

**TROY ELEMENTARY
SCHOOL**
STUDENT HANDBOOK
2014-2015



Troy Elementary School
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Troy, Alabama 36081-0708
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TROY ELEMENTARY SCHOOL

ADMINISTRATIVE STAFF:

Mrs. Teresa Sims	Principal
Dr. Joanna Taylor	Assistant Principal
Mr. Randy Grant	Assistant Principal
Mrs. Joy West	Counselor
Mrs. Stacy Carpenter	Counselor
Mrs. Shelia Deveridge.....	Secretary
Mrs. Patricia Sharpe	Records Clerk
Mrs. Sherry Tucker	Bookkeeper
Mrs. Trish Hatcher	Secretary, ECC

Superintendent of Troy City Schools

Dr. Lee Hicks

(334) 566-3741

Administrative Assistant

Mrs. Christie Armstrong

Curriculum and Federal Programs Coordinator

Mrs. Cynthia Thomas

Troy City Board of Education

Mr. Wally Lowery	President
Ms. Eva Green	Vice-President
Mrs. Roxie Kitchens	Member
Mr. Mark Salmon	Member
Mr. Jason Thomas	Member

OUR VISION

“TROJANS COMMITTED TO SUCCESS”

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TES MISSION STATEMENT

The teachers and staff of Troy Elementary School work together to provide a quality educational program to meet the needs of every student in an atmosphere of high expectations. Our goal is to help all students develop into self-directed learners who are productive and responsible citizens prepared to adapt to a rapidly changing society.

OUR BELIEFS

1. Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
2. The educational process should provide equal access to all and should meet students' needs.
3. All students can learn and be successful.
4. A well-defined curriculum, which includes thinking, listening, and organizational skills is important to the learning process.
5. A safe, secure and physically comfortable environment promotes successful student learning.
6. The school climate should help each child develop a respect and appreciation for self, others, community, and country.
7. The development of self-discipline and reinforcement will enable each student to cope with immediate and future problems of living and working with others.
8. Stakeholders' involvement is important to a school's success.
9. Various types of assessments are necessary to guide instruction and to ensure that learning and growth are being accurately measured.
10. The commitment to continuous improvement is imperative if our school is to enable students to become confident, self-directed, lifelong learners.

EQUAL EDUCATION OPPORTUNITIES: It is the policy of the Troy City Schools that no person shall on the grounds of race, color, disability, sex, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Inquires or complaints regarding compliance with Federal Regulations may be directed to the Title IX, Title VI, and 504/ADA Coordinator, Mrs. Christie Armstrong, Troy City Schools, (334) 566-3741.

ADMISSION POLICIES

ENTRANCE AGE: A student must be five years old on or before September 2 of the current school year to be eligible for admission to kindergarten. The student must be six years old on or before September 2 of the current school year to be eligible for admission to first grade. The following documents are needed for registration:

- Certified birth certificate – We will make a copy or you may submit a copy.
- Social Security Card – We will make a copy.
- An Alabama Certificate of Immunization (Blue Card)

REGISTRATION FORM / RESIDENCY AFFIDAVIT:

Parents/Guardians of students enrolled in the Troy City Schools must complete and have notarized a REGISTRATION FORM / RESIDENCY AFFIDAVIT each school year. This form will provide parent/guardian contact information (address and phone numbers) **which must stay current.** Proof of residency within the city limits of Troy is required for:

- All students entering kindergarten
- All students in K-5 attending TES for the first time.
- Any student that changes address during the school year.

Any two (2) of the following may be presented as proof of residency.

- Automobile Registration
- Apartment or Home Lease
- Driver's License
- Homeowner's Insurance Policy
- Mortgage Documents or Property Deeds
- Utility Bill/Statement of Initial Start of Service
- Voter Precinct Identification

We will verify residency questions through Pike County's E-911 Director. Non-compliance with these requirements could result in immediate withdrawal of the student from Troy Elementary School.

In conjunction with the Federal court order pertaining to residence and legal guardianship, any student who is registered within the Troy City School System must be done so by the **parent or legal guardian.** If you are **not** the biological parent of a child who lives with you, then you must have a **Special Power of Attorney** drawn up by an attorney on the attorney's letterhead giving you legal guardianship. A Special Power of Attorney is only valid for one year at a time. A statement that the parent is giving you legal guardianship and having it notarized is **NOT** acceptable.

You will NOT be allowed to enroll a child in the Troy City School System without legal guardianship of said child.

ATTENDANCE - ARRIVAL AND DISMISSAL POLICIES

ABSENCES AND EXCUSES: The parent/guardian of each student is responsible for his/her child attending school. Alabama law requires a note from the parent/guardian explaining the cause for each absence. This note should be brought to school upon the student's return to class. Any absence for which a written excuse is not received will be considered unexcused. You will be notified regarding the number of unexcused absences of your student.

***Please note the following excerpt taken from the TCS Code of Conduct:**

UNEXCUSED ABSENCES/TRUANCY

“Any absences not excused shall be considered unexcused. Failure to furnish such explanation shall be evidence of the child being truant each day he is absent. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the court. First truancy/unexcused absence (warning) – parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy. Fifth unexcused absence (conference) – attendance at one of these conferences is mandatory except in case of an emergency or prior arrangements have been made. Seventh unexcused absence, but within ten (10) school days (court) – a complaint may be filed against the child and/or parent/guardian.”

Your child's absence from school may be excused only for the following reasons:

- (1). Illness;
- (2). Inclement weather which would be dangerous to the life of the pupil if he/she attended school;
- (3). Legal quarantine;
- (4). Death in the immediate family;
- (5). Emergency conditions as determined by the superintendent or principal; and
- (6). Permission of principal and teacher and with the consent of the parent/guardian.

Regular attendance insures that your child has the opportunity to receive the full benefits of the education provided by the school. Children who, for any reason, are irregular in attendance may not be able to make satisfactory progress in school. A student who accumulates more than 20 absences during the school year, is subject to being retained.

When your child is to be absent from school with permission of the principal and the parent/guardian, an ABSENCE WITH PERMISSION form must be completed and filed with the principal prior to the day(s) missed.

Children will be allowed to make up work for excused absences. For students Kindergarten through sixth grade, the teacher will provide the student with a written list of missed assignments within 3 days after absence(s). The student shall be responsible for completing all make-up assignments within a reasonable length of time, not to exceed two weeks. We do ask that you contact your child's teacher(s) during an extended absence to discuss makeup work.

ARRIVAL AND DISMISSAL: Students should not arrive on campus before 7:00 a.m. each morning (7:15 at the ECC). There will be no one on duty before that time and students will

not be properly supervised. Children should be dropped off at the appropriate area with enough time allowed for them to walk to their classroom to begin school at 7:50 a.m. Students will be considered tardy if they arrive in the classroom after 7:50.

