



**TROY CITY SCHOOLS**

**500 N. Market Street**  
Troy, OH 45373

# STUDENT-PARENT HANDBOOK

## 2024-2025

### **TROY HIGH SCHOOL INFORMATION**

Address: 151 W. Staunton Rd. Troy, Ohio 45373

Principal – Mrs. Alexis Dedrick

Assistant Principal – Mr. Matt Siefring

Assistant Principal – Mr. Jeff Schultz

Athletic Director – Mr. Dave Palmer

### **Contact Information**

Main Phone: 937-332-6710

Athletic Office: 937-332-6068

Attendance Line: 877-521-7951

Guidance Office: 937-332-6050

Clinic: 937-332-6062

Main Office Fax: 937-332-6738

Athletic Office Fax: 937-335-5832

Website: [www.troy.k12.oh.us](http://www.troy.k12.oh.us)

School Colors: Scarlet and Gray

School Mascot: Trojan

### **Troy Board of Education**

Mrs. Sue Borchers

Mrs. Sarah Davis

Mr. Levi Fox

Mrs. Theresa Packard

Mr. Ben Redick

### **THS BELL SCHEDULE**

<b>Period 1</b>	7:40 - 8:25
<b>Period 2</b>	8:30 - 9:15
<b>Period 3</b>	9:20 - 10:05
<b>Period 4</b>	10:10 - 10:55
<b>Period 5</b>	11:00 - 1:00

<b>A LUNCH</b>	11:00 - 11:30
<b>B LUNCH</b>	11:30 - 12:00
<b>C LUNCH</b>	12:00 - 12:30
<b>D LUNCH</b>	12:30 - 1:00

<b>Period 6</b>	1:05 - 1:50
<b>Period 7</b>	1:55 - 2:40

### **2 HOUR DELAY SCHEDULE**

<b>Period 1</b>	9:40 - 10:05
<b>Period 2</b>	10:10 - 10:35
<b>Period 3</b>	10:40 - 11:05
<b>Period 4</b>	11:10 - 11:35
<b>Period 5</b>	11:40 - 1:40

<b>A LUNCH</b>	11:40 - 12:10
<b>B LUNCH</b>	12:10 - 12:40
<b>C LUNCH</b>	12:40 - 1:10
<b>D LUNCH</b>	1:10 - 1:40

<b>Period 6</b>	1:45 - 2:10
<b>Period 7</b>	2:15 - 2:40

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**[www.troy.k12.oh.us](http://www.troy.k12.oh.us)**

**WELCOME**

Welcome to the 2024-2025 school year. Your teachers are eager to provide you with interesting and challenging learning opportunities. Please take advantage of these opportunities, so you can develop the skills and knowledge that are necessary to be successful.

Best wishes for a great school year!

Troy City Schools Board of Education

**ADDRESSING TEACHERS**

Students should address teachers as Mr., Mrs., or Miss on all occasions. Nicknames must never be used in addressing teachers. This is simply a matter of courtesy.

**ANNOUNCEMENTS**

Announcements are made during the advisory period each day. These announcements will also be posted on the Troy High School website ([www.troy.k12.oh.us](http://www.troy.k12.oh.us)). For an item to read on the announcements, it must be written or approved by a faculty member, club advisor, or coach and turned in to the office before 7:15 a.m. All announcements are also sent electronically to the Career Centers.

**APPOINTMENT DURING THE SCHOOL DAY**

A student may be excused from school for an appointment by bringing a note to the office/attendance office or using our Safe Arrival system. Absences due to appointments will be judged as excused or unexcused according to the absence policy.

Any student who is scheduled for an appointment at the beginning of the school day is asked to make prior arrangements with the office/attendance office so the tardiness can be excused. Whenever possible, parents should make dental and medical appointments when school is not in session. Students must sign out and back in (where applicable) when they leave school for excused business.

Students must not enter or leave the building without signing in at the office/attendance office. In the interest of student safety, school personnel must speak directly to the parent for the student to sign out once he/she has arrived on school property unless the appointment has been pre-arranged.

To receive credit for an entire day's attendance, an elementary student must be in school for five hours and a secondary student must be in attendance for six hours (excluding lunch).

**ATTENDANCE POLICY**

Because good school attendance is a requisite for high academic achievement, it is essential for students and their parents to support Ohio's compulsory attendance laws. The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which he/she has been assigned.

As used in this policy, "parent" shall include a parent, guardian, or other individual having care of the student. Below is the detailed information about excused absences, excessive absences, and truancy.

**A. EXCUSED ABSENCE**

When a student is absent from school, a parent is to phone the school or utilize the Safe Arrival system as early as possible to explain the reason for the absence. Failure to provide an appropriate excuse within five school days will classify the absence as unexcused. After a student has been deemed "excessively absent," the Troy Board of Education may require a doctor's statement for further

absence due to personal illness. If a past history of poor attendance exists, a doctor's note may be required before the excessive absence threshold.

The Board of Education reserves the right to verify reasons given and to investigate the cause of each single or prolonged absence. All make-up work will be completed within the same number of school days as absences plus one school day. The Board considers the following factors to be reasonable legitimate excuses for time missed at school:

1. Personal illness.
2. Illness in the family necessitating the presence of the child.
3. Quarantine of home.
4. Death of a relative.
5. Work at home due to absence of a parent or guardian. Any absence arising from this shall not extend beyond the period for which the parents were absent.
6. Observance of a religious holiday.
7. Medical or dental appointment (Dr. statement or note of excusal on file).
8. Traveling out of state to attend a Board-approved enrichment or extracurricular activity (applies to absences up to 24 hours).
9. College visitations
10. Emergency set of circumstances that in the judgment of the Superintendent of Schools constitutes a good and sufficient cause for absence from school. This would include students who are receiving instructional services during an out-of-school suspension. This would also include, but is not limited to:
  - a. Family vacations – Family vacations need to be taken with immediate family and need to be arranged at least one week in advance. The student must make all arrangements with the teachers in writing before the vacation. A student has the number of days of the vacation plus one day to complete all make-up work, plus tests. The loss of instructional time may negatively impact a student's grade.
  - b. Court appearances.
  - c. Other special circumstances deemed excused by the Superintendent of Schools. Attendance need not always be within the school facilities. A student will be considered to be in attendance if present at any place where school is in session by authority of the Board. The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that he/she reports to such staff members, he/she is assigned for guidance at the place in which he/she is conducting study, and he/she regularly demonstrates progress toward the objectives of the course of study.

