

# TROY ELEMENTARY SCHOOL

## *STUDENT HANDBOOK*

### 2020-2021



**Troy Elementary School**  
503 Gibbs Street  
P.O. Box 708  
Troy, Alabama 36081-0708  
334-566-1444  
334-566-8823 (Early Childhood Center)  
FAX: 334-566-8142  
WEBSITE: [www.troyschools.net](http://www.troyschools.net)

# TROY ELEMENTARY SCHOOL

## ADMINISTRATIVE STAFF:

Mrs. Teresa Sims	.....	Principal
Mrs. Emma Fluker	.....	Assistant Principal
Ms. Leigh Parrish	.....	Assistant Principal
Mrs. Amy Brown	.....	Counselor
Mrs. Stacy Carpenter	.....	Counselor
Mrs. Eula Pouncey	.....	Secretary
Ms. Artreca Thomas	.....	Records Clerk
Ms. Lindsey Fannin	.....	Bookkeeper
Ms. Andrea Alberson	.....	Secretary, ECC

## **Superintendent of Troy City Schools**

Mrs. Cynthia G. Thomas

(334) 566-3741

Director of Instructional Support Services and Special Education

Dr. Christie Armstrong

Curriculum and Federal Programs Coordinator

Dr. Joanna Taylor

## **Troy City Board of Education**

Mr. Jonathan Cellon	.....	President
Mrs. Roxie Kitchens	.....	Vice-President
Mrs. Maxine Hollis	.....	Member
Ms. Eva Green	.....	Member
Mr. Bo Coppage	.....	Member

## **OUR VISION**

***“TROJANS COMMITTED TO SUCCESS”***

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## **TES MISSION STATEMENT**

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

### **OUR BELIEFS**

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

#### Notice of Nondiscrimination

Troy City Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Christie W. Armstrong, Title IX Coordinator  
358 Elba Highway  
Troy, AL 36079  
334-566-3741  
[armstrongc@troyschools.net](mailto:armstrongc@troyschools.net)

## **ADMISSION POLICIES**

**ENTRANCE AGE:** A student must be five years old on or before September 2 of the current school year to be eligible for admission to kindergarten. The student must be six years old on or before December 31 of the current school year to be eligible for admission to first grade. The following documents are requested for registration:

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

**REGISTRATION: ALL students, current and new, must register for the school year. Parents/Guardians will register students using our on-line platform, Rapid Registration. Go to [www.troyschools.net](http://www.troyschools.net) and click on Registration to create an account.** This form will provide parent/guardian contact information (address and phone numbers) **which must stay current.** Proof of residency within the city limits of Troy is required for:

- All students entering kindergarten
- All students in K-6 attending TES for the first time.
- Any student that changes address during the school year.

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

- Automobile Registration
- Apartment or Home Lease
- Property Tax Records
- Homeowner's Insurance Policy
- Mortgage Documents or Property Deeds
- Utility Bill/Statement of Initial Start of Service (only power, water, or gas)
- Voter Precinct Identification

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

**STUDENTS ENROLLING UNDER THE "OUT OF DISTRICT" POLICY MUST PRESENT VERIFICATION OF PAYMENT AT THE TIME OF ENROLLMENT.**

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

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

## **ATTENDANCE - ARRIVAL AND DISMISSAL POLICIES**

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

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

### **UNEXCUSED ABSENCES/TRUANCY**

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

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

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

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

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

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

**ARRIVAL AND DISMISSAL:** Students should not arrive on campus before **7:30 a.m.** each morning. There will be no one on duty before that time and students will not be properly supervised. Children should be dropped off at the appropriate area with enough time allowed for them to walk to their classroom to begin school at 8:05 a.m. Students will be considered

tardy if they arrive **in the classroom** after 8:05.

**ALL Students will be dismissed at 2:20 p.m. and they should be picked up no later than 2:50 p.m. each day.** Children who walk will be led to the street by school personnel and crossed by a crossing guard. In the event of rain at dismissal time, walkers should have pre-planned with parents whether to walk or wait at a pick up area for their ride. **If you know you will be late picking up your child, please call the school office.** Any change of dismissal plan should be sent in writing to the child's teacher if at all possible. Please call before 1:30 PM if you are giving phone notification of a change to the child's dismissal plan.

