



**Troy
Intermediate
“We are TROY”**

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper 

TROY ATTENDANCE LINE

440-930-8297

PLEASE USE FOR ALL

ATTENDANCE

CALLS!

AVAILABLE 24 HOURS

**You may also request
homework using
this number.**

Troy MUST be notified by 8:15 a.m. if your student
will be late or absent. State law requires that we
contact parents if we have not be notified of a
student's intended absence.

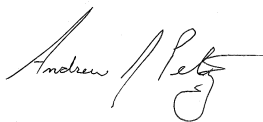
Belief and Vision:

Troy Intermediate is an active member of the Ohio Middle Level Association and the Association for Middle Level Education. *This We Believe* was written by our associations and helps guide us in our academic endeavors. *This We Believe* lists 16 characteristics for a successful middle level school building. The first eight are facets of the culture and the next six are programming focuses. Troy Intermediate is a strong academic institution. We traditionally receive high test scores, have excellent teachers, provide Learwood and ALHS with well-rounded and high-achieving students and have a supportive parent contingent. The 16 characteristics of successful schools for young adolescents are characterized by a culture and climate that includes:

- Educators value young adolescents and are prepared to teach them
- Students and teachers engaged in active, purposeful learning
- Curriculum that is relevant, challenging, integrative, and exploratory
- Educators use multiple learning and teaching approaches
- Varied and ongoing assessments advance learning as well as measure it
- A shared vision developed by all stakeholders guides every decision
- Leaders are committed to and knowledgeable about this age group, educational research, and best practices
- Leaders demonstrate courage and collaboration
- Ongoing professional development reflects best educational practices
- Organizational structures foster purposeful learning and meaningful relationships
- The school environment is inviting, safe, inclusive, and supportive of all
- Every student's academic and personal development is guided by an adult advocate
- Comprehensive guidance and support services meet the needs of young adolescents
- Health and wellness are supported in curricula, school-wide programs, and related policies
- The school actively involves families in the education of their children
- The school includes community and business partners.

As a building, we set a goal to exceed all of these expectations through: Team meetings, Troy Dad Walk/Breakfasts, PTA meetings/forums, classroom guidance, activity nights, personal and professional development, Builder's Club, Parent/Teacher Conferences, Open House/Information Nights, Band/Orchestra/Choir classes and performances, and several other initiatives are intended to help support these goals. We want to foster the development of the whole child: academically, emotionally and socially. We invite you to join us in the accomplishment of our vision.

Sincerely,



Andrew Peltz, Principal and the Troy Staff

Name _____

1st Quarter Grading Period Progress

Date									Goal
Language Arts									
Math									
Science									
Social Studies									

Action to Achieve Goal

1. _____
2. _____
3. _____

2nd Quarter Grading Period Progress

Date									Goal
Language Arts									
Math									
Science									
Social Studies									

Action to Achieve Goal

1. _____
2. _____
3. _____

Name _____

3rd Quarter Grading Period Progress

Date									Goal
Language Arts									
Math									
Science									
Social Studies									

Action to Achieve Goal

1. _____
2. _____
3. _____

4th Quarter Grading Period Progress

Date									Goal
Language Arts									
Math									
Science									
Social Studies									

Action to Achieve Goal

1. _____
2. _____
3. _____

CLASSROOM RULES

While each teacher will establish rules of conduct for his or her own classroom, by now you should know how to behave in class with little direction. You should be on time and prepared to work. You should pay attention to your teachers' directions and not create a disturbance that would interfere with the learning of others. You should show respect for your teachers and fellow students at all times.

All staff has the following expectations for students, and these rules are posted:

1. Students will maintain a positive learning environment so that teachers may teach and students may learn.
2. Students will treat **ALL** staff with respect and follow their directions in a respectful manner.
3. Students will come to class prepared, on time, and with their planner.
4. Students will keep hands, feet, objects and unkind remarks to themselves.
5. Students will not bring distractions to class.
6. Students will not be permitted to chew gum or eat candy (unless supplied by staff).
7. Students will not bring books or other materials to class in a book bag.