#### B. EXCESSIVE ABSENCES

Under HB 410 and Ohio Revised Code Section 3321.191(C)(1), a student is deemed "excessively absent" when the combined non-medical excused or unexcused absences exceed 38 or more hours in a month, or 65 or more hours in a school year. Parents will be notified when a student becomes excessively absent. The Troy Board of Education may require a doctor's statement for further absence due to personal illness. If a past history of poor attendance exists, a doctor's note may be required before the 65 hour threshold.

A medical excuse for personal illness will be accepted in the form of doctor's note within five (5) school days of the absence or parent call-in or Safe Arrival message on the day of the absence due to illness or doctor's visit. A student may have up to five (5) medically excused absences without a doctor's note, but with a phone call or Safe Arrival message from a parent/guardian. Medical excuse absences will be accepted through this process for students participating both in-person and remotely. This policy will be extended beyond five (5) days if the student or someone in the student's family is in quarantine due to recognized

pandemic/epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic/epidemic.

#### C. HABITUAL TRUANCY

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

##### Absence Intervention Team -

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the Principal shall assign the student to an absence intervention team. Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative from the child's building who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.

#### D. TARDINESS

A pupil is tardy to school if he/she is not in his/her seat at the designated time when school officially begins. Most cases of tardiness to school are considered to be unexcused, including car trouble and over-sleeping. The Troy Board of Education may require a doctor's statement for excessive tardiness due to personal illness.

Students who arrive at school after the school day has begun through the first thirty (30) minutes of their school day will be counted as tardy. Any student arriving after (30) minutes will be counted as partially absent but consequences for tardiness may still be applied.

Consequences for unexcused tardiness per quarter are as follows:

1st – Verbal Warning

2nd – Verbal Warning

3rd – 30 Minute Detention

4th – 30 Minute Detention

5th-9th – Tuesday/Thursday School

10th - In-School Restriction (ISR)

Note: Hours of school missed due to tardiness may be applied to the accumulated number of hours of unexcused absence in relation to ORC 3313.663, ORC 2151.011 (B) (17) and HB 410.

#### **AUDITING**

Auditing is only possible in a weighted class. A student must declare if they intend to audit a course before the end of the first (9) weeks of each semester. Before a student audits a class, a conference will be held with the parent, teacher, counselor and administrator. A student may audit only one course at THS.

#### **BICYCLES**

Students are permitted to ride their bicycles to school. Parents are asked to carefully consider their child's age, riding experience, and the location of his/her school when deciding if riding a bike to school is appropriate, as some schools are close to major intersections and thoroughfares and may present a safety risk for inexperienced riders.

Bicycle riders are encouraged to wear helmets and to lock their bikes to the racks provided, since the school is not responsible for damaged, lost, or stolen bicycles. Before your child rides his/her bicycle to school, please carefully review the rules of the road he/she should follow. Scooters, roller blades, skateboards, and roller-shoes are not permitted at any building.

#### **BUILDING SECURITY**

For security purposes, electronic surveillance equipment is used in all Troy



City School buildings. Visitors are welcome, but in the interest of safety, all outside entrances will be locked after school begins each day. Visitors are asked to go to the main entrance through the Commons area off of Ferguson Drive, buzz the office and use the intercom system to gain entry to the building. Visitors are asked to immediately report to the main office to pick up a visitor's badge. Parents who wish to discuss their child's progress with his/her teacher are asked to schedule an appointment. Teachers are generally available 20 minutes before and after school. If you would like to speak to your child, please ask to have them called to the office.

#### **BULLYING/HAZING/INTIMIDATION**

The Troy City Schools has an anti-bullying/ hazing/intimidation policy in effect. Any suspicion of the above acts can be reported by calling 1-866-724-6650 (option 5) or contacting a school administrator. Questions should be directed to your building administrator.

#### **CAFETERIA/LUNCH REGULATIONS**

Troy City Schools offers healthy meals each school day, and all students are expected to eat lunch. Students who do not wish to purchase a school lunch may bring their own lunch to school. Lunch prices are established by the Board prior to the beginning of the school year. Children who qualify may get meals free or at a reduced rate.

If a child has health concerns supported by a medical doctor and needs an alternative diet (this would include a documented food allergy, diabetes, etc.), the school will make any substitutions prescribed by the doctor. If a substitution is needed, there will be no extra charge for the meal. Contact Food Services (332-6041) for further information.

While some students are at lunch, others may be having regular classroom activities. This makes it necessary to respect their rights by entering and exiting the dining area quietly.

Troy City Schools has a closed lunch period, and students may not leave the school grounds for lunch or any other purpose without permission from the main office. Any student leaving school property without permission may receive disciplinary consequences.

Students should remain within the designated lunch area during their assigned lunchtime, and they are not permitted to bring food in from outside vendors. Students are to enter the serving area in a single file following the directions of the staff on duty. Any form of disturbance will not be tolerated. All students are expected to clean up their eating area and take their trays to the kitchen window in an orderly manner. All food and beverage must remain in the designated eating areas.