**Drop Off and Pick-Up Areas**

- \*Kindergarten ..... Early Childhood Center
- Grades 1-3 ..... Back Pick-up Area (Covered area behind Gym)
- Grades 4-6 ..... Side Pick-Up (Covered area on right side of school)
- \*\*Special Needs Children ..... Front Entrance - MUST HAVE PERMIT

Due to COVID-19 concerns, our procedure for drop off / pick-up has changed from previous years. Kindergarten students must be dropped off at ECC. Car rider students will not be transferred between buildings. Students must also be picked up at their assigned area.

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

Cars that pick up children in the afternoon should have a **sign** placed in the window with the child's name, homeroom teacher, and grade. The sign should be in bold black letters that can be read from several feet away. **Children should never be dropped off or picked up on Gibbs Street!!**

**CHECKOUTS**

Students leaving school early must be picked up by their parent/guardian or someone designated by the parent/guardian. Parents should send a note if the check out is planned. **PLEASE DO NOT check out between 1:50 - 2:20 unless it is an emergency.** When you arrive to pick up your child, he/she will be called to come to the office. **NO ONE may go directly to a classroom to pick up a child or for any other reason with authorization from an administrator.**

**TARDIES**

A student is considered tardy when not in his/her classroom by 8:05 a.m. Tardiness is excused for the same reason as absences. Tardiness for any other reason is unexcused. Children that are tardy will miss opening announcements and valuable instructional time.

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

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

### **AWARDS AND RECOGNITIONS**

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

- Honor Roll – All A's and A/B (Grades 1-6)
- All "A's" for First through Sixth Grade (Grades 1-6)
- Great Strides Award (Grades 1-6)
- Student Council Officers (6<sup>th</sup> Grade)
- Student Council Representatives (Grades 2-6)
- 4-H (Grades 4-6)
- ORFF Ensemble (5<sup>th</sup> Grade)
- Choir (5<sup>th</sup>/6<sup>th</sup>)
- Math Tournament (Grades 3-6)
- Most Improved Award (Grades 1-5)
- Good Citizenship (Grades K-6)
- Art – Troy City Schools Art Show, County Fair, Troy Fest, other special art recognitions
- Physical Education – National Awards (Grades 3-6)
- Archery (Grades 4-6)
- Peer Helpers

### **CHARACTER EDUCATION**

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

- Pledge of Allegiance to the flag of the United States
- A "moment of silence"
- Introducing or building upon a character trait each day.
- Student Council members and the principal will give encouragement to the students through reminders and announcements.

The following character traits will be covered:

Courage	Diligence
Patriotism	Generosity
Citizenship	Punctuality
Honesty	Cleanliness
Fairness	Cheerfulness
Respect for others / self / property	School Pride



Kindness  
Cooperation  
Courtesy  
Self-control  
Compassion  
Tolerance

Respect for the Environment  
Patience  
Creativity  
Sportsmanship  
Loyalty  
Perseverance

### **CHILD FIND**

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

### **CHILD NUTRITION PROGRAM**

For the 2020-2021 school year, breakfast and lunch are provided at no cost for all students of Troy City Schools.

Students may bring their own lunch. **Parents are asked not to bring food for their child from a restaurant in marked packaging (i.e. McDonald's bags..)** Carbonated beverages are not permitted for students. For the foreseeable future, we will not have visitors for lunch.

### **COMMUNICATION**

Communication between school and home is vital for the total welfare of your child. Please make sure we have **updated** telephone numbers – home, cell, and work – and correct mailing address. We must be able to contact you in the event of an emergency or if a situation arises where your attention is required.

Our school will communicate with parents and the community through social media (Facebook and Twitter), Remind, the school website, and a mass notification call system. Teachers will send graded papers and other information home in the students' **Take Home Tuesday** folders.

### **HEALTH POLICIES**

**COMMUNICABLE DISEASE/CONDITION:** Any student with a communicable or contagious disease/condition - **to include COVID -19** - should remain at home until he/she receives permission from his/her doctor, the Pike County Health Department, the Charles Henderson Child Health Center, or the Troy Elementary School nurse to return to school.

