



# Troy City Schools

500 N. Market Street  
Troy, OH 45373

## Student-Parent Handbook

**2019-2020**

**Dan Hake, Principal**  
Concord K-5 Elementary School  
937-332-6730 – School Phone  
937-335-9960 – Attendance Phone  
Doors open 8:45 Classes begin 8:55  
Classes dismissed 3:30

**Stephanie Johnson, Principal**  
Cookson K-5 Elementary School  
937-332-6740 – School Phone  
937-335-7768 – Attendance Phone  
Doors open 8:45 Classes begin 8:55  
Classes dismissed 3:30

**Paul Hohlbein, Principal**  
Forest K-5 Elementary School  
937-332-6746 - School Phone  
937-332-3979 – Attendance Phone  
Doors open 8:30 Classes begin 8:40  
Classes dismissed 3:15

**Maurice Sadler, Principal**  
Heywood K-5 Elementary School  
937-332-6750 – School Phone  
937-335-4881 – Attendance Phone  
Doors open 8:45 Classes begin 8:55  
Classes dismissed 3:30

**Penny Johnson, Principal**  
Hook K-5 Elementary School  
937-332-6760 – School Phone  
937-335-5482 – Attendance Phone  
Doors open 8:45 Classes begin 8:55  
Classes dismissed 3:30

**Matt Dillon, Principal**  
Kyle K-5 Elementary School  
937-332-6770 – School Phone  
937-335-9522 – Attendance Phone  
Doors open 8:45 Classes begin 8:55  
Classes dismissed 3:30

**TROY CITY SCHOOLS**  
**STUDENT/PARENT HANDBOOK**  
**2019-2020**

TABLE OF CONTENTS

Welcome .....	3
Code of Student Conduct for the Troy City Schools .....	3
Student Due Process Rights .....	4
Office Discipline Plan .....	4
Severe Disruption .....	4
Addressing Teachers .....	4
Positive Behavioral Intervention and Supports .....	4
Attendance Policy/ Procedures .....	4
Bicycles .....	6
Building Security .....	6
Bullying/Hazing/Intimidation .....	6
Cafeteria/Lunch Regulations .....	6
Care of School Materials .....	6
Child Custody .....	6
Dangerous Weapons .....	6
Dress Code .....	7
Drug and Alcohol Policy .....	8
Equal Educational Opportunities .....	8
Fees .....	8
Student Withdrawal/Late Entry .....	9
Fire and Emergency Drills .....	9
Gangs .....	9
Gifted Nominations .....	9
Grading Scale .....	9
Health Policies/Procedures for Administering Medication in School .....	9
Homeless Policy .....	10
Homework .....	10
Homework Requests .....	10
Inclement Weather .....	10
Lost and Found .....	10
Messages and Deliveries from Home .....	10
Missing Child Precautions .....	10
Money and Personal Property .....	11
Music .....	11
Open Enrollment .....	11
Progress Reports .....	11
Public Display of Affection .....	11
Search and Seizure .....	11
Student Information .....	11
Student Photograph Information .....	11
Student Releases .....	12
Student Supervision .....	12
Technology Acceptable Use Policy .....	12
Title IX and Section 504 Grievance Procedures .....	12
Transportation Guidelines/Conduct .....	12
Student Conduct on School Buses .....	13
Consequences for Violation of Student Bus Rules (Kindergarten-Grade 5) .....	13
Universal Playground Rules .....	13
Elementary Grading .....	14
Honor Roll Policy .....	14
Outstanding Attendance .....	14
PTO's .....	14

**TROY CITY SCHOOLS**  
**500 North Market Street**  
**Troy, Ohio 45373**  
**937-332-6700**  
**www.troy.k12.oh.us**

### **WELCOME**

Welcome to the 2019-2020 school year. Your teachers are eager to provide you with interesting and challenging learning opportunities. Please take advantage of these opportunities, so you can develop the skills and knowledge that are necessary to be successful.

Best wishes for a great school year!

Troy City Schools Board of Education

### **CODE OF STUDENT CONDUCT FOR THE TROY CITY SCHOOLS**

The following types of conduct by students are hereby determined to be inconsistent with the educational goals of this school district and will result in discipline. The penalties that may be imposed for a violation of any provision of the Code of Conduct include detention, Saturday School, Tuesday-Thursday School, in-school suspension, suspension from school for up to ten school days, expulsion from school for up to a year, and permanent exclusion. The penalty imposed is within the discretion of the principal up to and including suspension from school; expulsion is within the discretion of the Superintendent; and permanent exclusion is subject to approval by the State Superintendent of Public Instruction.

In determining the appropriate penalty for a violation, the Principal or Superintendent shall consider the seriousness of the offense, the effect upon other students and school employees, the frequency of the offense, the student's discipline records, the actual harm or risk of actual harm to other students, persons and/or property, the disruptive nature of the student's conduct upon the educational environment, and the rights of other students to learn, free of distractions.

Students aiding or abetting another student in violating any provision of this Code of Student Conduct are equally guilty of the principal offense.

This Code of Student Conduct applies on all school district property including school buses, at school bus stops (when serving as a bus stop), at all school-sponsored or sanctioned events regardless of where the event occurs, any other time or location when the student is under the jurisdiction of the school, and at any other time as provided by law.

