

# Troy Elementary

---

## *Family Handbook*

*Home of the Trojans*



2026-2027

---

The mission of Troy Elementary, in partnership with family and community, is to provide a student-centered environment that encourages lifelong learning.

---

## GENERAL INFORMATION

TES Phone: 208/835-4261  
TES FAX: 208/835-4250  
District Office: 208/835-3791  
Troy High School: 208/835-2361  
Troy SD 287 Website: troysd287.org

Principal: Klaire Vogt  
Superintendent: Klaire Vogt  
Secretary: Hannah Raymond  
Transportation: James Stoner  
Food Service: Rebecca Manzer

## SCHOOL HOURS

Office Hours: 8:00 A.M.— 3:30 P.M.  
Playground Supervision Begins: 8:05 A.M.\*  
Morning Bell: 8:15 A.M.  
Tardy Bell: 8:20 A.M.  
Dismissal Bell: 3:07 P.M.  
Early Release 8:15 A.M.— 1:15 P.M.  
Late Start 10:15 A.M.—3:07 P.M.

\*Unless a student rides a bus or other special arrangements are made, **students should not arrive at school before 8:05 A.M.**

---

## Table of Contents

Belief Statement	4-5
Attendance	6-7
Behavior Matrix	8-9
Major Infractions	10-11
Problem Solving Techniques	12-13
Trojan All Stars	14-15
Communications	16-17
Confidentiality & Pictures	17
Pedestrian, Pick up Zone & Bus	18-19
Parent Group & Volunteering	20-21
Dress Code	22
Indoor/Outdoor Recess	23
Toys & Electronics	24
Snack List	25
Homework	26
Birthdays	27
Hazing, Harassment, Bullying, Cyberbullying	28-29
Health	30-33
Parent Complaint Procedure	34
Technology	35
Special Programs/Testing	36-43
FERPA/Parents Right to Know	44-45
McKinney-Vento	46-48
Food Service	49
Safety Drills	50-51
Definitions	52-54
Calendar	55

## **We Believe...**

Our prime responsibility is to educate children in all academic areas.

A positive, safe, accepting and well-disciplined environment develops a school climate that emphasizes student responsibility as well as respect for each other and for property.

Honesty, integrity, compassion, courtesy, hard work, respect and good citizenship are genuine qualities worth achieving.

When families and educators communicate and work together, children thrive.



---

In order that our school goals may be met, the following expectations apply to all aspects and spaces of our school campus, including school buses and school activities:

We are...

**Teachable**  
**Respectful**  
**Orderly & Safe**  
**You own it!**



---

## ATTENDANCE

Arriving on time and regular attendance are critical to educational success and making adequate progress towards the next level of learning. Absence from the classroom means loss of valuable, direct instruction from the teacher.

Students are required to be in attendance 90% of the time when class is in session. Students not meeting the 90% are at risk of losing credit or promotion even with passing grades.

When a student is absent from school, please call the school office before 9:00 A.M. *If your child is reported absent and we have not heard from you, we will attempt to reach you by phone for verification of the absence.* Students who arrive late must check in at the office.

A child who has an elevated temperature, persistent cough or feels unable to participate in school activities should remain at home.

If your child is leaving school during the day, please notify the office. **Students who leave during the day must be signed out at the office.** Written permission from a parent or guardian is necessary for a child to leave the school grounds with someone other than the parents or guardians. People listed on the emergency card are allowed to take a child from school per parent phone call, FAX or email.

We appreciate your cooperation and share your concern for the safety of all our children.

**Unless we are notified otherwise, students will follow the end-of-day plans indicated on student information cards.**

(See TSD Attendance policy 3050)

## **Excessive Absence/Tardy Notice**

Process followed if absences exceed policy limits:

- ⇒ Five (5) days notice of absences mailed/emailed
- ⇒ Ten (10) days notice of absences mailed/emailed
- ⇒ Conference requested
- ⇒ Attendance Court Referral

## **MAKE-UP WORK GUIDELINES**

When an absence is necessary, the following guidelines for make-up work apply:

- ◆ **Absence/Tardies:** Students will be given one day for every day missed to make up work when they are absent. Extra days may be given at the discretion of the teacher.
- ◆ Parents are encouraged to request assigned work by contacting the teacher(s) one week prior to planned absences.
- ◆ **Suspensions:** A suspended student loses credit for all classwork during the suspension. However, any previously assigned work or tests may be turned in or taken for credit immediately upon the student's return.
- ◆ All make up work is the responsibility of each individual student.

BEHAVIOR MATRIX	Teachable	Respectful
<b>What it looks like:</b>		
<b>Classrooms</b>	Try suggestions from your teacher Be prepared Actively listen Full participation Complete and turn in work Persevere	Follow classroom procedures Raise hand Quiet voices Acknowledge adults' authority Use manners and be polite to others Think before you speak
<b>Hallways</b>	Listen to (re)direction	Walk quietly Stay out of cubbies Quiet voices Be timely Hands off decorations
<b>Lunchroom</b>	Listen to (re)direction	Appropriate volume Nice manners Appropriate table conversations
<b>PE</b>	Follow directions Be prepared	Maintain your own space Show good sportsmanship Help each other Comply
<b>Music</b>	Be an active listener Be prepared	Use equipment and instruments properly Follow directions Meet expectations
<b>Bus</b>	Listen to (re)direction	Follow bus procedures Maintain your own space Appropriate conversation and volume
<b>Recess (inside/outside)</b>	Follow the established rules for games	All play or no play Keep toys at home Show good sportsmanship

