffic is not allowed between the buses. Any identified vehicles passing between the buses will be turned over to the Troy Police.**

Students are discouraged from arriving on school grounds before 7:45 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

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

- ❖ IF school is closed for the day, all school programs are canceled.
- ❖ IF school is delayed, please note that there is the possibility of a delay turning into a closing; therefore, please continue to listen to radio updates and check for School Messenger calls.
- ❖ In the case of a delay, students should not arrive at the school before the scheduled opening.
- ❖ IF school is dismissed early because the weather conditions are deteriorating rapidly, you will be notified by the local radio, School Messenger phone calls, and television stations for information.

## FLEXIBLE INSTRUCTION DAYS (FID)

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

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

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

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

**Students with IEPs:** FID lessons will be designed for students with IEPs utilizing their program modifications, specially designed instruction, and supplementary aids and services identified in their individualized education plans. Upon return from an FID day, the special education teacher will meet with students to review work submitted, checking for completion, and understanding. If needed, students with IEPs will have up to five (5) school days to complete assignments. On FID days, special education personnel will be available to answer questions through email from 10:00 am - 2:00 pm.

**Access:** Alternative activities will also be provided in the event that students are not able to access online resources. If a student cannot access the Internet or paper copies of the learning activities, he/she will have



three (3) school days to complete the assignments. Any student who fails to complete their FID assignment within three school days will be marked as absent on the FID.

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

### **FAQs regarding Flexible Instruction Days**

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

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

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

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

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

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

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

Yes, make-up dates will continue to be built into the district calendar. A FID is an option that may be used in place of one or more canceled school days or make-up days but may not be used for all canceled school days in any given school year.

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

Students will complete all learning assignments provided by the teacher at home. All assignments will be posted on the Troy Area School District Learning Management Systems (Seesaw for students K-6 and Canvas for students 7-12).

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

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

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

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

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

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

Activity	Time
Teacher Planning and/or Meetings	7:45-8:30
Block 1	8:30-9:00
Block 2	9:05-9:35
Block 3	9:40-10:10
Office Hours	10:15-12:15
Lunch	12:15-12:45
Asynchronous Learning for Students Teacher Planning and/or Meetings	12:45-3:15

**VISITORS**

In order to provide for the least class disruption and for the greatest safety for all students, Troy Area School District 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. Occasionally, we receive requests from parents to observe classroom sessions. To provide an informative and accurate visit, as well as ensuring minimal disruptions and disturbances, the following guidelines are issued:

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

**VOLUNTEERING**

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

Special Note: Please understand that you cannot bring non-school aged children when volunteering.

## STUDENT INSURANCE

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

## 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 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" =	\$0.00	REDUCED \$0.00
<b>ALACARTE LUNCH ITEMS</b>		
A. MAIN ENTRÉE	\$2.25	
B. VEGETABLE, FRUIT	\$1.50	
C. BREAD	\$1.50	
D. MILK	\$ .50	
2. BREAKFAST "MEAL DEAL"=	\$0.00	REDUCED \$0.00
A. MAIN ENTRÉE	\$2.00	
B. MILK	\$ .50	
C. Fruit /Juice	\$ 1.50	

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

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

\*We do accept personal checks made out to the Troy Intermediate School Cafeteria and the total dollar amount of the check will be deposited on your child's account. Parents can make an online payment at [www.troyareasd.org](http://www.troyareasd.org); click on your child's school; follow the steps to make cafeteria payment.

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

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

\*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 for lactose intolerant; that is calcium equivalent to milk; that they would like us to provide.

### **HEALTHY CLASSROOM SNACKS**

TASD Food Service Department offers healthy classroom snacks for any occasion. The process is 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 570-297-2750.

### **WELLNESS POLICY**

Beverages being brought into school must be consumed prior to the start of homeroom at 8:10. Any unfinished beverages will be discarded at 8:10. Outside of lunch students will be required to use their own water bottle at one of our refilling stations. Teachers will develop protocols for bottle use in their classrooms.

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.

### **PERSONAL MATERIALS**

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

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

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

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

## **LOST AND FOUND**

All children and parents are encouraged to look through the Lost and Found box for missing items. Unclaimed items are disposed of at the end of the school year. We suggest to **stamp, sew or write your child's name in or on all articles that are brought to school.**

## **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. 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 sign out 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. You may also purchase a lock from the main office for \$7.00. Purchase of locks from sources other than TIS are acceptable, however if the lock combination is lost and the student needs to get in their locker, the lock will have to be cut off.

## **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. While it is virtually impossible to establish concrete rules and language which will cover every situation, the following guidelines are to be adhered to:

### TOPS

- Tops may NOT be see-through/revealing, ripped, or frayed.
- Graphics are permitted; however, references to alcohol, drugs, weapons, tobacco, or sexual connotations are NOT permitted.
- Hoodies may be worn but the hood may NOT be worn on the head.
- No undergarments may show from under clothing.