1. Insubordination – The willful failure to respond to or carry out a reasonable request or instruction by authorized personnel.
2. Disrespect – Speaking to, gesturing, or otherwise acting to or toward any school employee or volunteer in a discourteous, disrespectful or insulting manner.
3. Forgery/false statements – The oral or written use of misleading or false information including but not limited to names, dates, grades, or other data and school work not done by the student taking credit for it. This also includes hacking into unauthorized

- computers, sites, or information data bases, and transmitting unauthorized academic information.
4. Truancy – Failure to attend school without a proper excuse for all or any part of a school day.
5. Tardiness – Arriving late to school or a class.
6. Destruction, damaging, defacing or vandalizing property – This applies to property of the school district; property located on school district premises or at a school district sponsored or sanctioned event or activity regardless of its location; and/or to property of school district officials or employees. Includes the deletion of computer files and knowingly introducing viruses to computer systems.
7. Leaving school grounds without permission.
8. Being in a school parking lot and/or other “off limits” areas without permission.
9. Skipping any disciplinary consequence.
10. Possessing or having control over firearms, air-powered weapons, dangerous ordnances, fireworks, knives or other instruments or objects designed or adaptable for use as a weapon or designed to appear to be a weapon.
11. Stealing or attempting to steal property of another, including money or other false endorsement of a negotiable instrument. This also includes possession of stolen property or receiving of stolen property. This includes copyright infringement and unauthorized duplication of copyrighted materials as well as unauthorized use of another's property or unauthorized use of a credit or debit card.
12. Indecent exposure.
13. Sexual harassment or imposition or any other offense, sexual or otherwise, against another person.
14. Extortion – Obtaining or attempting to obtain money or property through force or the threat of force, expressed or implied.
15. Gambling, including any games or schemes of chance for profit.
16. Initiating a false alarm concerning a fire, bomb, or other dangerous condition when no such condition exists.
17. Possession, consumption, or use of any alcoholic beverage.
18. Possession or use of tobacco, alternative nicotine products and electronic cigarettes in any form or possession of matches or lighters.
19. Possession, use or distribution of illegal drugs, prescription drugs unless prescribed for the student, drug paraphernalia, or look-alike drugs.
20. Bullying/hazing/harassment.
21. Fighting – Including striking, assaulting or shoving another person or any action that might result in injury to, or menacing toward, another person.
22. Disruption of the educational process or action attempting to disrupt the educational process, including organizing or leading a walkout or other disruption of the scheduled educational program.
23. Throwing snowballs, rocks, or other objects.
24. Possession, distribution, use, or display of profane, indecent, or obscene language, pictures, illustrations,

- or features, verbally, in writing, graphically, pictorially, photographically, or electronically.
25. Willful or persistent disobedience. Includes multiple violations of the terms and conditions of the Technology Acceptable Use Policy.
  26. Use of an electronic device, such as a cell phone, is at the discretion of the building principal in all areas of the school building and classroom teachers within their respective classrooms. Use of electronic devices on buses are at the discretion of the driver and may be prohibited when it is a safety concern.
  27. Any act or omission, which constitutes a violation of criminal law.
  28. Possession of laser lights on school grounds.
  29. Distributing or posting material without a building administrator's permission.
  30. Misconduct by a student, regardless of where it occurs, if it is directed at a district official or employee or the property of an official or employee.
  31. Inducing panic or threats of harm to persons or property through words, actions or possession of hazardous substances.

#### **STUDENT DUE PROCESS RIGHTS**

The Board and school officials have the legal authority to deal with disruptive students and student misconduct. Due process, in the context of administrative proceedings carried out by school authorities, does not mean that the procedures used by the courts in juvenile proceedings must be followed. The Ohio and Federal Rules of Evidence do not apply.

Students have clearly established means by which administrative due process is available for the protection of his/her rights.

Due process procedures are:

1. applied equally to all; and
2. enforced in a manner which involves:
  - A. adequate and timely notice and opportunity to prepare a defense;
  - B. an opportunity to be heard at a reasonable time and in a meaningful manner; and
  - C. the right to a speedy and impartial hearing on the merits of the case.

In cases of student suspension or expulsion, the specific due process procedures set by the Board's policy are followed.

#### **OFFICE DISCIPLINE PLAN**

If a school employee refers a student to the office, the following consequences may be used depending on the violation of the Code of Student Conduct and the number of offenses:

- √ Student is counseled by the principal and warned of consequences of future inappropriate behavior.
- √ Student is noted in a discipline report and, depending on the severity of the problem, parents may be notified.
- √ Parent notification.
- √ Lunch/Recess/Before or after school detention.
- √ Referral to counselor or school psychologist.
- √ Tuesday/Thursday/Saturday School.
- √ 1-10 days In School Suspension (ISS).

- √ 1-10 days Out of School Suspension (OSS).
- √ Bus suspension.
- √ Police/court referral.
- √ Recommendation for expulsion.
- √ Special assignment.
- √ Restitution for damage.
- √ Emergency Removal.
- √ Alternative School.

#### **SEVERE DISRUPTION**

Depending on the violation of the Code of Student Conduct and the frequency of the offense, any of the listed consequences may apply. Additionally, the disruption may result in a recommendation to the Superintendent of Schools for expulsion and/or the involvement of law enforcement officials.

#### **ADDRESSING TEACHERS**

Students should address teachers as Mr., Mrs., or Miss on all occasions. Nicknames must never be used in addressing teachers. This is simply a matter of courtesy.

#### **POSITIVE BEHAVIORAL INTERVENTION AND SUPPORTS (PBIS)**

All teachers have an PBIS Plan for their classes. This plan explains the teacher's requirements, expectations, rules, consequences, and positive rewards. Understanding PBIS and its principles will help provide all students with a better learning environment.

#### **ATTENDANCE POLICY/PROCEDURES**

Because good school attendance is a requisite for high academic achievement, it is essential for students and their parents to support Ohio's compulsory attendance laws. The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which he/she has been assigned.

As used in this policy, "parent" shall include a parent, guardian, or other individual having care of the student. Parents will be notified if the student is absent with or without legitimate excuse from school for 38 or more hours in a month, or 65 or more hours in a school year. Under HB 410, "habitually truant" students whose absences are unexcused must be assigned a "District Intervention Team." The team is required to develop an intervention plan to help the student improve their attendance. Failure to cooperate could result in a court complaint being filed. Parent involvement in the plan is required.

#### **A. EXCUSED ABSENCE**

When a student is absent from school, a parent is to phone the school as early as possible to explain the reason for the absence. If this phone call is not made, upon returning to school the student must bring a written excuse from the parent/guardian and present it to the office/attendance office. Failure to provide an appropriate excuse within five school days will classify the absence as unexcused.

The Board of Education reserves the right to verify reasons given and to investigate the cause of each single or prolonged absence.

All make-up work will be completed within the same number of school days as absences plus one school day.