Students will be dismissed at 3:10 p.m. (grades 1-6) and 2:45 p.m. (kindergarten) each afternoon and they should be picked up no later than 3:30 p.m. each day, 3:15 at the ECC. Children who walk will be led to the street by school personnel and crossed by a crossing guard. In the event of rain at dismissal time, walkers should have pre-planned with parents whether to walk or wait at a pick up area for their ride. **If you know you will be late picking up your child, please call the school office.**

Drop Off and Pick-Up Areas

- *Kindergarten Early Childhood Center
- Grades 1-3..... Back Pick-up Area (Covered area behind Gym)
- Grades 4-6 Side Pick-Up (Covered area on Right side of school)
- **Licensed Day Care Providers Front Entrance
- **Special Needs Children Front Entrance

*Parents will have the option of dropping off kindergarten students, and older students riding with them, at the Early Childhood Center OR they may drop Kindergarten at ECC then return to the traffic line and drop older students at the “big building”. **Kindergarten students should be dropped at ECC only.** The older students will be taken to the main building at the appropriate time. Older students must be dropped off at the ECC **before 7:40** so there is time for them to be taken to the main building. **If behavior becomes a problem with the older student while at the ECC, the older student will be denied the privilege of being dropped off at the ECC.**

Children with SPECIAL NEEDS that need to be dropped off and picked up at the front will need to apply in the school office for a **special permit to use the front entrance. The licensed day care providers will supply a list of the students to be picked up. Due to the traffic and children walking to and from school, the front entrance can not handle additional traffic.

Cars that pick up children in the afternoon should have a **sign** placed in the window with the child’s name, homeroom teacher, and grade. The sign should be in bold black letters that can be read from several feet away. If you are picking up more than one child, please tell the children whose name you will have on the sign and that they should listen for that name. **Children should never be dropped off or picked up on Gibbs Street!!**

CHECKOUTS

Students leaving school early must be picked up by their parent/guardian or someone designated by the parent/guardian. Parents should send a note if the check out is planned. **PLEASE DO NOT check out between 2:40 and 3:10 unless there is an emergency (between 2:15 and 2:45 at the Early Childhood Center).** When you arrive to pick up your child, he/she will be called to come to the office. **NO ONE may go directly to a classroom to pick up a student without coming to the office and signing the child out.**

TARDIES

A student is considered tardy when not in his/her classroom by 7:50 a.m. Tardiness is excused for the same reason as absences. Tardiness for any other reason is unexcused. Children that are tardy will miss opening announcements and valuable instructional time.

WITHDRAWAL: A student will not be considered withdrawn until the parent/guardian has completed withdrawal procedures through the school office. Transcripts and records will not be issued until all materials and books have been returned in satisfactory condition. Please allow a minimum notification time of one day for withdrawal.

ATTENDANCE AWARDS: *Perfect Attendance* is awarded to students that attend school every day, not tardy, or checked out.

AWARDS AND RECOGNITIONS

Students are recognized at the end of the school year for academic achievement and other special accomplishments. Here is a list of awards and recognitions.

- Honor Roll – All A's and A/B (Grades 1-6)
- All "A's" for First through Sixth Grade (Grades 1-6)
- Sixth Grade: 1st, 2nd, 3rd Highest Average in Language Arts, Math, Science, Reading and Social Studies
- Student Council Officers (6th Grade)
- Student Council Representatives (Grades 2-6)
- 4-H (Grades 4-6)
- ORFF Ensemble (5th Grade)
- Math Tournament (Grades 3-6)
- Accelerated Reader – Top 10
- Good Citizenship (Grades K-2)
- Art – Troy City Schools Art Show, County Fair, Troy Fest, other special art recognitions
- Physical Education – National and Presidential Awards (Grades 3-5) Students of the Year (all grades)
- Band (Grade 6)
- Archery (Grades 4-6)

CHARACTER EDUCATION

Troy Elementary School teachers are implementing a character education program for all students in kindergarten through sixth grade. Teachers will incorporate the teaching and modeling of character education throughout the school day. In addition, special education and special area teachers will incorporate character education through special lessons and programs. School counselors, the media specialist, and community volunteers may also serve as character education delivery sources. At the beginning of each school day, the student council produces a "Morning Announcement" time over our closed circuit television system. Teachers will build upon the themes introduced each day through class discussions, writing activities, role-playing, etc. This time contributes to the character education program by the following:

- Pledge of Allegiance to the flag of the United States
- A "moment of silence"
- Introducing or building upon a character trait each day.

- Student Council members and the principal will give encouragement to the students through reminders and announcements.

The following character traits will be covered:

Courage	Diligence
Patriotism	Generosity
Citizenship	Punctuality
Honesty	Cleanliness
Fairness	Cheerfulness
Respect for others / self / property	School Pride
Kindness	Respect for the Environment
Cooperation	Patience
Courtesy	Creativity
Self-control	Sportsmanship
Compassion	Loyalty
Tolerance	Perseverance

CHILD FIND

Child Find is a statewide effort by the Alabama State Department of Education and the Department of Rehabilitation Services to locate, identify, and evaluate children with disabilities from birth to age 21. If you live in Troy City and have a child or know of a child who is exceptional and not in school, call 566-3741 or writeCHILD FIND, TROY CITY SCHOOLS, SPECIAL EDUCATION DEPARTMENT, 358 ELBA HIGHWAY, TROY, AL 36079

CHILD NUTRITION PROGRAM

BREAKFAST: Breakfast is provided in our lunchroom on a daily basis. Breakfast is served from 7:00 a.m. until 7:45 a.m. Prices are as follows:

Regular Breakfast - \$1.25 per day/ \$6.25 per week

Reduced Breakfast – Those who qualify: \$.30 per day/\$1.50 per week

Free Breakfast – Those who qualify.

LUNCH: Lunch is provided in our lunchroom on a daily basis. Prices are as follows:

Regular Lunch - \$2.00 per day / \$10.00 per week

Reduced Lunch – Those who qualify: \$.40 per day / \$2.00 per week

Free Lunch – Those who qualify.

Visitor Lunch - \$3.25

If you wish to eat lunch with your child, please notify the classroom teacher at least one day in advance. When possible, we ask that you pay for your child’s lunch by the week or by the month. All money must be sent in an envelope. Students may bring their own lunch, but they must eat it in the lunchroom. **Parents are asked not to bring food for their child from a restaurant. Carbonated beverages are not permitted for students.**

COMMUNICATION

Communication between school and home is vital for the total welfare of your child. Please make sure we have **updated** telephone numbers – home, cell, and work – and correct mailing

address. We must be able to contact you in the event of an emergency or if a situation arises where your attention is required.

HEALTH POLICIES

COMMUNICABLE DISEASE/CONDITION: Any student with a communicable or contagious disease/condition should remain at home until he/she receives permission from his/her doctor, the Pike County Health Department, the Charles Henderson Child Health Center, or the Troy Elementary School nurse to return to school.