## **Troy City Schools**

### **Distribution of Medication Guidelines**

- A doctor's order is required for the administration of **any** medication at school. **This includes over the counter medication.** Medication consent forms are available from the school nurse. No other form/consent will be accepted.
- Please **DO NOT** send medication to school if it can be given at home. Medication to be given once, twice or even three times daily can be given at home. Please see the campus school nurse for questions regarding what medication can be given at school.
- Please send medication in the **original container.** The pharmacist will give you a second labeled container for school use. Medication will not be accepted if the container is not labeled by the pharmacy.
- It is the parent's responsibility to pick up medication once the student no longer takes the medication at school. If the medication is not picked up it will be discarded by the school nurse.
- The State of Alabama will not allow schools to purchase **any** medication for students or faculty/staff. If you would like to send any over the counter medication for your child you must have a medication consent form signed by the physician. Medication consent forms are available from the school nurse. No other form/consent will be accepted.
- All Medication Consent Forms will be discarded at the end of each school year. Student must have a new Medication Consent Form for each new school year or if the medication dose changes during the school year.
- **NO SHARING OF ANY MEDICATION IS ALLOWED**
- Students with **specific authorized medical conditions** may be allowed to carry necessary supplies and/or medication on person. The physician, parent and school nurse will determine what is deemed permissible.
- When a student runs out of medication at school the prescription bottle must be picked up by the parent/guardian. It is the responsibility of the parent/guardian to have the medication refilled and return the medication to the school nurse's office.
- All medication should be brought to the nurse's office by the parent.
- It is the responsibility of the parent/guardian to notify and update the school administration and school nurse's regarding any health condition that may affect their child at school.
- Please contact the Nurses of Troy City Schools regarding any questions concerning the Distribution of Medication Guidelines.  
Melissa Scarbrough, RN, Lead Nurse – 334-566-3510  
Brenda DeBose, LPN – 334-566-1444  
Shanterra Williams, LPN – 334-566-5770

## **HELPFUL SUGGESTIONS FOR PARENTS/GUARDIANS AND STUDENTS**

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

### **CLASS ASSIGNMENTS**

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

### **CONFERENCES**

**PARENT-TEACHER CONFERENCES**: All parents are encouraged to arrange conferences with teachers to discuss student problems and concerns. Please call the office and schedule your conference through the school secretary. **We will hold Parent/Teacher Conference times on October 29, 2020 and April 6, 2021.** Your child's teacher will contact you concerning possible conference times and the method of communication.

### **PROMOTION/RETENTION**

When making decisions concerning student retention, consideration will be given not only to Troy City Schools Board of Education policy, but academic progress, and also to age, maturity and capacity for learning. Although parental input will be solicited, the final decision concerning retention or promotion will rest with the principal. A link to board policy regarding promotion and retention may be found at [www.troyschools.net](http://www.troyschools.net) by clicking on the link for the Troy City Board of Education

### **REPORT CARDS / GRADES**

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

The grading scale is:

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

4 Exemplary    3 Proficient    2 Developing    1 Unsatisfactory

- Parents may monitor grades through our student information system, Chalkable. Please contact our Records Clerk Artreca Thomas for information on how to access this system.

## **CONDUCT/DISCIPLINE**

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

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

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

### **GENERAL SCHOOL RULES:**

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

**ITEMS NOT ALLOWED AT SCHOOL:** The CODE OF STUDENT CONDUCT lists dangerous items not allowed at school. The following items are also **not allowed** at school:

\*Chewing gum or candy

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

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

\*Printed material not suitable for children.

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

\*Cell phones are not allowed to be turned on or visible without direct instruction/supervision of the teacher.

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

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

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

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

***EXTENDED DAY PROGRAM - Due to Covid -19 concerns, extended day services will not be available for K-6 for the 2020-2021 school year.***

## **DRESS CODE** - Troy City Schools School Uniform

TOPS FOR MALES AND FEMALES - Solid White, Navy Blue, Gray (Charcoal) or Orange oxford, polo, turtleneck, or mock turtleneck shirts/blouses with sleeves (long sleeves or short sleeves) - A small unobtrusive logo that can be covered with a quarter is acceptable for tops only. - All tops must be tucked in as part of the uniform for all male students. Female students must tuck tops that pass the pockets of the bottoms. Otherwise, tops for female students are not required to be tucked to comply with dress code. (Preferred for K, 1, and 2, but optional) - Undershirts must be solid white, navy, gray (charcoal) or orange with no wording or pictures. - School sponsored spirit-shirts and/or pull overs with school logo (ANY SOLID AND SUBTLE COLOR) will be allowed. School logo shirts promoting school pride and spirit will be embraced by all.