The Board considers the following factors to be reasonable legitimate excuses for time missed at school:

1. Personal illness.
2. Illness in the family.
3. Quarantine of home.
4. Death of relative.
5. Work at home due to absence of parents or guardian. Any absence arising from this shall not extend beyond the period for which the parents were absent.
6. Observance of a religious holiday.
7. Medical or dental appointment.
8. Traveling out of state to attend a Board-approved enrichment or extra-curricular activity (applies to absences up to 24 hours).
9. Emergency set of circumstances that in the judgment of the Superintendent of Schools constitutes a good and sufficient cause for absence from school. This would include students who are receiving instructional services during an out-of-school suspension. This would also include, but is not limited to:
  - a. College visitations – seniors are permitted one day to visit colleges before the end of the third grading period. Juniors are permitted to take one college day during the second semester. Arrangements for these visits must be completed in advance and be approved by the principal or his designee. College visits count as excused absences.
  - b. Family vacations – Family vacations need to be taken with immediate family and need to be arranged at least one week in advance. The student must make all arrangements with the teachers in writing before the vacation. A student has the number of days of the vacation plus one day to complete all make-up work, plus tests. The loss of instructional time may negatively impact a student's grade.
  - c. Court appearances.
  - d. Other special circumstances deemed excused by the Superintendent of Schools.

Attendance need not always be within the school facilities. A student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that he/she reports to such staff members, he/she is assigned for guidance at the place in which he/she is conducting study, and he/she regularly demonstrates progress toward the objectives of the course of study.

#### **B. TRUANCY**

Students are considered "habitually truant" when the student is absent for at least:

- 30 or more consecutive hours without a legitimate excuse.
- 42 or more hours in one month without a legitimate excuse.
- 72 or more hours in one school year without a legitimate excuse.

When a student becomes "habitually truant" the parent will be required to attend a parent involvement program (Attendance Intervention Meeting) and help develop an Absence Intervention Plan. Failure of the student to make satisfactory progress per the plan will require further court involvement. After ten (10) excused absences the Troy Board of Education may require a doctor's statement for further absences due to personal illness. If past history of poor attendance exists, a doctor's note may be required before the ten (10) day threshold.

A student shall not be considered truant under this policy if:

1. he/she is enrolled in and attending another public or non-public school;
2. he/she is receiving an approved program of home instruction;
3. he/she is fourteen years of age or older and performing necessary work directly and exclusively for his/her parents or guardian; or
4. he/she has been suspended or expelled from school.

#### **TARDINESS**

A pupil is tardy to school if he is not in his seat at the designated time when school officially begins. Most cases of tardiness to school are considered to be unexcused, including car trouble and over-sleeping.

Students who arrive at school after the school day has begun through the first thirty (30) minutes of their school day will be counted as tardy.

Note: Hours of school missed due to tardies may be applied to the accumulated number of hours of unexcused absence in relation to ORC 3313.663, ORC 2151.011 (B) (17) and HB 410.

#### **APPOINTMENT DURING THE SCHOOL DAY**

A student may be excused from school for an appointment by bringing a note to the office/attendance office. Absences due to appointments will be judged as excused or unexcused according to the absence policy.

Any student who is scheduled for an appointment at the beginning of the school day is asked to make prior arrangement with the office/attendance office so the tardiness can be excused. Whenever possible, parents should make dental and medical appointments when school is not in session. Students must sign out and back in (where applicable) when they leave school for excused business.

Students must not enter or leave the building without signing in at the office/attendance office. In the interest of student safety, school personnel must speak directly to the parent for the student to sign out once he/she has arrived on school property unless the appointment has been pre-arranged.

To receive credit for an entire day's attendance, an elementary student must be in school for five hours and a secondary student must be in attendance for six hours (excluding lunch).

### **BICYCLES**

Students are permitted to ride their bicycles to school. Parents are asked to carefully consider their child's age, riding experience, and the location of his/her school when deciding if riding a bike to school is appropriate, as some schools are close to major intersections and thoroughfares and may present a safety risk for inexperienced riders.

Bicycle riders are encouraged to wear helmets and to lock their bikes to the racks provided, since the school is not responsible for damaged, lost, or stolen bicycles. Before your child rides his/her bicycle to school, please carefully review the rules of the road he/she should follow. Scooters, roller blades, skateboards, and roller-shoes are not permitted at any building.

### **BUILDING SECURITY**

For security purposes, electronic surveillance equipment is used in all Troy City School buildings. Visitors are welcome, but in the interest of safety, all outside entrances will be locked after school begins each day. Visitors are asked to go to the main entrance and buzz the office, after which office personnel will grant them entry. Visitors are asked to immediately report to the main office to pick up a visitor's badge. Parents who wish to discuss their child's progress with his/her teacher are asked to schedule an appointment.

### **BULLYING/HAZING/INTIMIDATION**

The Troy City Schools has an anti bullying/hazing/intimidation policy in effect. Any suspicion of the above acts can be reported by calling 1-866-724-6650 (option 5) or contacting a school administrator. Questions should be directed to your building administrator.

### **CAFETERIA/LUNCH REGULATIONS**

Troy City Schools offers healthy meals each school day, and all students are expected to eat lunch. Students who do not wish to purchase a school lunch may bring their own lunch to school. Lunch prices are established by the Board prior to the beginning of the school year. Children who qualify may get meals free or at a reduced rate.

If a child has health concerns supported by a medical doctor and needs an alternative diet (this would include a

documented food allergy, diabetes, etc.), the school will make any substitutions prescribed by the doctor. If a substitution is needed, there will be no extra charge for the meal. Contact Food Services (332-6041) for further information.

While some students are at lunch, others may be having regular classroom activities. This makes it necessary to respect their rights by entering and exiting the dining area quietly.

Troy City Schools has a closed lunch period, and students may not leave the school grounds for lunch or any other purpose without permission from the main office. Any student leaving school property without permission may receive disciplinary consequences.

Students should remain within the designated lunch area during their assigned lunchtime, and they are not permitted to bring food in from outside vendors. Students are to enter the serving area in single file following the directions of the staff on duty. Any form of disturbance will not be tolerated. All students are expected to clean up their eating area and take their trays to the kitchen window in an orderly manner. All food and beverage must remain in the cafeteria.