Troy City Schools Distribution of Medication Guidelines

- A doctor's order is required for the administration of **any** medication at school. **This includes over the counter medication.** Medication consent forms are available from the school nurse. No other form/consent will be accepted.
- Please **DO NOT** send medication to school if it can be given at home. Medication to be give once, twice or even three times daily can be given at home. Please see the campus school nurse for questions regarding what medication can be given at school.
- Please send medication in the **original container**. The pharmacist will give you a second labeled container for school use. Medication will not be accepted if the container is not labeled by the pharmacy.
- It is the parent's responsibility to pick up medication once the student no longer takes the medication at school. If the medication is not picked up it will be discarded by the school nurse.
- The State of Alabama will not allow schools to purchase **any** medication for students or faculty/staff. If you would like to send any over the counter medication for your child you must have a medication consent form signed by the physician. Medication consent forms are available from the school nurse. No other form/consent will be accepted.
- All Medication Consent Forms will be discarded at the end of each school year. Student must have a new Medication Consent Form for each new school year or if the medication dose changes during the school year.
- **NO SHARING OF ANY MEDICATION IS ALLOWED**
- Students with **specific authorized medical conditions** may be allowed to carry necessary supplies and/or medication on person. The physician, parent and school nurse will determine what is deemed permissible.
- When a student runs out of medication at school the prescription bottle must be picked up by the parent/guardian. It is the responsibility of the parent/guardian to have the medication refilled and return the medication to the school nurse's office.
- All medication should be brought to the nurse's office by the parent.

- It is the responsibility of the parent/guardian to notify and update the school administration and school nurse’s regarding any health condition that may affect their child at school.
- Please contact the Nurses of Troy City Schools regarding any questions concerning the Distribution of Medication Guidelines.
Melissa Scarbrough, RN, Lead Nurse – 334-566-3510
Brenda DeBose, LPN – 334-566-1444
Kitty Benton, LPN – 334-566-5770

HELPFUL SUGGESTIONS FOR PARENTS/GUARDIANS AND STUDENTS

1. Put your child’s name on each article of outside clothing. (jackets, sweaters, backpacks, gloves, shoes for PE, etc.)
2. Help your child have a stress-free morning each day. Give him/her a positive send off, eat a well-balance unhurried breakfast, have clean clothes available, etc.
3. Be on time for school. Children don’t get off to a good start when they are late.
4. Talk with your child about **SCHOOL PRIDE**. Children need to feel that Troy Elementary School is “their school”. When they do, they will do a better job of keeping it clean and having a more positive outlook on school.
5. **MONEY**: We strongly discourage you from allowing your child to bring large sums of money to school. If you send money for lunch or any other purpose, please make sure it is in an envelope and labeled as shown. **Please send correct change.**

CHILD’S NAME	
TEACHER’S NAME/GRADE	
AMOUNT	PURPOSE

LUNCH/BREAKFAST MONEY: Lunch and breakfast money **MUST** be sent in a separate envelope from any other money because it will be sent to the lunchroom. Lunch can be paid for by the day, week, month, or year. Our lunchroom manager and teachers would prefer lunches to be paid for over a length of time to reduce the number of times your child has to bring money.

CLASS ASSIGNMENTS

Students shall be assigned to classes by school administration. The assignment of a student from any other school district, public or private, is to be considered a temporary assignment until the student’s transcript is received and evaluated.

CONFERENCES

PARENT-TEACHER CONFERENCES: All parents are encouraged to arrange conferences with teachers to discuss student problems and concerns. Please call the office

and schedule your conference through the school secretary. Frequent communication and joint cooperation enhance student progress. **We will hold Parent/Teacher Conference times on October 15, 2014 and March 12, 2015.** Your child's teacher will contact you concerning possible conference times.

PROMOTION/RETENTION

When making decisions concerning student retention, consideration will be given not only to Troy City Schools Board of Education policy, but academic progress, and also to age, maturity and capacity for learning. Although parental input will be solicited, the final decision concerning retention or promotion will rest with the principal.

REPORT CARDS Report cards will be issued every nine weeks for grades K-6. This report card is to be taken home (unless given out at conference time) with a copy signed by the parent and returned to school. It is the responsibility of the parent to insure that the student brings the report card home and returns the signed copy to the teacher.

The grading scale is:

- A = 90 – 100
 - B = 80 – 89
 - C = 70 – 79
 - D = 60 – 69
 - F = 0 - 59
- | | | |
|---|---|-------------------|
| S | = | Satisfactory |
| N | = | Needs Improvement |
| U | = | Unsatisfactory |

CONDUCT/DISCIPLINE

The discipline plan at Troy Elementary School adheres to the rules and policies as stated by the Troy City Board of Education and the **CODE OF STUDENT CONDUCT**. The following are some general rules and policies that must be followed.

CONDUCT: Students are expected to **respect** the rights of others, including other students, teachers, and all other school personnel. Students are expected to act in accordance with TCS policy and TES school rules.

DISCIPLINE: Our goal for each student is the age appropriate development of self-discipline. Parent-teacher communication is a key element in achieving this goal. We will make every effort to work as a team (administration, parents, teacher, and students) to insure the students' success. However, in the event consequences are necessary, teachers will follow classroom management procedures or refer the student to an administrator. The administrator will contact parent by phone or letter to discuss behavior issues and options for consequences. Although Alabama School Law states that students may legally be paddled as a means of discipline, it is used only in cases that warrant such actions and only with parent permission.

GENERAL SCHOOL RULES:

1. Be prepared for class.
2. Listen and follow directions.
3. Follow appropriate voice levels for hallways, classrooms, library and cafeteria.
4. Show respect for school and personal property.
5. Show respect for self and others (school staff, other students, visitors).
6. Walk down hallways in single file line, second tile from the right.
7. No playing or loud talking in the restrooms.

ITEMS NOT ALLOWED AT SCHOOL: The CODE OF STUDENT CONDUCT lists dangerous items not allowed at school. The following items are also **not allowed** at school .
*Electronic devices (cell phones – at TES, CD players, CDs, games, MP3 players....) * See exceptions under *ELECTRONIC COMMUNICATION DEVICES*.

*Chewing gum or candy

*Toys (unless allowed by teacher for a special event)

*Playing cards, trading cards, or other collectible items of value.

*Printed material not suitable for children.

*Toy guns could be considered within a Class III Offense.

HARRASSMENT AND VIOLENCE: See CODE OF STUDENT CONDUCT complete policy.

“It is a policy of this school system to maintain a learning environment that is free from harassment because of an individual’s race, color, sex, national origin, or disability. The school system prohibits any and all forms of harassment because of race, color, sex, religion, national origin or disability.”

Harassment issues will be covered by classroom teachers as well as group and individual counseling sessions. All issues regarding harassment will be dealt with in an age appropriate manner using age appropriate materials. Many issues of harassment are simply dealt with in discussions and lessons on relationship skill building, dealing with conflict, and problem solving. Students should immediately report to a teacher any incident of harassment. The teacher will report the incident to an administrator where it will be promptly investigated.