BOTTOMS MALES -Khaki, Navy Blue, Gray (Charcoal), and White (Chino Material) Pants or Shorts (corduroy fabric permitted) – No Orange Permitted. -Shorts must be no more than three (3) inches above the knee (or the size of the width of a standard index card) in the front and back. Index cards will only be used for parent/administrator verification of appropriate lengths. Width of index cards will NOT be used as a classroom dress-code check.

FEMALES -Khaki, Navy Blue, Gray (Charcoal), and White (Chino Material) Pants, Shorts, Skorts, Capris, Skirts, or Jumpers (corduroy fabric permitted) No Orange Permitted. –Shorts, skorts, skirts, and jumpers must be no more than three (3) inches above the knee (or the size of the width of a standard index card) in the front and back. Index cards will only be used for parent/administrator verification of appropriate lengths. Width of index cards will NOT be used as a classroom dress-code check. -Blouses or shirts must be worn with jumpers.

ALL -All pants, shorts, skorts, and capris must be secured at the waist and cannot “sag”. -If bottoms are overly too loose, belts must be worn to keep bottoms at waist. -Khaki, Navy Blue, Gray (Charcoal), and White (Chino Material) collared dresses are allowed as long as the length is acceptable and is not low-cut and/or sleeveless. Tights are acceptable when worn under dresses/skirts. -Tights/Stockings Cannot Be Lace or Fish-Net Design -Team warm-up suits will be approved only by administration!!!

ITEMS NOT ALLOWED TO BE WORN BY STUDENTS -STRETCH/SKINNY/JEGGING PANTS WORN AS UNIFORM PANTS -DENIM PANTS/BLUE JEANS (\*BLUE JEANS DAYS WILL BE ANNOUNCED FOR STUDENTS BY ADMINISTRATION) -HOLES IN JEANS OR FRAYS/PATCHES -JOGGING PANTS -SWEAT PANTS OR SWEAT SUITS -SHEER SHIRTS, BLOUSES, BOTTOMS, DRESSES - BANDANAS -FACIAL PIERCING EXCEPT EAR PIERCING -LOW-CUT/V-NECK SHIRTS/BLOUSES WITHOUT UNDERSHIRTS -FLIP FLOPS/SANDALS/SLIDES/BEDROOM SLIPPERS/SHOWER SHOES (\*SPECIFIC OPENED TOED SHOES WITH HEEL STRAPS AND APPROPRIATE SOLES [CHACO-LIKE] WILL BE PERMITTED) -WIND PANTS/VELOUR PANTS AND TOPS -OVER-SIZED CLOTHING, EXCESSIVELY TIGHT CLOTHING, OVERALLS, BELL-BOTTOMS, UNHEMMEED CLOTHING WITH CUTS/ SLITS, HOLES, OR SLASHES -SLEEVELESS TOPS, NON-SPIRIT HOODED SWEATSHIRTS, OVERCOATS, TRENCH-COATS, BICYCLE-SHORTS, OR CARPENTER PANTS - EXCESSIVE, DISTRACTING AND/OR OVERSIZED JEWELRY

SHOES -Tennis shoes (sneakers) and fully enclosed shoes (loafers, boat shoes, oxfords, etc...) -Specific opened toed shoes with heel straps and appropriate soles will be permitted. “Chaco-Type” are the only open-toed shoes allowed as a part of uniform -The style of shoes must be sensible and appropriate for the school setting and activities. -All shoe straps must be strapped. -All laces must be tied and the same color. -Socks and hosiery (to include tights) must be of the colors that do not bring distraction to the education process. BELTS If bottoms are overly too loose, belts must be worn to keep bottoms at waist.. Any belt can be worn to meet the requirement of wearing a belt. Belts must have a buckle. However, the administration reserves the right to deem certain belts distracting to the educational process.