### **CARE OF SCHOOL MATERIALS**

Textbooks are loaned to students for use during the school year. It is the student's responsibility to take care of the books so they are not damaged or lost as they are to be used for several years. We strongly encourage students to place book covers on all their books. If books are damaged, a fine must be paid and if lost, replacement cost must be paid. This includes damaged or lost library books. All fines and lost or damaged book fees are carried over from year-to-year.

### **CHILD CUSTODY**

All natural or adoptive parents, legal guardians, or foster parents have the right to review student records and communicate with school personnel concerning their child's progress in school regardless of the custody arrangement, unless there is a special court order. State law requires parents to provide the school with a copy of the most recent custody papers issued by the court, where applicable.

### **DANGEROUS WEAPONS**

The Board is committed to providing the students of the District with an educational environment that is free of the dangers of firearms, knives, and other dangerous weapons.

The definition of a firearm is any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device (as defined in 18 U.S.C.A. Section 921), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device

similar to any of the devices described above. A knife is defined as a cutting instrument having a sharp blade that can cause bodily harm.

Any student who brings a firearm or knife to a school operated by the Board or on to any other property owned or controlled by the Board, or for possessing a firearm or knife at a school or on any other property owned or controlled by the Board when the firearm or knife was initially brought onto school property by another person will be suspended from school, and the Superintendent shall expel that student from school for a period of one year. The Superintendent may reduce this expulsion requirement on a case-by-case basis in accordance with this policy. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. Additionally, for students age sixteen and older, the Superintendent may request that the State Superintendent of Public Instruction permanently excludes a student engaging in this activity.

Matters that might lead to a reduction of the expulsion period include: the student's mental and/or physical characteristics or conditions; the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator.

A student may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at a school-sponsored interscholastic competition, extracurricular event, or other school-sponsored activity.

A student suspended, expelled, removed, or permanently excluded from school for misconduct involving a firearm or knife also loses his/her driving privileges (if applicable). The District must notify the county registrar and juvenile judge within two weeks of the suspension, expulsion or permanent exclusion.

The Board prohibits students from knowingly possessing an object on school premises, in a school or a school-owned building, at a school activity, or on a school bus if both of the following apply.

1. The object is indistinguishable from a firearm, whether or not the object is capable of being fired.
2. The person indicates that the person possesses the object and that it is a firearm or the person knowingly displays or brandishes the object and indicates it's a firearm.

As defined by Ohio law and for purposes of this policy, an "object that is indistinguishable from a firearm" means an object made, constructed, or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm.

Students found in violation of numbers 1 and 2 above may be reported to the local police authority and may be prosecuted under state criminal statutes, as well as disciplined in accordance with the provisions of the District's Student Code of Conduct and Ohio law.

### **DRESS CODE**

Parents should closely monitor what their child is wearing to school to ensure that appropriate attire is worn and body parts are adequately covered. Clothing/accessories shall not detract from the learning environment, nor shall

clothing provide a safety risk to students. Shorts and skirts should not be inappropriately tight or short and midriffs must not be exposed. Clothing that endorses the use of alcohol, tobacco, and other drugs, or portrays violence, gang membership, or has suggestive language on it, is not permitted. Wearing pants that sit excessively low or are excessively wide is not permitted. Hats and head coverings should be removed upon entering the school building. Violation of this dress code will result in the student being asked to call home for appropriate clothing or the student will be given proper alternative clothing for the day.

### **DRUG AND ALCOHOL POLICY**

#### **A. Introduction:**

Substance abuse, including alcohol, is recognized as a serious health problem affecting all aspects of an individual's life. Early experimentation with mood altering substances is a high-risk behavior for students. Research indicates an accelerated addiction potential for the youthful user. Additionally, harmful involvement with substances delays the emotional maturation, alters physical development, and inhibits the learning process for students. In view of the profound consequences of substance use and abuse, the Troy Board of Education supports a Drug and Alcohol policy that includes education, prevention, student assistance, and recovery support (including support for concerned students and family members).

#### **B. Drug and Alcohol Education:**

The Troy Board of Education recognizes the importance of education to promote optimal health and productivity for students. The enhancement of self-esteem and decision-making skills shall be addressed at all grade levels. The school curriculum will include factual information describing the physical, emotional, mental, social, and legal consequences of alcohol and drug use. The Board endorses continuing education opportunities for staff to increase their personal knowledge and educational methodology in addressing substance abuse prevention, and it encourages the cooperation with community service agencies, parents, and law enforcement agencies to combat substance abuse among the youth of this school district.

#### **C. Drug and Alcohol Use Prevention:**

It is important that individuals become involved in prevention activities as a means of enhancing the knowledge gained through drug and alcohol education. Such activities are not to be implemented as a substitute for a comprehensive substance abuse program, but rather a component of a substance abuse prevention program.

#### **D. Drug and Alcohol Abuse:**

##### **1. Statement of policy**

No student shall possess (including, but not limited to, one's clothing, person, purses, wallets, lockers, desks, car, etc.), consume, use, handle, give, store, conceal, offer to sell, sell, deliver, transmit, acquire, buy, offer to buy, represent, make, or be under the influence (see *Definitions*) of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, prescription drug, steroids, alcoholic beverage, intoxicant, solvent, gas, mood-altering chemical, or any counterfeit or "look-alike" (see *Definitions*) controlled substance of any kind.

No student shall possess (including, but not limited to, one's clothing, person, purses, wallets, lockers, desks, car, etc.), use, handle, give, store, conceal, offer to sell, sell, deliver, transmit, acquire, buy, offer to buy, represent, or make any instrument used for drug abuse, or actual paraphernalia (including, but not limited to, hypodermic needles, syringes, pipes, roach clips, rolling papers, etc.).