### BOTTOMS

- Clothing should not contain holes above the mid-thigh.
- The hemline must be mid-thigh in length.
- Graphics are permitted; however, references to alcohol, drugs, weapons, tobacco, or sexual connotations are NOT permitted.

- No undergarments may show from under clothing.

### FOOTWEAR

- No slippers

### HAIR

- Hats/headgear are NOT permitted to be worn, unless a written religious exemption.

\*No gang-affiliated attire or accessories will be permitted.

## **PROPER ATTIRE FOR PHYSICAL EDUCATION CLASSES**

Sneakers – Try to check for rubber soles. Plastic soles are slippery on our floors. Your child will perform better if the soles are made of rubber. Pants – slacks, jeans, and sweats – they will perform better if they are not too tight or too loose. Remember, we are on the floor and do roll around.

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.

## **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.

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

Parents wishing to help with class field trips must be on the approved district volunteer list. These individuals must have up to date clearances and approval from the superintendent's office.

## **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: handheld game consoles, cellular telephones, 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. 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 violates these procedures, they 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.

## **PARENT – TEACHER CONFERENCES**

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

## **SPECIAL EDUCATION SERVICES**

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

## **STUDENT SUPPORT SERVICES**

### **Instructional Support Team (IST)**

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

### **Child Study Team (CST)**

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

## **COMMUNITY AND SCHOOL BASED BEHAVIORAL HEALTH:**

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

### **TITLE ONE READING**

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

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

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

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

### **HOMELESS CHILDREN AND YOUTH**

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

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

### **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 570-888-6657

Towanda 570-265-0100

Emergency 800-332-6718

Mental Health Associates 570-265-2525

Narcotics Anonymous 818-773-9999

#### **Abuse and Rape Crisis Center**

Emergency only 911

24 Hours 570-265-5333



## **GRADING STRUCTURE**

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

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

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

All passing grades must be at least a 60%.

<b>Letter Grade</b>	<b>Numerical Grade</b>	<b>Grade Points</b>
A	100 - 90	4.00 - 3.67
B	89 - 80	3.66 - 3.00
C	79 - 70	2.99 - 2.00
D	69 - 60	1.99 - 1.00
F	Below 60	0

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

## **HEALTH PROCEDURES**

### **Medication Policy**

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

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

1. All medication's will be in their current prescription bottle, which will be stored in the Nurse's office for administration, no exceptions.
2. The student is responsible for going to the Nurse's office to receive their daily dose.
3. The administration of the medication will take place in the Nurse's office, and self-administration vs nurse administration will be decided at the discretion of the Nurse and Parents.
4. All medications must be accompanied by a physician's note, no exceptions. This includes but is not limited to over the counter medications like ibuprofen (AKA Motrin, Advil), Cough Medicine, and Over the Counter allergy medications like Claritin.

5. The ONLY medications that students may carry on their person while in school are an EPI Pen and or a rescue inhaler. The School nurse should be made aware of these medications.

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

## **INJURIES**

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

## **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.

## **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.*

## **DENTAL HEALTH PROGRAM**

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

After the Oral Health Evaluations have been given, a report from the school dentist indicating either a need for dental treatment or a reminder about keeping the child's regular 6-month preventive care exam with your family dentist will be sent home. Regular dental visits will cut down on loss of school days due to dental health problems, cut down loss of tooth structure and pain, reduce dental bills, and insure better general health by preventing oral disease.

The Pennsylvania Smile Mobile Dentist also visits twice a year and is available to all students who wish to participate. Encourage your child to brush after meals and reduce between meal snacking and sugar-loaded foods.

If you have any questions about the program or need to find a family dentist or financial aid for dental care, call the following office: Troy Area School District 570-297-2750

## STUDENT BEHAVIORS

Troy Area School District’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 through Second Step
- Positive Behavior Intervention and Supports (PBIS)

Our Progressive Strategies include:

- Classroom management systems
- Time out or loss of privileges
- Parent contact and conferences
- Administrative Review with the Superintendent

## 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> </ul>	<ul style="list-style-type: none"> <li>✓ Go directly to class</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use quiet voices</li> </ul>

	<ul style="list-style-type: none"> <li>✓ Walk up and down stairs holding the rail</li> <li>✓ Do not skip steps</li> </ul>	<ul style="list-style-type: none"> <li>✓ Stay out of the hallways unless you need to be there</li> </ul>	<ul style="list-style-type: none"> <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 bus driver as you get on or off the bus</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 when you get off the bus</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 until the bus comes to a full stop</li> </ul>

### 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

## 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 they are 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 their 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.

## 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 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.

### 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 their bus. This can be done through speaking with the disruptive student or changing their 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.