OUTERWEAR Coats, jackets, sweaters, sweater vests and sweatshirts are considered as outerwear and must be worn with a uniform shirt/blouse. Basic, solid colored jackets are preferred. Sweater vests must be White, Navy, Gray (Charcoal) or Orange (pullover or cardigan style) with no belt or hood attached. Sweatshirts must be White, Navy, Gray (Charcoal) or Orange with the collar of the top on the outside. Sweaters, sweater vests, and sweatshirts must not be oversized (bulky or baggy). Outerwear of school or school - sponsored organizations is

acceptable. (athletic jackets, band jackets, FFA)

EXCEPTIONS TO THE STUDENT UNIFORM DRESS CODE \*\*\*Upon approval of school administration (If students do not participate in the activity listed, the approved school uniform dress will be required) Spring Picture Day: Specified Non-Uniform/Uniform Bottoms (All Schools) Week of CHHS Homecoming Activities (Theme Dress-Up Days) Homecoming Assembly Senior Class Day Eighth Grade Recognition Day JROTC Uniform Dress Days Days for Kindergarten Unit on Colors (Kindergarten students will be allowed to wear tops the color being taught that day.) Fifth Grade Chorus and Orff Ensemble will be allowed to wear the “top selected” on performance days. \*Exceptions to the student uniform dress code may be approved any day by the administration at the local school. Spirit shirts or hooded sweatshirts must be Troy City Schools affiliated.

GENERAL INFORMATION In addition to the uniform dress code requirements previously listed, the following guidelines will also apply. 1. All clothing must be properly fitted. Sagging and excessively tight clothing are prohibited. 2. Any article that draws undue attention or disrupts classes will not be allowed. 3. Combs and picks are not to be worn in the hair. 4. Males and females are not allowed to wear hoods, sports headbands, or ear muffs inside the buildings. Bandanas and du-rags of any color are not to be worn on any part of the body nor carried in or tied on book bags or other bags. 5. Students who transfer from other school districts will be given five (5) days to come into compliance with the school uniform dress code. 6. Any student’s dress or personal appearance that the administration believes is disruptive and interferes with a safe and secure learning environment will be dealt with on an individual basis. School administrators will use their discretion to determine the appropriateness of students’ dress. 7. Only earrings in ears are acceptable. Students with facial piercings other than earrings are required to wear a clear retainer. (No Exceptions)

## **SAFETY**

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

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

**FIRE/EMERGENCY DRILLS:** Fire and weather emergency drills will be conducted according to the required schedule to insure the ability of students to be secure in the event of an emergency or natural disaster. Students must be cooperative and obey established rules for the safety of all.

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

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

**Due to COVID-19 concerns, our extracurricular activities are either postponed or will meet using another format (i.e. Student Government may meet virtually.)**

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



## **GIFTED EDUCATION PROGRAM**

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

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

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

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

## **NONDISCRIMINATORY POLICY STATEMENT**

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

Adopted by the Troy City Board of Education, July 21, 1997

Amended June 16, 1998

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

- Ms. Kitchens will work with classroom teachers to make sure students have access to books.

**PARENT – TEACHER ORGANIZATION (PTO)**

The Troy Elementary Parent Teacher Organization (PTO) serves as a liaison between the parents and teachers of Troy Elementary with one common goal in mind: to provide our children with the best educational experience possible. The PTO serves our students, teachers, school and community through fundraising, educational programs, support for arts education and community outreach. Volunteer opportunities are available year round! Get in touch via the Troy Elementary PTO Facebook page or by emailing [troyelementarypto@gmail.com](mailto:troyelementarypto@gmail.com).

**PHYSICAL EDUCATION / SUN SAFETY**

Students will participate in a physical education class as part of their school day. For safety purposes, students should wear socks and sneakers when in physical education class. In addition to physical education standards, students will also learn the importance of sun safety. Students are allowed to wear sun-protective clothing when outdoors. They are also allowed and encouraged to use sunscreen products and sun-protective lip balm, especially during field day activities.

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

## **SECLUSION/RESTRAINT**

### **Troy City Schools**

#### **Seclusion & Restraint for ALL Students**

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

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

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

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

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

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

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

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

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

Physical Restraint *does not include*, so Troy City Schools shall allow, limited physical contact and/or redirection to promote student safety or to prevent self-injurious behavior, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to location, providing comfort, or providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person’s property.

