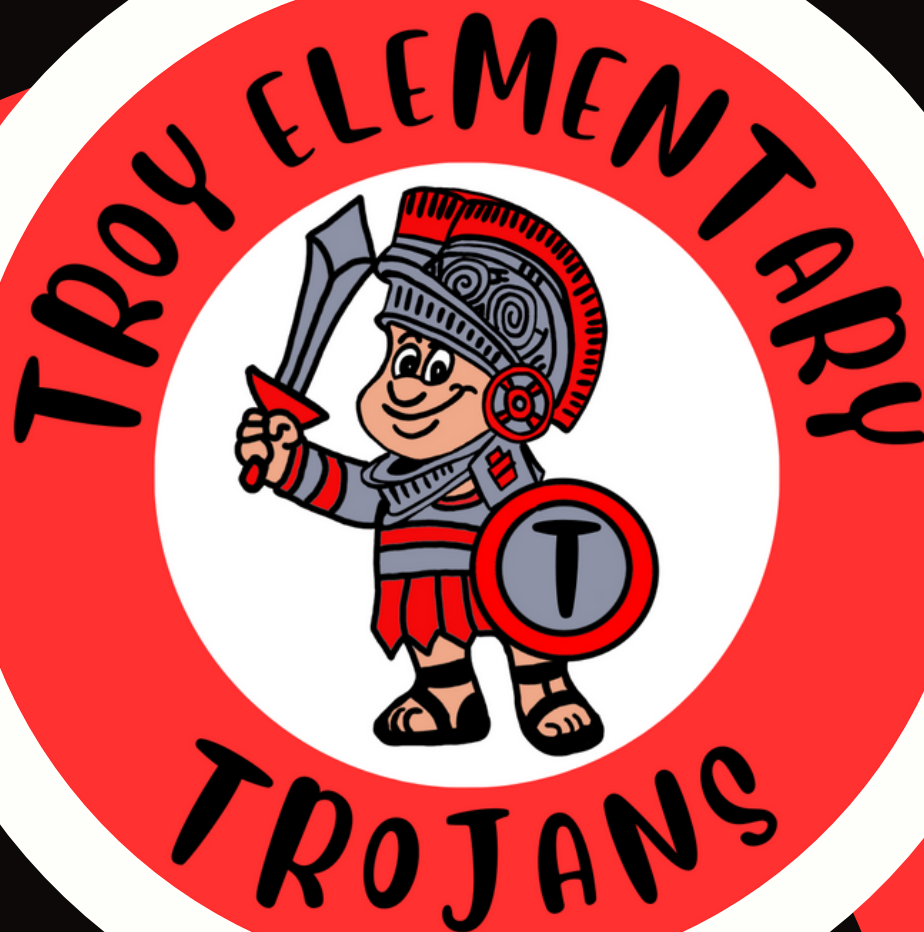


PARENT HANDBOOK

*Troy Elementary School
2023-2024*





Dear Parent(s)/Guardian(s):

Welcome to Troy Elementary School for the 2023-2024 School Year! We welcome you and your child to an exciting year and encourage your participation and support.

This handbook provides important information for our school. It is important that you read it carefully and discuss it with your child.

We are looking forward to your continued support throughout the school year. As you read your Parent Handbook, please pay close attention to the following items:

PBIS Information

Bus Rider Agreement

Device Policy and Technology Fee

Morning Drop Off and Afternoon Pick Up

The last page of this handbook is a parent and student signature page that should be returned to your child's teacher by Friday, September 1, 2023.

Sincerely,

A handwritten signature in black ink, reading "Jessalyn Spell". The signature is written in a cursive style with a large, stylized 'J' and 'S'.

Jessalyn Spell
Principal



School Day Information

Troy Elementary School

Vision

Creating whole child success together.

Mission

Troy Elementary School builds relationships to help the whole child succeed. In a safe and positive environment, we engage students academically and creatively in order to promote and explore the possibilities of the world.

Principal: Jessalyn Spell

Bookkeeper/Data Manager: Courtney Wilson

Receptionist: Tina Woody

Translator: Irais Hernandez

School Phone: 910-576-3651

Email: jessalyn.spell@montgomery.k12.nc.us

Troy Elementary Website: <https://www.montgomery.k12.nc.us/troy>

Dates and Information You Need to Know

Visit our website <https://www.montgomery.k12.nc.us/troy> to get the most up to date information on dates and events. We're also on Facebook! (Search Troy Elementary)

Parent Conferences: October 19th and March 7th

Early Release Days at 11:40 am: September 29th, October 19th, October 20th, November 17th, December 21st, February 9th, March 7th, May 3rd, and June 7th

School Office Hours are 7:15 am to 4:00 pm Monday-Friday

Need An Appointment?

