



Troy Jr-Sr High School

2023-2024

Handbook

## **WELCOME TO TROY JUNIOR SENIOR HIGH SCHOOL**

Troy Junior Senior High School is organized and administered for the purpose of helping each individual student develop to his or her greatest potential. At this school students are encouraged to become involved in their own education and take advantage of all of the opportunities offered. It is our desire that they succeed.

This handbook is prepared for you, the parents and students of Troy Junior Senior High School, but contains a great deal of information of interest to all members of the community.

Read this handbook carefully. It should serve as a guide to the opportunities, established traditions and student regulations. The school policies listed have been approved by our Board of Trustees. However, this is by no means a complete list of procedures. Those of us who are responsible for the operation of this school believe that practicing good judgment, common sense, courtesy, and respect for others contributes to a wholesome educational environment.

Have a great year and...GO TROJANS!

### **Aaron S. Dail, Principal**

Troy Junior Senior High School  
101 Trojan Drive  
Troy, Idaho 83871  
Phone 208-835-2361  
Fax 208-835-2441  
<https://ths.troysd287.org/>

All faculty and staff can be reached by e-mail using the standard form of first initial followed by last name, followed by @troysd287.org (Example: adail@troysd287.org)

The purpose of this handbook is to inform student, parents, and staff about the policies of Troy Junior Senior High School. It does not attempt to include all policies, and is not a legal document. Complete school and district policies are available for public use in the school and district offices.

**SCHOOL HOURS**

Students are permitted inside the school at 7:30 A.M. Before this time, students must be under direct supervision of a staff member. Students need to make arrangements with staff to be in the building before 7:30 A.M. The building will be locked at 4:00 P.M. each day, except for supervised activities.

**OFFICE**

The office is open from 7:45AM until 4:00 PM.

Office machines may not be used for personal student use. Students must have permission from a teacher when the copy machine is needed for class requirements.

**VISITORS**

Parents are always welcome to visit the school. Visitors are required to check in at the office and obtain a visitor's pass and are expected to leave when their business is completed. NO student visitors will be accepted. Exceptions to this policy are when the visitor is actually participating in the class as a guest speaker or when the principal has approved a special request. Persons who loiter about the school will be treated as trespassers and will be reported.

**SCHOOL CLOSURE**

When school must be canceled or delayed due to severe weather or other emergency situations, announcements will be made on local radio, television stations, and via the school messenger alert system.

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## **MISSION OF TROY HIGH SCHOOL**

Troy Junior/Senior High School is dedicated to the empowerment of students to become responsible and productive members of society through education for a lifetime.

## **SCHOOL PHILOSOPHY**

As members of a small and relatively socially isolated community, the students of Troy High School will graduate to a society that is quite different from the one in which they were raised. The educational program must facilitate the transition to the larger “world community” by focusing on the needs of the future. Students must have the academic, vocational and social problem solving skills to cope with a rapidly changing world. A meaningful education is one that builds bridges between the students’ current and future environments.

Efforts by faculty, administration, and the community will be required in facing this challenge. The result will be students who are more self-reliant and successful in the “real world”.

## **WE BELIEVE:**

1. Communication between students, staff, and the community must be a top priority to ensure that the school meets community needs and to make best use of community resources.
2. Academic courses are aligned with state standards and evaluated in terms of skills needed now, and in the future.
3. Professional technical programs must be available to all students. Programs will correlate with academic areas and career planning.
4. Social and personal problem-solving skills are critical for successful adult living. These skills should be a focus of all school programs, including extracurricular activities.
5. Ongoing evaluation of all program areas is necessary to ensure consistency with state standards, and the philosophy of the school.

## **TROJAN PRIDE**

Because of mutual respect between teachers, students, and community members, Troy's traditions remain strong and unwavering.

Each year we represent our community through activities such as the sale of "elephant ears" at the Latah County Fair, wreaths during the holiday season, and plants in the spring.

A breast cancer fundraiser also highlights Troy's commitment to the community.

Trojan administrators, teachers, staff, and community members set high expectations for student achievement. From academic and athletic programs to FFA and BPA, Troy consistently achieves at a high level.

## **TROJAN FIGHT SONG**

On Troy Trojans, On Troy Trojans,  
FIGHT, FIGHT, FIGHT, FIGHT, FIGHT!  
Orange and Black, we're out to win,  
So fight with all your might, fight, fight, fight.  
Keep on fighting on through high school,  
Fight with all your might.  
We're out to win this game so fight, fight, fi-i-ight!

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**BELL SCHEDULES 2023-2024**

**BELL SCHEDULE FOR A/B BLOCK SCHEDULE**

First Bell.....	8:10
Tardy Bell.....	8:15
Period 0.....	8:15 - 8:32
Block 1/2.....	8:35 - 10:04
Block 3/4.....	10:07 - 11:36
Lunch .....	11:36 -12:06
Block 5/6.....	12:09 - 1:38
Block 7/8.....	1:41 - 3:10
Bus Departure.....	3:20

**BELL SCHEDULE FOR FAST DAY**

First Bell.....	8:10
Period 0.....	8:15 - 8:32
Period 1 .....	8:35 - 9:24
Period 2 .....	9:27 - 10:16
Period 3 .....	10:19 - 11:08
Period 4 .....	11:11 - 12:00
Lunch .....	12:00 - 12:30
Period 5 .....	12:34 - 1:23
Period 6 .....	1:26 - 2:15
Period 7 .....	2:18 - 3:10
Bus Departure.....	3:20

**BELL SCHEDULE FOR LATE START B DAY**

First Bell.....	10:10
Period 2 .....	10:15 - 11:41
Lunch .....	11:41 - 12:11
Period 4 .....	12:15 - 1:41
Period 6 .....	1:44 - 3:10
Bus Departure.....	3:20

**BELL SCHEDULE FOR EARLY RELEASE A DAY**

First Bell.....	8:10
Period 1.....	8:15 - 9:20
Period 3 .....	9:23 - 10:28
Period 5 .....	10:31 - 11:36
Lunch .....	11:36 - 12:06
Period 7 .....	12:10 - 1:17
Bus Departure.....	1:22

# ACADEMIC REQUIREMENTS

## 1. CURRICULUM

### COURSES OFFERED AT TROY HIGH SCHOOL

\* Requirements

^ Humanities

\*\*College Prep Courses

DC Dual Credit

Must have 2 credits of life sports in grades 9-12

7 <sup>th</sup> Grade	8 <sup>th</sup> Grade	9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
* English 7	* English 8	* English I	* English II	* English III	* English IV (DC)
* Social Studies 7	* Social Studies 8	* Physical Science	* Biology	* U.S. History	* Government
* Science 7	* Science 8	* Algebra I	* Health / ** Speech (DC)	** Chemistry	* Economics
* Math 7	* Math 8 (Pre-Algebra)	* ^ World History	* Geometry	** Algebra II	* Senior Projects
* Health 7 / Keyboarding	* Health 8 / Careers	* Computer Applications I	^ Mythology	Wildlife Science	** Pre-Calculus (DC)
* Physical Ed.	* Physical Ed.	^ HS Band	Life Sports	Interactive Technology	** Technical Math (DC)
JH Music	JH Music	Yearbook	^ HS Choir	Online Courses	Business Math / Applied Math
Study Habits	Study Habits	Agriculture I	Interactive Technology	^ HS Choir	Online Courses
JH Ag	JH Ag	Life Sports	Agriculture II	^ ** Spanish I, & II (DC)	Life Sports / Weight training
		^ Mythology	Yearbook	^ Mythology	** Env. / Fish Science (DC)
		^ ** Spanish I	^ ** Spanish I & II (DC)	Agriculture III (Welding)	^ ** Spanish I & II (DC)
		^ HS Choir	^ HS Band	** Ag Comm. / Leadership (DC)	^ HS Choir
		Weight training	Online Courses	^ HS Band	Interactive Technology
		Interactive Technology	Weight training	** Env. / Fish Science (DC)	Agriculture IV
		Journalism	** Env. / Fish Science (DC)	** Pre-Calculus (DC)	^ HS Band
			Journalism	Life Sports / Weight training	^ Mythology
				Journalism	Journalism
				Year Book	Yearbook

## ACCREDITATION/SCHOOL CURRICULUM

Troy Jr./Sr. High School is fully accredited by the State of Idaho and by the Northwest Accreditation Commission a Division of Cognia. All teachers are certificated for the courses to which they are assigned.

The school curriculum provides a solid foundation of course work for students who will enter the job market following graduation and for students who will enroll in college and vocational-technical schools.