## **BUS BEHAVIOR OF STUDENTS**

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

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

## **EMERGENCY BUS CHANGE**

A student's bus route home should only be changed in an **emergency**. The school must be contacted as soon as possible in an emergency to change a child's bus route home. **Phone calls to notify the school need to be made prior to 2:00 PM**; otherwise, we risk impacting bus times throughout the entire district.

## **BULLYING, CYBERBULLYING, HAZING**

Bullying, Cyber-bullying and hazing are prohibited (as per policy numbers 247 and 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 in the Troy Area School District are exposed to daily reminders and examples of appropriate peer interaction. The staff promotes a positive culture for social interaction.

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.**

## CONFLICT RESOLUTION AND MEDIATION

Troy Area School District encourages all students to reach out for help if they find 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.

### Notification Letter for Parents & Guardians

#### PEST CONTROL

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, 570-297-2750 x2206, IPM Coordinator

## Troy Area School District

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



Excused Absences	Unlawful/Unexcused Absences
<p>Legal Reasons for Absences:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Illness of a child</li> <li><input type="radio"/> Visits to doctor, dentist, orthodontist, etc</li> <li><input type="radio"/> Recovery from an accident of the child</li> <li><input type="radio"/> Death in the immediate family</li> <li><input type="radio"/> Counseling of the child</li> <li><input type="radio"/> Principal approval for family Emergencies</li> <li><input type="radio"/> Impassable roads</li> </ul> <p><b>PRIOR</b> approval to be considered excused (5 days prior to absence):</p> <ul style="list-style-type: none"> <li><input type="radio"/> Approved educational trips _____(limited to five days per year)</li> <li><input type="radio"/> Take your child to work day (1 day) on national day _____</li> <li><input type="radio"/> Religious release time _____</li> <li><input type="radio"/> Court ordered visitation _____</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> No excuse after three days</li> <li><input type="radio"/> Shopping</li> <li><input type="radio"/> Visiting friends and/or family</li> <li><input type="radio"/> Oversleeping</li> <li><input type="radio"/> Missing bus</li> <li><input type="radio"/> Out of town travel to weddings, family reunions, etc.</li> <li><input type="radio"/> Lack of transportation to school</li> <li><input type="radio"/> Hunting and Fishing</li> <li><input type="radio"/> Without prior approval for educational trips, take child to work day, religious release, court ordered visitation</li> <li><input type="radio"/> Other: _____</li> </ul>

DATE OF ABSENCE(S): \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

REASON FOR EXCUSED ABSENCE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ TEACHER NAME: \_\_\_\_\_ GRADE \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

*Must have written excuse signed by parent or guardian*

## Troy Area School District

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



Excused Absences	Unlawful/Unexcused Absences
<p>Legal Reasons for Absences:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Illness of a child</li> <li><input type="radio"/> Visits to doctor, dentist, orthodontist, etc</li> <li><input type="radio"/> Recovery from an accident of the child</li> <li><input type="radio"/> Death in the immediate family</li> <li><input type="radio"/> Counseling of the child</li> <li><input type="radio"/> Principal approval for family Emergencies</li> <li><input type="radio"/> Impassable roads</li> </ul> <p><b>PRIOR</b> approval to be considered excused (5 days prior to absence):</p> <ul style="list-style-type: none"> <li><input type="radio"/> Approved educational trips _____(limited to five days per year)</li> <li><input type="radio"/> Take your child to work day (1 day) on national day _____</li> <li><input type="radio"/> Religious release time _____</li> <li><input type="radio"/> Court ordered visitation _____</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> No excuse after three days</li> <li><input type="radio"/> Shopping</li> <li><input type="radio"/> Visiting friends and/or family</li> <li><input type="radio"/> Oversleeping</li> <li><input type="radio"/> Missing bus</li> <li><input type="radio"/> Out of town travel to weddings, family reunions, etc.</li> <li><input type="radio"/> Lack of transportation to school</li> <li><input type="radio"/> Hunting and Fishing</li> <li><input type="radio"/> Without prior approval for educational trips, take child to work day, religious release, court ordered visitation</li> <li><input type="radio"/> Other: _____</li> </ul>

DATE OF ABSENCE(S): \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

REASON FOR EXCUSED ABSENCE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ TEACHER NAME: \_\_\_\_\_ GRADE \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

*Must have written excuse signed by parent or guardian*

**Troy Area School District**  
**Educational Trip Request Approval Form:**



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

DATE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ TEACHER NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_

**PLEASE DESCRIBE THE EDUCATIONAL NATURE OF THE TRIP:**

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\_\_\_\_\_  
PARENT/ GUARDIAN SIGNATURE:

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

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

PRINCIPAL SIGNATURE: \_\_\_\_\_

\_\_\_\_\_  
\*\*limited to five days per school year

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 their agenda 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.

By signing below, you are indicating that you have read the student handbook and reviewed it 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.

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

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

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

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