#### **CARE OF SCHOOL MATERIALS**

Textbooks and chromebooks are loaned to students for use during the school year. It is the student's responsibility to take care of the books/devices so they are not damaged or lost as they are to be used for several years. We strongly encourage students to place book covers on all their books. If books or chromebooks are damaged, a fine must be paid and if lost, replacement cost must be paid. This includes damaged or lost library books. All fines and lost or damaged book/device fees are carried over from year-to-year. Fines will not be waived.

#### **CELL PHONE/ELECTRONIC COMMUNICATION DEVICES**

Cell phones/electronic communication devices may be used during non-instructional time. This would be before school, in-between class changes, during lunch, and after school. No students are permitted to use their devices during any instructional time unless a teacher is using them for instructional purposes. Students using phones during the permitted times may only use them to text and/or use silent communication. No electronic devices are permitted to play sound any time during the school day. This policy may be revised and/or discontinued at any time during the school year if the administration deems necessary.

### **CHEATING**

Presenting someone else's work as one's own in order to obtain a grade or credit is considered cheating. This includes, but is not limited to, copying others' assignments, quiz or test answers, and plagiarism. Teachers will notify the parents and the office of the first offense. Students who violate this policy will receive zero credit for assignments or work involved. Repeat offenses will result in disciplinary action and/or loss of credit for the course.

### **CHILD CUSTODY**

All natural or adoptive parents, legal guardians, or foster parents have the right to review student records and communicate with school personnel concerning their child's progress in school regardless of the custody arrangement, unless there is a special court order. State law requires parents to provide the school with a copy of the most recent custody papers issued by the court, where applicable.

### **CODE OF STUDENT CONDUCT FOR THE TROY CITY SCHOOLS**

The following types of conduct by students are hereby determined to be inconsistent with the educational goals of this school district and will result in discipline. The penalties that may be imposed for a violation of any provision of the Code of Conduct include detention, Saturday School, Tuesday-Thursday School, in-school suspension/restriction, suspension from school for up to ten school days, expulsion from school for up to a year, and permanent exclusion. The penalty imposed is within the discretion of the principal up to and including suspension from school; expulsion is within the discretion of the Superintendent; and permanent exclusion is subject to approval by the State Superintendent of Public Instruction.

In determining the appropriate penalty for a violation, the Principal or Superintendent shall consider the seriousness of the offense, the effect upon other students and school employees, the frequency of the offense, the student's discipline records, the actual harm or risk of actual harm to other students, persons and/or property, the disruptive nature of the student's conduct upon the educational environment, and the rights of other students to learn, free of distractions.

Students aiding or abetting another student in violating any provision of this Code of Student Conduct are equally guilty of the principal offense.

This Code of Student Conduct applies on all school district property including school buses, at school bus stops (when serving as a bus stop), at all school-sponsored or sanctioned events regardless of where the event occurs, any other time or location when the student is under the jurisdiction of the school, and at any other time as provided by law.

1. Insubordination – The willful failure to respond to or carry out a reasonable request or instruction by authorized personnel.
2. Disrespect – Speaking to, gesturing, or otherwise acting to or toward any school employee or volunteer in a discourteous, disrespectful or insulting manner.
3. Forgery/false statements – The oral or written use of misleading or false information including but not limited to names, dates, grades, or other data and school work not done by the student taking credit for it. This also includes hacking into unauthorized computers, sites, or information databases, and transmitting unauthorized academic information.
4. Truancy – Failure to attend school without a proper excuse for all or any part of a school day.
5. Tardiness – Arriving late to school or a class.
6. Destruction, damaging, defacing or vandalizing property – This applies to property of the school district; property located on school district premises or at a school district sponsored or sanctioned event or activity regardless of its location; and/or to property of school district officials or employees. Includes the deletion of computer files and knowingly introducing viruses to computer systems.
7. Leaving school grounds without permission.

8. Being in a school parking lot and/or other “off limits” areas without permission.
9. Skipping any disciplinary consequence.
10. Possessing or having control over firearms, air-powered weapons, dangerous ordnances, fireworks, knives or other instruments or objects designed or adaptable for use as a weapon or designed to appear to be a weapon.
11. Stealing or attempting to steal property of another, including money or other false endorsement of a negotiable instrument. This also includes possession of stolen property or receiving of stolen property. This includes copyright infringement and unauthorized duplication of copyrighted materials as well as unauthorized use of another’s property or unauthorized use of a credit or debit card.
12. Indecent exposure.
13. Sexual harassment or imposition or any other offense, sexual or otherwise, against another person.
14. Extortion – Obtaining or attempting to obtain money or property through force.
15. Gambling, including any games or schemes of chance for profit.
16. Initiating a false alarm concerning a fire, bomb, or other dangerous condition when no such condition exists.
17. Possession, consumption, or use of any alcoholic beverage.
18. Possession or use of tobacco, alternative nicotine products and electronic cigarettes in any form or possession of matches or lighters.
19. Possession, use or distribution of illegal drugs, prescription drugs unless prescribed for the student, drug paraphernalia, or look-alike drugs.
20. Bullying/hazing/harassment.
21. Fighting – Including striking, assaulting or shoving another person or any action that might result in injury to, or menacing toward, another person.
22. Disruption of the educational process or action attempting to disrupt the educational process, including organizing or leading a walkout or other disruption of the scheduled educational program.
23. Throwing snowballs, rocks, or other objects.
24. Possession, distribution, use, or display of profane, indecent, or obscene language, pictures, illustrations, or features, verbally, in writing, graphically, pictorially, photographically, or electronically.
25. Willful or persistent disobedience. Includes multiple violations of the terms and conditions of the Technology Acceptable Use Policy.
26. Use of an electronic device, such as a cell phone, is at the discretion of the building principal in all areas of the school building and classroom teachers within their respective classrooms. Use of electronic devices on buses are at the discretion of the driver and may be prohibited when it is a safety concern.
27. Any act or omission, which constitutes a violation of criminal law.
28. Possession of laser lights on school grounds.
29. Distributing or posting material without a building administrator’s permission.
30. Misconduct by a student, regardless of where it occurs, if it is directed at a district official or employee or the property of an official or employee.
31. Inducing panic or threats of harm to persons or property through words, actions or possession of hazardous substances.