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

- a. All physical restraint must be immediately terminated when the student is no longer in immediate danger to himself or others or if the student is observed to be in severe distress
- b. Parents shall be provided, at least annually, with information regarding the policy for use of physical restraint
- c. Annual staff and faculty training on the use of physical restraint as well as the Troy City Schools Seclusion and Restraint Policy.
  1. Use of physical restraint

2. Techniques to prevent the need to use physical restraint
  3. De-escalation techniques
  4. Positive behavioral intervention strategies
  5. Maintain written or electronic documentation on training provided and a list of participants for each training
- d. Written parental notification when physical restraint is used to restrain their student within one school day from the use of restraint
  - e. The use of physical restraint shall be documented by staff or faculty participating in or supervising the restraint for each student, in each instance, in which the student is restrained.
  - f. Annual report to the Troy City Board of Education for:
    1. Use and documentation of restraint
    2. Any prohibited use of seclusion, chemical, mechanical or physical restraint

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

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

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

SOURCE: Troy City Board of Education, Troy, AL

ADOPTED: May 21, 2012

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

**SNACK TIME/RECESS:** We will not sell snacks this year. Students may bring items from home. Red, grape, and other dark drinks are not allowed because they stain the carpet. Please do not send items in glass containers. Carbonated beverages are not allowed.

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

**TELEPHONE** Students may use the telephone only in case of emergency. We discourage the taking of phone messages but will do so for important matters. **In an effort to protect instructional time, we will only forward calls during teacher planning time. Otherwise, the call will be directed to voicemail.**

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

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

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

**VISITORS** Visitors will be very limited for the 2020-2021 school year. If you need to set up a conference with your child's teacher, please call the front office and speak with Mrs. Pouncey for grades 1-6 or Ms. Alberson for PreK and Kindergarten. If you bring something for your child, we will ask you to wait in the office for your child to be called.

***“Trojans Committed to Success”***

## Troy Elementary School Calendar 2020-2021

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>● August 13-14, 2020</li> <li>● August 17, 2020</li> <li>● August 17, 2020</li> <br/> <li>● August 18, 2020</li> <br/> <li>● August 19, 2020</li> <li>● August 24, 2020</li> <li>● August 24-26, 2020</li> <li>● August 27, 2020</li> <li>● September 7, 2019</li> <li>● October 12, 2020</li> <li>● October 29, 2020</li> <li>● November 11, 2020</li> <li>● November 23-27</li> <li>● December 21, 2020-January 1, 2021</li> <li>● January 4, 2021</li> <li>● January 5, 2021</li> <li>● January 18, 2021</li> <li>● February 15, 2021</li> <li>● March 22-26, 2021</li> <li>● April 6, 2021</li> <li>● May 27, 2021</li> <li>● May 28, 2021</li> </ul> | <p>Drive Thru Class Assignments 9:00-3:00<br/>           Drive Thru Meet the Teacher 2nd, 4th<br/>           PreK and Kindergarten Orientation<br/>           Remote Orientation<br/>           Drive Thru Meet the Teacher 5th,<br/>           1st grade Orientation and Remote Orientation<br/>           Drive Thru Meet the Teacher 3rd, 6th<br/> <b>FIRST DAY OF SCHOOL!!</b><br/> <b>Kindergarten Dismissed at 11:30</b><br/>           First Full Day for Kindergarten, Dismissed - 2:20<br/>           LABOR DAY – No School<br/>           Weather Day - No School<br/>           Conference Day<br/>           VETERANS DAY Observance – No School<br/>           THANKSGIVING HOLIDAYS – No School<br/>           CHRISTMAS HOLIDAYS – No School<br/>           Professional Development Day – NO STUDENTS<br/>           Students Return for Second Semester<br/>           KING/LEE HOLIDAY – No School<br/>           PRESIDENTS DAY – No School (weather day)<br/>           SPRING BREAK – No School<br/>           Conference Day<br/> <b>LAST DAY for Students</b><br/>           Professional Development / Teacher Last Day</p> |
|--|---|

**TBA - How we approach these days will depend on the current pandemic situation.**

- Kindergarten/PreK Open House, Awards Days, Honor Society and BETA Ceremonies, Field Days

**Midpoint Grade Reports will be sent home on:**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>● First Nine Weeks</li> <li>● Second Nine Weeks</li> <li>● Third Nine Weeks</li> <li>● Fourth Nine Weeks</li> </ul> | <p>September 29, 2020<br/>           December 8, 2020<br/>           February 23, 2021<br/>           April 27, 2021</p> |
|--|--|