##### **2. Responsibilities of school officials**

When a school official has reason to believe that a student is in violation of the drug and alcohol policy, the following actions will be taken:

- a. Selling or distributing any quantities, or possessing any large quantities of intoxicants, illegal drugs, alcoholic beverages, controlled substances, or counterfeit controlled substances:
  - 1) The student will be suspended for ten (10) days. The principal will recommend expulsion of the student in compliance with student due process procedures.
  - 2) The parent(s)/guardian will be notified immediately and the student will be removed from school for the remainder of the day.
  - 3) The appropriate law enforcement agency will be notified.
- b. First offense for possession, use, evidence of use, storing, concealing, or under the influence (see definitions):
  - 1) The student's parents or guardian will be notified in writing of this action, and, if possible, they will also be contacted by phone.
  - 2) The student will be removed from school for the remainder of the day.
  - 3) The proper law enforcement agency will be notified.
  - 4) The student will receive a ten (10) day suspension.
  - 5) If the student provides proof of a subsequent assessment at a professional drug assessment agency, the suspension may be reduced to four days.
- c. Second and subsequent offense during the student's enrollment for possession, use, evidence of use or under the influence: (see definitions)
  - 1) The student will be suspended for ten (10) days in compliance with the student due process procedures.

- 2) The parent(s)/guardian will be notified of the incident in writing. If possible, the same will be notified by telephone and a conference will be scheduled.
- 3) School officials will notify the appropriate law enforcement agency for court referral.
- 4) The student will be recommended for expulsion.

##### **3. Definitions**

- a. Counterfeit or look-alike drug: A substance which a person implies, states or treats as a drug, alcohol, intoxicant, or a controlled substance when, in fact, the substance is a fake or not genuine.
- b. Under-the-influence or evidence of use: This is defined as slurred speech, unstable walking, the smell of alcohol or drugs on one's breath/body, behaving in an extremely irrational way, extreme nervousness, memory loss, or any behavior which is not normal for that particular person. Note that a student does not have to exhibit "evidence of use" or "under the influence" behaviors to be punished for "use."
- c. Assessment: A drug alcohol assessment is a session conducted by a professional drug and alcohol counselor who is trained in determining whether or not a person has an abuse or dependency problem and to what extent that problem exists.

#### **E. Review Process:**

The policies and regulations that relate to drug and alcohol control shall be reviewed periodically to assure that such policies and regulations reflect: 1) new methods for education, prevention, and treatment; 2) court decisions; and 3) the scope of the problem within the schools.

#### **EQUAL EDUCATIONAL OPPORTUNITIES**

All students of the District have equal educational opportunities. Students have the right to be free from discrimination on the basis of race, color, national origin, citizenship status, religion, sex, economic status, marital status, pregnancy, age, or disability, in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities; distribution of funds; academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity are based on criteria reasonably related to that specific activity.

#### **FEES**

Under the provisions of Section 3313.642, ORC, the Board may adopt a schedule of fees for any materials used in courses of instruction with the exception of the adopted textbooks or electronic textbooks required to be furnished without charge pursuant to the provisions of Section 3329.06 ORC.

For the 2019-20 school year, standard classroom fees for students in K-8 will be \$30.00 (½ day kindergarten will be \$15.00) and standard classroom fees for secondary students will be \$25.00. Additional course-specific fees can also be assessed at the secondary level.



The District does not charge students eligible for free lunch under the National School Lunch Act or Child Nutrition Act a fee for any materials needed to participate fully in a course of instruction. This exception only applies to recipients of free lunch, not students who receive reduced-price lunch. This provision does not apply to extracurricular activities and student enrichment programs that are not a course of instruction. Student fees will not be assessed until after the first quarter of the school year and all free lunch applications have been processed.

All student fees and charges for materials and supplies used in the course of instruction and all expenses incurred due to the loss, damage or destruction of school equipment, musical instruments, library materials, textbooks or electronic textbooks, and damage to school buildings, shall be enforced by withholding high school graduation credits until all fees and charges are paid in full. Free lunch eligibility does not exempt a student from paying fines for damage to or loss of school property.

**STUDENT WITHDRAWAL/LATE ENTRY**

If a student withdraws from school and moves from the district, a prorated refund may be arranged if all books and workbooks are returned in satisfactory condition. For students entering in the second semester, fees will be prorated. The prorated scale below will determine the rate to be paid or returned under this provision of the policy. Fees carry over from year-to-year regardless of the Troy City School’s building students are attending.

Semester	Withdrawal return rate	Late entry rate
1	50%	100%
2	0%	50%

**FIRE AND EMERGENCY DRILLS**

Fire and emergency drills are required by law in order to prepare staff and students in case of a real emergency. Fire drills are conducted with staff and students following a set procedure and planned evacuation route. Emergency drills will be conducted to prepare staff and students for a variety of situations using the building safety plan.

**GANGS**

Gangs that initiate, advocate or promote activities which threaten the safety or well-being of persons or are disruptive to the school environment are not tolerated by the District. The Board believes gangs or gang activity creates an atmosphere where violations of policies and regulations as well as Ohio law may occur.

**GIFTED NOMINATIONS**

Ohio public school districts are required to identify students in four areas of giftedness: superior cognitive, creative thinking, specific academic ability, and visual/performing arts ability.

Superior cognitive ability, creating thinking, and specific academic ability in reading, math, science, or social studies are identified through IOWA and CogAT standardized tests. A portfolio assessment is required for art giftedness. Auditions are required for music, dance, and drama identification.

Teachers, parents, students, or community members may nominate students for possible giftedness by contacting the District’s Gifted Services Coordinator Mandy Peck at 332-3954 or peck-m@troy.k12.oh.us.

**GRADING SCALE**

Grades used in reporting student progress to parents are as follows:

- 90-100 A = Excellent
- 80-89 B = Good
- 70-79 C = Satisfactory
- 60-69 D = Unsatisfactory
- 0-59 F = Failing

**HEALTH POLICIES /PROCEDURES FOR ADMINISTERING MEDICATION IN SCHOOL**

School personnel are often faced with the responsibility of administering medication at school when a student has an illness that does not prevent him/her from attending school, but requires medication for relief or cure. Ideally, all medication should be given in the home under parent supervision, but the District recognizes that many times children are able to attend regular schools because of the effectiveness of medication in the treatment of chronic disabilities and illnesses. Any student who is required to take prescribed medication during regular school hours should comply with school regulations, particularly in view of widespread concern over the abuse of drugs. These regulations include the following:

1. The Principal in each building shall appoint a responsible person or persons to supervise the storing and dispensing of medications in the absence of the school nurse.
2. Whenever possible, the medication and the permission form that has been signed by a physician and the parent/guardian should be brought to school by the parent/ guardian. Parents are asked to please not allow their child to transport medication on Troy City Schools buses if at all possible.
3. Each student’s medication should be brought to school in an appropriate container and have affixed a prescription label including the student’s name, name of medication, dosage, doctor’s name, and directions concerning time and route of administration.
4. **For elementary students (grades K-6)**, a medication form *Physician Request for the Administration of Medication by Troy City School Personnel* signed by a doctor and parent/guardian must be on file in the school clinic. This form is required for all medications, prescription and non-prescription (ointment, cold medications, Tylenol, ibuprofen, etc.).