ELECTRONIC COMMUNICATION DEVICES

Items Allowed: E-readers (Ex. Kindle, Nook, tablets)

Items Not Allowed: Cell phones, MP 3 Players

*Exception : At the Principal’s discretion, students may be allowed to bring cell phones on field trips that are planned to exceed the scheduled school day or overnight.

Alabama State Department of Education Policy: Use of Digital Device During the Administration of a Secure Test

STUDENT POLICY

* The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated.

* If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student’s test will be invalidated.

* Local Education Agency (LEA) personnel will make all students, parents, and /or guardians aware of this prohibition through inclusion of this policy in the Student Code of Conduct, Handbook, and other regularly used modes of communication.

EXTENDED DAY PROGRAM

Troy Elementary School offers an Extended Day program to provide parents with an option for afterschool care of students. Please contact the school office or visit our website, www.troyschools.net, for information.

DRESS CODE - Troy City Schools School Uniform

TOPS FOR MALES AND FEMALES

Solid White, Navy Blue, or Orange oxford, polo, turtleneck, or mock turtleneck shirts/blouses with sleeves (long sleeves or short sleeves)

A small unobtrusive logo that can be covered with a quarter is acceptable for tops only.

All tops must be tucked in as part of the uniform. (K-6, preferred but optional)

Undershirts must be solid white, navy blue or orange with no wording or pictures.

BOTTOMS

MALES: Khaki or Navy Blue pants or shorts (corduroy fabric permitted)

FEMALES: Khaki or Navy Blue pants, shorts, skorts, capris, skirts, or jumpers (corduroy fabric permitted)

All pants, shorts, skorts, skirts and capris must be secured at the waist and cannot “sag”.

Shorts, skorts, skirts, and jumpers must be no more than two(2) inches above the knee in the front and back.

Two inches above the knee or longer is the rule.

Blouses or shirts must be worn with jumpers.

Belts must be worn with pants and shorts that have belt loops.

Belts are optional for students in grades K, 1, and 2.

SHOES

Tennis shoes(sneakers) and fully enclosed shoes (loafers, boat shoes, oxfords, etc...)

Approved shoe colors are Black, Brown, Tan, Navy Blue, Grey, Orange or White.

The style of shoes must be sensible and appropriate for the school setting and activities.

All shoe straps must be strapped.

All laces must be tied and the same color.

Socks, Hosiery, Tights, Stockings, and Leggings – Tights, stockings, and leggings are acceptable for females only when worn under dresses, jumpers, skirts, and skorts.

Tights, stockings, and leggings can never be worn alone as pants.

Tights, stockings, and leggings must be black, white, brown, or navy blue.

BELTS

Black, Brown, Tan, Navy Blue, Grey, or White in the appropriate length, small to medium buckle

(Note: All belts must have a buckle.)

OUTERWEAR

Coats, jackets, sweaters, sweater vests and sweatshirts are considered as outerwear and must be worn with a uniform shirt/blouse. Basic, solid colored jackets are preferred. Sweater vests must be white, navy blue, or orange (pullover or cardigan style) with no belt or hood attached. Sweatshirts must be white, navy blue, or orange with the collar of the top on the outside. Sweaters, sweater vests and sweatshirts must not be oversized, bulky or baggy.

Outerwear of school-sponsored organizations is acceptable. (athletic jackets, band jackets, FFA)

ITEMS NOT ALLOWED TO BE WORN BY STUDENTS

Wind pants/sweatpants, velour pants and tops, over-sized clothing, excessively tight clothing, overalls, bellbottoms, unhemmed clothing, clothing with cuts, slits, holes or slashes, denim or jean fabric, sleeveless tops, overcoats, trench coats, bicycle shorts, stretch knit, or carpenter’s pants , excessive, distracting and/or over-sized jewelry

EXCEPTIONS TO THE STUDENT UNIFORM DRESS CODE

(If students do not participate in the activity listed, the approved school uniform dress will be required.)

Spring Picture Day: Style and color of tops optional/Uniform Bottoms Required (All Schools)

Week of CHHS Homecoming Activities (Theme Dress-Up Days)

Homecoming Assembly

Senior Class Day
Eighth Grade Recognition Day
Elementary Grades Recognition Day
JROTC Uniform Dress Days

Days for Kindergarten Unit on Colors (Kindergarten students will be allowed to wear tops the color being taught that day.)

Fifth Grade ORFF Ensemble will be allowed to wear the “selected top” for performance days.
Spirit Shirts and Hooded Sweatshirts must be TROY CITY SCHOOLS affiliated.

GENERAL INFORMATION

In addition to the dress code requirements previously listed, the following guidelines will also apply.

1. All clothing must be properly fitted. Sagging and excessively tight clothing are prohibited.
2. Sandals, slides, crocs, Heelys or any variations of Heelys are not allowed.
3. Any article that draws undue attention or disrupts classes will not be allowed.
4. Combs and picks are not to be worn in the hair.
5. Males and females are not allowed to wear hoods, sports headbands, or ear muffs inside the buildings. Bandanas and du-rags of any color are not to be worn on any part of the body nor carried in or tied on book bags or other bags.
6. Students who transfer from other school districts will be given five (5) days to come into compliance with the school uniform dress code.
7. A current school designated “spirit shirt” may be worn on days approved by the principal.
8. Any student’s dress or personal appearance that the administration believes is disruptive and interferes with a safe and secure learning environment will be dealt with on an individual basis. School administrators will use their discretion to determine the appropriateness of students’ dress.

SAFETY

BUILDING SAFETY: To insure the safety of our children and staff, a safety plan has been developed for the school. Features of the plan include but are not limited to the following:

1. All visitors must sign in and wear school issued nametags while in the building.
2. All outside doors except the front entrance are kept locked during the day. All teachers have keys to the outside doors.
3. A safety lock-down procedure is in place and will be practiced during the school year.
4. Rooms are equipped with telephones. Radios are available for communication in the event of emergencies.

FIRE/EMERGENCY DRILLS: Fire drills will be conducted each month. Weather and emergency drills will be conducted as needed to insure the ability of students to be secure in the event of an emergency or natural disaster. Students must be cooperative and obey established rules for the safety of all.

Our Safety Plan is in compliance with the State Department of Education and is for the safety and well-being of our students, staff, and parents/visitors while on campus. It is the expectation of the school administration that ALL parents and visitors heed all safety rules while on campus. We ask that parents not try to visit or check children out during fire drills or weather drills.