#### **DEFINITION OF DISCIPLINARY CONSEQUENCES**

Teachers for their own class may give Detentions – The student must serve that detention with the teacher unless the teacher and student make other arrangements. Detentions are strictly a teacher/student issue unless they become habitual or the student constantly misses the detention.

Tuesday/Thursday School Programming - A student who violates the Code of Conduct may be assigned a Tuesday/Thursday School as a consequence. Parents will be notified by mail when a Tuesday/Thursday School is assigned. Tuesday/Thursday Schools will meet initially in the High School Main Office at 2:45. The monitor will escort the attendees to the appropriate room from the Main Office. Tuesday/Thursday Schools last two hours and will end at 4:45 p.m. Tardiness will not be accepted for any reason. A student must bring school assignments to work on for the entire time. If a student fails to attend or is

disruptive in any way, eating, sleeping or any other violations of the Student Code of Conduct, additional consequences may be assigned. Tuesday/Thursday School is used as an alternative to suspension; failure to serve may result in suspension from school and/or Juvenile Court charges being filed.

Suspension - A suspension from school means the denial of a student the right to attend school and any related school functions for a specified period of time. A student who is suspended may not come to school, be on school property, attend classes, or attend any related school activities either during the regular school day or at any other time. Activities may include, but not limited to events pertaining to: athletic, band, music, orchestra, drama, school clubs/organizations, graduation ceremonies, field trips etc. During the time of the suspension the student will be allowed to make up work, but will not be granted credit for the work

#### **OFFICE DISCIPLINE PLAN**

If a school employee refers a student to the office, the following consequences may be used depending on the violation of the Code of Student Conduct and the number of offenses:

- √ Student is counseled by the principal and warned of consequences of future inappropriate behavior.
- √ Students are noted in a discipline report and, depending on the severity of the problem, parents may be notified.
- √ Parent notification.
- √ Lunch/Recess/Before or after school detention.
- √ Referral to counselor or school psychologist.
- √ Tuesday/Thursday/Saturday School.
- √ Restriction of attendance at extracurricular events.
- √ Loss of school-day privileges.
- √ 1-10 days In-School Suspension/Restriction (ISR).
- √ 1-10 days Out of School Suspension (OSS).
- √ Bus suspension.
- √ Police/court referral.
- √ Recommendation for expulsion.
- √ Special assignment.
- √ Restitution for damage.
- √ Emergency Removal.
- √ Alternative School.

#### **SEVERE DISRUPTION**

Depending on the violation of the Code of Student Conduct and the frequency of the offense, any of the listed consequences may apply. Additionally, the disruption may result in a recommendation to the Superintendent of Schools for expulsion and/or the involvement of law enforcement officials.

#### **STUDENT DUE PROCESS RIGHTS**

The Board and school officials have the legal authority to deal with disruptive students and student misconduct. Due process, in the context of administrative proceedings carried out by school authorities, does not mean that the procedures used by the courts in juvenile proceedings must be followed. The Ohio and Federal Rules of Evidence do not apply.

Students have clearly established means by which administrative due process is available for the protection of his/her rights.

- Due process procedures are:
1. applied equally to all; and
  2. enforced in a manner which involves:
    - A. adequate and timely notice and opportunity to prepare a defense;
    - B. an opportunity to be heard at a reasonable time and in a meaningful manner; and
    - C. the right to a speedy and impartial hearing on the merits of the case.

In cases of student suspension or expulsion, the specific due process procedures set by the Board's policy are followed.

### **DANGEROUS WEAPONS**

The Board is committed to providing the students of the District with an educational environment that is free of the dangers of firearms, knives, and other dangerous weapons.

The definition of a firearm is any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device (as defined in 18 U.S.C.A. Section 921), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. A knife is defined as a cutting instrument having a sharp blade that can cause serious bodily harm.

Any student who brings a firearm or knife to a school operated by the Board or onto any other property owned or controlled by the Board, or for possessing a firearm or knife at a school or on any other property owned or controlled by the Board when the firearm or knife was initially brought onto school property by another person will be suspended from school, and the Superintendent shall expel that student from school for a period of one year. The Superintendent may reduce this expulsion requirement on a case-by-case basis in accordance with this policy. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. Additionally, for students age sixteen and older, the Superintendent may request that the State Superintendent of Public Instruction permanently excludes a student engaging in this activity.

Matters that might lead to a reduction of the expulsion period include: the student's mental and/or physical characteristics or conditions; the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator.

A student may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at a school-sponsored interscholastic competition, extracurricular event, or other school-sponsored activity.

A student suspended, expelled, removed, or permanently excluded from school for misconduct involving a firearm or knife also loses his/her driving privileges (if applicable). The District must notify the county registrar and juvenile judge within two weeks of the suspension, expulsion or permanent exclusion.

The Board prohibits students from knowingly possessing an object on school premises, in a school or a school-owned building, at a school activity, or on a school bus if both of the following apply.

1. The object is indistinguishable from a firearm, whether or not the object is capable of being fired.
2. The person indicates that the person possesses the object and that it is a firearm or the person knowingly displays or brandishes the object and indicates it's a firearm.

As defined by Ohio law and for purposes of this policy, an "object that is indistinguishable from a firearm" means an object made, constructed, or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm.

Students found in violation of numbers 1 and 2 above may be reported to the local police authority and may be prosecuted under state criminal statutes, as well

as disciplined in accordance with the provisions of the District's Student Code of Conduct and Ohio law.