**For secondary students (grades 7-12)**, all prescription medications require a medication form *Physician Request for the Administration of Medication by Troy City School Personnel* signed by a doctor and parent/guardian. For non-prescription medications, a signed note from the parent/guardian is required or a documented phone call to parent is required. The phone call must be verifiable.

5. All medications dispensed in the school should be stored in a locked or secured place that is not easily accessible to students or others in the building.
6. Opportunities will be provided for communication between the parent, school personnel, and physician regarding the efficacy of medication administered during school hours.
7. The school nurse or delegated personnel will notify the parent or guardian as quickly as possible if a reaction to medication occurs. The parent's and physician's telephone numbers will be available in the student's record.
8. The principal will designate an individual and a "back-up" who will administer "life saving medications and/or injections" if requested in writing by a student's family and physician.
9. There should be close cooperation between school personnel and the student's physician so that the medical program can be modified as warranted by changes in the student's condition.
10. Students shall be allowed to possess a metered dose inhaler or dry powder inhaler only in accordance with the provision of O.R.C. 3313.716. *The Self-Medication for Asthma Inhalers Authorization* form must be completed and on file in the clinic.
11. Students shall be allowed to possess an epinephrine auto injector for self-administration in accordance with the provisions of O.R.C. 3313.718. Parents/guardians who choose to have their child carry an epinephrine auto injector must also, by law, provide a back-up epinephrine auto injector to be kept in the school clinic. *The Authorization for Student Possession and Use of an Epinephrine Auto Injector* form must be completed and on file in the clinic.
12. A student with head lice shall be excluded from school. Instruction will be given to the family concerning proper treatment of individual(s) and environmental care. Upon return to school, the student will be excluded if live lice are still present. The student may remain in school with nits, but the goal is to be nit and lice free. Prompt treatment will help prevent unexcused absenteeism.

#### **HOMELESS POLICY**

The McKinney-Vento Homeless Education Assistance Act ensures educational rights and protections for children and youth experiencing homelessness. For specific information and assistance with homeless youth, contact the Troy City Schools Board of Education at 332-6700 and ask for the District's Homeless Liaison.

#### **HOMEWORK**

The Board of Education believes that homework, as long as it is properly designed, carefully planned, and geared to the development of the individual student, has a place in the educational program.

Homework is assigned to help students become more self-reliant, learn to work independently, improve the skills that have been taught, and complete certain projects such as the reading of worthwhile books and the preparation of research papers. Homework also affords a way for parents to acquaint themselves with the school program and their own child's educational progress.

Homework will not be used for disciplinary purposes. The amount and type of homework given is to be decided by the classroom teachers within the framework of overall instructional plans. Care should be taken that students are not unduly burdened by excessive homework assignments.

#### **HOMEWORK REQUESTS**

When your child is absent for two or more consecutive days and you wish to have homework prepared for him/her, we ask that you make this request before the school day begins to give staff the appropriate amount of time to collect the work. You may obtain the requested homework in the office at dismissal or have it sent home with the student of your choice. Unless special circumstances exist, a student has the number of days that he or she was absent plus one day to complete make-up work for a grade.

#### **INCLEMENT WEATHER**

Sometimes inclement weather forces school to be cancelled, delayed, or children to be sent home early. Weather closings or delays will be carried on local radio and television stations and on the Troy City Schools website at [www.troy.k12.oh.us](http://www.troy.k12.oh.us).

Please give your child prior instructions on where they should go and what they should do if school is delayed or closed.

#### **LOST AND FOUND**

Lost and found items are displayed in a designated area. Anyone finding money and articles of value are to turn them in to a teacher or the office immediately. Parents are encouraged to mark personal items so they can be easily identified, and both students and parents are asked to check from time to time to see if any of their personal belongings have been found. Unclaimed items will be periodically donated to charity.

#### **MESSAGES AND DELIVERIES FROM HOME**

When you find it necessary to contact your child, arrangements should be made through the school office, and we ask that these be for emergencies only.

#### **MISSING CHILD PRECAUTIONS**

In response to child abduction cases that have occurred around the country, Troy City Schools has implemented a Parent Notification Program.

Parents are asked to notify the school as early as possible if your child will not be in attendance or will be coming to school late.

If the school does not receive this notification, an absence notification card will be mailed to your residence if other attempts to contact you have failed. Ohio law requires this.

#### **MONEY AND PERSONAL PROPERTY**

The District cannot be responsible for personal property. Students are asked not to bring valuables or large sums of money to school. Students should not bring money except for the amount necessary to pay for lunches, fees, or supplies.

#### **MUSIC**

The Troy City Schools supply a Suzuki recorder for all students in 3<sup>rd</sup> grade (not a part of the fees paid). The students are expected to keep the recorder to play in the 4<sup>th</sup> and 5<sup>th</sup> grades. If a student loses or breaks their recorder, the student will be expected to purchase a replacement for \$4.00.

#### **OPEN ENROLLMENT**

The Troy City School District Board Policy permits open enrollment. Specific guidelines can be obtained by calling the Board of Education at 332-6700.

#### **PROGRESS REPORTS**

All students benefit from a strong home/school partnership. Our goal is to keep parents well informed as to the academic and social progress of their child. Progress reports are sent home at the end of each nine-week grading period. The District also provides online access to parents regarding their child's grades at [www.troy.k12.oh.us](http://www.troy.k12.oh.us).

#### **PUBLIC DISPLAY OF AFFECTION**

Students must refrain from public displays of affection at school (ex. kissing, holding hands, hugging, etc.) This is inappropriate behavior and will not be tolerated.