**Report Cards:**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>● First Nine Weeks</li> <li>● Second Nine Weeks</li> <li>● Third Nine Weeks</li> <li>● Fourth Nine Weeks</li> </ul> | <p>October 29, 2021<br/>           January 21, 2021<br/>           April 6, 2021<br/>           May 27, 2021</p> |
|--|--|

**Troy Elementary School**  
**“School – Parent Compact”**

- **Due to concerns regarding COVID -19, some of our regularly scheduled activities will be modified while continuing to provide opportunities for parental involvement.**

**School Responsibilities:**

Troy Elementary School will:

- Provide student focused and data-driven instruction through the assistance of research based programs and best practices by highly qualified teachers and staff. All activities are focused on raising achievement, where a variety of resources and support systems will be provided to ensure student success.
- School-wide parent conferences are scheduled in the fall and spring of the school year. Individual teacher/parent conferences will be conducted as requested by the teacher or parent. The school will also provide open house opportunities at the beginning of the school year for parents to learn of classroom and school routines and procedures. Workshops will also be conducted to help parents learn of curriculum programs and how they may assist their students at home. Special events such as Parent Teacher Organization meetings, Parent Meals, musical programs, awards programs, etc. will be held to encourage parental involvement and to provide recognition to parents and students.
- Student progress reports are provided to parents during the midpoint of each grading period and online access to grades are provided online via Chalkable on the website.
- Parents have formal access to their child’s teacher through an appointment during the teacher’s planning time, or before or after school hours. Parents are encouraged to communicate with the teacher and administration by letter/note, email, or phone call.
- The school will use various methods of communication, including social media, to keep parents informed. These include but are not limited to: school/district website, teacher webpages, Facebook, Twitter, School Cast phone notifications, Remind text messaging, parent memos, student folders.
- Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities, as follows:
  - a. Parents are encouraged to volunteer, participate and observe classroom activities during scheduled times such as: field trips and curriculum related activities.

**Parent Responsibilities:**

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

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

**Student Responsibilities:**

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

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

**SIGNATURES:**

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Principal/Date                      Parent(s)/Date                      Student/Date

# Troy Elementary School

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

August 8, 2020

Dear Parent:

We are pleased to notify you that in accordance with the *Every Student Succeeds Act of 2015*, you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

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

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

Sincerely,

Teresa Sims  
Principal



# TROY CITY SCHOOLS

## Parents Right-To-Know • Request Teacher Qualifications

Title I, Part A, Section 1112(c)(6), *Every Student Succeeds Act*, Public Law 114-95

I am requesting the professional qualifications of \_\_\_\_\_

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

My mailing address is \_\_\_\_\_  
Street (Please Print) City Zip

My telephone number is \_\_\_\_\_.

My name is \_\_\_\_\_.  
Name (Please Print)

\_\_\_\_\_  
Signature Date

### This Section to Be Completed by School/Central Office

Date Form Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_ Subject: \_\_\_\_\_

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

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

Undergraduate Degree \_\_\_\_\_ (University/College)  
Major Discipline \_\_\_\_\_

Graduate Degree \_\_\_\_\_ (University/College)  
Major Discipline \_\_\_\_\_

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

If yes, what are the qualifications of the paraprofessional?

High School Graduate \_\_\_\_\_ (Year)

Undergraduate Degree \_\_\_\_\_ (University/College)  
Major/Discipline \_\_\_\_\_

College/University Credit \_\_\_\_\_ (Hours)

## **POLICY 4.036**

### **STUDENT HARASSMENT AND BULLYING**

#### **HARASSMENT, VIOLENCE, AND THREATS OF VIOLENCE PROHIBITED**

No student shall engage in or be subject to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Board in this policy. Students who violate this policy will be subject to disciplinary sanctions.

#### **DEFINITIONS**

1) The term “harassment” as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth in Section 3 below. To constitute harassment, a pattern of behavior may do any of the following:

a) Place a student in reasonable fear of harm to his or her person or

damage to his or her property.. b) Have the effect of substantially interfering with the educational

performance, opportunities, or benefits of a student.. c) Have the effect of substantially disrupting or interfering with the

orderly operation of the school.. d) Have the effect of creating a hostile environment in the

school, on school property, on a school bus, or at a school-sponsored function.. e) Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student..