The curriculum offers all courses necessary for admission to Idaho Institutions of higher learning. Attention is also given to the needs of students who will attend out-of-state schools.

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## 2. GRADUATION REQUIREMENTS

### TROY GRADUATION REQUIREMENTS

English .....	8 semester credits
Math .....	6 semester credits
Speech .....	1 semester credit
Health .....	1 semester credit
Science .....	6 semester credits
Computer I .....	2 semester credits
U.S. History .....	2 semester credits
U.S. Government .....	2 semester credits
Economics .....	1 semester credit
Senior Projects .....	1 semester credit
Physical Education .....	2 semester credits
Humanities .....	4 semester credits
Electives .....	10 semester credits
<b>Total .....</b>	<b>46 semester credits</b>

Troy High School requirements include World History, which fulfills 2 of the Humanities requirements. Troy School District requires all seniors to take two semesters of math during their senior year.

A third year of Math and a third year of Science are required for graduation and for admission to Idaho's Public Colleges and Universities. ACT or SAT scores are required for admission to most academic programs. It is required that students take the ACT or SAT during the spring of their junior year to meet Troy School District requirements. They may retake the test the fall of their senior year in order to improve their scores if necessary. The School Day SAT is given to all juniors in April free of charge.

High School classes taken in junior high will be listed on the student's high school transcript. He/she may also elect to obtain high school credit for these classes. In order to do this, parents must submit a letter to the office requesting the credits be awarded.

### COLLEGE ENTRANCE EXAMINATION

A student must take one of the following college entrance examinations before the end of the student's 11<sup>th</sup> grade year: ACT OR SAT.

- A student may elect an exemption from the college entrance exam requirement if the student is:
- Receives special education services through a current Individual Education Plan (IEP) that specifies the student meets the alternate assessment eligibility criteria; or
  - Enrolled in a limited English Proficient (LEP) program for three academic years or less.

### ISAT

Students in grades 7, 8, and 11 may opt out of the final for that subject (ELA or Math) if they score proficient on the ISAT. Students may opt out of that final (ELA or Math) and one other course if they score Advanced on the ISAT. Students who score proficient or advanced in ISAT Science may opt out of their science final.

### STEM DIPLOMA

Students who successfully complete all the graduation requirements established by the Troy Junior Senior High School shall receive a high school diploma designated as a STEM (Science, Technology, Engineering, and Mathematics) diploma if the student earned at least:

- Eight credits in mathematics;
- Eight credits in science; and
- In addition to the credits listed above, five credits of the student's choice in any or all subjects of science, technology, engineering, or mathematics.



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## WORKFORCE READINESS AND CAREER TECHNICAL EDUCATION DIPLOMA

The Board may award a Workforce Readiness and Career Technical Education Diploma to every student who successfully completes all minimum graduation requirements as well as the following:

- Eight credits in mathematics;
- Successfully passed a technical skills assessment;
- Successfully passed the workplace readiness assessment; and
  
- Demonstrated competency in career technical education program standards as identified with “Skillstack” or a successor program and earned the workforce readiness badge or an industry certification approved by the Division of Career Technical Education for this purpose.

## JUNIOR HIGH REQUIREMENTS

Students in grades 7 and 8 will earn one credit per semester for each course taken. Any High School level classes taken may count towards graduation.

Additional requirements include:

- Students may not miss more than 5 class periods per semester.
- Students must earn at least 80% of the total credits attempted per year.
- Students cannot fail both semesters of a yearlong class.

Students not meeting credit requirements will be given an opportunity to recover credits or complete an alternate mechanism in order to be eligible for promotion to the next grade level.

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### 3. CLASS STATUS

Students will continue to be classified in the appropriate class with their peers for that school year if, at the beginning of the year, they have passed the minimum number of credits:

FRESHMAN.....	No minimum
SOPHOMORE .....	At least 12 credits
JUNIOR .....	At least 24 credits
SENIOR .....	At least 36 credits

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### 4. GRADES

#### GRADING SYSTEM

Grades for a class are based on an average of test scores, homework, daily participation, in-class assignments, and effort.

- A = 90-100
- B = 80-89.99
- C = 70-79.99
- D = 60-69.99
- F = Below 60
- S = Satisfactory
- U = Unsatisfactory
- I = Incomplete
- P = Passing-passing mark indicating effort rather than attainment \* = Modified course

Grades are assigned in numerical value for the purpose of figuring grade point averages:

- A = 4.00
- B = 3.00
- C = 2.00
- D = 1.00
- F = 0.00

Courses graded as P or I are not part of the grade point average.

## ASSISTED UNASSISTED GRADING

In evaluating student progress, development can be defined both by what a child can do independently and by what a child can do when assisted by an adult or peer. Because students must show mastery of standards on the state summative test independently, grading weights will be divided into two categories--unassisted work and assisted work. Unassisted work (tests, quizzes, essays, projects) will comprise 70% of a student's grade, while assisted work (class work, group work, homework) will count for 30% of the class grade in grades 9-12. Grades 7 & 8 will have a 60/40 unassisted to assisted ratio.

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## 5. HONORS

### HONOR ROLL

To be appointed to the honor roll, a student must have at least a 3.50 quarterly grade point average. Honorable mention will be between a 3.00 and 3.49 grade point average.

### NATIONAL HONOR SOCIETY

The Troy Chapter of the National Honor Society is composed of sophomores, juniors, and seniors. Members are asked to apply on thesis of the criteria below. Membership is determined by the vote of a faculty council.

- **Scholarship:** a student must have a cumulative GPA of 3.5
- **Leadership:** student should demonstrate that he/she has leadership ability
- **Character:** student is honest, responsible, fair, courteous, and cooperative
- **Service:** student is willing to serve the school, classmates, and community

All members must maintain the standards by which they were selected in order to maintain membership in N.H.S.

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## 6. GRADE REPORTS

### POWERSCHOOL/PROGRESS REPORTING

Parents are encouraged to use PowerSchool to check student progress. Information regarding PowerSchool is available at the office and grades are posted in real time. When a student's grades are a concern, parents are encouraged to make appointments with the teachers to discuss how best to bring up the grade by the end of the grading period. Progress reports may be mailed home upon parental request.

### REPORT CARDS

Report cards are issued four times a year, at the end of each quarter. Questions about grades or possible errors should be brought to the office within a week of the time grades come out. Incomplete grades must be made up within one week, unless the student has special permission to take longer, or the grade becomes an "F" for each incomplete grade.

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## 7. SEMESTER TESTING

### SEMESTER EXAMS

Course assessments, such as exams, portfolios, projects etc. may be given in courses at the end of each semester. The assessment may count as 20% of the semester grade, averaged in with the quarter grades.

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## 8. NON - STANDARD AND OTHER CONCURRENT COURSES

### Transfer Credits

Note: Students transferring to Troy for the first time will be given credit for courses accepted by the accredited high school previously attended.

### Correspondence Courses

- A. Students may take a correspondence course from any regionally accredited school. In order to receive credit, a school officer must proctor the student's final exam.
  
- B. If the parent (guardian) and the student choose to enroll the student in a non-standard course that is also available to the student at Troy High School, the following will apply:
  1. A correspondence request form will be completed and returned to the school to ensure that the student will have the necessary credits to graduate.
  2. Payment and completion of the course on time is the responsibility of the student and parent.
  3. Prior to the student participating in the graduation ceremony, the school must receive official notification of credit being granted from the credit issuing institution.
  4. The school will make every effort to accommodate the structuring of the student's schedule to allow the student to leave the campus to work on the class taken in a non-standard method. While the student is at school, during the school day (from 8:15 a.m. to 3:10 p.m.), it is expected that students will attend to coursework assigned in classes taken at Troy High School.  
School facilities may be used before and after school for correspondence work after obtaining an approved District Use of Facilities Form. (Forms may be picked up in the office.)
  5. Any other arrangements for non-standard coursework must be approved by the administration.

\* Other than for meeting specific graduation requirements (as above), students are encouraged to take nonstandard high school and advanced level courses, not offered at Troy, which are offered by the agencies listed. Such courses will be counted as elective credits.