Classroom rules are designed to provide the best learning environment for everyone in the classroom. If a student chooses to misbehave, then he/she chooses to accept all consequences for his/her actions. Students will maintain communication with their parents as to their progress and/or problems in school.

VALUABLES

Students are encouraged to not bring large amounts of money or wear expensive watches or jewelry to school. Please do not leave purses, money, jewelry, electronics, or any item of value in the classroom, on lunch tables, or anywhere unattended. If you lose an article, please check with the lost and found located in the office or cafeteria.

LOCKERS

Lockers will be issued at the beginning of the year. Each student is responsible for keeping his/her own locker clean, both inside and out. Students are not to SHARE LOCKERS. School lockers are property of the school district, with use granted by the district. Students shall have no expectation of privacy with regards to any contraband, dangerous objects or substances placed within such lockers. School officials may search lockers at any time if there are reasonable grounds to suspect a violation of school rules. It is not wise to leave money or valuables in your locker. Party and tape decorations are not permitted in or on lockers.

ATTENDANCE POLICY

The faculty and administration of Avon Lake High School strongly believe that consistent attendance and punctuality are important factors in pursuit of a high school education and diploma. Students are urged to make appointments outside of school hours. If students are absent they are not to be on the school grounds. When a student is absent, parents or guardians are requested to call the Attendance Office before 8:15a.m. on the day of the absence.

Ohio law requires attendance each day that school is in session. Regular attendance and punctuality are necessary for academic progress and success. In addition, regular attendance helps students learn responsibility as well as value the education opportunities provided in the District.

Absences from school are considered either excused, unexcused or unexcused with credit. A total of 7 unexcused/unexcused with credit absences are allowed each semester, before a student is considered to be in violation of Board policy. An unexcused with credit absence is defined as an absence due to personal illness or injury not requiring medical attention and documented with a parent note to school.

Physical Education class is a unique situation. Participation is imperative and without proper dress a student may not receive credit. A student does have the opportunity to make up physical education classes on a limited basis after school. Please refer to your physical education classroom management plan.

At the high school level, students are denied credit for each semester class in which they have at least 8 unexcused or unexcused with credit absences.

- Students are tardy after the 7:45 a.m. bell.
- Students' arriving after 10:14 a.m. equals ½ day a.m. absence.
- Students leaving between 10:14 a.m.–12:24 p.m. equals ½ day p.m. absence.

EXCUSED ABSENCE

Excused absences from school are not counted in the number of accumulated absences. Excused absences include:

1. Personal illness with a doctor's note.
2. Medical appointment with written note from doctor's office or other proof of attendance. Parents are encouraged to make appointments after school hours.
3. Court appointments with written proof.
4. Death of a relative.
5. School-approved field trips or extracurricular activities.
6. Extenuating circumstances warranting individual consideration by the building administrator.

(Absences due to reasons indicated above will not be counted in the total accumulated absences towards truancy. Students are still responsible for making up missed work.)

A student with excused absences must, upon returning to school, make arrangements with his/her teachers(s) to make up missed work. *For excused absences, the student will have one school day to make up work for each day absent.* When a student is absent from school, a call to the school, by the parent, is required each day before 8:15 am. The attendance voice mailbox phone number is [440-930-8927](tel:440-930-8927). This process allows the school to know where the child is, and to know that the parents are aware of the child's absence. This procedure is a must since the Ohio Legislature passed the "Missing Child Act," which went into effect on April 9, 1985.

When your child is absent from school, in addition to the phone call, he/she must bring a note from home stating the reason for the absence. The written note is kept for our records.

Personal Illness

Avon Lake City Schools understand that parents use their best judgment as to whether their child should attend school when suffering a personal illness. We appreciate this due diligence as it benefits the health of all others in the school. Many if these illnesses do not warrant a visit to the doctor's office and therefore will not have a doctor's note. For this reason, up to 28 hours (per semester) of personal illnesses without a doctor's note could be considered excused absences at the discretion of administration, dependent on circumstances, so long as those absences were called into the attendance office and followed up with a parent note upon the student's return to school.