### **DRESS CODE**

Parents should closely monitor what their child is wearing to school to ensure that appropriate attire is worn and body parts are adequately covered. Clothing/accessories shall not detract from the learning environment, nor shall clothing provide a safety risk to students. Shorts and skirts should not be inappropriately tight or short and midriffs must not be exposed. Clothing that endorses the use of alcohol, tobacco, and other drugs, or portrays violence, gang membership, or has suggestive language on it, is not permitted. Hats and head coverings should be removed upon entering the school building. Violation of this dress code will result in the student being asked to call home for appropriate clothing or the student will be given proper alternative clothing for the day.

### **DRUG AND ALCOHOL POLICY**

#### **A. Introduction**

Substance abuse, including alcohol, is recognized as a serious health problem affecting all aspects of an individual's life. Early experimentation with mood altering substances is a high-risk behavior for students. Research indicates an accelerated addiction potential for the youthful user. Additionally, harmful involvement with substances delays the emotional maturation, alters physical development, and inhibits the learning process for students. In view of the profound consequences of substance use and abuse, the Troy Board of Education supports a Drug and Alcohol policy that includes education, prevention, student assistance, and recovery support (including support for concerned students and family members).

#### **B. Drug and Alcohol Education:**

The Troy Board of Education recognizes the importance of education to promote optimal health and productivity for students. The enhancement of self-esteem and decision-making skills shall be addressed at all grade levels. The school curriculum will include factual information describing the physical, emotional, mental, social, and legal consequences of alcohol and drug use. The Board endorses continuing education opportunities for staff to increase their personal knowledge and educational methodology in addressing substance abuse prevention, and it encourages the cooperation with community service agencies, parents, and law enforcement agencies to combat substance abuse among the youth of this school district

#### **C. Drug and Alcohol Use Prevention:**

It is important that individuals become involved in prevention activities as a means of enhancing the knowledge gained through drug and alcohol education. Such activities are not to be implemented as a substitute for a comprehensive substance abuse program, but rather a component of a substance abuse prevention program.

#### **D. Drug and Alcohol Abuse:**

##### **1. Statement of policy**

No student shall possess (including, but not limited to, one's clothing, person, purses, wallets, lockers, desks, car, etc.), consume, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, offer to buy, represent, make, or be under the influence (see *Definitions*) of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, prescription drug, steroids, alcoholic beverage, intoxicant, solvent, gas, mood-altering chemical, or any counterfeit or "look-alike" (see *Definitions*) controlled substance of any kind.

No student shall possess (including, but not limited to, one's clothing, person, purses, wallets, lockers, desks, car, etc.), use, handle, give, store, conceal, offer to sell, sell, deliver, transmit, acquire, buy, offer to buy, represent, or make any instrument used for drug abuse, or actual paraphernalia (including, but not limited to, hypodermic needles, syringes, pipes, roach clips, rolling papers, etc.).

2. Responsibilities of school officials  
When a school official has reason to believe that a student is in violation of the drug and alcohol policy, the following actions will be taken:
  - a. Selling or distributing any quantities, or possessing any large quantities of intoxicants, illegal drugs, alcoholic beverages, controlled substances, or counterfeit controlled substances:
    - 1) The student will be suspended for ten (10) days. The principal will recommend expulsion of the student in compliance with student due process procedures.
    - 2) The parent(s)/guardian will be notified immediately and the student will be removed from school for the remainder of the day.
    - 3) The appropriate law enforcement agency will be notified.
  - b. First offense for possession, use, evidence of use, storing, concealing, or under the influence (see *Definitions*):
    - 1) The student's parents or guardian will be notified in writing of this action, and, if possible, they will also be contacted by phone.
    - 2) The student will be removed from school for the remainder of the day.
    - 3) The proper law enforcement agency will be notified.
    - 4) The student will receive a 10-day suspension.
    - 5) If the student provides proof of a subsequent assessment at a professional drug assessment agency, the suspension may be reduced to four days.
  - c. Second and subsequent offense during the student's enrollment for possession, use, evidence of use or under the influence: (see *Definitions*)
    - 1) The student will be suspended for ten (10) days in compliance with the student due process procedures.
    - 2) The parent(s)/guardian will be notified of the incident in writing. If possible, the same will be notified by telephone and a conference will be scheduled.
    - 3) School officials will notify the appropriate law enforcement agency for court referral.
    - 4) The student will be recommended for expulsion.
3. Definitions
  - a. Counterfeit or look-alike drug: A substance which a person implies, states or treats as a drug, alcohol, intoxicant, or a controlled substance when, in fact, the substance is a fake or not genuine.
  - b. Under-the-influence or evidence of use: This is defined as slurred speech, unstable walking, the smell of alcohol or drugs on one's breath/body, behaving in an extremely irrational way, extreme nervousness, memory loss, or any behavior which is not normal for that particular person. Note that a student does not have to exhibit "evidence of use" or "under the influence" behaviors to be punished for "use."
  - c. Assessment: A drug alcohol assessment is a session conducted by a professional drug and alcohol counselor who is trained in determining whether or not a person has an abuse or dependency problem and to what extent that problem exists.

**E. Review Process:**

The policies and regulations that relate to drug and alcohol control shall be reviewed periodically to assure that such policies and regulations reflect: 1) new methods for education, prevention, and treatment; 2) court decisions; and 3) the scope of the problem within the schools.

**EDUCATIONAL OPTIONS**

Troy High School has a number of educational options available to students. Educational options must be arranged through the student's counselor. Options include, but are not limited to: College Credit Plus, correspondence, educational travel, independent study, mentor programs, tutorial programs, home instruction, concurrent enrollment, home schooling, accelerated subject placement, accelerated grade level placement, virtual/blended learning and flex credit. Other options may be defined and offered by the Board of Education, provided all requirements specified by standards are met.