EXTRACURRICULAR ACTIVITIES Extracurricular and co-curricular activities are encouraged at our school. If a group of students or a teacher desires to organize a club or organization, a meeting must be scheduled with the administration to discuss guidelines and procedures of the organization. Existing organizations at Troy Elementary School are:

- ***STUDENT COUNCIL:*** The TES Student Council is composed of homeroom representatives selected by classmates and a set of officers elected by the student body. The Student Council will meet periodically to discuss items of interest to the students. Each teacher is expected to encourage participation and allow representatives to report news and information to their homeroom. Officer elections are held in May. Guidelines and eligibility requirements will be sent home to parents. These requirements include but are not limited to good grades and good citizenship/behavior in the classroom.
STUDENT COUNCIL SPONSOR: Melanie Baker and Jennifer Sikes
- ***4-H:*** All students in grades four, five and six may belong to 4-H. Meetings are conducted monthly by representatives from the Pike County Extension Service. Teachers serve as sponsors for each club. Please encourage your child to be part of this worthwhile organization.
4-H SPONSORS: Fourth, Fifth, and Sixth Grade Teachers
- ***CHORUS / ORFF ENSEMBLE:*** One or more choruses or ORFF Ensembles may be selected by the music teacher to perform throughout the school year. Students are auditioned for membership by the music teacher and expected to keep good grades and be good citizens.
ORFF and CHORAL SPONSOR: Mrs. Elaine Blocher
- ***ARCHERY TEAM: Grades 4-6*** The TES Archery Team is selected through tryouts on the basis of individual skill level. **SPONSOR: Coach Forrest Lee**

GIFTED EDUCATION PROGRAM

Gifted students are those who perform at or have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

A student may be referred by teachers, counselors, administrators, parents or guardians, peers, self, or any other individual with knowledge of the student's abilities. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

For more information, contact the Troy City Schools Special Education Department, Mrs. Christie Armstrong, at 566-3741.

NONDISCRIMINATORY POLICY STATEMENT

The Troy City Board of Education believes that gifted student are those who are identified as possessing demonstrated gifted behaviors and who, by reason thereof, require services not ordinarily provided by the regular school program. It is also our belief that gifted students may be found within any race, ethnic group, gender, economic class, or nationality. In addition, some students with disabilities may be found to be gifted. The Troy City School System shall prohibit discrimination against any student on the above basis with respect to their participation in the gifted program.

Adopted by the Troy City Board of Education, July 21, 1997
Amended June 16, 1998

MEDIA CENTER The media center will be open on a regular schedule for student use. Library books remain the responsibility of the student who checks them out until the books are properly returned. If a book is lost or damaged, the student will be expected to pay for replacing it. In all cases the cost of a lost book will be the replacement cost of the book.

The Media Center promotes reading through the management of the Accelerated Reader program for the school:

- Weekly contests are conducted among each grade – promoting the correct use of the A.R. program.
- Rewards are provided each 9 weeks and the end of the school year for the top 10 readers in each grade.
- A.R. clubs are created for 25, 50, 100, 200, 300, 400, and 500 point clubs. Prizes are given out to students as they reach various levels. Students names placed on the appropriate bulletin board in the cafeteria as they reach each level.
- A.R. books are purchased regularly to go with 150,000+ A.R. quizzes.
- Students transferring into TES may transfer their A.R. points from their previous school. It will be the responsibility of the parent to contact the media specialist of the previous school to obtain the appropriate report. The report should then be given to the TES Media Specialist.

PARENT – TEACHER ORGANIZATION (PTO)

The Troy Elementary Parent-Teacher Organization (PTO) serves as a liaison between the parents and teachers of Troy Elementary with one common goal in mind: to provide our children with the best educational experience possible. What does this mean to your family? It means that we, as an organization, are continually looking for ways to enhance your family's experience in the Troy City school system. We are there for you from Kindergarten registration through the end of the 6th grade year. It also means that the administration of the school knows that they have somewhere to turn when they need a job done.

The PTO is a hands-on organization, involved in many aspects of the educational process. Some of our jobs are not so glamorous: making telephone calls, serving lunch and organizing activities sound remarkably like our everyday lives. The rewards of these tasks, however, are a school system that runs smoothly, parents who are well informed, teachers who are provided with personal and financial support and students who have all the advantages that a community can provide.

Sometimes the activities that we are involved with are tremendous both in terms of the effort and money involved. With the money that we raise from our fundraisers throughout the year, the PTO has undertaken such projects as the building a new playground at the *Hank Jones Early Childhood Center*, funding field trips for every grade, putting water fountains on the playgrounds, maintaining our Nature Trail, providing Teacher Appreciation breakfasts and dinners, providing teacher grant money and giving financial support to Art, P.E. and Music. Relying on input from parents, faculty and administration we constantly look for ways to make our school the best that it can be.

The key to keeping the PTO a successful organization is the involvement of the entire school community. For some families, it simply means supporting our fundraisers. For others, it means serving lunch, being a class parent, being on a specific committee or serving on the

Executive Board. For teachers, it means spending a little extra time at school for general PTO meetings and keeping the lines of communication between the PTO and the Families open. Parents and teachers may contact any PTO Executive Board member at any time if you would like to make comments or suggestions or volunteer at any of our events. Your time and energy are the only limitations to the extent that you would like to be involved. We have volunteer needs that can accommodate everyone, from the stay-at-home mother to the parents who work outside of the home.

SCHOOL STORE We will have pencils, erasers, and notebook paper available for purchase by the students. A price list will be available after school begins.

SECLUSION/RESTRAINT

Troy City Schools

Seclusion & Restraint for ALL Students

Troy City Schools shall prohibit the use of **Seclusion** – a procedure that isolates and confines the student in a separate, locked area until he or she is no longer an immediate danger to himself/herself or others. The seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving.

Seclusion *does not include*, so Troy City Schools shall allow, the following situations: a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student; time-out as defined below; in-school suspension; alternative school; detention; or a student-requested break in a different location in the room or in a separate room.

Time-Out—A behavioral intervention in which the student is temporarily removed from the learning activity. Time-out is appropriately used when:

1. The non-locking setting used for time-out is appropriately lighted, ventilated, and heated or cooled.
2. The duration of the time-out is reasonable in light of the purpose of the time-out and the age of the child; however, each time-out should not exceed 45 minutes.
3. The student is reasonably monitored by an attending adult who is in reasonable physical proximity of the student and has sight of the student while in time-out.
4. The time-out space is free of objects that unreasonably expose the student or others to harm.

Troy City Schools shall prohibit the use of **Chemical Restraint** – any medication that is used to control violent physical behavior or restrict the student’s freedom of movement that is not prescribed treatment for the student’s medical or psychiatric condition.

Troy City Schools shall prohibit the use of **Mechanical Restraint** - the use of any device or material attached to or adjacent to a student’s body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student.

Mechanical Restraint *does not include*, so Troy City Schools shall allow, an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning, and/or to prevent self-injurious behavior. In addition, mechanical restraint does not include seatbelts and other safety equipment when used to secure students during transportation.

Troy City Schools shall prohibit the use of **Physical Restraint that restricts the flow of air to the student’s lungs** – any method (face-down, face-up, or on the side) of physical restraint in which physical pressure is applied to the student’s body that restricts the flow of air into the student’s lungs.