## **ONLINE LEARNING**

At the discretion of the Principal or designee, students may be selected to take online courses in the following cases:

1. To make up credits in order to graduate on schedule;
2. If they are eligible for hospital or homebound programs;
3. If they are interested in Dual Credit or Advanced Placement courses;
4. If they want to supplement their curriculum by taking course(s) not offered at school;
5. If there are otherwise irresolvable scheduling conflicts;
6. If they want to accelerate their academic program by taking additional courses to facilitate early graduation;
7. If they are excused from being physically present on the campus of their school of record for an extended period of time;

Additionally, students must meet the following requirements for online class enrollment:

1. Students must have a minimum 3.0 cumulative GPA;
2. A current grade of “C” in the four core academic areas;
3. Students need to have completed the ninth grade to take online courses during the school day.
4. See the THS Online Learning Agreement for more details.

Students may be denied the privilege of online class enrollment if their academic and/or behavioral record does not indicate the academic ability and self-discipline needed to succeed in online classes.

Fees for online classes vary. The Troy School District may pay online course fees in the following situations:

1. The student is taking a class that is not offered at Troy High School;
2. The student is taking the online class to resolve scheduling conflicts;
3. Any other situations as determined by the school administration.

Students who take online courses for credit recovery in the summer must pay for their course. Students who drop an online course after the drop payment deadline will be expected to pay for their course. Students who fail an online course must pay the school for the cost of the course. If a student fails an online course, they must pay for the cost of additional online courses until they finish with a passing grade.

The school district reserves the right to charge fees that might be necessary for fiscal reasons. If there is a change in this status, students and parents/guardians will be notified and given options from which to choose. Some courses require fees for materials. In most cases, these materials and fees will be the responsibility of the student

## **DUAL CREDIT**

In order to be eligible through Advanced Opportunities, students in 7<sup>th</sup>, 8<sup>th</sup>, or 9<sup>th</sup> grade must qualify and be approved by the counselor and principal. Students may begin this program at Troy Jr/Sr High School in the 7<sup>th</sup> grade and must complete at least one online summer or online overload course, in addition to their full course load, each school year. In order to participate, students will need to fill out an application and develop an academic plan that shows all coursework they plan to take up to high school graduation.

Dual credit courses are defined as courses taken for both high school and college credit.

Students are encouraged to take dual credit courses their junior and senior years. Programs generally require a 3.0 GPA to earn credit. See counselor for information on course offerings and course descriptions. Students requiring/seeking accommodations must contact the institution offering the course.

Students are allowed to drop the college portion of a dual credit class if they meet the college deadline for dropping classes. If the dual credit class is taught at the high school, the student will remain enrolled in the class, and they will receive high school credit. If the dual credit class is only offered online through the college, the student will drop both the college and the high school portions of the class. This will result in the student receiving an “F” for the class on their high school transcript.

Students attending Girls State or Boys State may choose to take the Dual Credit class while in attendance. If they do they must have a transcript sent to Troy Jr/Sr High School. This credit will then count for one high school credit for 2<sup>nd</sup> semester government.

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## 9. SUPPLIES

### TEXTBOOKS

Textbooks are provided at no charge. Students are responsible for books issued and will be charged for damages or replacement.

### JUNIOR HIGH SCHOOL SUPPLIES

The following supplies are **suggested** for all 7<sup>th</sup> and 8<sup>th</sup> grade students. If you are unable to provide these supplies for your student, please have them see the school counselor:

#### General (for all classes):

Agenda or Planner  
College ruled paper  
Pencil pouch  
Pencils  
Pens (2 black, 2 blue, 2 red)  
Highlighters  
Erasers

#### English:

(1) 1 1/2 to 2 inch three-ring binder  
4 dividers

#### Health/Keyboarding/Career Exploration:

Binder/Folder to keep track of assignments  
Spiral notebook

#### Math:

3 ring binder  
3 dividers (hole punch card stock)  
Calculator

#### Music

White, one inch three ring binder

#### Physical Education:

1 pair of cotton athletic socks  
1 pair of inside shoes  
1 pair of outside shoes

#### Science:

Binder/Folder to keep track of assignments  
Spiral notebook  
Calculator (One of the following types of calculator):  
Casio: FX-115 ES or FX-260  
Sharp: EL-501W or EL-531W  
Texas Instruments: TI 30XA, TI 30X IIs or TI 34)

#### Social Studies:

2" Binder  
2 Highlighters (yellow or orange)  
Dividers (5)  
Book Cover

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## **10 . COMMENCEMENT**

### **COMMENCEMENT**

Students are invited to graduate at Commencement Exercises only in the following cases:

- The student has successfully completed the requirements for a Troy High School diploma.
- The student has transferred to Troy High School and fulfilled the remaining graduation requirements presented at that time.

Students who have not completed graduation requirements should see the counselor and/or principal to make plans to earn their diploma. This may involve correspondence courses or re-enrollment in the regular program.

### **GRADUATING WITH HONORS**

Students with a 3.5 GPA or higher as determined by the end of the first semester of their graduating year will graduate with honors.

### **VALEDICTORIAN AND SALUTATORIAN**

The selection of the class Valedictorian and Salutatorian will be determined at the end of the first semester of the student's graduating year. At that time, students being considered for Valedictorian or Salutatorian must have earned at least 12 credits from Troy High School during the previous three semesters of the cohort graduating that year.

### **EARLY GRADUATION**

Students may graduate early upon prior approval of the administration. Students wanting to graduate early should contact the counselor of their intention to do so at the beginning of their sophomore year or as early as possible.

Students graduating early are eligible to be Valedictorian or Salutatorian if they have at least 49 credits at the end of the seventh semester.

## **SCHOOL AND DISTRICT POLICIES**

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## **1. ENROLLMENT**

### **CLASS SCHEDULE CHANGE**

Any change in a class schedule must be made during the first five block periods of the semester or the first five block periods of an online class. Make an appointment with the counselor during the class to be changed, or during eighth hour. Notify the teacher from whose class you will be absent before meeting with the counselor. If a student elects to not take one of the classes offered during a particular period, they may be asked to make arrangements to leave the building during that time and declare the period as a home-schooling period.

### **TEACHER AIDES/OFFICE AIDES**

Seniors and juniors who wish to assist teachers may request assignment at the counselor's office during the first week of the semester. A 2.50 cumulative grade point average is required. Exceptions may be made for sophomores with a cumulative GPA of 3.5 upon request.

Assignments are available with high school and elementary teachers and at the office. Requests to work in a particular area will be honored whenever possible. These assignments earn one credit per semester as a Pass/Fail course.

### **WORK RELEASE**

When available, Junior and Senior students may be allowed to leave school with a note from their employer for work if there is no conflict with required courses. The principal must approve this.

Students who work for their parents from time to time during the year may obtain work release forms from the principal's office. A note from parents is required.

## **WITHDRAWAL FROM SCHOOL**

A letter from parents must be presented before a student is allowed to withdraw from school.

A student who is withdrawing from school should come to the office and get a withdrawal form before first period of the last day of attendance. The student will turn in books each period during the day and have the form signed by each teacher.

The student will get other necessary signatures during the day (athletics, lunchroom, library). The form is to be turned in to the office at the end of the day. All fees and fines must be paid before a student checks out.

## **DRIVER'S LICENSE AND ID 49303A**

Any student under the age of 18 who drops out of school, or is expelled, will be reported to the Idaho Transportation Department for revocation of their driver's license. This is law as of 1996 Idaho Code 49303A.

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## **2. ATTENDANCE**

School policy requires a student be in attendance at least 90 percent of the time school is in session in order to receive credit for courses taken. A student may not miss more than 5 block periods in a semester, whether the absences are excused or unexcused.

To prevent a student from unknowingly losing credit because of more than five (5) absences, the attendance office will notify the student and parent/guardians on the third (3) absence during the semester. If there are unusual circumstances making the absences unavoidable, such as documented diagnosed medical condition, death in the family, etc. the principal **may** waive loss of credit.

The first violation of the 90 percent attendance policy will result in having to apply for an attendance waiver, which will be approved or denied by the principal. An attendance committee will review future violations. Any student, who loses credit, by either process, may appeal this decision to the superintendent.

Absences due to school related activities are exempted from the 90 percent attendance policy. A list of these activities is on file at the principal's office.

## **EXCUSED ABSENCES**

Students will be excused for absence due to personal illness, illness in the family, which necessitates an absence, or an emergency.

- A. A phone call from the parent or a written note from the parent/ guardian will need to be turned into the office. Parents may also call the school before the day begins to excuse the absence. The note must state the specific reason for the absence. If the reason is not stated, the absence will be unexcused. Students who neglect to excuse the absence through one of the above appropriate methods will be counted as truant.
- B. Students will be given one day for every day missed to make up work when they are absent, up to five (5) days. If absent five (5) days or more, upon their return the student has ten (10) school days to complete all assignments. Students are expected to check-in with their teachers regarding their assignments upon their return to school. Extra days may be given at the discretion of the teacher. Parents are encouraged to request assigned work by contacting the school. If the work is not made up during this time, credit for the work may be reduced or recorded as "zero".
- C. The principal may excuse absences for other reasons such as job interviews and college visitations for seniors and juniors, but only if the absence is excused ahead of time.