**CAREER CENTER GENERAL INFORMATION**

The primary purpose of the Career Center (Upper Valley Career

Center/Miami Valley Career Center are the main schools in our area) is to provide career and technical education opportunities and academics that will prepare students to enter and advance in careers, technical schools, college or the military. Juniors and seniors who have an interest and the ability to profit from career-technical and college tech prep programs may enroll in one of the many programs offered. There are no tuition fees to attend a Career Center. Students do pay fees similar to those at the high school and may be asked to purchase tools or uniforms appropriate for their career area. However, no student will be denied enrollment due to financial concerns.

Students enrolled at a Career-Technical Center graduate from Troy High School. All Troy graduation requirements must be met. Students are encouraged to stay involved in extracurricular activities at the high school.

See your counselor for more details about opportunities through the local Career-Technical Centers.

The Career-Technical Centers are an extension of our school program; therefore, students who elect to attend the Career-Technical school are subject to disciplinary action based upon the Student Code of Conduct of either Troy High School and/or the Career-Technical Center. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

#### **COLLEGE CREDIT PLUS STUDENTS**

Students need to sign in/out at the Main Office once they have entered the building and then report to study hall or the library. If a student is leaving the building and returning at a later time (s)he must sign out, then sign back in upon return for attendance purposes. **Any student that receives a final grade of “F” or “Withdraw F” will be responsible for the cost of the course billed to the Troy Board of Education. The final grade of “F” or “Withdraw F” will also remain on the student’s high school and college transcript. Troy City Schools will follow the Underperforming Students rules for CCP as noted in OAC 3333-I-65.13.** Talk with your counselor for additional information concerning eligibility and responsibility.

#### **EARLY/CCP RELEASE OPTIONS**

Seniors who have a job and are in good standing academically, as well as students who are taking CCP courses online or a location other than THS are eligible for early release. The EARLY/CCP RELEASE OPTION SIGN OFF SHEET must be completed for this option and all rules and regulations associated with this option must be followed.

#### **DEFINITIONS, DESCRIPTIONS, AND STIPULATIONS**

##### **A. Correspondence courses**

Definition: Systematic instruction by mail or electronic media between a pupil and instructor in accordance with Board policy. (Rule 3301-35).

Description: Correspondence courses originating outside the school district are discouraged for credit. Internal continuity and efficient use of district educational resources imply that locally provided options are selected. If in an exceptional circumstance, correspondence credit is considered, qualitative judgment of work to be undertaken for credit must be made. Such should precede enrollment. Generally, correspondence courses are limited to three credits and are arranged by working with your counselor. The school principal shall make the crediting decision.

Stipulation: Grades are not used in counting grade point average.

##### **B. Educational Travel**

Definition: An educational activity involving travel in accordance with Board policy under the direction of a person approved by the Board and parent. (Rule 3301-35).

Description: Credit for travel, in and of itself, will not be approved. Travel of an educational nature by students is encouraged as a supplement to credited education and can serve to facilitate an independent study. However, enrollment in an American Field Service (AFS) program will be considered educational



travel and credit for courses taken while participating in an AFS program will follow the guidelines stated for concurrent enrollment. As the other responsibilities of staff permit, cooperation in developing the educational potential in travel may be sought.

Stipulations:

1. Students accepted by AFS will submit all information to their assigned guidance counselor so a specific review of the student's graduation status can be made.
2. The granting of credit for courses taken while participating in an AFS program will follow the guidelines stated in the stipulations for concurrent enrollment.

**C. CC+ (College Credit Plus)**

The College Credit Plus (CC+)/Concurrent Enrollment provides students who are academically and socially capable of doing college work an additional educational option. This program is intended to afford students the opportunity to earn both their high school credits and college credits at the same time.

CC+ allows students to take college courses to satisfy high school graduation requirements for college credit. Tuition costs and required textbooks are covered through the program (if the student completes the course).

**Any student that receives a final grade of "F" or "Withdraw F" will be responsible for the cost of the course billed to the Troy Board of Education. The final grade of "F" or "Withdraw F" will also remain on the student's**

**high school and college transcript. Troy City Schools will follow the Underperforming Students rules for CCP as noted in OAC 3333-I-65.13.** Talk with your counselor for additional information concerning eligibility and responsibility. Applications are available through the guidance office.

**WITHDRAWING FROM A CC+ CLASS**

In college credit plus courses, the student must withdraw before the college/university drop period or the course grade at the time will reflect a "W/F" if failing or "W/(grade)" if passing. **Any student that receives a failing grade in a CC+ course or withdraws from a CC+ course after the date assigned by the corresponding college or university will be responsible for the cost of the course billed to the Troy Board of Education. A final grade of "F" or "Withdraw F" will remain on the student's high school and college transcript. Troy City Schools will follow the Underperforming Students rules for CCP as noted in OAC 3333-I-65.13.** Talk with your counselor for additional information concerning eligibility and responsibility.

**D. Mentor Program**

Definition: An educational activity including advanced or in-depth work by an individual pupil in accordance with Board policy under the direction of a non-certificated individual. Mentors shall be individuals selected in accordance with Board criteria and subject to parent approval (Rule 3301-35).

Description: High school credit for the mentor program in and of itself will not be approved. Mentor programs shall be administered by the Guidance Department. Coordination of mentor direct experience shall be by a person with extensive community knowledge and experience. Mentor programs shall feature pre-planned learning contract experience. Planning and evaluation shall involve a certificated staff member.

**E. Tutorial Program**

Definition: An educational activity involving work by an individual pupil under the direction of a certified teacher in accordance with Board policy. (Rule 3301-35).

Description: Tutorial study as funded by the district is encouraged with limits as derived from a desire for efficient use of human, material and financial resources. Cooperation with tutoring, as funded other than by the district, is permitted so long as such tutoring options are not used to circumvent established policy of the district.

**F. Home Instruction (Tutoring)**

Definition: Instruction at home or a location outside the school by a person qualified to teach the area in which credits are desired. (Rule 3301-35).