Orderly & Safe	You Own It!
Maintain your own space Use all property and supplies appropriately Keep your hands to yourself	Learn from your achievements and mistakes Start somewhere Accept outcome
Walk quietly on the right side No loitering or playing around Hands to self Quiet voices Single file	Do it on your own Integrity Accept outcome
Eat your own food Always walk Ask before leaving your seat	You mess it, you clean it Accept outcome
Come into the MPR quiet and walking Line-up promptly	Have good sportsmanship Put forth all your effort Accept outcome
Put away equipment, chairs and stands appropriately	Be accountable for your actions Put forth all your effort Accept outcome
Hands inside the bus Stay seated properly	Follow bus rules Accept outcome
Line up when the bell rings Use equipment properly Use "The Debug" system	Communicate to solve problems Accept outcome Be honest

**Troy Elementary School  
Office Discipline Referral**

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

**Location:**

**Date:**

**Time:**

Playground     Library

**Teacher:**

Cafeteria     Bathroom

**Grade:** K   1   2   3   4   5   6

Hallway     Arrival/Dismissal

**Referring Staff:**

Classroom     Other \_\_\_\_\_

Problem Behavior	Possible Motivation	Administrative Decision
<b>Repeated Minor</b> <input type="checkbox"/> Inappropriate language <input type="checkbox"/> Physical contact <input type="checkbox"/> Defiance <input type="checkbox"/> Disruption <input type="checkbox"/> Property misuse <input type="checkbox"/> Other _____	<input type="checkbox"/> Obtain peer attention <input type="checkbox"/> Obtain adult attention <input type="checkbox"/> Obtain items/activities <input type="checkbox"/> Avoid Peer(s) <input type="checkbox"/> Avoid Adult <input type="checkbox"/> Avoid task or activity <input type="checkbox"/> Don't know <input type="checkbox"/> Other:	<input type="checkbox"/> Loss of privilege <input type="checkbox"/> Time in office <input type="checkbox"/> Lunch detention <input type="checkbox"/> Conference with student <input type="checkbox"/> Parent Contact <input type="checkbox"/> Individualized instruction <input type="checkbox"/> In-school suspension (____ hours/ days) <input type="checkbox"/> Out of school suspension (____ days) <input type="checkbox"/> Other:
<b>Major</b> <input type="checkbox"/> Abusive language <input type="checkbox"/> Fighting/ Physical aggression <input type="checkbox"/> Overt Defiance <input type="checkbox"/> Harassment/ tease/ taunt <input type="checkbox"/> Disruption <input type="checkbox"/> Other		

**Others involved in incident:**  None  Peers  Staff  Teacher  Substitute  
 Unknown  Other

**Other comments:**

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I need to talk to the student's teacher     I need to talk to the administrator

All minors are filed with classroom teacher. Three minors equal a major.  
 All majors require administrator consequence parent contact and signature.

Quarter: \_\_\_\_ Major Infraction # \_\_\_\_

---

## MAJOR INFRACTIONS

Major infractions of school rules and district policies occasionally occur at any school. Major infractions include, but are not limited to:

- Insubordination
- Fighting or Hitting
- Harassment, Intimidation, Bullying
- Severe Disruption in Class
- Weapons
- Vandalism

In the event of a *Major School Infraction*, the principal will notify parents/guardians with one or more of the following: *Major Infraction Conduct Notice*, email and/or phone call.

Infractions are cumulative. At the discretion of the building administrator, levels may be repeated or skipped when necessary, or reduced when multiple infractions occur in a single day. All levels include problem solving and address Troy Expectations.

## MAJOR INFRACTION CONSEQUENCES:

- ⇒ 1st Infraction: Loss/delay of privileges
- ⇒ 2nd Infraction: Loss/delay of privileges and detention (alternative lunch setting)
- ⇒ 3rd Infraction: 1-3 day suspension
- ⇒ 4th Infraction: 3-5 day suspension
- ⇒ 5th Infraction: 3-5 day suspension, conference with principal, teachers, parents/guardians, and student

\*Note: Staff are not permitted to discuss other students or information pertaining to a situation with anyone other than the child's parent/guardian.

---

## PROBLEM SOLVING TECHNIQUES

### **Debug System**

Ignore

Ask to stop

Tell to stop

Move away

Get help from an adult or peer mediator

### **Mediation**

Students are taught to help each other to solve problems together. During this time only two people (the disputants) take turns actively listening to each other with one mediator. The goal is to express their thoughts, feelings, and observations while listening to the other. Together all parties brainstorm a solution that will solve the problem.

### **Problem Solving**



*The refocus form is the student's opportunity to personally identify the problem, plan a way to fix it and return to the classroom. When the written plan is completed, the student discusses it with the teacher and can then return to class, ready to be successful. This is not a punishment, it is simply a step in the process of being accountable for his/ her choices and learning.*

---

## MINOR INFRACTION CONSEQUENCES

Staff will assess the level of infraction. Minor infractions typically affect one student and is a teachable moment.

Consequences may include, but not limited to the following:

- Issue verbal warning for misbehavior
- Confer with student
- Provide a time out/ refocus in an assigned area
- Loss of recess
- Contact parent/guardian
- Refer to counselor
- Repeated minor infractions or major infractions will be reported to the principal

Troy Elementary Refocus Form

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Qtr # \_\_\_\_\_  
Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Staff: \_\_\_\_\_ Location: \_\_\_\_\_  
Circle the expectation not being met.

T- Teachable  
R- Respectful  
O- Orderly & Safe  
Y- You own it!

What was your behavior?  
\_\_\_\_\_  
\_\_\_\_\_

Who did you impact with this behavior?  
\_\_\_\_\_

How do you plan to change your behavior?  
\_\_\_\_\_  
\_\_\_\_\_

Student signature: \_\_\_\_\_  
\*\*\*\*\*

Was I successful in fixing this behavior and returning to class? \_\_\_\_\_

No indicates that the student needs additional problem solving at home.  
Please sign and return to acknowledge your receipt of this document.  
Signature: \_\_\_\_\_



**Today I was a Trojan All Star!**

**I was...**

**Teachable.**



**Respectful.**

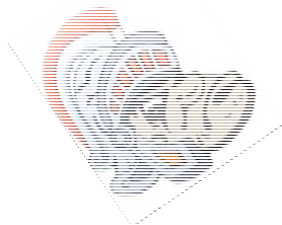


**Orderly & Safe.**

**You own it!**

**Way to go \_\_\_\_\_!**

Date: \_\_\_\_\_



## TROJAN ALL-STARS

"Trojan tickets" are awarded to students who are caught exhibiting positive attitudes and actions! Our school promotes and teaches virtues to build character.