Planned Absence

Absence due to a set of circumstances judged by the administration to constitute good and sufficient cause for excused absence from school may be approved for up to 64 hours (combined total) per year at administration's discretion, dependent on circumstances, for students considered to be in good standing. No more than 28 consecutive hours at a time will be excused without prior approval from administration.

Reasons for such absence may include retreats, participation in non-school athletic events, or family matters/trips out of town. These absences, while excused, are still counted in the student's total accumulated absences by school law.

Unexcused Absence

A student's absence is unexcused or truant when he/she misses school for an unacceptable reason or without parental permission. The following are unexcused absences in accordance with Ohio Attendance Laws: truancy, suspension, trips not approved in advance, shopping, hunting, fishing, baby-sitting, oversleeping, attendance at games, birthday or other celebrations, gainful employment.

Unexcused absence from school and/or classes include:

1. Out-of-school suspension.
2. Truancy from classes and school.
3. Student absences without parental call or note.

Students with unexcused absences are expected to make up the missed work; however, a teacher is not required to assign credit for the work done during the time of an unexcused absence.

VACATIONS

Students will be permitted to accompany their parents on vacation during the school year, provided such vacations are approved in accordance with accepted administrative procedures.

1. Parents should submit a written request to the building Principal two (2) weeks in advance of the scheduled vacation and indicate the time period involved.
2. Arrangements with teachers to obtain classroom assignments will be made by parents and/or students, one (1) week prior to the departure date.

Example: 5 days out / 5 days to complete

TARDINESS

Accepting responsibility is an important part of learning, and the tardy policy reflects the belief that getting to school on time is a student and/or parent/guardian responsibility and a mandated school law. **Students are expected to be in their first period class prior to the bell that rings at 7:45 am.** Those students who are tardy to school will report to the office to receive a pass. Students who receive three (3) tardies to school for the grading period will be issued an office lunch/recess detention. Students who accumulate five (5) tardies will serve a one

(1) Friday School and one (1) additional Friday School if seven (7) tardies are reached in one 9 week quarter. The number of tardies resets with the start of a new quarter.

HOMEWORK REQUESTS

The procedure for requesting homework for an absent student is as follows:

1. Call the school before 8:15 am on the third day of the student's absence. Please wait until the student's third day of absence before calling in for missing assignments. First, focus on your child's health and recovery; teachers will assign make-up work upon the child's return. If the absence reaches three (3) days, you should then phone the school and arrange to pick up make-up work.
2. Assignments can be picked up between 2:30 pm and 3:30 pm on the day of notification or sent home with a relative or responsible party.
3. Additional work will be assigned when original assignments are completed and handed in to teachers.
4. Please contact the building principal for extenuating circumstances.

Power School

Troy Intermediate School uses a web based program to access homework assignments for students. This is a way in which students and parents can check daily homework assignments.

Power School is intended to be a communication tool for teachers, student, and parents. Power School does not replace the student's responsibility to accurately copy down daily assignments and test dates in their planner. Misinformation or the absence of information in Power School does not constitute exemption from an individual or assessment date.

STANDARDS OF APPEARANCE & DRESS CODE

Students shall appear in school and at school sponsored activities in dress that is clean, in good taste, and in a manner that will not tend to disrupt the school activity nor create a condition that would be adverse to the safety and health of the students. Student dress may be regulated if the administration deems said attire to be bizarre, offensive, disruptive or distracting to the educational process. Students may be sent home if a change of clothes is not available. Any time missed from class will be recorded as unexcused. Violations of these standards and guidelines shall be handled by the building principal and his/her designee who shall determine appropriate actions to be taken. Those actions may result in suspension or in recommendation for expulsion. The following guidelines shall constitute the Troy Intermediate School student dress code.

1. Students shall, at all times, wear some kind of shoes.
2. Skirts and shorts of appropriate size, length, fit and propriety are permissible. Holes in clothing are not permitted.
3. Leggings/yoga pants must be accompanied by an appropriate top

that properly reaches the middle thigh.