## **UNEXCUSED ABSENCES**

A student who is absent for reasons that do not qualify as excused, including suspension, will have no additional time to make up the work missed. All work missed must be turned in upon their return.

A student with excessive unexcused absences may be dropped from class or suspended from school.

## **PREARRANGED ABSENCES**

A student, who knows ahead of time that he/she will be absent for school related functions, field trips, extracurricular activities, or other absences excused by the principal, is responsible for checking with teachers to get assignments for the time that will be missed. The absence will be excused, and extra time will be allowed as follows: One day pre-arranged-work is due when student returns to school. Two days pre-arranged-the student is allowed one additional day to complete the work. Three or more days-the student is allowed two additional days to complete the work. Extra days may be given at teacher's discretion. Pre-arranged absence forms are available in the office. Individual pre-arranged absences requests (absences that are not related to school scheduled activities) must be accompanied by a phone call or note from the parent or guardian. Any assignments assigned before the student leaves and due before they return are due upon their return.

## **TRUANCY**

Truancy or skipping school is defined as not being in attendance during a regular scheduled school day without the knowledge and permission of a parent or guardian or for what would be considered a legitimate reason for absence. Arriving to class ten (10) or more minutes late could be counted as a truancy.

- A. The absence will be unexcused. The work missed may not be made up and a “zero” will be recorded for classes missed.
- B. The first offense will result in detention, double the time missed, or time to be made up on noninstructional days, and parents will be notified.
- C. A second offense is classified as habitual truancy. The student will be suspended and may have to appear with parents before the superintendent and school board for reinstatement.
- D. Further truanies may be referred to the school board for expulsion.

## **CONTINUOUS ATTENDANCE**

Students are not to leave a classroom without the consent of the teacher in charge. Students leaving without such consent are subject to disciplinary action.

## **EARLY DISMISSAL**

A student who needs to leave school before the end of the day needs to check out through the office. A note or a phone call from parents is required for appointments, etc.

A student who becomes ill during the school day should come to the office. The parents will be called. The student is to remain at the office until released to the parent/guardian.

Students who leave school without checking out at the office may be counted as truant and assigned to detention.

## **TARDINESS**

A student is counted tardy when not in the assigned seat when the bell rings to begin class, or according to individual classroom teachers rules. Not attending zero will result in a tardy. Arriving to class ten (10) or more minutes late could be counted as a truancy or absence without the proper documentation.

When a student is tardy, he/she is to report directly to the teacher. An excused tardy requires a note to be presented to the teacher. Unless there are extenuating circumstances, a student is not to take time from one class for conferences with the teacher of another class.

Unexcused tardies are based on each class, per quarter. Parents will be notified by mail, and will result in the following school penalties:

- A. TWO unexcused tardies within a quarter will be allowed without penalty.
- B. THREE = 30 minutes of detention
- C. FOUR = 60 minutes of detention
- D. FIVE = 1 day suspension
- E. SIX = Conference to be arranged with student, parent, teacher(s), and principal

\* Multiple class tardies will result in conference with parent, teacher(s) and principal depending on the number of tardies and number of classes involved.

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## **3. STUDENT SAFETY AND PROPERTY**

### **FIRE DRILL & LOCKDOWNS**

Fire drills and lockdowns are conducted monthly to ensure that staff and students are familiar with plans for evacuating the building in case of emergency.

### **FIRE DRILL**

When the fire alarm sounds:

- A. Stop work immediately. Leave books and materials at your desk.
- B. Students are to walk in single file quickly (but not run) out of the room and proceed to the safety area designated for that classroom.
- C. Students should line up in the safety area so that their teacher can make a count of the group.
- D. The fire alarm will ring continuously until the building is cleared. This will take about one minute. After the alarm stops, wait for a signal on the regular school bell, and then return with the teacher to the classroom.



## **LOCKDOWN**

- First person to notice an intruder (person with a weapon or person who is upset or acting out of control) will notify principal.
- “This is a lockdown” will be announced.
- Students should sit on floor out of line-of-sight of windows and doors, if possible.
- **Do not use phones or intercom unless your room is called or there is a life threatening emergency in your room. Keep all lines of communication clear of non-emergency talk!**
- No noise or talking during this time.
- Once the area is secure, do not let anyone in your room before confirming their identity.
- Students in the hallway should go to the closest available classroom. □
- Students at outside PE classes or recess will follow the directions of the instructor or duty person.

## **LOST AND FOUND**

Please turn any lost and found items into the office. Check for lost items at the main office. Fines will be assessed for lost books. **DO NOT BRING VALUABLES TO SCHOOL. DO NOT STORE VALUABLES IN YOUR LOCKER.** The school cannot guarantee the safety of students’ possessions.

## **BACKPACKS**

In order to keep the classroom environment safe and orderly backpacks will not be permitted in the classroom. Students are encouraged to not overload their backpacks so the weight is excessive. Locker hooks are not designed to hold the weight of a heavy backpack.

## **FIREARMS/DEADLY OR DANGEROUS WEAPONS**

The Troy School District #287 has a zero-tolerance policy for students who bring firearms to school. Possession and/or use of firearms, which include but are not limited to, pistols, revolvers, and rifles, at school or at any school-sponsored activity without prior permission of school officials, will result in expulsion from school for a period of one year (see Idaho Code 18-3302D).

“Deadly or dangerous weapon” means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such term does not include a pocket knife with a blade less than 2 ½ inches in length as defined in 18 U.S.C. Section 930. All knives are prohibited from school. Students with a knife will be subjected to disciplinary action.

The District will not admit students who have been expelled from another school district for a violation of the Gun-Free School Act until the student has completed the expulsion for not less than one year. As with all suspensions and expulsions, due process hearing rights will be followed.

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## 4. STUDENT CONDUCT

### DRESS CODE

Established by staff, school board and Student Council. Any student violating the dress code policy may be given a change of clothes, or sent home to change if necessary. Parents or guardians will be notified each time a student is asked to leave because of inappropriate attire. Students who are insubordinate or refuse to change the improper attire, or repeat dress code violations shall be subject to disciplinary action up to and including suspension or expulsion, depending on all the facts and circumstances, for violating the standards of student conduct.

First Offense	Student will be written-up for a warning
Second Offense	30 minute detention
Third Offense	60 minute detention
Fourth offense	60 minute detention and conference with parent/guardians

1. Undergarments may not be visible (i.e. Boys – underwear/boxer; girls – bras, or underwear) except extenders.
2. Hats, stocking caps, hoods, bandanas, head coverings and sunglasses should not be worn in the building unless part of an approved celebration event.
3. Sleep wear /costumes should not be worn during the school day or activities unless part of an approved celebration event.
4. While standing, shorts/skirts/dresses must be at least fingertip length. This also includes cuts, rips, or holes in any clothing. Spandex shorts are not to be worn.
5. Visible straps must be at least 1 inch wide.
6. No clothing that is sheer (see through), strapless, or does not cover the stomach, side, back or chest/cleavage.
7. Students must wear shoes.
8. Attire or grooming depicting or advocating violence, criminal activity, use of alcohol or drugs, pornography or hate speech are prohibited.
9. No blankets or pillow in the classroom unless these are needed for an approved class activity.
10. Face Painting is not permitted.

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

### DISPLAY OF AFFECTION

Excessive display of affection (generally defined as anything more than holding hands) may be embarrassing to others. Students whose behavior on school grounds, on busses, or school activities is considered inappropriate will be advised to refrain from the behavior. Repeated offenses or an unwillingness to do so will result in disciplinary action.

### FOOD IN THE CLASSROOM

Food and drink other than water will only be allowed in the commons area and hallways. Exceptions can be approved through the office. After an initial warning, failure to comply with this policy may result in informal or formal detention, depending on how flagrant the offense.

### FACULTY ROOM

The faculty room is for use by teachers and staff only. Student aides are allowed entry when they are making copies for teachers. Students must knock before entering during lunch. In order to maintain a safe environment, the interior door must remain shut at all times.