When a student receives a "Trojan ticket", families will be notified with a "Way to Go" card that day. The child's name will also be displayed on a board in the main hallway. At our monthly assemblies, a number will be drawn for an individual or a group of students to receive a mystery motivator.

Be on the lookout for your child's name!



---

## COMMUNICATION

Communication between home and school is vital to student success.

When you have a question, a concern or need information, please contact school staff by:

- Phone: 208-835-4261
- Email: (Staff directory: [troysd287.org](mailto:troysd287.org))
- Note
- Personal visit (Please call ahead to schedule appointments)
- Newsletters
- Weekly Electronic Folders
- Parent-Teacher conferences
- Communication/Alert system
- "Way to Go" notices



## EMERGENCY CLOSURES

In the event of an emergency closure or late start (two hour delay) during school hours, we will follow the instructions given to us on the emergency card.

During periods of inclement weather, please listen to local and regional radio or TV for announcements and directives concerning closures.

We will also activate our automated school alert system using your primary phone and email.

---

## PHONE CALLS

We attempt to personally answer every phone call. In the event we miss your call, please leave a message on the voicemail and your call will be returned as soon as possible. Messages to students: **Please call by 2:00 P.M. as we need sufficient time to process the message.** Students may not use school phones to arrange social events, etc. If you email the office and don't receive a response back, please call to make sure the message was received.

It is important that messages and change of plans be sent through the office. Students will receive a "yellow slip" at the end of the day with the message.



## CELL PHONES

Students are not to use personal communication devices on school property, during the school day. All such devices must remain in the off position during the school day and left in their backpack.

Personal devices that are seen or heard during the school day may be taken to the office and picked up by a parent.

Neither the school nor the teacher is responsible for the loss or damage to these devices if brought to school.

All communications need to go through the office, not the student's cell phone.  
(See: phone calls & electronics)

---

## PEDESTRIANS

Safety is a major issue for students who walk to school. **Please walk the route with your children so they know the safest route and basic safety procedures.**



Students who walk to school should:

1. Arrive at the Trojan Drive crosswalk between 8:00 and 8:15 A.M.
2. Walk, not run, in designated walkways and crosswalks.
3. Push button on crossing lights to warn motorists.
4. Walk, do not ride bikes.
5. Stop, look, listen, and wait for traffic to pass before crossing.

## PICK UP ZONE PROCEDURE

- 1) The "pick up" zone is the area in front of the main entrance.
- 2) Parents/guardians park their cars in any outlined parking spot in the TES, THS parking lot or in the designated zone in front of the building, not in the main traffic lane or roundabout. The main roadway is to stay clear of stopped vehicles. (Please do not form a line with your vehicle.) Parents and guardians are welcome to circle the parking lot if there is not a parking space available right away.
- 3) Students meet their parent or guardian in the main entrance or on the sidewalk.
- 4) Students are dismissed no later than 3:07.

---

## BUS TRANSPORTATION

Bus transportation is available for students at Troy Elementary School. Please call the School District office at 835-3791 for information about bus routes and time schedules. Buses depart from the school campus at approximately 3:20 P.M. at the end of the school day.

## BUS BEHAVIOR

All school rules and district policies apply to bus ridership (TSD policy #8120):

**TROY SCHOOL DISTRICT No. 287**  
**SCHOOL BUS REGULATIONS**

Please help us maintain a safe and pleasant environment by cooperating with our rules:

1. Follow all directions of the bus driver immediately.
2. Approach the bus only after it has completely stopped and the driver motions you forward.
3. Remain seated while bus is moving.
4. No fighting, loud noise, profanity, and obscene gestures.
5. Keep head, hands, feet and all other objects to yourself.
6. Do not throw any objects within or out of the bus.
7. Food and drink may be on the bus by permission only.
8. Not allowed on buses at any time:
  - Smoke & flame producing objects.
  - Animals
  - Firearms
  - Tobacco products or other controlled substances.
9. Student who are not normally assigned on a bus will be transported only after written authorization from a the parent or legal guardian.
10. Students must exit the bus at their regular bus stop unless the parent or legal guardian request a different location in writing.

### CONSEQUENCES FOR BREAKING RULES

Driver will verbally warn student when possible. For repeated or serious infractions, steps can be skipped:

1<sup>st</sup> CITATION DURING SCHOOL YEAR: Bus driver notifies parents and principal.

2<sup>nd</sup> CITATION DURING SCHOOL YEAR: Bus privileges are suspended for five days. Parents are notified by the Transportation Supervisor. Parents, student, bus driver and principal will meet to establish a student behavior plan before student returns to bus.

3<sup>rd</sup> CITATION DURING SCHOOL YEAR: Bus privileges suspended and student referred to principal. A process for reinstatement will be discussed with parents.

---

## TROY ELEMENTARY PARENT GROUP

Troy Elementary encourages you to become involved in our school community. Parent Group is a volunteer group that organizes two main fundraisers each year. The money that is raised from these events supports our students and staff throughout the year.

For additional information, check out the school district website at [troysd287.org](http://troysd287.org).

The Parent Group meet once per month at the elementary school. (This is subject to change as needed.) Meetings are limited to one hour. The main agenda items include organizing for the fundraising events.

Please contact the school to see how we can work together to enrich the educational development of our children. **They are dedicated to helping our children with necessary items to be successful.**



---

## **VISITORS & VOLUNTEERS**

A visitor is any person who is not an employee or student at Troy Elementary School. Visitors and volunteers are required to sign in and pick up a visitor's badge at the office upon arrival at school. Student visitors are not permitted.