- 4. Dark glasses are not to be worn unless prescribed by a doctor.
- 5. Hats/bandannas worn as head coverings may not be worn in the building.
- 6. Coats and outer garments not appropriate for indoor wear are to be kept in lockers and are not to be worn in classes.
- 7. Style of dress that exposes the midriff and cleavage is prohibited. This prohibition includes the exposure of the front, rear and sides of the waist. Tank tops, cutoff shirts or any garment, which reveals undergarments, are not appropriate. No spaghetti straps or thin straps, bare backs, or revealing tops are allowed. No low cut armholes or necklines.
- 8. Garments advertising or displaying illegal and/or inappropriate activities for young people (reference to drugs, alcohol, tobacco, promiscuity, cults, or gangs) are not allowed.
- 9. Writing and /or symbols on garments should not be such as to literally, or by implication, be obscene or be such as to shock or affront the standards of common decency and propriety as determined by administration.
- 10. No items that may present physical danger are allowed (such as chains or spiked jewelry, etc).
- 11. No excessive or distracting use of make-up.

Students representing the Avon Lake Schools at events outside the school setting may be required to meet specific dress and appearance patterns

Fees

Student Fees for the 2018-19 School Year will be as follows:

5 th Grade		6 th Grade	
Student Fee	\$35.50	Student Fee	\$35.50
District Activity Fee	<u>\$20.00</u>	District Activity Fee	<u>\$20.00</u>
Total Fee	\$55.50	Total Fee	\$55.50

All fees must be paid before students may participate in the end of school year activities.

ELECTRONIC DEVICES

We discourage the students to use their personal electronic devices during school except for appropriate educational purposes. Troy Intermediate and Avon Lake City Schools are not responsible for the loss or theft of any such items. Personal devices are still subject to the same rules and expectations set forth in the board approved Acceptable Use Policy. For example, no unapproved photos, unapproved recordings, non-academic social networking, text messaging, searching for/looking at inappropriate material, etc.

Consequences include: warning for first/minor offense, teacher confiscation until end of period for second/major offense, device held in the office until the end of the day for repeated/major offense, and parent pick-up of device from office after repeated/major offenses.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

Aggressive behavior toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, including any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation.

This also includes intimidation and harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability, stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing. Any student who believes she/he has been or is the victim of aggressive behavior should immediately report to a staff member. The principal or his designee will contact the victim's parent(s) involved in a timely fashion in order to develop an appropriate action plan. For additional clarification, please refer to Board of Education Policy.

HALLWAY CONDUCT

Students are to walk at all times. NO RUNNING IS PERMITTED!

Students are NOT allowed to eat any type of food while in the halls.

No loud, boisterous noises or vulgar language will be accepted. (Level 2 Voice Level)

No public display of affection (i.e. holding hands, etc.) will be permitted.

Students are to avoid any type of physical contact with other students (i.e. bumping, tripping, trashing books, etc.)

As a courtesy, we encourage student to follow "traffic" rules in the halls; walking on the right side of the hall and stopping at intersections.

CAFETERIA CONDUCT

Lunch should be a time of the day in which you should relax and talk with classmates. The following are goals which will encourage this type of atmosphere:

Clean tables - To accomplish, this will take very little time on your part. If food and dishes are kept on your tray, there will be a minimal chance of food being dropped on the table. If an accident should occur, ask a cafeteria worker for a cleaning cloth to wipe up spilled food.

Clean floors - It should be possible for students to keep the cafeteria floor clean. If food is dropped or spilled on the floor, do your part and clean up the mess. A mop is available to clean it up right away.

Noise level - It should not be necessary for students to shout to their neighbor to be heard.

Please note the following:

1. Students are NOT permitted to leave the cafeteria without a pass. There is a sign out sheet for the use of the restroom.
2. Throwing of food will not be tolerated. Throwing objects will result in disciplinary action.
3. Running, pushing, or horseplay is NOT acceptable.
4. Students are not to move from table to table without permission.
5. Students will not leave until their table has been dismissed by the lunch supervisor.
6. Students will not cut in line. Those students that are

getting the full lunch will be permitted to go first and those that are buying extras must wait until all full lunches are done being served.