### CHEATING AND PLAGIARISM

(Adapted from New York University and Mississippi University for Women)

Students are expected to do their own work with the highest standards of honesty. Cheating includes, but is not limited to giving or using prohibited written and/or oral information during tests, quizzes, or examinations; stealing, buying, selling or any other use of an examination before it has been administered; copying ideas or facts from another's paper during a test situation or homework; obtaining or giving specific information which will be on a test before the test is administered; deceitfully altering any assignments or the instructor's markings; copying computer programs or writing computer programs for other students; or stealing, buying, or selling essays or other assignments.

Students will receive no credit for any work or testing on which they have been caught cheating.

Plagiarism is presenting someone else's work as your own. It is important that words, passages, paraphrased passages, facts, and ideas from someone else's work be acknowledged accurately and completely.

Four ways to avoid plagiarism: 1) when taking notes from any written material, summarize it in your own words. Even these summaries need to be documented as to their source. 2) If copying oral information, make sure you copy it accurately and give credit to the author. 3) When you allow someone else to copy your own work and allow him/her to present it as his/her own or if you submit a copy of someone else's work, this is plagiarism. Do your own assignments. 4) You are responsible for any work you submit. Although you may not have intended to plagiarize, failing to acknowledge sources still means you have plagiarized.

First Offense 0 Credit for work or assignments students have plagiarized at teacher discretion

Second Offense 0 Credit and Formal Detention

Third Offense 0 Credit and 1 Day Suspension

Fourth offense 0 Credit and 1-3 Day Suspension

## **HAZING, HARASSMENT, INTIMIDATION, BULLYING, CYBER BULLYING**

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 wellbeing.

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.

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.

## **LOITERING**

Non-students or suspended students are not permitted to loiter on school grounds. Persons who do not leave when asked to do so or return after having been asked to leave will be turned over to local law enforcement agencies and charges will be filed.

## **VANDALISM**

Students who deface or destroy school property will be required to pay for repairs. In cases of willful destruction, charges will be filed with law enforcement agencies.

## **MISUSE OF TECHNOLOGY**

Troy Net Code of conduct

- A. To follow the SD287 Network Acceptable Use Procedures and Code of Conduct.
- B. Network administrators have the right to review any material stored in SD287 Network servers/computers and to edit or remove any material which they, in conjunction with school administrators, believe may be unlawful, obscene, abusive, or otherwise objectionable and I hereby waive any right of privacy which I may otherwise have to such material.
- C. The Troy School District will not be liable for any direct or indirect, incidental, or consequential damages due to information obtained via use of the SD287 Network, including, without limitation, access to public networks.
- D. The Troy School District does not warrant that the functions of SD287 Network or any of the networks accessible through SD287 Network will meet any specific requirements you may have, or that SD287 Network will be error free or uninterrupted.
- E. The Troy School District shall not be liable for damages (including lost data or information) with the use, operation, or inability to use SD287 Network.
- F. That the use of the SD287 Network, including use to access public networks, is a privilege which may be revoked for violation of the SD287 Network Acceptable Use Procedures and Code of Conduct. Network administrators and or district administrators decide what constitutes a violation of the SD287 Network Acceptable Use Procedures or Code of Conduct.
- G. In consideration for the privilege of using the SD287 Network and in consideration for having access to the public networks, I hereby release Troy School District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, the SD287 Network.
- H. The Troy School District cannot guarantee that students will not encounter objectionable material.

## **COMMUNICATION DEVICE**

The use of cell phones or music devices are only allowed during breaks and between classes, unless permitted by classroom teacher for educational purposes. Headphones and earbuds are not to be worn except through teacher permission. All communication devices are to be turned off and not visible while classes are in session. Infractions are cumulative throughout the school year.

1st Infraction 30 minute Detention and confiscation until the end of the school day

2<sup>nd</sup> Infraction 60 minute Detention and item will be kept in the office until parent or guardian can claim it for the student

3<sup>rd</sup> Infraction: 1-day suspension and item may be held up to 60 days

4<sup>th</sup> Infraction: 1-3 day suspension and item may be confiscated until the end of the school year

5<sup>th</sup> Infraction: 3-5 day suspension and item may be confiscated until the end of the school year

While the use of electronic communication devices by students is allowed subject to these rules, the capability of some devices to take, store or transmit pictures is strictly prohibited. It is the District's position that this use poses a threat to freedoms of privacy. Additionally, these devices can be used to exploit personal information and compromise the integrity of educational programs. Accordingly, the use of the camera function of any electronic communication device is prohibited on school premises at all times. Students who violate this provision of the policy will have their electronic communication device confiscated and held for a period up to the remainder of the school year. Exceptions must be approved by the principal or designee.

Electronic communication device usage by students while riding to and from school on the bus, or on the bus during school-sponsored activities is at the discretion of the bus driver. Distracting behavior that creates an unsafe environment will not be tolerated.

The devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual.

Students are prohibited from using any electronic communications device to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations

The District-is not responsible for loss, theft, or destruction of devices brought onto school property.

### **TELEPHONE**

The school phones are for business purposes by staff only. Except for emergencies, students may not make or receive personal calls. Non-emergency calls will not be permitted during class time. With permission, students may use their cell phone for emergency calls in the office.

### **CLASSROOM DISCIPLINE**

The classroom teacher has the authority to establish rules for orderly conduct in class to ensure that every student will have the best opportunity for learning. The teacher's authority has the backing of the administration and the school board.

Students who have problems maintaining expected behavior standards may expect all reasonable support from the teacher, counselor and principal. But a student who continues to disrupt a class and interfere with the learning of others will be removed from class.

### **CONDUCT SUBJECT TO DETENTION OR SUSPENSION (May include but not limited to)**

- A. Disrespect of teachers or fellow students. Interfering with the teacher's right to teach or a student's right to learn.
- B. Damage to or theft of school property - a student shall not cause damage, attempt to steal, or steal school property. (The student will also have to pay for necessary repairs.)
- C. Damage to or theft of private property - a student shall not cause damage, attempt to steal, or steal private property either on the school grounds or during a school activity, function, or school event off school grounds.
- D. Profanity in the school. (This includes extracurricular activities.)
- E. Lack of sportsmanship at extracurricular activities.
- F. Disorderly conduct in halls, lunchroom, or assemblies.
- G. Fighting.
- H. Throwing snowballs or any object that may cause injury.
- I. Abuse of student driving privileges including reckless driving on or near school grounds.
- J. Use or possession of tobacco, alcohol, vaping or drug paraphernalia on school grounds or at school related activities.
- K. Intentional Harassment & Bullying – means a knowing and willful course of conduct directed at a specific student which seriously alarms, annoys, threatens or intimidates the student and which serves no legitimate purpose. The course of conduct must be such as would cause a person to suffer substantial emotional distress.
- L. Malicious harassment on the basis of sex, race, color, national origin, age, religious belief, ethnic background (including direct and indirect ethnic slurs), sexual orientation or disability.
- M. Cyberbullying (In accordance with the Troy School District #287 Troy Net Access code of conduct)
- N. Other potentially dangerous devices such as knives, clubs, chains, etc. (For definitions, see the section on Firearms/Deadly or Dangerous Weapons O. Driving and parking violations.
- P. Communication device use-or visibility thereof in class.
- Q. Inappropriate conduct at school or extracurricular activities.

### **DETENTION**

A discipline file noting a formal detention will be maintained by administration. When a teacher reports a student, the students discipline history for that quarter is checked, and the resulting consequences of the infraction are recorded.

Any appeal to the disciplinary action must be made prior to the scheduled detention, to avoid additional consequences. Detention is to be served first when there is conflict with sports practice or other activities. It is the responsibility of the student to notify the coach/advisor or absence from practice.

Detention will take place, when needed, every Wednesday and Friday morning that school is in session. Students will be assigned to detention on the next session following the day of notification, and cannot choose a different time. The principal, in cases of extenuating circumstances, may arrange rescheduling. The entire detention time, up to one hour, is to be served continuously.

Detention is not a study hall. Students will remain quiet and alert. Students who are tardy, who otherwise fail to attend, or who do not follow detention room rules automatically move to the next level of consequences.

Discipline Procedure: Infractions are cumulative each quarter/grading period. Levels may be skipped when necessary, or reduced when multiple infractions occur in a single day. Parents will be notified by mail.

1<sup>st</sup> Infraction: 30 minutes detention

2<sup>nd</sup> Infraction: 60 minutes detention

3<sup>rd</sup> Infraction: 1-day suspension

4<sup>th</sup> Infraction: 1-3 day suspension

5<sup>th</sup> Infraction: 3-5 day suspension

6<sup>th</sup> Infraction: Conference with student, parent, teacher(s), and principal

\* Teachers do have the latitude to assign informal detentions for less flagrant offenses. In these instances, the supervising teacher will oversee the detention and it will not be noted in the discipline files. Failure to show up for informal detention may result in a formal detention.