Troy City Schools shall prohibit the use of **Physical Restraint** – direct physical contact from an adult that prevents or significantly restricts a student’s movement except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. *Physical restraint shall not be used as a form of discipline or punishment.*

Physical Restraint *does not include*, so Troy City Schools shall allow, limited physical contact and/or redirection to promote student safety or to prevent self-injurious behavior, providing physical guidance or

prompting when teaching a skill, redirecting attention, providing guidance to location, providing comfort, or providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person's property.

Troy City Schools shall utilize the following procedures for use of Physical Restraint:

- a. All physical restraint must be immediately terminated when the student is no longer in immediate danger to himself or others or if the student is observed to be in severe distress
- b. Parents shall be provided, at least annually, with information regarding the policy for use of physical restraint
- c. Annual staff and faculty training on the use of physical restraint as well as the Troy City Schools Seclusion and Restraint Policy.
 1. Use of physical restraint
 2. Techniques to prevent the need to use physical restraint
 3. De-escalation techniques
 4. Positive behavioral intervention strategies
 5. Maintain written or electronic documentation on training provided and a list of participants for each training
- d. Written parental notification when physical restraint is used to restrain their student within one school day from the use of restraint
- e. The use of physical restraint shall be documented by staff or faculty participating in or supervising the restraint for each student, in each instance, in which the student is restrained.
- f. Annual report to the Troy City Board of Education for:
 1. Use and documentation of restraint
 2. Any prohibited use of seclusion, chemical, mechanical or physical restraint

Nothing in this policy shall be construed to prohibit an employee of Troy City Schools, any of its schools, or any of its program employees, from any of the following:

- a. Use of any other classroom management techniques or approaches, including a student's removal from the classroom, that is not specifically addressed in this policy
- b. The right of school personnel to use reasonable force as permitted under the *Code of Alabama*, 1975, §16-1-14 or modifies the rules and procedures governing discipline under the *Code of Alabama*, 1975, §16-28-12.
- c. Reasonable actions to diffuse or break up a student fight or altercation
- d. Reasonable action to obtain possession of a weapon or other dangerous objects on a student or within control of a student
- e. Discretion in the use of physical restraint to protect students or others from imminent harm or bodily injury. Nothing in this policy shall be construed to create a criminal offense or private cause of action against Troy City Schools, or program, or its agents, or employees.
- f. In instances in which a student is an immediate danger to himself or herself or others, the school or program must determine when it becomes necessary to seek assistance from law enforcement and/or emergency medical personnel. Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel. Parents must be promptly informed when students are removed from the school or program setting by emergency medical or law enforcement personnel.

This policy adheres to the Alabama Administrative Code 290-3-1-.02(1)(f) for seclusion and restraint for all students.

SOURCE: Troy City Board of Education, Troy, AL

ADOPTED: May 21, 2012

LEGAL REF.: The Code of Alabama, Chapter 290-3-1- .02(1)(f)

SNACK TIME Each child will have a break at which time he/she may purchase juice and/or snack items. He/She may bring items from home. Red, grape, and other dark drinks are not allowed because they stain the carpet. Please do not send items in glass containers. Carbonated beverages are not allowed.

SNACK PRICES: Juice \$.50 Snack \$.50 Bottled water \$.50

STUDENT RECORDS Student records may be reviewed by parents/legal guardians upon proper request. Reviews must be scheduled through the school counselor or an administrator.

TELEPHONE Students may use the telephone only in case of emergency. We discourage the taking of phone messages but will do so for important matters. **In an effort to protect instructional time, we will not forward calls to classrooms unless the teacher has planning time.**

TEXTBOOKS Students are responsible for all books issued to them. If a student has lost or damaged a book that has been assigned to him/her, he/she will pay as follows:

1. Full price is charged for books that are in use one or two years.
2. One half price is charged for books that are in use during the third, fourth, or fifth years.
3. One fourth is charged for books in use during the sixth year.
4. After the sixth year, there is a charge of \$3.00 per book.
5. Replacement price is charged for all library books.

Persons wishing to purchase state adopted textbooks must call the Troy City Board of Education at 566-3741.

VISITORS Children may not bring child visitors with them to school. Parents, grandparents, or other relatives coming to campus are required to come to the office. If you bring something for your child, we will ask you to wait in the office for your child to be called. **All visitors must sign in at the office and put on a nametag before visiting in the school.**

Any changes or additions to the Student Handbook will be sent home in our TES Parent Memo and posted on our website.

Troy Elementary School

Calendar

2014-2015

- August 7, 2014 Pre-K Open House – 6PM
- August 8, 2014 Class Assignments
- August 11, 2014 Open House for Grades 1-6
6:00 – 6:30 Class Visits Grades 1-3; 6:30 TES Parent Orientation Grades 1-6;
7:00-7:30 Class Visits Grades 4-6
- August 12, 2014 Kindergarten Parent Orientation - 6:00 * No Students PLEASE
- August 13, 2014 Bring School Supplies – Visit with Teacher 1:00-3:30
- August 14, 2014 FIRST DAY OF SCHOOL!!
- August 14-15, 2014 **Kindergarten Dismissed at 11:30**
- August 18, 2014 First Full Day for Kindergarten, Dismissed - 2:45
- September 1, 2014 LABOR DAY – No School!
- September 5, 2014 Grandparents Day – TES
- October 3, 2014 Fall Pictures
- October 13-14, 2014 Fall Break (14th Weather day if needed)
- October 15, 2014 Conference Day – Students Dismissed 1:30
- November 11, 2014 VETERANS DAY – No School!
- November 20, 2014 Kindergarten Parent Meal
- November 26-28, 2014 THANKSGIVING HOLIDAYS – No School!
- December 12, 2014 Pre-K, First & Fourth Parent Meal
- December 22 – January 2, 2015 CHRISTMAS HOLIDAYS – No School!
- January 5, 2015 Professional Development Day – NO STUDENTS
- January 6, 2015 Students Return for Second Semester
- January 19, 2015 KING/LEE HOLIDAY – No School!
- February 12, 2015 2nd & 3rd Parent Meal
- February 16, 2015 PRESIDENTS DAY – No School! (Weather Day if needed)
- March 12, 2015 Parent/Teacher Conference Day – Students Dismissed – 1:30
- March 23 -27, 2015 SPRING BREAK – No School
- April 3, 2015 Good Friday – STUDENTS OUT
- April 12, 2015 Kindergarten Open House
- April 23, 2015 5th & 6th Parent Meal
- May 18, 2015 Programs: K - 9:00; First Grade - 1:00
- May 19, 2015 Programs: Second & Third Grades – 8:30
Fourth and Fifth Grades – 1:00, Sixth Grade – 6:00
- May 20, 2014 Pre-K End of Year Program 9:00
- May 21, 2015 Professional Development Day/CHHS Graduation
- May 22, 2015 Last Day of School

Midpoint Grade Reports will be sent home on:

- First Nine Weeks September 16, 2014
- Second Nine Weeks November 18, 2014
- Third Nine Weeks February 10, 2015
- Fourth Nine Weeks April 21, 2015