Volunteers work in the library, office and classrooms and during special events such as class parties, field trips, reading tutors, and art projects.

(Please note: Pre-school children may not accompany parents on field trips.)

## **CONFIDENTIALITY**

Confidentiality of student information and records is held to the highest standards at Troy Elementary. Please make an appointment with the office if you are interested in reviewing your child's educational records.

We ask that visitors and volunteers also respect our students' confidentiality. Please note your child's information is confidential and staff members are not permitted to discuss information regarding other children.

## **PICTURES**

Parent permission is required for each student to be photographed during school. In order to adhere to this permission, we ask that photos NOT be taken without the permission of the teacher, and NOT be posted on social media sites.

---

## DRESS CODE

**Students are expected to wear clothing appropriate for school, weather, and recess activities.**

- All undergarments will be covered.
- No clothing that exposes the stomach or private areas (this includes muscle shirts, halter tops, and spaghetti straps.)
- Hats (all types), hoods, bandanas, & sunglasses are not to be worn in the building. The last Friday of each month is a designated "hat day."
- Shorts/skirts/dresses must be fingertip length.
- Attire or grooming depicting or advocating violence, criminal activity, use of alcohol or drugs, or hate speech are prohibited.
- Hair, face and body paint are not allowed.
- Students must wear shoes. Closed-toed shoes are required for the playground and athletic shoes with non-marking soles are required for PE class.

If the attire or grooming of a student poses a threat to the health or safety of any person, or is disruptive to the educational process, an appropriate solution will be issued.

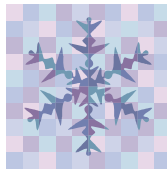
---

## INDOOR/OUTDOOR RECESS

Unless it is pouring down rain or the outside temperature is below ten (10) degrees Fahrenheit, including the wind chill, students will play outside for recess. In the winter time, please dress your child warmly for outdoor recess (coat, hat, gloves, snow pants, boots).



In the event of inside recess due to inclement weather, students will remain in their classrooms or library to play inside games, or watch "G" rated videos.



## PLAYGROUND

Playground supervision begins at 8:05 A.M. Children are supervised any time they are on the playground during the school day. There is no supervision after school. If your child returns to the playground after hours, adult supervision is recommended. Hallways are closed prior to the first bell.

## **TOYS/ELECTRONICS**

Toys, stuffed animals, balls, trading/collector cards, and electronics are not allowed at school.

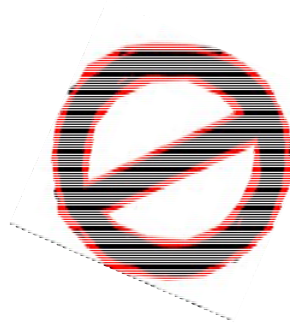
"Electronics" includes, but not limited to: Laser pens, cell phones\*, IPODS, Ipads, tablets, gaming, smart watches, etc.

Skateboards, bicycles and rollerblades/skates are not allowed at school.

\*Families of students who need to communicate with their student need to go through the office.  
(See: Phone Calls & Cell Phones)

## **CHEWING GUM**

Students are not allowed to chew gum at school or at Troy Elementary School functions.



## **SNACK LIST**

Due to high numbers of food allergies, and a general parental awareness of foods children might be exposed to, please choose from our classroom snack list for whole class distribution:

- Fruit
- Vegetables
- Cheese

The following items need to be in the original packaging so ingredients can be reviewed:

- Crackers
- Oreos
- Frozen yogurt
- Frozen juice bars
- Popcorn
- Popsicles

If your child is exposed to foods not listed above, the food will be sent home with the child for parents to decide if they want their child to consume the item.

### **Trojan Pantry:**

TES has established a food and clothing pantry for students who might need a snack or change of clothes throughout the day, and/or after school.

Donations are welcome.

## HOMEWORK

Homework varies for each grade level. It is expected to be completed and returned on the date given by the classroom teacher. Each student is expected to be reading a minimum of 20 minutes every night.

Real-time, up-to-date online progress reports available for 5th and 6th grade families. To access this information visit the school's website: [Troysd287.org](http://Troysd287.org)



---

## BIRTHDAYS

Please do not distribute party invitations at school as this causes a distraction within the educational setting.

We are happy to celebrate children's birthdays at school with a game or activity.

Parents do not need to bring in treats/snacks. If you wish to provide snacks, please contact the teacher **in advance** to arrange the day and time and check for food allergies and refer to snack list on page 25.

## **Hazing, Harassment, Intimidation, Bullying, Cyber Bullying**

Harassment and Bullying Definition:

Repeated malicious or intentional harassment is defined to include direct and indirect ethnic slurs, racial jokes, verbal or physical abuse, hazing or other offensive or persistently annoying conduct directed at someone's sex, race, color, national origin, age, religious belief, ethnic background, sexual orientation or disability that:

- Creates an unfair match with the purpose or effect of creating an intimidating or hostile environment.
- Unreasonably interferes with an individual's educational performance.
- Otherwise adversely affects an individual's educational opportunities or mental, social/emotional well-being.

Harassment also includes an act of retaliation taken against  
(1) any person bringing a complaint of harassment,  
(2) any person assisting another person in bringing a complaint of harassment, or  
(3) any person participating in an investigation of an act of harassment.

Troy schools are committed to providing a positive and productive learning environment. Hazing, harassment, intimidation, cyber bullying, or bullying by students or third parties is strictly prohibited and shall not be tolerated. This includes actions on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists and actions at locations outside of those listed above that can be reasonably expected to materially and substantially interfere with or disrupt educational environment of the school or impinge on the rights of other students at school.

## **Hazing, Harassment, Intimidation, Bullying, Cyber Bullying Cont'd**

Troy schools expect all students to treat each other with civility and respect and not to engage in behavior that is harmful to another student or the property of another student. Troy schools expect students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, and for the educational purpose underlying all school activities.