If you'd like to schedule a conference with your child's teacher, send a note with your child, Dojo, or email the teacher directly, requesting the teacher to contact you. Since teachers are often very busy preparing for the coming school day, drop-in appointments are not recommended before or after school. Appointments with an administrator or counselor may be made by calling the school office. Whenever possible, calls are returned the day they are received. If there is an emergency, state so when you call the office and inform the staff of the urgency of your call. You'll be put in touch directly with the administrator or your call will be returned promptly.



School Day Information

Instructional Day

7:25 - 7:50 - Free Breakfast available to All Students

7:55 - Tardy Bell

7:50 - 2:40 - Instructional Day

Students need to arrive on time and remain in class until 2:40 pm. Breakfast is served 7:25 - 7:50 am. Students who desire breakfast should arrive early enough to finish before 7:55 am. All car riders **MUST** be dropped off at the curb by the cafeteria doors. In an effort to ensure our children are safe, we do not allow cars to park and walk their children across car rider traffic. **We will make an exception the first two days of school so that students can be walked in during their first days of school. PreK and Kindergarten students can be walked in the entire first week of school.** Instruction will begin promptly at 7:55 am. Any student arriving after 7:55 am **MUST** be brought to the office by an adult and signed-in. The staff will not be on duty outside after 7:55. A sign will be placed at the car rider drop off once the tardy bell rings. If the sign is posted, bring your child to the office for sign-in. Any child arriving after 7:55 am will have to be signed in by their parent/guardian.

Students cannot be dismissed from school early unless there is a medical appointment or emergency. You will need to provide documentation of an appointment when you arrive to pick up your child. When you check your child out early, that child is missing important instruction.

Absences/Tardies

Montgomery County Schools has a specific policy governing student attendance. The following is taken directly from MCS Policy 4400 - Attendance.

Elementary School Attendance Policy

Recognizing that regular school attendance is the foundation for learning and that NC Compulsory Attendance Law requires students to be in attendance, students in the MCS are required to have regular attendance in order to be promoted to the next grade.

An elementary student who is absent more than fifteen (15) days will be referred to the Principal for possible retention. Upon the 5th absence (excused or unexcused) the Principal or designee will notify the parent/guardian of the school's concern and remind the parent of the district's attendance policy, promotion standards/requirements and the NC Compulsory Attendance Law requirements.



School Day Information

Excused Absences

When a student has to miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher on the day returning after an absence. If the student does not present a signed parental note within two days, the absence will be coded unexcused and an excused note will no longer be accepted.

An absence may be excused for the following reasons:

1. Personal illness or injury which makes the students physically unable to attend school;
2. Isolation ordered by the State Board of Health;
3. Death in the immediate family;
4. Emergency medical or dental appointment or such an appointment which has been approved in advance by the principal;
5. Participation under subpoena as a witness in a court proceeding;
6. A minimum of two days each academic year for observance of an event required or suggested by the religion of the student or student's parent with written prior approval from the principal; The student shall have the opportunity to make up tests or other work missed due to the excused absence for religious observance;
7. Participation in a valid educational opportunity, such as travel, with prior approval from the principal; or
8. Absence due to pregnancy and related conditions or parenting, when medically necessary; Principal discretion.

All students should attend school daily. Children need to understand the importance of regular attendance - even at the kindergarten level - and that moving forward in reading, math, and writing takes everyday effort and consistency. If a note is not received from the parent within two days, the absence will be coded unexcused.

Tardies

Any child arriving after 7:55 am will be marked tardy. Excessive tardies and/or absences will be referred to the attendance counselor. Again, you **MUST** come to the front door with your child if they are tardy and sign them in. Please do not drop them off in the front circle, it is unsafe.

Students who come in tardy will not be allowed to take outside breakfast to class. Students will be asked to quickly finish their breakfast before going to class. They will be missing valuable class time.

Please note that 10 tardies and/or early dismissals equal one absence.