## **SUSPENSION**

**Out-of-School:** The administration may suspend a student up to five days. The superintendent may extend the suspension for an additional ten days. The Board of Trustees can then suspend for another five days. Parents will be notified and required to confer with the principal prior to re-admittance to school. Suspended students are not allowed on the school grounds nor to participate in any extracurricular activity as a participant **or** spectator.

**In School:** The student will be placed in supervised isolation during the entire period of suspension. Students are expected to work on assignments. Bathroom privileges will be granted when other students are in classes. Students may bring a lunch from home or a hot lunch will be brought to them. Parents will be contacted and a conference with the principal is required prior to returning to the classroom. Students may not participate nor be a spectator in extracurricular activities while serving their suspension.

**Class Suspension:** A student may be suspended/removed from class for repeated misbehavior when there is indication that the student is making no effort to correct the problem, or for flagrant misbehavior.

A student who is suspended/removed from class will report to the principal's office each day during the period of suspension. The principal will arrange a conference with the student, teacher and parents.

### **All Out-of-School Suspensions:**

A suspended student loses credit for all classwork during the suspension. However, the student will be given full credit for any unassisted work in accordance with the assisted unassisted grading policy on page 6.

Written notice of such suspension, stating the cause will be sent to the parents; the superintendent's office shall be immediately notified. Due process shall be assured the student.

## **EXPULSION**

In cases of repeated or extreme misconduct, the Troy School District will be asked to expel the student for a period of time or indefinitely, according to Troy School District Policy # 3340. In all cases, due process will occur.

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## 5. STUDENT SERVICES

### COUNSELOR APPOINTMENTS

Students should meet with the counselor at times that do not interfere with class time whenever possible. Students need to get permission from their teacher, and the teacher calls to see if the counselor is available before they meet with the counselor.

Appointments can be made with the counselor ahead of time, and the counselor is to inform the teacher whose class will be missed.

Counselor appointments may be made at the school office if the counselor is out of the office.

### SCHOOL NURSE

The Troy School District contracts with a registered nurse who does routine checkups for vision, hearing, and spine curvature for all students.

Health problems can be taken care of by requesting a special appointment at the office, or by directly calling the Latah County Health Department.

### STUDENT SUPPORT SERVICES

During the school year a number of services are provided to students in addition to those provided by the school counselors and school nurse. Approved agencies, such as social and health services are sometimes involved in working with students. If you do not want your student to have services such as these please write a letter to the principal stating your desire.

Students with disabilities and their parents have a number of rights and protections. Questions or requests for assistance or information about services for students with diagnosed or suspected disabilities should be directed to the principal or counselor, at 835-2361.

### SCHOLARSHIPS AND FINANCIAL AID

Seniors should make an appointment with the counselor at the beginning of the year to start applying for scholarships. Scholarships are announced to seniors, emailed to parents, posted on the announcement board, and also posted in the counselor's office and the school website.

### RESPONSE TO INTERVENTION (RTI)

Response to Intervention (**RTI**) integrates assessment and intervention within a multi-level prevention system to maximize student achievement and reduce behavior problems.

Whenever a student is failing ("F" grade) or at risk of failing ("D" grade) one or more classes on a Progress Report or Report Card, they are referred to our RTI (Response to Intervention) team. This team meets to decide a plan of action to help these students improve their grade(s).

#### Tier One:

Step one in this intervention is a written warning which alerts both the student and the parents/guardians that the student is failing or at risk of failing one or more classes. At that time, the RTI Coordinator explains to the student that they have one week to take steps to improve their grade. If that time passes and they are still failing or at risk of failing, they move onto step two.

#### Tier Two:

Step two requires the student to attend Study Lunch each day as they work on improving their grade. During Study Lunch, the student and RTI Coordinator will work on an individualized plan to improve the student's grade(s), which will be reviewed by their subject-area teacher(s).

The RTI Coordinator checks the student's grades once a week. As soon as they have a grade of "C" or above in all their classes, they are no longer required to attend Study Lunch. If a student's grade(s) drops below a "C" during a subsequent grade check, they will be required to attend Study Lunch again until their grade(s) improves. At this step, they are also offered After-School Tutoring on Tuesdays, Wednesdays, and Thursdays from 3:30-5:00pm. \*For every tutoring session a student attends, they may earn a pass to skip Study Lunch for up to three days.

#### Tier Three:

Step three occurs when the student fails to respond to the intervention methods in step one and step two. Based on progress data, students are scheduled to attend one-on-one targeted-tutoring sessions during school hours, 1-2 times a week.

## **SPECIAL EDUCATION**

Special Education help is available for any student who qualifies according to federal and state guidelines.

A student, parent and or teacher may request a special education referral by contacting the resource room teacher or the counselor. A team of qualified personnel along with the parent will determine the need for assessment. In most cases the process requires that the student participate in researched based intervention(s) (Response to Intervention) before formal testing occurs

Parent permission is required for testing and placement in the special education program. A student's progress in the program is reviewed each year in a meeting of student, parents and teachers.

## **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 extracurricular 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).

## **LIBRARY**

The school library contains 10,075 volumes including fiction, nonfiction and reference titles. Various materials are also included in the collection. Fifteen periodicals are subscribed to. The Library receives one newspaper daily. Students, staff, and patrons also have access to the LILI Database for periodicals and other research materials. Students may check out most materials for a renewable two week period. Some reference materials may be checked out overnight and are due the following morning before school begins. The library is open from 8:00 AM to 3:10 PM daily for student use.

## **STUDENT COUNCIL**

The Student Council is made up of two representatives from each class, grades 7-12, club representatives, and the officers.

Student Council is responsible for working with the staff to coordinate student activities, maintaining good relations between the school and community and representing the student body in establishing rules and regulations for the best order of the school. The officers of the Student Council and Student Body shall consist of a President, Vice-President, Secretary, Treasurer, Assistant Treasurer, and Activities Director. All officers must maintain a 2.6 grade point average and receive a majority vote in an authorized Student Body Election.

### **2023-2024 Officers:**

President .....Aaron Price  
Vice-President .....Bethany Phillis  
Secretary .....Isabelle Penuelas  
Treasurer .....Alexis Woolverton  
Assistant Treasurer.....Katelynn Moore  
Activities Director.....Ciena Salerno

The Student Council will meet at an agreed upon time each month. Student Council officers may call other meetings as needed. Requests for fund raising projects, dances and other activities should be presented at the monthly meeting or referred to an officer for approval.



## SCHOOL BREAKFAST / LUNCH

### Prices:

Grades K-6.....	\$1.75 / \$2.65
Grades 7-12.....	\$1.90 / \$3.05
Adult .....	\$2.65 / \$4.70
Extra Milk.....	50 cents

Students may charge lunches, but may not exceed three charges.

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.

There are a maximum of three charges at the Troy School District. When the first charge occurs, the cashier will notify the student. If a second charge occurs, the Food Coordinator will email a letter out to

Parent/guardian and the cashier will notify the student again. If a third charge occurs, the child's/children's account will be locked (no further charges will be allowed). The Food Coordinator will email another negative balance letter to Parents/guardian, and call to let parents/guardian know the child/children will not be able to receive food services until account is made current.

Applications for free or reduced price lunches may be picked up from the office or the school lunch supervisor. Inappropriate behavior in the lunch line or in the lunchroom will result in disciplinary action or suspension from lunchroom privileges. Students are responsible for clearing their own trays and trash from the table after eating. Lunchroom staff has authority to establish and enforce rules for the lunchroom, with the backing of the principal.

## VENDING MACHINES

Drink machines may be used before school, during lunch period, and after school. **They are not to be used during or between classes.** Students with early release **or those released for school- related activities** must make their purchases before school or during lunch.

## SCHOOL INSURANCE

The School District does not provide medical insurance to automatically pay medical expenses when students are injured in school. This is the responsibility of the parents or legal guardians. The District carries only legal liability insurance. Applications for individual insurance policies are available at the office. The coverage for these policies ranges from coverage for school ground accidents to coverage for competitive sports. This insurance is provided by an independent carrier and is not sponsored in any way by the School District.

The policy made available provides coverage for participation in athletics as well as coverage for accidents during school hours outside of extracurricular activities.

Students participating in any competitive sports must have physical examinations. Students must also be covered by medical insurance (unless parent(s) sign waiver). The insurance may be school insurance or family policy. Physical examination forms are available from the coaches or the office.