### Discipline

Students whose behavior is found to be in violation of this policy will be subject to discipline and graduated consequences, up to and including expulsion.

Students or third parties may also be referred to law enforcement officials.

### Reporting

Any student who has witnessed, or has reliable information, that a student has been subject to harassment, intimidation or bullying, should report the incident to the designated school official in accordance with District.

Knowingly submitting a false report could be subject to disciplinary actions up to and including suspension or expulsion.

The building principal and/or their designee shall be responsible for receiving complaints alleging student harassment, intimidation, and bullying and will ensure that documented complaints will be maintained as a confidential file.

---

## HEALTH

### **Medications:**

If a student has a temperature of 99 degrees or above, the staff will call parents/guardians and have the student go home.

**If your child has any special health concerns, such as bee sting allergies, other allergies, epilepsy, asthma, heart conditions, or diabetes, please contact the office so we can provide proper care.**

There are students at our school who have severe peanut, egg, and other nut allergies. We encourage all students to wash their hands after lunch before going to recess; there are special seating arrangements in our cafeteria to ensure the safety of all children.

### **Insurance:**

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school.

The school district does not provide accident insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The District carries only legal liability insurance.

The District does make student accident insurance available for their individual purchase. Information outlining the coverage and premiums are available at the school office.

We encourage parents to consider this reasonable priced group insurance.

---

## LICE

Pediculosis Capitus, commonly known as head lice, occurs from time to time among school children. School procedures include:

Upon notification of problem, office staff or the school nurse conducts a screening of classmates and/or siblings.

Parents of affected students (head lice and/or nits present) are called so treatment can begin immediately.

A letter is sent home that day with students in the affected class or classes notifying families of the situation so they can be on the lookout for symptoms at home.

The school nurse is contacted when she is not present.

The school nurse rechecks students as needed on her next visit to Troy Elementary. Office staff rechecks when affected students return to school—hair must be nit free.

Office staff and/or school nurse recheck affected students periodically over the next few weeks.

### **Additional Information:**

Idaho North Central District Health Department

208/882-7506

National Pediculosis Association

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

## STUDENT INJURY

If a student is seriously injured at school, first aid will be administered and every effort will be made to notify parents or emergency contacts immediately. When student's parents cannot be reached, and in the judgment of the staff a doctor's services are required, emergency services will be called.

All minor injuries (ie minor cuts, scrapes, etc.) will be treated at school unless directed by parents/guardians to do otherwise.

The school district does not provide medical insurance to pay for medical expenses when students are injured at school. Our district does have information regarding student insurance in the office.



## MEDICATIONS

Medication should be administered at home whenever possible. If it is necessary, medication may be administered at school only in accordance with School District Policy 3510 Administering Medicines to Students.

A Permission to Administer Medication form is available from the office. Please fill it out completely and return it to school if your child needs medication administered during the school day. All medications must be in their original containers.



## **PARENTAL COMPLAINT PROCEDURE**

(section 4.0, Master Agreement)

A complaint by a parent of a student against any certified employee acting in the capacity of a classroom teacher shall first be handled by the employee and no action or involvement shall be taken by the District administration until a parent-conference has taken place. If the employee fails to hold such conference with the parent within five (5) school days of the request of the parent, then the complaint process shall automatically advance to the sequence of conferences shown below, beginning with Step No. 1.

1. The employee and/or parent may request the presence of the building principal or superintendent or both, at such parent-employee conference. If the parent or the employee is not satisfied with the results of this initial conference, the following sequence of conferences shall be used as needed to resolve the parent complaint.
2. The meetings regarding the complaint will be conducted privately during contracted work hours. The employee may elect to have a representative present at all meetings.
  - I. Parent-Employee-Building Principal
  - II. Parent-Employee-Building Principal-Superintendent
  - III. File written complaint form to the Board and copies will be given to the employee, building principal, and superintendent.
  - IV. The Board will assign the complaint to a committee consisting of one (1) board member, one (1) building administrator or superintendent, one (1) teacher representative, and one patron. The committee will meet to resolve the patron's complaint and issue a written resolution. The final determination in the matter shall be sent to the employee and the patron filing the charge.
3. Any patron attempting to lodge a complaint verbally with a board member shall be informed that the individual board member cannot act on complaints and shall be advised to direct the complaint to the appropriate employee in accordance with the foregoing procedure.

## TECHNOLOGY

We are fortunate to have the amount of technology that we do! Students frequently use the computers in the classrooms and lab to enhance and enrich their learning.

Permission from parents/guardians is required before students can access the networks. The computer use agreement is made available in the fall of each year.

The Troy School District cannot guarantee that students will not encounter objectionable material.

The school reserves the right to monitor electronic transmissions, and school may revoke, deny, or suspend user at any time because of inappropriate use.



---

## **SPECIAL PROGRAMS**

### **Gifted-Talented**

School districts are responsible for providing for the special instructional needs of children enrolled in their district between the ages of 5 and 18 years who are gifted/talented as defined by state law and local criteria. Students may be referred for gifted/talented assessment by parents, teachers, school staff or may self refer.

### **Special Education**

School districts must ensure that the same academic, nonacademic, and extra-curricular activities and services are available to students with disabilities as is available to students without disabilities. This programming is available to eligible students from the age of 3 until the age of 21.

Services include:

- General Education Interventions and Accommodations
- Occupational Therapy
- Physical Therapy
- Speech & Language Therapy
- Assistive Technology
- Counseling (individual, small group, whole class)

### **Student 504 Plans**

Under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, the Troy School District is prohibited from discriminating against students on the basis of a disability. Troy provides a free and appropriate public education to each student within its jurisdiction regardless of the nature or severity of the disability. The school district ensures that students who need or are believed to need special education or related services will be identified, evaluated, and provided with appropriate educational services.