1) The term “violence” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

2) The term “threat of violence” as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.

3) The term “intimidation” as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program benefit, activity or opportunity for which the student is or would be eligible.

4) The term “student” as used in this policy means a student who is enrolled

in the Troy City School System.

## **DESCRIPTION OF BEHAVIOR EXPECTED OF STUDENTS**

1) Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting harassment, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

2) Violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:

a) The student's race; b) The student's sex; c) The student's religion; d) The student's national origin; or e) The student's disability.

## **CONSEQUENCES FOR VIOLATIONS**

A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct or any rule or standard adopted under authority of this policy.

## **REPORTING, INVESTIGATION, AND COMPLAINT RESOLUTION PROCEDURES**

1) Complaints alleging violations of this policy must be made on Board approved complaint forms available on the Troy City Schools website and at each school's principal and/or counselor's office. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.

2) Upon receipt of the complaint, the principal or the principal's designee will, in their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonably prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.

3) Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation

of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

4) The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee will inform the student's parent or guardian of the report.

### **PROMULGATION OF POLICY AND RELATED PROCEDURES, RULES, AND FORMS.**

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication on the Troy City Board of Education website.

### **CONSTRUCTION OF POLICY**

This policy is supplemental to other Board policies and procedures and does not repeal, replace, or supersede any other prohibition on harassment, violence, threats of violence or intimidation found elsewhere in Board policy or procedure, including the Code of Student Conduct. This policy shall not be construed to allow harassment, violence, threats of violence or intimidation for reasons not specifically listed in this policy or to prohibit the Board from disciplining students for acts of harassment, violence, threats of violence or intimidation not specifically listed herein. Students who engage in harassment, violence, threats of violence or intimidation not specifically covered by this policy may be subject to appropriate disciplinary action in accordance with the Code of Student Conduct.

Source: Troy City Board of Education Adopted: July 20, 2015 Revised: Legal Ref.: Ala. Code §16-28B-1, et seq.

# STUDENT HARASSMENT AND BULLYING COMPLAINT FORM

Harassment and bullying are serious offenses and will not be tolerated. Bullying includes, but is not limited to, harassment, intimidation, hazing or menacing acts of a student. If you wish to report an incident of alleged harassment and/or bullying, complete this form and return it to the principal at the student's school. All school employees are required to report alleged violations. Contact the school for additional information or assistance.

Today's date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ School: \_\_\_\_\_  
Month Day Year

PERSON REPORTING INCIDENT: Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Place an X in the appropriate blank: \_\_\_ School Staff \_\_\_ Parent/Guardian \_\_\_ Student \_\_\_ Other (\_\_\_\_\_)

1. Name of student victim: \_\_\_\_\_ Age: \_\_\_\_\_

2. Name(s) of alleged offender (s) (if known): (Please print)	Age	School	Is he/she a student?
_____	___	_____	___ Yes ___ No
_____	___	_____	___ Yes ___ No
_____	___	_____	___ Yes ___ No

3. On what date(s) did the incident happen?  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month Day Year Month Day Year Month Day Year

4. Where did the incident happen (choose all that apply)?

\_\_\_\_ On school property      \_\_\_\_ At a school-sponsored activity or event off school property  
\_\_\_\_ On a school bus      \_\_\_\_ On the way to/from school

5. Place a check next to the statement(s) that best describe(s) what happened (Choose all that apply.)

- \_\_\_\_ Hitting, kicking, shoving, spitting, hair pulling, or throwing something
- \_\_\_\_ Getting another person to hit or harm the student
- \_\_\_\_ Teasing, name-calling, making critical remarks, or threatening, in person or by other means
- \_\_\_\_ Demeaning and making the victim of jokes
- \_\_\_\_ Making rude and/or threatening gestures
- \_\_\_\_ Intimidating (bullying), extorting, or exploiting
- \_\_\_\_ Spreading harmful rumors or gossip
- \_\_\_\_ Cyber Bullying
- \_\_\_\_ Hazing
- \_\_\_\_ Other (Specify.) \_\_\_\_\_

6. What did the alleged offender (s) say or do? \_\_\_\_\_  
\_\_\_\_\_

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(Attach a separate sheet, if necessary)

Signature \_\_\_\_\_ Date \_\_\_\_\_