Applications for school insurance are available at the office.

Student Voluntary Insurance is offered through:  
Special Marketing Insurance Consultants, Inc  
1265 Main Street, Suite 202  
Stevens Point, WI

On-line: [www.k12specialmarkets.com](http://www.k12specialmarkets.com)

## BUS REGULATIONS

Students will not be permitted to ride any bus other than their regularly assigned bus after school unless the parents have given the bus driver a written request in advance.

Students who misbehave on the school bus will be referred to the principal for disciplinary action. In cases of repeated misbehavior, a student will be suspended from riding the school bus.

## FOREIGN EXCHANGE STUDENTS

Troy High School will accept one foreign exchange student per year. Depending on their age, foreign exchange students will be enrolled in the freshmen, sophomore, or junior classes. The administration, with advice from the counselor, will determine class placement. A foreign exchange student will only be enrolled as a Senior and participate in graduation if they can meet Troy School District graduation requirements.

## **PARKING/DRIVING**

Spaces for student parking are located in front of the main entrance to the Junior /Senior High School. High School students are free to leave during lunch; however, a student who needs to leave during class time must get permission from the principal. Speed limit in School Zone is 15 MPH. Students who exceed the speed limit or drive recklessly will be subject to disciplinary action.

Students are not to park in the visitor or faculty parking spaces on school days, including the elementary parking spaces. Violations may be subject to detention.

Repeat infractions may include loss of driving privilege on school property.

## **DRIVER EDUCATION**

Driver education is contracted through an outside independent contractor. Any arrangements for this class are the responsibility of the student. In order to be eligible a student must be 14 ½ years of age by the independent contractors determined deadline.

## **EXTRACURRICULAR ACTIVITIES**

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### **ACTIVITY CARDS /PARTICIPATION FEES**

A student activity card needs to be purchased by the student to gain admittance to all home athletic events. ALL members of athletic teams must purchase the \$30.00 student activity card. Students WILL NOT be allowed to participate in the first contest until they have an activity card.

Students are also assessed a Pay to Participate fee for each sporting activity, which are cross country, football, volleyball, basketball, baseball, softball, and track they participate in. The fee for Junior High Students is \$20 per sport and for High School Students is \$60 per sport. The Pay to Participate fee must be paid before the first contest. All fees will be paid directly to the office and checks shall be written to Troy High School.

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### **STUDENT ACTIVITIES**

New clubs may be organized by contacting the Student Council advisor and the principal.

Intramural sports may be organized through the Student Council.

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### **ACTIVITY BUSES**

Students representing the school in any activity involving transportation in a school vehicle are required to ride the vehicle provided.

The only exception to this rule is when parents request that their child ride with them. The parents must make this request either in person, or with the school Transportation Release Form prior to departure with the activity advisor and principal.

All safety regulations posted at the front of the bus apply to activities buses; the following rules of conduct are also in effect.

- A. Shouting out of windows and hanging arms out of windows is not allowed.
- B. Excessive display of affection is not appropriate on the activity bus.
- C. Horseplay and throwing things in the bus or out the windows is prohibited.
- D. Reasonable noise control is required for safety reasons. The driver or advisor will tell students if the noise level needs to be lowered.
- E. Food and drink are not allowed on the bus unless the driver and advisor make an exception.

Students should proceed to the bus immediately following the activity. Roll check will be made before leaving to return home.

Failure to observe these rules will result in suspension from future trips and/or disciplinary action by the principal.

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### **FUNDRAISING**

Individual students and groups may not collect money by donation or sales for any purpose, however worthy, without permission from the principal.

Club or organization fund raising projects are approved through Student Council in order to make sure that these projects are spread through the school year as a courtesy to the community patrons who support the various activities by their donations.

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**EXTRA CURRICULAR ACADEMIC ELIGIBILITY**

To remain eligible a student must maintain a C (2.0 GPA) average without any failing grades. Grades will be checked at the end of each quarter and every 3 weeks within each quarter.

- a. If the student falls below the requirement during one of these checks, if it's the first deficiency (strike one) within that sport season, the student will have one week (5 school days) to produce an acceptable grade report. At the one week progress check, if the student still does not qualify (strike two), the student must practice but not compete for two weeks (ten school days).
- b. After the second deficiency, if at any point during the sport season the student has a deficient grade report (strike three), the student is removed from the team.
- c. Quarter grade average determines academic eligibility at the end of each quarter and impacts the succeeding sports season. Semester grades do not impact athletic eligibility.
- d. A student whose grade falls below passing level in any class during a grading period may be made ineligible by the teacher until the grade is brought up. The student will remain ineligible until the specific deficiency is made up and the teacher informs the office that the student is again eligible. In this case, a notice of ineligibility will be mailed to the parents.
- e. Ineligible students do not travel with the team.

Grade checks shall be submitted via technology to the office. Each coach shall receive an eligibility report at grade check time

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**DANCES AND PARTIES**

Clubs and organizations sponsoring dances and parties must have clearance from the principal's office. The request must be approved and scheduled by the Student Council. Scheduling of supervision must be coordinated with the advisor at least two days prior to the activity.

Dances are usually limited to Troy students and their guests. Dances are for high school students only; the junior high has its own dances.

High school dances are usually held from 9:00 PM until 12:00 AM. Exceptions are made for some formal dances. Junior high dances are usually held from 7:00 PM until 10:00 PM.

A student may invite a guest by obtaining a guest pass at the principal's office. This must be done ahead of time, no later than noon on Friday. Guests will not be admitted unless the request is approved by the principal or dean of students ahead of time.

Guests must be high school age students enrolled at another school. A student who wishes an exception must meet with the principal.

Dance rules and regulations regarding appropriate behavior, tobacco, alcohol, and drugs are the same as usual rules for activities. Any violation is subject to disciplinary action or referral to law enforcement agencies. Troy students are responsible for their guests.

General rules enacted by the Student Council for dances:

- a. No one will be admitted to the dance after the first hour.
- b. Students are not allowed to leave the dance and return.
- c. Lighting and sound level must be reasonable.
- d. In addition to the group advisor, two faculty members or parents must be present for supervision.
- e. Inappropriate touching or dancing will not be allowed.

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## **ATHLETICS**

### **ATHLETIC CODE**

The extracurricular activities program represents the school and the community. Participants are expected to maintain high standards in academic performance, citizenship and sportsmanship.

The teachers and administration of the Troy School District believe that the extracurricular activities program, and the benefits student derive from participation, are enhanced by adherence to the rules and regulations of the Activities Code.

Basic rules are as follows:

1. Students must maintain a “C” (2.0 GPA) grade average without any failing grades for extracurricular eligibility.
2. Unless pre-arranged, a student must be in attendance for the full day to be eligible for practice or competition on that day. Any exception for an appointment or emergency requires a signed excuse from the principal ahead of time.
3. Absences from practice are to be cleared with the coach or advisor ahead of time.
4. A student who is assigned to detention will inform the coach or advisor if there is a conflict with practice.
5. A student who is suspended from a class or school will be ineligible for practice and competition until reinstated.
6. Displays of poor sportsmanship or disrespect for coaches or advisors are grounds for suspension.
7. A complete copy of the athletic code is provided to each student who wishes to participate in extracurricular activities. Extra copies are available at the office or online.

### **TROY HIGH SCHOOL LETTERING POLICY**

- Each participant will receive a certificate of participation when he or she has participated in any games, matches, or events held for that particular activity for the entire season.
- Students will receive a varsity letter for Football, Volleyball, Basketball, Baseball, Softball, when he/she:
- Has participated in over 40% of the quarters (FB & BB), games (VB) or innings (SB & BB) of that particular activity
- Varsity Letters in cross country and track will be earned on a point system. In each sport, 75 points are required to letter.
- Each participant who, except for a hardship, would have achieved the requirement for an award may be granted a letter on the recommendations of the “committee for interscholastic activities” (which may include the athletic director and extra-curricular staff at the high school). The participant must have been involved in at least 20% of the games, matches, innings, or events of that activity.

### **GATE PRICES/SEASON TICKETS**

Athletic programs are financed entirely by admission fees and season tickets.

Gate prices:

- \$6.00 Adults
- \$5.00 Students and senior citizens
- \$4.00 K – 6
- Preschoolers free with parents
- I.H.S.A.A. Pass (cardholder and one guest) Teachers (no charge)

Season Tickets: (Does not include junior high games.)