Section 504 stipulates that students with disabilities have the right to participate in school sponsored extra-curricular programs and activities to the maximum extent appropriate to their needs. Students also have the right to be placed in the least restrictive educational environment. To the maximum extent appropriate for the needs of the student, Troy will educate students with disabilities within their regular school program.

To qualify for a 504 plan, a student must have a disability that substantially limits a major life activity. This can be either a long or short-term disability (such as a broken arm).

---

## SPECIAL PROGRAMS

### **Response To Intervention**

Response to Intervention (RTI) is a multi-leveled approach to providing instruction, services, and interventions at increasing levels of intensity to struggling and advanced learners in the areas of reading, math, language, and behavior to improve student achievement here at Troy Elementary.

The purpose of RTI is to provide quality instruction for ALL students with focused interventions for students who struggle or need enrichment. Monitoring each student's progress to ensure responsiveness to instruction is a key component. RTI practices are proactive, incorporating both prevention and intervention for all levels from early childhood to high school. RTI components are also used as part of the determination process for identifying students with Specific Learning Disability.

### **Reteach & Enrich**

Our curriculum calendar sets specific times of instruction of each standard. These calendars include the formative assessments which drives instruction. If a student receives a four out of five or a five out of five, the student will be placed in an "enrich" group. If a student receives three or below, they are placed in a "reteach" group. Each group will experience differentiated instruction with the standards. This model gives students the necessary time and/or exposure to demonstrate mastery.

*Targeted Tutoring* is available after school for students who have not demonstrated mastery on specific standards after the reteach time has been given. The instructions "targets" the standard in which your child may need additional instruction.

---

## IDAHO STATEWIDE TESTING

Troy Elementary participates in the Idaho Statewide Testing Program as required by state law and have a minimum of 98% participation requirement. Tests are as follows:

- K-3: Idaho Reading Indicator (IRI)  
Fall, Winter, Spring
- 3-6: ISAT  
Spring

## SCHOOL-WIDE TITLE PROGRAM

Title I-A is a federally-funded program intended to ensure that all children have the opportunity to obtain a high-quality education and reach proficiency on challenging academic standards and assessments. Title I is designed to **support** the child's regular classroom program and curriculum.

Services are provided by a highly-qualified staff of paraprofessionals under the direction of and with the classroom teacher. Students exit the program when their skill levels indicate the extra support is no longer necessary for their academic success or when the school year ends.

Together with parents, each spring, we will review our compact, program needs, policy and procedures in order to improve our program.

---

**TROY ELEMENTARY TITLE 1  
HOME/SCHOOL INVOLVEMENT COMPACT**

**Student:**

I know my education is important to me. I know my parents want to help me, but I am the one who has to do the work.

Therefore, I agree to do the following:

Do my class work on time and with my best effort.

Return completed homework on time.

Pay attention and ask for help when needed.

Be responsible for my own actions.

**Family:**

I understand that active participation in a child's education helps his/her achievement and attitude. Therefore, I agree to carry out the following responsibilities to the best of my ability:

Provide my child with a quiet place to study and the tools and materials for homework and to monitor his/her progress.

Celebrate my child's successes.

Read to and with my child at home.

Attend open houses, parent conferences, and other school events with my child.

**School:**

We understand the importance of the school experience to every student and our responsibilities as teachers and mentors. Therefore, we agree to carry out the following responsibilities to the best of our ability:

Teach and reinforce essential concepts and skills.

Be aware of the needs of the student.

Model the desire for lifelong learning.

Regularly communicate to students and their families about our progress and success.

---

## School-Wide Title Parent Involvement Plan

To facilitate meaningful parent involvement in our school we will:

A. Convene an annual meeting in the fall, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's programs, to explain the requirements of this policy, and the right of the parents to be involved; and

B. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with reserved Title I funds, transportation, child care, or home visits, as such services relate to parental involvement; and

C. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the District's and school's available programs, including the planning, review, and improvement of the school's parent and family engagement policy and the joint development of the school wide program plan, except that if a school has in place a process or procedure for involving parents in the joint planning and design of the school's programs, the school may use that process or procedure, if such existing process or procedure already includes an adequate representation of parents of Title I qualifying children.

D. Provide parents of participating children:

I. Timely information about qualifying programs;

II. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards; and

III. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

E. If the school wide program plan is not satisfactory to the parents of participating children, the school shall submit any and all parent comments on the plan to the District at the time the school first makes the plan available to the District.

---

---

**School-Parent Compact to Achieve High Student Academic Achievement:**

As a component of the school-level parent and family engagement policy developed under this policy, each school shall jointly develop with the parents of Title I children a school parent compact that describes how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and identify the means by which the school and parents will build and develop a partnership to help children achieve the challenging state academic standards. Such compact shall:

A. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the challenging State academic standards, and the ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and

- B. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
  - I. Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
  - II. Frequent reports to parents on their children's progress;
  - III. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
  - IV. Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

**District and School Level Development (TSD policy 2420)**

**1. Empowering Parents:** To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, both the District and each school within the District:

A. Shall provide assistance to parents of children served by the school or District, as appropriate, in understanding such topics as the challenging state academic standards, state and local academic assessments, the requirements of this policy, and how to monitor a child's progress and work with educators to improve the achievement of their children; and

B. Shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement; and

C. Shall educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of parental participation, and in how to reach out to, communicate with, and work with parents as equal partners, to implement and coordinate parent programs, and to build ties between parents and the schools; and

D. Shall, to the extent feasible and appropriate, coordinate and integrate parental involvement in programs and activities with other available federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents to more fully participate in the education of their children; and

E. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand; and

F. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; and

G. May provide necessary literacy training for parents from Title I funds in the event the District has exhausted all other reasonably available sources of funding for such training; and

H. May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; and

I. May train parents to enhance the involvement of other parents; and

J. May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; and

K. May adopt and implement model approaches to improving parental involvement; and

L. May establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; and

M. May develop appropriate roles for community-based organizations and businesses in parent involvement activities;

N. Shall provide such other reasonable support for parental involvement activities under this section as parents may request; and

O. Shall inform parents and organizations of the existence of the program.

---

**The Family Educational Rights and Privacy Act  
(FERPA)  
"Student Records"**

Parents and students over 18 years of age must be notified of their rights in regard to student records. These rights are:

The right to inspect and review the student's education record within 45 days of the day the school receives a request for access.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Troy School District to comply with the requirements of FERPA. Such complaints may be filed with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

Additional information regarding these rights is available from Troy Elementary School or at the U.S. Department of Education Family Policy Compliance Office Web site address: [www.ed.gov/policy/gen/guid/fpco](http://www.ed.gov/policy/gen/guid/fpco).