Description: Credited instruction at home for persons whose physical or mental condition does not permit attendance at school or to a special education program is available. Such instruction shall be in accordance with Board policy and 3301-35) R. C. Home Instruction is generally applied to those with a Dr. Note and will miss at least 20 consecutive school days. Credited instruction at home, beyond that for reasons as above, is discouraged. The district is philosophically committed to objectives best achieved in a group setting.

Stipulations

1. The superintendent or his designee is authorized to approve the option upon evidence the prescribed standards or other stipulations are met.
2. Credit and/or grades will be discussed and agreed upon at the time of home instruction approval.

**G. Concurrent Enrollment**

Definition: A student enrolled in Troy City Schools who is also eligible to be enrolled in a higher education course or extended educational program (i.e., college course, AFS)).

Description: Enrollment for high school students is intended to provide an opportunity for those who have the ability to enroll in a higher education or extended program for credit before they have graduated from high school.

Stipulations: Requirements and conditions for participation in these programs are:

1. The superintendent or his designee is authorized to approve the option upon evidence that prescribed standards or other stipulations are met.
2. Permission of the parent or guardian, approval of the counselor and building principal, and acceptance by the sponsoring institution must be obtained.
3. The higher education or extended program to be taken must be a course not available in the regular curriculum.
4. All tuition costs and transportation are the responsibility of the student and/or his parents.
5. A multi-disciplinary team (including teachers, principal, guidance counselor, and gifted coordinator) will meet to discuss the educational option. The discussion must center on present and future placement needs of the student. Students who wish further information about the “college level” program should consult their assigned counselor for more information.

**H. Flex Credit**

Enables students to earn units of high school credit based on a demonstration of subject area competency. Flex credit shifts the focus from “seat time” to performance. Students can earn units of high school credit based on an individually approved credit flexibility plan. All educational options for THS students fall under our flex credit program. Please see your guidance counselor for information.

**I. Home Schooling**

A child of compulsory age may be excused from school attendance if he/she is being instructed at home by a person qualified to teach the subjects required by law and other such subjects as the superintendent may require. Contact the Board of Education office for further information.

The Troy City Board of Education strongly recommends student attendance in the public schools.

**EQUAL EDUCATIONAL OPPORTUNITIES**

All students of the District have equal educational opportunities. Students have the right to be free from discrimination on the basis of race, color, national

origin, citizenship status, religion, sex, economic status, marital status, pregnancy, age, or disability, in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities; distribution of funds; academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity are based on criteria reasonably related to that specific activity.

#### **FEES**

Under the provisions of Section 3313.642, ORC, the Board may adopt a schedule of fees for any materials used in courses of instruction with the exception of the adopted textbooks or electronic textbooks required to be furnished without charge pursuant to the provisions of Section 3329.06 ORC.

For the 2024-2025 school year, standard classroom fees for students in K-12 will be \$40.00 (1/2 day kindergarten will be \$20.00). Additional course-specific fees can also be assessed at the secondary level.

The District does not charge students eligible for free lunch under the National School Lunch Act or Child Nutrition Act a fee for any materials needed to participate fully in a course of instruction. This exception only applies to recipients of free lunch, not students who receive reduced-price lunch. This provision does not apply to extracurricular activities and student enrichment programs that are not a course of instruction. Student fees will not be assessed until after the first quarter of the school year and all free lunch applications have been processed.

All student fees and charges for materials and supplies used in the course of instruction and all expenses incurred due to the loss, damage or destruction of school equipment, musical instruments, library materials, chromebooks, textbooks or electronic textbooks, and damage to school buildings, shall be enforced by withholding participation in the graduation ceremony and the issuance of a diploma until all fees and charges are paid in full. Free lunch eligibility does not exempt a student from paying fines for damage to or loss of school property.

#### **FOOD AND DRINK**

Food (including snacks, candy, etc.) must be contained in the designated eating areas (Café/Commons) unless specific permission from a teacher or staff member has been granted. Drinks, as long as they are appropriately contained, are allowed during the school day. Teachers and staff have the ability to set restrictions and guidelines for their specific classrooms and areas. This policy may be revised and/or discontinued at any time during the school year if deemed necessary by the administration.

#### **FIRE AND EMERGENCY DRILLS**

Fire and emergency drills are required by law in order to prepare staff and students in case of a real emergency. Fire drills are conducted with staff and students following a set procedure and planned evacuation route. Emergency drills will be conducted to prepare staff and students for a variety of situations using the building safety plan.

#### **GANGS**

Gangs that initiate, advocate or promote activities which threaten the safety or well-being of persons or are disruptive to the school environment are not tolerated by the District. The Board believes gangs or gang activity creates an atmosphere where violations of policies and regulations as well as Ohio law may occur.

#### **GIFTED NOMINATIONS**

Ohio public school districts are required to identify students in four areas of giftedness: superior cognitive, creative thinking, specific academic ability, and visual/performing arts ability.

Superior cognitive ability, creating thinking, and specific academic ability in reading, math, science, or social studies are identified through i-Ready, IOWA and CogAT standardized tests. A portfolio assessment is required for art giftedness. Auditions are required for music, dance, and drama identification.

Teachers, parents, students, or community members may nominate students

for possible giftedness by contacting the District's Gifted Services Coordinator, Mandy Peck, at 332-3954 or at [peck-m@troy.k12.oh.us](mailto:peck-m@troy.k12.oh.us).

### GRADE LEVEL

Below are *suggested* guidelines for progression towards graduation.

Grade 10 – 4.5 credits

Grade 11 – 10 credits

Grade 12 – 15 credits

Requirements for Graduation –21 credits

### GRADING SCALE

Grades used in reporting student progress to parents are as follows:

**90-100 A = Excellent**

**80-89 B = Good**

**70-79 C = Satisfactory**

**60-69 D = Unsatisfactory**

**0 - 59 F = Failing**

### COURSE CREDIT REQUIREMENTS

All students must be enrolled in six credits worth of courses. This may be combined between Troy High School courses as well as College Credit Plus courses.