Report Cards:

- First Nine Weeks October 15, 2014
- Second Nine Weeks January 8, 2015
- Third Nine Weeks March 12, 2015
- Fourth Nine Weeks May 22, 2015

Troy Elementary School “School – Parent Compact”

School Responsibilities:

Troy Elementary School will:

- Provide student focused and data-driven instruction through the assistance of research based programs and best practices by highly qualified teachers and staff. All activities are focused on raising achievement, where a variety of resources and support systems will be provided to ensure student success.
- School-wide parent conferences are scheduled in the fall and spring of the school year. Individual teacher/parent conferences will be conducted as requested by the teacher or parent. The school will also provide open house opportunities at the beginning of the school year for parents to learn of classroom and school routines and procedures. Workshops will also be conducted to help parents learn of curriculum programs and how they may assist their students at home. Special events such as Parent Teacher Organization meetings, Parent Meals, King for a Day, musical programs, awards programs, etc. will be held to encourage parental involvement and to provide recognition to parents and students.
- Student progress reports are provided to parents during the midpoint of each grading period and online access to grades are provided online via I-now on the website.
- Parents have formal access to their child’s teacher through an appointment during the teacher’s planning time, or before or after school hours. Parents are encouraged to communicate with the teacher and administration by letter/note, email, or phone call.

Parent Responsibilities:

We, as parents, will support our child’s learning in the following ways:

- Ensure that my child is punctual and attends school regularly.
- Establish a time for homework and review it regularly.
- Support the school in the effort to maintain proper discipline.
- Encourage my child’s efforts and be available for assistance at home and at school.
- Monitor the amount of television and video game engagement of my child.
- Read with and/or read to my child and let my child see me read.
- Support classroom and school-wide events and activities such as PTO meetings, fundraisers, field trips, volunteer opportunities, special programs, etc.

Student Responsibilities:

I, as a student, will share the responsibility to improve my academic achievement to meet or exceed the State’s high standards. Specifically, I will:

- Display a daily attitude that will help me learn and be successful.
- Attend school regularly and on time.
- Come to school with the required materials and tools required for learning.
- Complete and return homework assignments.
- Observe regular study hours.
- Obey the Code of Student Conduct.

SIGNATURES:

School/Date Parent(s)/Date Student/Date

Troy Elementary School

P.O. Box 708
503 Gibbs Street
Troy, AL 36081
334-566-1444

August 14, 2014

Dear Parent:

We are pleased to notify you that in accordance with the *No Child Left Behind Act of 2001*, you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive this information, please complete the top portion of the following form, and return the form to your child's school. Should you have any questions, feel free to contact the Central Office at 566-3741.

Sincerely,

Teresa Sims
Principal

TROY CITY SCHOOLS

Parents Right-To-Know • Request Teacher Qualifications

Title I, Part A, Section 1111(h)(6), *No Child Let Behind Act of 2001*, Public Law 107-110

I am requesting the professional qualifications of _____

who teaches my child, _____ at _____
Child's Name (Please Print) School (Please Print)

My mailing address is _____
Street (Please Print) City Zip

My telephone number is _____.

My name is _____.
Name (Please Print)

Signature Date

This Section to Be Completed by School/Central Office

Date Form Received: _____ Received by: _____

Teacher's Name: _____ Subject: _____

Has the teacher met state qualifications and licensing criteria for the grade levels and subject areas in which he/she teaches?
_____ Yes _____ No

Is the teacher teaching under emergency or other provisional status?
_____ Yes _____ No

Undergraduate Degree _____ (University/College)
Major Discipline _____

Graduate Degree _____ (University/College)
Major Discipline _____

Does a paraprofessional provide instructional services to the student?
_____ Yes _____ No

If yes, what are the qualifications of the paraprofessional?

High School Graduate _____ (Year)

Undergraduate Degree _____ (University/College)
Major/Discipline _____

College/University Credit _____ (Hours)
Major/Discipline _____

TROY ELEMENTARY SCHOOL

Dear Parents/Guardians:

In an effort to inform you of student expectations and responsibilities in the Troy City Schools, we are sending a Student Handbook and Code of Student Conduct to each child. We ask that you read the entire handbook to your child. Should you need clarification or explanation of any part or portion of it, please contact the school office.



I hereby certify that I have received a copy of the **Troy Elementary School Student Handbook and Troy City Schools Student Code of Conduct** for my child, an elementary student in the Troy City Schools. I have read and discussed these policies with my child, and we understand our responsibilities.

_____ _____
Date Signature of Parent/Guardian

_____ _____
Child's Name Grade/Teacher



FIELD TRIP PERMISSION

I hereby grant permission for my child _____, to attend and participate in local field trips with his/her class during the 2014-2015 school year. You will receive a note prior to a field trip, detailing time, place, and travel plans. Some field trips will require parents to sign a permission form specifically for that trip.

_____ _____
Date Signature of Parent/Guardian

FIELD TRIPS

GENERAL INFORMATION

Field trips are considered an integral part of the educational program of the school district. Field trips are recognized as a means of providing a valuable and enriching learning experience for students outside the school setting. Field trips shall relate to the instructional program. Participation in field trips shall be non-discriminatory and shall provide equal educational opportunities to all students in the District. Field trips are not to be used as a reward/punishment activity. Advance preparation of students and follow-up of the field trip are necessary for appropriate learning and safety of the students.

Teachers planning field trips for students must adhere to individual school guidelines and the following procedures:

1. A field Trip Request Form must be submitted by the teacher to the principal for approval of the field trip. A statement explaining the value of the field trip must be included on the form.
2. All field trips must be approved by the Superintendent. The principal shall submit the Field Trip Request Form to the Superintendent at least 6 weeks prior to the anticipated travel.
3. Teachers should be limited to one trip per semester that removes students from other teachers' classes. Field trips within the class period are encouraged.
4. The teacher must receive principal's approval for all aspects of the planned field trip, including adequate supervision of students. Particular attention should be given to providing a reasonable number of chaperones to accompany school personnel on such trips.
5. Overnight field trips should be connected to a weekend whenever possible to minimize the number of days out of class.
6. School rules and regulations as stated in the *Code of Student Conduct* and bus safety rules will prevail at all time.

PARENTAL APPROVAL

1. Prior written approval of parent/guardian is required for student participation on all field trips.
2. Parent/Guardian approval must be on District field trip forms. No other means of approval is acceptable.
3. The information on the parent approval form must include a complete description of the trip: departure and return times/dates, transportation arrangements, itinerary (if applicable), trip activities, details of supervision, cost to the student, if any, and student medical information/medical protocols, if applicable.