---

## **PARENTS' RIGHT-TO-KNOW**

(see policy TSD 4160)

- 1) Teacher Qualifications
- 2) Student Performance
- 3) Testing Notifications
- 4) Testing Information
- 5) English Learner Program Notice
- 6) Parent and Family Engagement
- 7) Education of Homeless Children and Youths
- 8) Persistently Dangerous Schools

Federal law requires that each school district receiving Title I funds notify parents of each student attending any school receiving these funds that information regarding the professional qualifications of their child's classroom teacher(s) may be requested.

As a parent of a student attending a school receiving federal program funds, you have the right to know:

- Is my child's teacher licensed to teach the grades and subject(s) assigned?
- Is my child's teacher teaching with a provisional license, meaning the state has waived requirements for my child's teacher?
- What is the college major of my child's teacher?
- What degree or degrees does my child's teacher hold?

**Federal Programs Coordinator:**  
**Klaire Vogt, 208-835-4261.**

---

## **McKinney-Vento Act: Education of Homeless Children**

(see TSD policy 3060 )

Each child of a homeless individual and each homeless child has equal access to the same free, appropriate public education as provided to other students. The Trustees must assign and admit a child who is homeless to a school in the District regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residence, birth certificates, school records, and other documentation.

Children and youth experiencing homelessness means children and youth who are otherwise legally entitled to or eligible for a free public education, including preschool, and who lack a fixed, regular, and adequate nighttime residence, including:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, campgrounds, or trailer parks due to a lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting placement in foster care.
- Children and youth who have a primary nighttime residence that is a private or public place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Children and youth who are living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting. Migratory children and youth who are living in a situation described above. A child or youth will be considered to be homeless for as long as he or she is in a living situation described above.

---

Homeless students shall have access to services comparable to services offered to other students, including but not limited to:

1. Transportation services;
2. Educational services for which the student meets eligibility criteria (e.g. Title I);
3. Educational programs for children with disabilities and limited English proficiency;
4. Programs in vocational and technical education, as well as programs for gifted and talented students; and
5. School nutrition program.

The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths not currently attending school. The Superintendent or designee shall appoint a liaison for homeless children.

Please contact the Homeless Liaison or your school secretary for additional resources in our community.

TSD Homeless Liaison: Ashley Nelson, 208-835-4261

## **Education of Homeless Children Cont'd**

If a dispute arises over any issue addressed in this policy, the child or youth experiencing homelessness will be admitted immediately to the school in which enrollment is sought pending final resolution of the dispute. The student will also have the rights to all appropriate educational services, transportation, free meals, and Title 1, Part A services while the dispute is pending.

A complaint regarding the placement or education of a homeless child shall first be presented orally and informally to the District's homeless liaison. The Superintendent is directed to ensure that parents, guardians, and unaccompanied youth may initiate this process at the school they are requesting to attend, the District office, or the office of the homeless student liaison. The liaison shall inform the person who initiated the dispute that they can provide written or oral documentation to support their position and that they may seek the assistance of an attorney or advocate. The homeless liaison shall work to resolve the dispute as expeditiously as possible. If the dispute cannot be resolved informally with the assistance of the homeless student liaison then the issue shall be addressed at the District level as described in Levels 3 and 4 of the Uniform Grievance Procedure, except that if the dispute cannot be resolved at the District level, the parent/guardian or unaccompanied youth may appeal the decision through the state appeal process. The liaison must ensure that the formal process is followed for unaccompanied youth.

## FOOD SERVICE PROGRAM

Hot lunch and breakfast are available to all students. The Student Nutrition Services Department operates as a business within the Troy School District. We aim to provide nutritious meals while maintaining a positive fund balance. We work hard to make the most of our funding to cover our costs. Payment of meal is expected in advance through cash, check or through our online program. Free & Reduced applications are available at [troysd287.org](http://troysd287.org).

**\*\*All students, including free and reduced, will be charged for each extra milk purchased.\*\***

**There are a maximum of three (3) charges at the Troy School District.  
Charging Communication Procedure:**

- First Charge:           1. The cashier will notify the student.
- Second Charge:       1. The cashier will notify the student.  
                              2. The cashier will email a letter with the negative balance to the parent/guardian.
- Third Charge:         1. The cashier will notify the student.  
                              2. The cashier will email a letter with the negative balance to the parent/guardian.  
                              3. The cashier will call to inform parent/guardian the child(ren) will not be able to receive food services until the account is current.

There are many students who have food allergies. We ask students not to share food. Depending on the situation, we may ask students to move accordingly.

Breakfast is served in the lunchroom between 8:00 and 8:20 A.M. The program follows the same guidelines for free and reduced prices as the lunch program.

*Expected lunchroom procedures are:*

- ⇒ *Wait in line patiently.*
- ⇒ *Sit down quietly.*
- ⇒ *Use side by side voices.*
- ⇒ *Eat your own food.*
- ⇒ *Leave a clean table area.*
- ⇒ *Keep food and drinks in the cafeteria.*

Parents are invited and encouraged to visit the school and have lunch with their children whenever convenient.