BUS REGULATIONS

The purpose of a school transportation system is to deliver student to and from school or authorized curricular or extracurricular events, therefore conduct expected in the school is required on the bus and at loading points on and off school property. Riding the bus is a privilege. This privilege will be suspended for students who cannot abide by the rules and regulations prescribed by the Ohio Code and local transportation rules. All students will sign the rule sheet that states the expected behavior conduct while riding the school bus. Students are responsible and liable for damages that might result from malicious behavior (i.e. seat damages).

Students are not permitted to ride on any unassigned bus due to limited seating. Riding home with a friend is not permitted without an approved office bus pass. Bus passes require written notes from both parents/guardians involved. Misconduct on the bus or bust stop will be treated the same as if it occurred in or on school property and will be subject to the same levels of discipline.

ARTICLES PROHIBITED IN SCHOOL

Problems arise each year because students bring articles which are hazardous to the safety of others or interfere in some ways with school procedure. Such items as toy guns, water pistols, sling shots, knives, radios, tape recorders, weapons of any kind, lighters, laser pointers, etc., (check Board Policy). Items deemed undesirable will be confiscated and returned to the guardian at his/her request.

TROY CODE OF CONDUCT

Any of the following will be considered a breach of the Troy Intermediate's Student Code of Conduct:

1. Insubordination and Disrespect
2. Tardiness
3. Class Cutting
4. Truancy
5. Loitering
6. Minor Violations of Bus Conduct
7. Motor Vehicle Offenses
8. Distribution of Unauthorized Materials
9. Inappropriate Appearance
10. Electronic Devices
11. Failure to Complete Detention
12. In Halls Without Permission or Misuse of Hall Pass
13. Minor Disruption and/or Removal From Class
14. Leaving the Building Without Permission
15. Use of Inappropriate Language
16. Inappropriate Display of Affection
17. Other Misconduct
18. Tobacco
19. Gambling
20. Honor Violations
21. Injurious Behavior
22. Violating Acceptable Use Policy
23. Trespassing
24. Disobedience to Administrative Directive
25. Misuse of Facilities and Equipment
26. Misconduct Specified in Section III
27. Failure to Complete Minor Disciplinary Sanction
28. Repeated Minor Violations

29. Abusive, Harassing, Bullying, Cyber Bulling Behavior
30. Vandalism
31. Fireworks and Explosives
32. Assault
33. Fighting
34. Involvement with Weapons or Dangerous Instruments
35. Involvement with Alcoholic Beverages
36. Involvement with Drugs and/or Drug Paraphernalia
37. Theft or Possession of Stolen School or Private Property
38. Arson/Attempted Arson/Possession of Incendiary Devices
39. Disruption of School
40. Extortion
41. Making False Fire Alarms and Bomb Threats
42. Violation of Local, State or Federal Laws
43. Hazing
44. Violation of Board Policies or School Rules & Regulations
45. Sexual Harassment
46. Failure to Provide Evidence/Providing False Information/Lying
47. Sexual conduct
48. Repeated or Continued Violation of Minor conduct Rules

DISCIPLINARY CONSEQUENCES

Any violation of Troy Intermediate's Student Code of Conduct will result in one or more of the following consequences:

- 1) Warning from Staff or Principal
- 2) Parent Communication (phone, email and or letter)
- 3) Teacher Detention
- 4) Office Lunch/Recess Detention
- 5) Friday School
- 6) In-School Probation
- 7) Student Suspension

*The severity or repetitiveness of the infraction will determine the consequence. This is NOT a leveled consequence plan.

Teacher Detention: Detentions will occur during the student's recess. With parent approval, the detention may occur before or after school. NO TRANSPORTATION will be provided.

Office Lunch/Recess Detention: The principal or his/her designee may assign a detention where the student will eat his/her lunch and recess in the office.