PARTICIPATION BY STUDENTS WITH DISABILITIES

1. No student should be denied access to a field trip or other activity on the basis of a disability.
2. If a school or general education teacher plans a field trip, special education, Section 504, and any other disabled students attending that class may not be excluded from the trip.
3. All administrators and teachers are directed to provide students with disabilities an equal opportunity for participation, including transportation to and from the destination, and all planned educational and recreational activities that take place at the field trip site(s).
4. All administrators and teachers are directed to provide students with disabilities the opportunity to participate in field trips with students without disabilities to the maximum extent appropriate, in accordance with students' IEPs and Section 504 Plans.

FIELD TRIP TRANSPORTATION

A. Private Transportation

District buses should be used for local field trips when possible. Private buses/common carriers should be used only if District buses are unavailable and applying the following guidelines:

1. Field trips extending beyond the normal school day and only upon approval by the principal and Superintendent.
2. Private buses/common carriers shall be driven by an adult with a valid commercial driver's license. No students shall be permitted to serve as a driver on such field trips.
3. The owner of the private vehicle must show proof of liability insurance and be aware that the District does not carry liability insurance to cover field trips by private buses/common carriers.

B. District-Owned Buses

The following provisions will apply when District-owned buses are used:

1. Buses shall be operated according to terms and conditions that apply specifically to such buses. Reservations for the buses must be made through the Director of Transportation by the principal or designee.
2. At least one teacher or principal must ride the bus and accept responsibility for seeing that all rules and regulations governing school buses are carried out.
3. All field trip bus passengers must be enrolled in school, be an employee of the District, or be designated as chaperon by the field trip sponsor and approved by the principal.
4. The principal of each school is responsible for handling the scheduling of such trips.
5. The Director of Transportation is responsible for arranging for field trip buses based on contact by the principal, assigning a permit number, employing the driver, and making arrangements for fuel.
6. Only adult drivers with a state-approved school bus driver's license will be permitted.
7. The field trip sponsor shall return the District-owned bus in a clean condition as determined by the Director of Transportation.

Board Approved 9/25/2012

Troy City Schools Internet and IT Resource Acceptable Use Policy

The Troy City School District recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the Troy City Board of Education encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the Troy City School District and its schools. Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, the Troy City Board of Education adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on Troy City School District-owned equipment or through Troy City School District affiliated organizations.

Troy City School District Rights and Responsibilities

It is the policy of the Troy City School District to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, the Troy City School District recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, the Troy City School District retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Troy City School District-owned equipment and, specifically, to exclude those who do not abide by the Troy City School District's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Troy City School District reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.
6. To the extent practical, technology protection measures (or "internet filters") shall be used to block or filter Internet (or other forms of electronic communications) access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed (1) obscene, (2) child pornography, or (3) any material deemed harmful to minors.

Staff Responsibilities

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the Troy City School District.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

User Responsibilities

1. Use of the electronic media provided by the Troy City School District is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.
2. Personal technology-related devices such as, but not limited to laptops, cell phones, smart-phones, iTouch/iPods/Ipad, cameras or other eDevices, etc. used on school grounds are subject to all items covered in this policy and other applicable published guidelines. The permission for such personal devices to be brought to school and the use of such devices will be at the discretion of the local school administration. The user should not access local area network or wide area network resources that require authentication without the explicit permission of the technology staff. Public Internet access is available for visiting devices and is subject to the conditions outlined in this policy and all other school system policies and guidelines, as well as local, state, and federal laws

Acceptable Use

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of the Troy City School District.
2. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using any electronic communication extreme caution must always be

taken in revealing any information of a personal nature.

3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Faculty and student email will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.
6. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
7. From time to time, the Troy City School District will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Unacceptable Use

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware, for use on Troy City School District computers is prohibited.
10. Use of the network to access or process pornographic material, inappropriate text files or files dangerous to the integrity of the local area network is prohibited.
11. Participating in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
12. The Troy City School District network may not be used for downloading entertainment software or other files not related to the mission and objectives of the Troy City School District for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Troy City School District.
13. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
14. Use of the network for any unlawful purpose is prohibited.
15. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
16. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
17. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by a teacher and or administrator.

Disclaimer

1. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
2. Any violation of this policy will subject the violator to disciplinary action, which shall include, but shall not be limited to, any disciplinary action authorized under the entire range of discipline provided for the Student Code of Conduct and the Troy City Board of Education Policy Manual and; in addition, prohibition of further use of the Internet by the violator.

Troy City School Internet Usage Contract

User Agreement (to be signed by all adult users and student users 2nd grade and above):

I, _____ (please print full name), hereby certify that I have received a copy of the Troy City Schools' Internet and IT Resources Acceptable Use Policy and that receipt of said Policy serves as a notice to me and my parents and/or legal guardian of the policy and its provisions. I understand and agree that it is my responsibility to fully inform myself of the provisions of this Policy, and I understand and agree that I will fully comply with and abide by all provisions of this Policy. I understand and agree that any violation of this Policy may result in disciplinary action against me which can include, but shall not be limited to, any disciplinary action authorized under the entire range of discipline provided for in the Student Code of Conduct up to and including expulsion, and, in addition, prohibition of use of the Internet. I hereby release and agree to hold harmless the Troy City Schools, the Troy City Board of Education and all other organizations and persons from any liability, loss, expense, claims, or damages, whether to person or property, arising from my use of the Internet. In addition, I hereby agree to accept full responsibility and liability for the consequences of my use of the Internet.

User Signature & Date Witness Signature & Date

Parent Agreement (to be signed by parents of all students):

I, _____ (please print full name), the parent/guardian of the above student, hereby certify that I have read the Troy City Schools' Internet and Instructional Technology Use Policy. I agree and acknowledge that it is the responsibility of the above student to fully inform him/herself of the provisions of this Policy, and I agree with the requirement that the above student must fully comply with and abide by all provisions of this Policy. I understand and agree that any violation of this Policy by the above student may result in disciplinary action against him/her which can include, but shall not be limited to, any disciplinary action authorized under the entire range of discipline provided for in the Student Code of Conduct up to and including expulsion, and, on addition, prohibition of use of the Internet by that student. I hereby covenant and agree that I accept full responsibility for the use of the Internet by the above student, and I hereby agree to be responsible for all financial and legal liabilities and consequences which may result from the above student's use of the Internet and other technology services provided by the Troy City Schools. I hereby release and agree to indemnify and hold harmless the Troy City Board of Education, and all other organizations and persons from any liability, expense, loss, claims or damages, whether to person or property arising from the use of the Internet by the above student. For my student in grades 2 – 12, I understand the Troy City School System will issue him/her an email account provided by Gaggle.net. I understand that the Troy City School System has determined what features my child has access to, which may include email, homework drop boxes, message boards, chat rooms, blogs, and digital storage lockers. I understand that all email messages and postings will be automatically filtered for inappropriate words and images, and that any messages determined to be questionable will be diverted to my student's email administrator for review. Consequences for misuse of email will be determined by the district, and may include restrictions, loss of privileges, or other disciplinary action. I further understand that my student's administrator or teacher can view my student's email account and digital locker at any time.

Check this box if you do **NOT** want your child to have an email address

Parent Signature & Date _____