School Day Information

Dismissal Time

Dismissal time is 2:40 pm. All car riders will wait in the gym to be dismissed to the car rider line at the cafeteria outside doors. We do not allow cars to park in the school lot and walk across the car rider lane to pick up children. This is for the safety of everyone. If you park and walk to meet your child, you will be asked to go back to your car and get in line. All car riders should be picked up promptly. Faculty members will be involved in meetings after school, we cannot be responsible for students left unattended after school.

Early Release/Check Outs

There will be times that a parent will need to check out their child for a doctor or dental appointment. All early releases must be conducted through the office. Do NOT go directly to the classroom. The receptionist will call your child from class. All early releases/check outs should be kept at a minimum. Do not call for your child unless it is a necessity. Our instructional day ends at 2:40 pm. **To ensure the safe arrival of your child, Please send a note with your child if there is a need to change the way they are getting home.** In extreme cases where this is not possible, the office must be notified by 1:30 pm in order to allow adequate time for the teacher and student to be made aware of the transportation change. These extreme cases should be rare in occurrence.

Car Riders

Drop off and pick-up for all Troy Elementary car riders is at the lower lobby (cafeteria) doors. Students should be dropped off in the morning between 7:30 am and 7:50 am and should be picked up at 2:40 pm. Student drop-off in the front circle is not allowed.

1. Have your child ready to get out of your vehicle as you pull up. Make sure your child has their coats, books, lunch money, and homework (signed, if needed) before you pull up to the school.
2. Students should be sitting on the passenger side of the car so that they can safely get out on the curb.
3. Pull as far forward as possible, so several cars can drop off students at once.
4. Please be patient and courteous to other drivers

In the afternoons, please have your car tag displayed, stay in your car, remain in the car rider line, and wait for the school staff to bring your child to your car. If you park down the street and walk down to pick up your child, please wait behind the red line and show your student number tag to staff. This allows teachers to be able to see their children and know with whom the child is leaving. If the pick-up person does not have a student numbered tag to display, they may come to the front of the school to wait. Once all other car riders are loaded, remaining students will be picked up at the front of the school.



School Day Information

Buses

Your child will be assigned to the appropriate bus. No child is permitted to ride another bus unless approved by office personnel. Should it be necessary for your child to ride a different bus, a note should be sent to his/her teacher to be turned in at the office. To ensure student safety, bus changes cannot be made over the phone unless there is an emergency situation, so please take care to send a note. In order to maintain student safety, students are not allowed to ride the bus from Page Street Elementary and transition to a car rider. If students are car riders, they must be picked up at the school they attend.

Messages to Students

Should you need to get a message to your child, DO NOT WAIT UNTIL THE END OF THE DAY. Call in as early as possible but NO LATER THAN 1:30 PM. Early notice is necessary to get the message to your child before the end of the school day. Please remember to ensure the safety of our students, changes in transportation must be received by 1:30 pm.

Insurance

All students are covered by an accident policy provided by Montgomery County School System. You must use your regular family policy first. This is a secondary policy that is applied after your family policy has been filed. Should a family not have its own policy, the school policy can be used. The policy does not guarantee total payment.

Visitors

All visitors must report to the office upon arrival to receive a visitor's pass. We make every effort to protect our children so we must know who is in the building at all times. Even though the teacher or office staff may know you, it is IMPORTANT that you sign the visitor's register in the front office when you enter the building. This is for the safety of all of our students. It is essential that you stop by the front office each time you visit Troy Elementary - do not go directly to any part of the building, including the cafeteria.

Volunteering and Background Checks

If you wish to volunteer on our campus, then you will need to complete a background check form in the Volunteer Tracker program. This can be completed in the office. Anyone chaperoning, volunteering, or supervising students must complete a background check form and be cleared to volunteer. You will be notified by email when your background check has been cleared. Once you have been approved, then your background check is good for up to three years. (You may be required to pay a fee of \$18. Someone in the office will let you know about the fee charge.)



School Day Information

Change of Information

It is extremely important for you to notify the school of any change of information for your child, such as address, moving information, and telephone number. Our announcement system will notify you of important information from the school, so it is necessary we have the correct contact information. In addition, should your child get sick, we will need to contact you immediately.

Immunizations

State Law requires all students to be properly immunized for the protection of all. Students will have 30 calendar days from enrollment to get all necessary immunizations. Students not adhering to the requirement are not allowed to attend school until all immunization requirements are met.

Medication

Only medication authorized by a physician may be administered by school staff. The school must have proper forms on file which have been completed by your physician. The school cannot keep or administer over the counter medications such as Tylenol, Aspirin, cough drops, etc. If you need a form, please see the office personnel and they will be glad to assist you.