- \$180.00 Family Pass - 2 Adults 2 Children (\$30.00 for each additional child)
- \$72.00 Adults
- \$36.00 Students grades K-12
- \$36.00 Senior Citizen

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## **NOTIFICATION OF RIGHTS AND EQUAL OPPORTUNITY**

The Family Educational Rights and Privacy Act of 1974 guarantees eligible students in attendance certain rights regarding the release of student records. See the Principal for details.

### **RELEASE OF INFORMATION**

During the school year, Troy School District receives requests for basic contact information about our students. Under the No Child Left Behind Act, the school is obligated to release basic contact information. You may request that this information be released **ONLY WITH YOUR CONSENT**.

FERPA provides that “directory information” may be disclosed without the prior written consent of the parents or eligible student. “Directory information” includes the following or similar information relating to a student:

1. Student name, address and telephone number
2. Parent/guardian name and address
3. Date and place of birth
4. Grade level
5. Gender
6. Major field of study
7. Participation in officially recognized activities and sports
8. Weight and height of members of athletic teams
9. Dates of attendance
10. Degrees and awards received
11. Most recent previous education institution attended by the student

Parents may request a form from the school office to **PREVENT** the release of your student’s name, address and telephone number to all requesting agencies, such as military recruiters, colleges and universities, prospective employers and other agencies without a signed release from you.

For more information, please contact the Principal’s office at 835-2361.

### **STUDENT RECORDS**

Teachers, parents, and the student may review a student’s records. Requests should be made through the office, at which time a copy of the Family Educational Rights and Privacy Act (FERPA) will be made available.

### **PARENT COMPLAINT PROCEDURE**

If there is a concern that has not been successfully resolved informally, please refer to the Uniform Complaint Procedure (District Policy 5250) which can be found on the school districts web site or through the school office.

### 3 • PERSONNEL

#### FACULTY AND STAFF 2023-2024

Heather Bailey .....Custodian  
Zach Bergman .....English  
Teddy Bailey .....Maintenance/Transportation Supervisor  
Brittanie Brown .....English  
Matthew Bruns .....Science  
Kelly Carlstrom .....Physical Education  
Aaron Dail .....Principal  
Michelle Ecklund .....Special Education Aide  
Samuel Hoffman .....Agriculture Science and Technology  
Cheyenne King .....Special Education Aide  
Krystal Kovisto .....Math  
Kim Malm .....Librarian  
Mallory McGraw .....Special Education  
Ashley Nelson .....Counselor  
Nicole Recla .....IDLA, Lab Supervisor  
Janet Schetzle .....Secretary, Registrar  
Zachary Spence .....Science, Math  
James Stoner.....Business Ed, Drivers Ed, Health  
Tera Stoner .....Music  
Guy Wells .....Physical Education, Spanish  
Robert Wilson Jr .....History, Social Studies

**SUPERINTENDENT:** Klaire Vogt

#### BOARD OF TRUSTEES

Wendy Fredrickson	1675 Hwy. 99 Troy, ID 83871	Home: 208-835-2342 Work: 208-743-1537 Fax: 208-750-0572 E-mail: wfredrickson@troysd287.org
Lisa Hunter	1065 Spring Valley Rd. Troy, ID 83871	Cell: 208-596-6322 E-mail: lhunter@troysd287.org
Daniel Moyer	406 Polly Street Troy, ID 83871	Home: 208-301-1530 Work: 208-882-6386 E-mail: dmoyer@troysd287.org
Pam Hilliard	1721 Little Bear Ridge Troy ID 83871	Home: 208-835-5964 Cell: 509-336-0464 E-mail: philliard@troysd287.org
Kyle Osborn	PO Box 531 Troy, ID 83871	Cell: 509-330-0218 E-mail: kosborn@troysd287.org

## ADVISORS AND COACHES 2023-2024

### Class Advisors:

12 <sup>th</sup> .....	Tera Stoner
11 <sup>th</sup> .....	Samuel Hoffman
10 <sup>th</sup> .....	Zachary Spence
9 <sup>th</sup> .....	James Stoner
8 <sup>th</sup> .....	Robert Wilson
7 <sup>th</sup> .....	

Athletic Director .....	James Stoner
Cheerleading .....	TBA
Cross Country .....	Jeannette Warren
Assistant .....	TBA
Football .....	Shawn Buchanan
Assistant .....	TBA
Volleyball .....	Deborah Blazzard
Assistant .....	Lynn Wardle, Kristi Trout
Basketball (Boys) .....	TBA
Assistant .....	TBA
Basketball (Girls) .....	Guy Wells
Assistant .....	TBA
Baseball .....	Tyler Strunk
Assistant .....	Ric Hagenbaugh
Softball .....	TBA
Assistant .....	TBA
Track .....	TBA
Assistant .....	TBA
Junior High Football .....	TBA
Junior High Volleyball .....	Deborah Blazzard
Junior High Cross Country .....	Halee Bohman
Junior High Basketball (Boys) .....	TBA
Junior High Basketball (Girls) .....	Guy Wells
Business Professionals of America .....	James Stoner
F.F.A. ....	Samuel Hoffman
Knowledge Bowl .....	Brittanie Brown, Zach Bergman
National Honor Society .....	Ashley Nelson
Student Council .....	Nicole Recla & Janet Schetzle

**2023- 2024**  
**TROY JR / SR HIGH SCHOOL**

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**HANDBOOK ACKNOWLEDGEMENT**

I hereby acknowledge receipt and review of the Troy Jr/Sr High School Handbook. I understand the information and policies as explained in the handbook.



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

\_\_\_\_\_  
Date

As a parent/guardian of the above signed student, I hereby acknowledge receipt and review of the Troy Jr/Sr High School Handbook.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**ACCEPTABLE COMPUTER AND NETWORK USE CONTRACT**

I understand and will abide by the Internet Use Agreement as published in the Troy School Handbook.

I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked, school disciplinary action may be taken, and/or appropriate legal action.



\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Date

**PICTURE RELEASE**

I hereby grant permission for my child to be photographed or videotaped while in activities connected with Troy Jr/Sr High School. Pictures and videotape may appear in newspaper articles, Troy web page, Troy television station, brochures, or publications approved by school administration.



\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**HIGH SCHOOL STUDENTS INFORMATION RELEASE**

1. \_\_\_\_\_ I give consent for my student's basic contact information to be given to military and college recruiters. (For high school students only)
2. \_\_\_\_\_ I do not give consent for my student's basic contact information to be given to military and college recruiters. (For high school students only)



\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



**Rules of Conduct**  
**Intra Curricular and Extra Curricular Field Trips**

I will accept and respect the authority of the supervisors and advisors in charge of the trip.

I will be courteous at all times and respect the rights of others.

I will care for motel/hotel property and respect the rights of other guests of the motel/hotel. I will not damage or remove hotel property. I will not enter any person's room for which I do not have the permission of the advisor/chaperone/supervisor.

I will not purchase or have in my possession any kind of tobacco, alcoholic beverage, drug or fireworks. I will not violate any local, state or federal laws. Police may be called if warranted by breaking any law.

I will work for the good of Troy Jr. /Sr. High School in all activities, doing my best to get along with each person involved and accepting the decisions reached.

I will turn my cell phone/computer off by curfew, leaving it off for the remainder of the night and only use my cell phone/computer when the advisor in charge deems it appropriate. If requested I will give my cell phone/computer/or other devices to the advisor in charge until it is appropriate to be returned.

I will be in my assigned room by curfew, allowing only my assigned roommates to enter, remain there during the night, and will be appropriately dressed and out of my room by the established time each day.

I will adhere to the standard of dress established by the advisor/chaperone/supervisor for activities, traveling and other trip activities, which shall reflect on me and my peers in a positive and respectful manner.

I will do my best, in acting as a mature adult, in all the situations that may confront me while representing my parents, my school and my community during my participation in Troy Jr. /Sr. High School activities. I will abide to my school and advisors policies at all times and will report immediately to the advisors in charge any infraction of the rules.

I UNDERSTAND THAT BREAKING ANY OF THESE RULES, WRITTEN OR APPLIED, WILL BE SUFFICIENT CAUSE FOR ME TO BE SENT HOME AT MY OWN EXPENSE. DISCIPLINARY ACTION FOR THE STUDENT MAY FOLLOW IN ACCORDANCE WITH PROGRAM OR SCHOOL POLICY, LOCAL AND STATE LAW IF WARRANTED.

\_\_\_\_\_  
**Parent/Guardian's Signature**

\_\_\_\_\_  
**Student's Signature**

**Date**\_\_\_\_\_