Friday School: Friday School dates will be assigned as needed. Students will report to Troy's Main Office at the end of the school day. Students will be dismissed at 5:00pm from the Main Office. All school rules apply. Students should bring work to complete. No sleeping, no devices or eating will be tolerated. Tardiness, violation of rules or unapproved absence from Friday School will result in a repeat of the Friday School and possible additional consequences. NO TRANSPORTATION will be provided.

In-School Probation: As an alternative to out-of-school suspension, a student may be assigned in-school probation. During this time, the student will spend the school day in the office, and he/she will be required to complete all schoolwork assigned by teachers before being allowed to return the following day(s). The student must eat lunch in the probation area in the office, and no social contact is to be made during this time. Schoolwork will count for credit, as will all tests.

Student Suspension: The superintendent, principal, assistant

principal or other designated administrators may suspend a student from school for disciplinary reasons outlined in the student code of conduct. No period of suspension will be for more than 10 school days. Suspension may extend beyond the current school year if, at the time a suspension is imposed, fewer than 10 days remain in the school year. The superintendent may apply any or all of the period of suspension to the following year.

The superintendent may require a student to perform community service in conjunction with or in place of a suspension. The board may adopt guidelines to permit the superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the suspension into the following school year. The guidelines listed below will be followed for all suspensions, including those of in-school suspension.

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt will be made to notify parent(s)/guardian(s) by telephone if a suspension is issued.
4. Within 24 hours, a letter will be sent to the parent(s)/guardian(s) stating the specific reasons for the suspension and including notice of their right to appeal such action.
5. Notice of this suspension will be sent to the:
 - A. Superintendent
 - B. Treasurer and
 - C. Student's school record (but not for inclusion in the permanent record).
6. Permanent Exclusion: If the offense is one for which a school district may seek permanent exclusion, then the notice will contain that information.

Appeal Procedure to the Superintendent or Designee

Should a student or a student's parent(s)/guardian(s) choose to appeal the suspension, he/she must do so within two school days of the notice of suspension. The appeal will be heard by the superintendent or designee. The student will be excluded from school during the appeal process.

Appeal to the Board

A student or a student's parent(s)/guardian(s) may appeal the suspension by the superintendent to the board or its designee within 14 calendar days of the notice of suspension. They may be represented in all such appeal proceedings and are granted a hearing before the board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing which may be held in executive session at the request of the student or parent(s)/guardian(s). The student will be excluded from school during the appeal process.

Appeal to the Court

Under Ohio law, the decision of the board may be further appealed to the Court of Common Pleas.

ACTIVITY NIGHT

All Troy Intermediate students have the opportunity to attend the activity nights unless disciplinary issues restrict attendance.

The activities will be held in the gymnasium and cafeteria. Students are not permitted to bring students from other schools, nor are they permitted to leave early. **School dress code applies during the activity night.** Please dress appropriately. No student is to leave the building during the activity night. Students must be in attendance at school in order to attend the activity night. Rides are expected to be here promptly at the conclusion of the activity night.

MEDICATION

It is the policy of the Avon Lake City School Board of Education to discourage the administering of any oral medication (prescription or non-prescription) to students by school personnel. We do, however, understand that the health needs of some students require that medication be taken during the school day. For students who must take oral medication (prescription or non-prescription) at school, the following requirements must be met:

1. The parent must obtain a written order from a licensed health care provider requesting that oral medication be given at school. This order must include the name of the medication, the dosage, the time to be given, the reason for the medication and the possible side effects. Forms are available in the school office.
2. The medication is to be provided in the original container dispensed by the prescribing licensed health care provider or licensed pharmacist with the student's name, name of medication, when it is to be given, name of pharmacy and prescription number on container.
3. If either the medication or the licensed health care provider is changed, the above process must be repeated. The school principal must be notified of ANY change immediately.
4. New forms must be used each school year.

MEDICATION FORMS ARE AVAILABLE IN THE SCHOOL OFFICE. THE OFFICE <u>CANNOT</u> ADMINISTER ANY MEDICATION WITHOUT THE PROPER FORMS.

Security Cameras

Security cameras are placed throughout the building for the safety and security of students and staff.