Becoming Sick at School

If your child becomes ill at school, we will take his/her temperature and contact you. If your child has a fever of 100 degrees or more, you will be notified to pick him or her up as soon as possible. If your child vomits, you will also be called to the school to pick up your child.

If Your Child is Injured...

If an injury requires immediate medical attention, we'll call 911, then immediately attempt to contact you. If your child should need transport to the hospital, an adult from the staff will accompany him/her if you have not yet arrived. Please be certain we have several emergency numbers on file for your child. Please keep all contact numbers for your child updated throughout the school year. If your child is hurt at school, we will administer first aid and contact you concerning injuries more serious than minor abrasions. Staff members have received training on proper procedures for dealing with bodily fluids. We are only allowed to clean a wound and put a bandage on it; no medications or ointments may be applied by a staff member.



School Day Information

When You Need Encouragement...

Star's guidance counselor, Dodie Atkins, is available to lend support, encouragement, and counseling to students and their families. In addition to on-site counseling, the counselor offers a variety of workshops and classroom sessions throughout the year on topics of interest to students and parents. Troy's Guidance Department also provides excellent referral services to outside agencies for more intense counseling and other needs. Please direct more detailed questions to the office at 910-576-3651.

Programs for Exceptional Children

By Federal and State Law, programs are provided for students with special needs, either on full or part time basis. We provide services for students with special needs through these programs: exceptional children, speech/language, physical therapy, and occupational therapy. Ms. Atkins is also over 504 plans.

Pre-Kindergarten

We are excited to offer pre-kindergarten to our community. The NC Pre-K Program is designed to provide high-quality educational experiences to enhance school readiness for eligible four-year-old children. Our pre-kindergarten teachers will follow the standard goals set in NC Foundations and provide experiences through the Creative Curriculum. Pre-kindergarten students will also learn about Letterland and the many characters that help students develop phonic skills.

Letterland

Pre-kindergarten, kindergarten, first, and second grades use Letterland as their curriculum for teaching phonics and reading. Letterland uses characters and actions to teach phonics. Each Letterland character has a personality and lives in a realistic environment filled with alliterative objects. Letterland is a unique, phonics-based approach to teaching reading, writing and spelling to 3-8 year olds. Get ready to hear a lot about Annie Apple, Clever Cat, Harry Hatman, and many more interesting characters!

Intervention/Enrichment Block

An intervention/enrichment block is scheduled into every grade level's schedule. Teachers will use this time to provide instruction for students who "do not know it and for those who already know it" (based on our District Model for Instructional Excellence). Differentiation will be key to a successful intervention block, as well as in the regular classroom instruction. During the intervention block, the teacher will plan for specific groups, including accelerated learners and at-risk learners. This is an important piece of learning that occurs during our school day.



School Day Information

Bus Rider Information

Riding the bus is a privilege, not a right. Students who cannot behave appropriately on the bus may lose their bus-riding privilege. Following these simple rules will ensure a safe ride home on the bus:

We are Respectful: Listen and respect drivers and monitors

We are Responsible: Stay in your seat and keep feet out of the aisle

We are Ready: Be aware: Back to Back; Seat to Seat; Feet to Floor

Overall, students should demonstrate appropriate behavior on the bus, just as is expected in the classroom. Students will be recognized at the end of year Awards Assembly for outstanding bus behavior.

Disciplinary Action for inappropriate bus behavior /referral will be:

1st referral - Warning... next bus referral is a bus suspension and parent contacted

2nd referral – 1 day bus suspension and parent contacted

3rd referral – up to 3 days bus suspension and parent contacted

4th referral – up to 5 days bus suspension and parent contact

5th referral – up to 10 day bus suspension and parent contact

6th referral - After suspension of 10 days, the next suspension will be for the remainder of the school year.



School Day Information

Technology Devices

The technology fee for every student is \$40.00. Included in this fee is technology insurance that will cover every device. All students will be assessed this annual technology fee for access to digital tools, such as online subscriptions for curriculum content, as well as for sustainability for the digital initiative and other enhancements to the MCS Network. Please remember that fees follow students as they move to the next grade level. **Families may qualify for a fee waiver with last year's tax records.**

We would also like to inform you of the Technology User Policy that Troy Elementary will be enforcing. Our goal is to ensure a safe and responsible learning environment for all students. As indicated in Montgomery County School Board Policy (3225/4312/7320): Users may be held fiscally responsible for any loss or damage caused by intentional or negligent acts in caring for computers while under their control.