Please contact the Food Service manager at 835-4261 for current prices or information.

---

## Surveillance on Campus:

Video surveillance is on our campus.

TSD Policy 3560 states Review of any video recordings is restricted to those who have a security, safety or a legitimate educational interest.

Video recordings may become a part of a student's educational record or a staff member's personnel record.  
The District shall comply with all applicable state and federal laws related to record maintenance and retention.

The video shall be considered a student &/or staff record and shall be subject to current law for the release of student record information and/or personnel record.

Video surveillance may be used for investigations of criminal activity by appropriate law enforcement agencies and may be used by the School District to investigate violations of School District policy.

---

## Safety Drills

Fire drills are conducted monthly to ensure that staff and students are familiar with plans for evacuating the building in case of emergency. Lockdowns are conducted a minimum of one time per school year.

<p>YOU'LL HEAR: All Call</p>	<p><b>LOCKDOWN</b></p> <p>TEACHERS</p> <ul style="list-style-type: none"> <li>• Check hall, if possible bring in students</li> <li>• Close doors, turn off lights, blinds down</li> <li>• Move away from the line of sight</li> <li>• Maintain silence</li> </ul>	<p>STUDENTS</p> <ul style="list-style-type: none"> <li>• Move away from the line of sight</li> <li>• Maintain silence</li> <li>• Cell phones off</li> <li>• Do not open doors</li> <li>• If outside, leave area</li> </ul>
<p>YOU'LL HEAR: All Call</p>	<p><b>SAFETY HOLD</b></p> <p>TEACHERS</p> <ul style="list-style-type: none"> <li>• Close doors, blinds down</li> <li>• Normal activity continues, all students and staff indoors</li> </ul>	<p>STUDENTS</p> <ul style="list-style-type: none"> <li>• Return inside</li> <li>• Normal school day instruction</li> </ul>
<p>YOU'LL HEAR: Fire Alarm</p>	<p><b>EVACUATE</b></p> <p>TEACHERS</p> <ul style="list-style-type: none"> <li>• Grab your attendance sheet</li> <li>• Check hall, use situational awareness before evacuating the building</li> <li>• Be prepared to take alternate route</li> <li>• Lead students to evacuation location</li> </ul>	<p>STUDENTS</p> <ul style="list-style-type: none"> <li>• Bring your phone, leave rest</li> <li>• Form a single file line</li> <li>• Be prepared to take alternate route</li> </ul>

---

## DEFINITIONS

*Acts of Violence:* Any student participating in or provoking a fight on district property, school bus, or school function is subject to disciplinary action. Students encouraging a fight between other students may receive the same consequences as those involved in the fight.

*Alcoholic Beverages:* The sale, use, or possession of any alcoholic beverage or look-alike by any student on school property, at any school function, or on district transportation to and from school or school functions is prohibited as well as against state law.

*Arson:* Any act of intentionally setting a fire, regardless of size, is considered arson with intent to damage school property.

*Assault:* Any intentional physical threat or violence to other persons shall be considered assault.

*Bully/Harassment:* Repeated malicious or intentional harassment is defined to include direct and indirect ethnic slurs, racial jokes, verbal or physical abuse, hazing or other offensive or persistently annoying conduct directed at someone's sex, race, color, national origin, age, religious belief, ethnic background, sexual orientation or disability that:

- Creates an unfair match with the purpose or effect of creating an intimidating or hostile environment.
- Unreasonably interferes with an individual's educational performance.
- Otherwise adversely affects an individual's educational opportunities or mental, social/emotional well-being.

Harassment also includes an act of retaliation taken against  
(1) any person bringing a complaint of harassment,  
(2) any person assisting another person in bringing a complaint of harassment, or  
(3) any person participating in an investigation of an act of harassment.

---

## DEFINITIONS

*Burglary:* Breaking and entering with intent to commit a crime is burglary and is a violation of local and state laws.

*False Alarms:* The willful act of pulling fire alarms or any telephoned or written threats are considered false alarms that endanger lives and result in disruption of school activity.

*Insubordination:* Disobedient to authority.

*Restitution:* The act of making good or compensating for damage, loss, or injury.

*Sexual Harassment:* Unwanted comments, verbal, gestured or written, which suggest sexual advances, criticisms, sexual jokes, or teasing with sexual reference are considered sexual harassment. Students who wish to file a formal complaint may do so through the building principal or the counselor.

*Theft:* Any student who steals property belonging to another while under the supervision of the school is subject to disciplinary action.

*Tobacco:* The possession, use, distribution, or sale of tobacco in any form on school grounds or while attending or being transported to or from any school activity is prohibited. Note: The entire Troy School Campus is a tobacco-free zone. Tobacco products are prohibited on school grounds at any time.

## DEFINITIONS

*Unauthorized Drugs and Drug Paraphernalia:* The possession, use, sale, or supplying of narcotics and habit-forming drugs, including related paraphernalia and prescription drugs, on or around school property, at any school-sponsored functions, either on or off school property, or being transported to and from school functions is prohibited. This includes "look-alike" pills, glue or other inhalants.

*Weapons:* The possession of any weapon or any object considered detrimental to the educational process, safety of students, or school property is prohibited. No student shall possess, carry, exhibit, or conceal any firearms, explosives, corrosive or poisonous chemicals, knives, garden tools, screwdriver, or other potentially dangerous weapons. This includes any "harmless" item that has been altered to be a potential weapon (rubber bands and paper clips, a blade taken from a pencil sharpener, etc). Students needing a specific tool or instrument for a school assignment will leave those items in the care of a teacher.





Additional Notes:

---

---

---

---

---

---

---

---

---

---





## Troy SD 287

TES Phone:	208/835-4261
TES FAX:	208/835-4250
District Office:	208/835-3791
Troy High School:	208/835-2361
Website:	<a href="http://troysd287.org">troysd287.org</a>