#### **SEARCH AND SEIZURE**

Being "persons" under the Constitution of the United States, students are protected from unreasonable search and seizure by either federal or state officials, including school officials. A determination must be made of the point at which the student's right to protection against unreasonable search and seizure meets the school official's duty to act in such a manner as to carry out his statutory obligations to maintain an orderly and efficient school building and system.

The standard needed to justify search of a student is different from the standard that applies in other settings. School officials have the right to search a student when there is a "reasonable suspicion" that he/she has violated or is violating the law or a rule of the school. Student consent is not required. Parents will be contacted, if possible. Student searches will be made in the presence of a witness, if possible. In the case of any illegal findings, the police will be contacted. The search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education.

#### **STUDENT INFORMATION**

Any change in a student's address, telephone number, childcare provider, parent employment, emergency contacts or any other pertinent information is to be reported to the school office.

The Troy City Schools follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records. The District proposes to designate the following personally identifiable information contained in a student's education records as "directory information:"

1. Name
2. Address
3. Telephone number(s)
4. Date and place of birth
5. Participation in officially recognized activities and sports.
6. Achievement awards or honors
7. Weight and height, if a member of an athletic team
8. Major field of study
9. Dates of attendance ("from and to" date of enrollment)
10. Date of graduation

"Directory information" is disclosed without prior written consent, except when the request is for a profit-making plan or activity.

Administrative regulations set forth a procedure for this annual notification to parents and eligible students of the District's definition of directory information. Parents or eligible students then have two weeks from the start of the school year or their enrollment in which to advise the District, in accordance with such regulations, of any or all items which they refuse to permit the release of directory information about that student. There is a form to be completed if you refuse to permit directory information regarding your child to be released. The Troy City Schools Family Rights and Privacy Act (FERPA), Protection of Pupil Rights Amendment (PPRA) and parent refusal form is located on the district website at [www.troy.k12.oh.us](http://www.troy.k12.oh.us), on the bottom of the homepage, click on the FERPA Notification/Pupil Rights Amendment (PPRA) link to access these materials.

#### **STUDENT PHOTOGRAPH INFORMATION**

As part of our district communication plan with our community, photographs or video images of students are taken of students and used for press releases, newsletters, social media, the district website and other forms of communication. If you choose to NOT have your child photographed or filmed for school communication purposes or news media productions, please access the Photograph/Video Opt-Out form located on the district website at [www.troy.k12.oh.us](http://www.troy.k12.oh.us). On the bottom of the homepage, click on the Photograph/Video Opt-Out form link to access and submit these materials. Parents or eligible students have two weeks from the start of the school year or their enrollment in which to advise the District of their choice to complete the Photograph/Video Opt-Out form. This form applies to the current school year only and must be completed annually. Some of our students participate in public events (athletics, musical performances, drama performances, etc.) and the district

has little or no ability to control photographs or videos taken by other parents, community members or members of the news media.

#### **STUDENT RELEASE**

1. All students released during the day must check out in the office/attendance office.
2. Staff must make positive identification of the adult checking the child out.
3. If the adult is not the parent, staff must verify the parent's approval to release the child to the person present.
4. The adult checking the child out must sign for the child's release.

#### **STUDENT SUPERVISION**

The school is responsible for the supervision of students while they are on school property during the regular school day, at bus stops that are being used as a pick-up or drop-off point for school transportation, during school-sponsored activities outside the regular school day, or when participating in Troy City School's activities at away-from-school sites. School buses are considered school property.

Supervision is a parental responsibility if a student is on school property outside the regular school day and when a student is traveling to and from school. The school will cooperate with parents in stressing the rules of safety to and from school.

Students remain subject to school discipline for incidents off of school property that are connected to activities or incidents that have occurred on school property or which are directed at a school employee or official or the property of a school district employee or official.

#### **TECHNOLOGY ACCEPTABLE USE POLICY**

The Troy City Schools recognizes the important role technology plays in instruction. It is imperative that the District provides computer and Internet access to our students and staff.

The Acceptable Use and Safety Policy, located on the web site at [www.troy.k12.oh.us](http://www.troy.k12.oh.us), articulates the appropriate use of the District's computer network, including the Internet. This document sets ground rules that will forestall problems that could surface in a technological world. User compliance with these rules will help ensure a safe and appropriate learning environment.

The District will employ reasonable technology solutions, including Internet filtering software, to restrict access to objectionable material. Staff or software will monitor Internet access by students, and students will not be provided with District email accounts. Except in cases involving specific class projects, students will not be granted access to chat rooms, online messaging systems, or other forms of direct electronic communication in school. Internet privileges may be denied, suspended, or revoked as a consequence of violation of the provisions of the Acceptable Use Policy. Furthermore, Troy City School's administrators and staff will cooperate fully with law enforcement officials when there is suspicion that unlawful activity has taken place.

Students and staff have access to the network resources in our school buildings, but work other than schoolwork should not be saved on the district's network. To address network capacity issues, student work will be removed from the network when it is no longer needed for a class.

#### **TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES**

If a person feels a legitimate case of discrimination by race, color, creed, national origin, handicap, or sex exists within the Troy City Schools that cannot otherwise be resolved, he/she should contact the Troy Board of Education office at 332-6700.

#### **TRANSPORTATION GUIDELINES/CONDUCT**

Parents are responsible for the safety of students while going to and from pick up points, and for a student meeting the bus on schedule. Pupils shall arrive at the bus stop 10 minutes prior to their scheduled pick-up time and should be waiting for the bus.

Pupils may carry onto the bus only objects that can be held in their laps. Pupils may not bring onto the bus any materials considered hazardous. This also includes animals/pets/glass items. Pupils must not play radios or other electronic equipment without headphones, or throw or pass objects on, from, or into the bus. Pupils must not put any part of their bodies out of the bus windows. Pupils may not use or have alcohol, tobacco, or drugs in their possession on the bus, except for prescription medication as per school policy. There will be no eating or drinking on the bus except as required for medical reasons.

Your child should know what to do in case he/she arrives home and there is no one there. It is extremely important that your child has a plan in case of this emergency.