Please review the following expectations with your child:

- Visiting inappropriate sites shall result in limited use per the discretion of the teacher/principal.
- Parents are financially responsible for any repairs made to the device.
- Please make sure you have a talk with your child regarding the technology policy to ensure safe and responsible usage.

Collection of Student Fees & Charges

Our School Board has put into place a policy that is meant to help schools reduce and eliminate outstanding balances. At the elementary level, most outstanding balances are reflected in cafeteria charges and/or library fees, but can also include extracurricular fees, fundraiser balances, field trip fees, and damages to technology /electronic devices. Please review this new policy below:

COLLECTION OF STUDENT FEES and CHARGES

Policy Code: 4601

In the event that students accumulate a balance of charges and are not eligible for a fee waiver, the expectation of the Montgomery County Schools Board of Education is that those fees be paid in a timely manner. All cafeteria, textbook, media center and/or library, extracurricular and/or athletic supply fees, fundraiser balances, and damages to laptops or other electronic devices must be paid, in full, by the end of the current school year. The administration is authorized to withhold 3rd-5th grade students from year-end events that are not educational in nature, such as awards ceremonies or promotion events if 25% of the fees are not paid. K-2 students can not be withheld but are asked to pay 10% of their fees.

In the event that such fees cannot be properly collected please contact Mrs. Spell to discuss concerns.



School Day Information

PBIS

Troy Elementary School has always strived to create a safe and positive learning environment for all students. In an effort to continue to improve our school climate, the staff at Troy Elementary have worked together to develop a Positive Behavior Intervention and Support (PBIS) Plan. The primary goal of PBIS is to create a positive school climate that fosters being respectful, responsible, and rewarding students who demonstrate these expected behaviors.

We are very excited to continue implementing this system this school year because rewarding students is exciting for our students as well as our staff! Students will continue to have opportunities to earn Dojo Points at any time during the school day and any staff member who witnesses students exhibiting appropriate behavior can reward students with Dojo Points. At the PBIS Quarterly Celebrations, students can purchase different things. In addition, we will hold monthly celebrations to reward classes who demonstrate exemplary behavior in those areas outside of their classroom, such as specials and the cafeteria.

Troy Elementary students will continue learning about PBIS, the behavior system, at the beginning of the year and this plan will be reinforced throughout the school year. All of the Troy teachers will be teaching their students the positive behaviors they are expected to demonstrate at school through classroom lessons, modeling and practice. Please take time to review the school-wide expectations described on the school matrix.

Please encourage your child to be respectful, responsible and ready.

The PBIS team who is trained in PBIS, has created this plan to promote our school-wide expectations: Be Respectful, Be Responsible, and Be Ready. All of our parent behavior contact forms, both for positive behavior that needs improvement are aligned with our PBIS goals so that parents can help encourage students at home.

School-Wide Expectations

TROJAN TRAITS



Traits	Classroom	Hallway	Cafeteria	Assembly	Bathroom	Bus	Playground
Respectful	Raise your hand Be a good listener Use kind words and actions	Hands to self Walk on the right	Enter silently Exit silently Say please and thank you	Enter silently Exit silently	Flush	Keep hands, feet, and property to self Use quiet voice Listen to adults	Keep hands, feet, and objects to self Take turns and share
Responsible	Do your best Take care of all classroom materials Follow all procedures	Stay in line Keep up Walk	Stay in your seat Clean up Walk	Stay in one spot Be a good listener Walk	Wash	Bottom to bottom Back to back Be nice in actions and words	Play safely Stay with class
Ready	Follow directions Participate Stay on task	Be silent Face Forward	Know your lunch number One at a time in line Eat quietly	Sit on bottom Follow directions Look for hand signal	Exit	Enter and exit safely	Listen and watch for your teacher Line up first call



Parent/Guardian/Student

Acknowledgement of Receipt/Reading of
the 2023-2024 Parent/Student Handbook

Signing and returning this form demonstrates you have been given a copy of the handbook and you have read the handbook and shared important information with your child(ren). The student handbook can be located on our school's website, and a link was shared on the school's Facebook page. If you would like a paper copy, please notify the office.

Teacher Name:_____

Parent Signature:_____

Student Signature:_____

Date:_____