Requests for babysitter pick-up or delivery must be made to the Transportation Center, on the "Request for Transportation" form prior to the change. A new form must be filled out for each school year, regardless of whether the student went to that address the prior year. If there is no form on file, the student will be picked up or delivered to their resident address.

Pupils must ride on their assigned buses to and from school and will be picked up and delivered only at their assigned designated stops. Written permission from the parent/guardian must precede any variance of transportation to and from the original designated stop. Requests for changes in transportation both to and from the assigned stop will require a one-week advance written notice and are to be made to the Principal/Director of Transportation. Parents will assume responsibility of the child when such a request is made and granted. The school cannot help solve temporary scheduling problems by changing assigned buses or designated stops. Daily requests for changes are very difficult to process, and any error can result in a child arriving somewhere he or she is not expected. We appreciate your cooperation and understanding.

**PLEASE NOTE:** You may have one address for the AM route and a different address for the PM route, but only one address will be accepted for each.

### **STUDENT CONDUCT ON SCHOOL BUSES**

The Board furnishes transportation in compliance with Ohio law. This fact does not relieve parents from the responsibility of supervision of their child until such time as the child boards the bus and after the child leaves the bus at the end of the school day.

Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper due process procedures are followed.

The principal of each building or other authorized district administrative personnel may suspend a student from bus riding privileges for any violation of the Code of Student Conduct occurring on a school bus or reasonably connected to riding a school bus as well as any of the following conduct:

1. Failure to go directly to an assigned or available seat;
2. Failure to remain seated or keep aisles clear;
3. Disobedience of a direction of the driver or bus aide;
4. Use of profane or obscene language;
5. Eating or drinking on the bus, except for medical reasons;
6. Possession or use of tobacco;
7. Passing or throwing objects into, out of, or on the bus;
8. Leaving or boarding a bus at other than an authorized location;
9. Putting head, hands or arms out of bus windows;
10. Making excessive noise;
11. Fighting or any conduct involving assault;
12. Making threatening, intimidating or disrespectful comments or gestures;
13. Failure to remain silent at a railroad crossing;
14. Causing a delay by failing to be at the designated bus stop prior to bus arrival.

### **CONSEQUENCES FOR VIOLATION OF STUDENT BUS RULES**

#### **(Kindergarten-Grade 5)**

**1<sup>st</sup> Offense:** The driver will issue a verbal warning to the student and turn in a Bus Conduct File Copy to the building principal. Driver is to explain the discipline problem to the student and inform student of the bus conduct (file copy) report being filed with the building principal.

**2<sup>nd</sup> Offense:** The driver will assign the student a seat at the front of the bus and/or will be retained to be the last off the bus (if afternoon then carries over to the next riding day), and turn in a second Bus Conduct File Copy to the building

principal. Driver is to explain the discipline problem to the student and inform student of the bus conduct (file copy) report being filed with the building principal.

**3<sup>rd</sup> Offense:** First office referral. A written Bus Conduct Report will be prepared by the bus driver and given to the appropriate building principal within 24 hours of the offense. The problem will be discussed with the student and the student's parents will be contacted.

**4<sup>th</sup> Offense:** Second office referral. A written Bus Conduct Report will be prepared by the bus driver and given to the appropriate building principal within 24 hours of the offense. Disciplinary action may include a conference between the bus driver, student, and principal and/or disciplinary action of one to three day suspensions from riding the bus. The principal will issue the suspension.

**5<sup>th</sup> Offense:** Third office referral. A written Bus Conduct Report will be prepared by the bus driver and given to the appropriate building principal within 24 hours of the offense. Disciplinary action may include a five to seven day bus suspension. The principal will issue this.

**6<sup>th</sup> Offense:** Fourth office referral. A written Bus Conduct Report will be prepared by the bus driver and given to the appropriate building principal within 24 hours of the offense. A ten-day suspension from riding the bus may be given to the student by the principal.

**7<sup>th</sup> Offense:** Fifth office referral. A written Bus Conduct Report will be prepared by the bus driver and given to the appropriate building principal within 24 hours of the offense. A semester suspension from riding the bus may be given to the student by the principal.

**Severe Clause:** Should a student's behavior justify more immediate action, any step in this plan may be omitted and a more severe level of punishment may be implemented.

### **UNIVERSAL PLAYGROUND RULES**

- Children are not permitted to leave school property to go after a ball. The playground teacher must give permission to any child going off school premises during play periods.
- Students must follow the direction of the playground supervisor at all times.

Outdoor recess will be held during the school day if the weather is permissible. As a rule, students will go outside unless the temperature falls below 20 degrees F. Wind chill will be considered in making the decision to go outside or remain indoors for recess. Other weather conditions may also be considerations. Please see that your child is dressed appropriately for outside recess.

To be excused from outside recess, a student must have one of the following:

1. A note from the parent requesting their child remain indoors during recess. These notes may not be written for more than two days, or
2. A note from the doctor requesting that a student remain indoors for recess. All notes must include beginning and ending dates.

Note: Continuous writing of two-day notes by the parent is not permitted.

## **ELEMENTARY GRADING**

### **Grades: 1-12**

Grades 1-12 use a traditional A-F grading scale. Most everyone is familiar with that scale, and we believe this will allow for more consistent communication with parents throughout school.

### **United Arts Grades**

United Arts grades will not be used in the calculation of the Honor Roll at the elementary levels. Students only attend each United Arts class a maximum of 9 classes per quarter, and this is often less due to student illness, school delays/closings, etc. Including the grades into the Honor Roll calculation would not be fair to students or teachers, given the frequency of their participation in each class per quarter.

## **HONOR ROLL POLICY**

Honor roll will begin in 4<sup>th</sup> grade.

- All honor roll students must earn letter grades of B and higher.

## **OUTSTANDING ATTENDANCE**

Outstanding attendance is given to those students who have demonstrated an excellent attendance pattern for the school year. Students who have missed one day or less and not more than one tardy or early release are eligible for this award at the end of the year.

## **PTO's**

The Parent Teacher Organization (PTO) is an important part of the success of our school. If you would like to become involved or suggest some ideas, please contact the office for a list of PTO officers.