Semester Exams – Students who fail to take the exams when required in a course will not have completed the course and will receive an “F”, resulting in no credit being earned.

Each semester is worth ½ credit. Semester grades are based on letter grades using the formulas below and the letter grade point equivalent as follows: A=4, B=3, C=2, D=1, F=0.

Students must pass two of the three (Quarter, Quarter, Semester Exam) each semester to receive credit.

1st Semester Grade			2nd Semester Grade		
1st Qtr Letter Grade	2nd Qtr Letter Grade	Semester Exam Letter Grade	3rd Qtr Letter Grade	4th Qtr Letter Grade	Semester Exam Letter Grade
40%	40%	20%	40%	40%	20%

### GRADUATION GUIDELINES

Candidates for graduation must complete all academic requirements, complete community service requirements, pay all outstanding fees, and meet all state testing requirements in order to participate in commencement. If a student fails a college credit plus course, the student or parent will be responsible for all costs associated with the course before being allowed to participate in commencement. Commencement is reserved only for those students who have successfully completed all course work.

### COMMENCEMENT

The Troy High School Commencement will be conducted with dignity and respect. Participation is optional. Any Senior who disrupts or contributes in any way to the disruption of the normal school operation during the final days of the school year will be subject to disciplinary action including, but not limited to, being denied participation in commencement. Any graduating senior participating in or contributing to inappropriate behavior during commencement will be promptly removed from the ceremony. Seniors, parents, and guests are reminded that commencement is a ceremony, not a celebration. GRADUATION ATTIRE MAY NOT BE ALTERED IN ANY FASHION.

## GRADUATION REQUIREMENTS

	<i>*Classes of 25, 26, 27 and 28</i>
<b>English</b>	<b>4 credits</b>
<b>Mathematics</b>	<b>4 credits</b> ( <i>1 unit Algebra II or equivalent</i> )
<b>Science</b>	<b>3 credits</b> ( <i>with lab experience including:</i> <i>1 credit of Biology</i> <i>1 credit Physical Science</i> <i>1 credit of Chemistry, Physics, Astronomy,</i> <i>Physical Geology or other Earth or Space</i> <i>Science)</i>
<b>Social Studies</b>	<b>3 credits</b> <i>½ World Studies credit,</i> <i>1 American History credit; 1 Government</i> <i>Studies credit</i>
<b>Health</b>	<b>½ credit</b>
<b>Physical Education</b>	<b>½ credit</b> (PE Waiver is available)
<b>Fine Arts</b>	<b>2 semesters</b>
<b>Financial Literacy</b>	<b>½ credit</b> (class of 26 and beyond)
<b>Electives</b>	<b>6 credits</b> (classes of 25), <b>5 ½ credits</b> (class of 26 and beyond)
<b>Total</b>	<b>21 credits +</b>

**Must achieve appropriate point level on End of Course exams for classes of 2025, 2026, 2027 and 2028.**

**\*With further questions, regarding graduation requirements please see your school counselor and the Plans for Learning document that may be obtained through the Troy High School Guidance Office.**

## GRADUATION WITH HONORS

At the time of commencement, Valedictorian and Salutatorian honors are granted to the students who make the highest records in scholarship. To attain this distinction the student must have attended Troy High School not less than two years. Transfer students' grades are subject to the policy as outlined in the Plans for Learning document that may be obtained through the Troy High School Guidance Office.

## HALL PASSES

Students are expected to have a specific pass when they are in the hallway during a class period. Students will be required to sign-out as they leave and sign-in upon return. Student aides are to have a specific pass from a teacher while they are in the hallway. Failure to have an official hall pass will result in lost privileges or other consequences.

## HEALTH POLICIES/PROCEDURES FOR ADMINISTERING MEDICATION IN SCHOOL

School personnel are often faced with the responsibility of administering medication at school when a student has an illness that does not prevent him/her from attending school, but requires medication for relief or cure. Ideally, all medication should be given in the home under parent supervision, but the District recognizes that many times children are able to attend regular schools because of the effectiveness of medication in the treatment of chronic disabilities and illnesses. Any student who is required to take prescribed medication during regular school hours should comply with school regulations, particularly in view of widespread concern over the abuse of drugs. These regulations include the following:

1. The Principal in each building shall appoint a responsible person or persons

- to supervise the storing and dispensing of medications in the absence of the school nurse.
2. Whenever possible, the medication and the permission form that has been signed by a physician and the parent/guardian should be brought to school by the parent/ guardian. Parents are asked to please not allow their child to transport prescription medication on Troy City Schools buses if at all possible.
  3. Each student's prescription medication should be brought to school in an appropriate container and have affixed a prescription label including the student's name, name of medication, dosage, doctor's name, and directions concerning time and route of administration. Non-prescribed medication can be utilized if the proper forms are completed by the parent of the student.
  4. **For elementary students (grades K-6)**, a medication form *Authorization for Prescribed Medication/Drug or Treatment and Licensed Prescriber's Statement* signed by a doctor and parent/guardian must be on file in the school clinic. This form is required for **all prescription** medications. Non-prescription medication (ointment, cold medications, Tylenol, ibuprofen, etc.) can be utilized if a parent/guardian completes the *Authorization for Non-prescribed Medication or Treatment* (elementary) form. **For secondary students (grades 7-12)**, all prescription medications require a medication form *Authorization for Prescribed Medication/Drug or Treatment and Licensed Prescribers's Statement* signed by a doctor and parent/guardian. For non-prescription medications (ointment, cold medications, Tylenol, ibuprofen, etc.) the parent/guardian must complete the *Authorization for Non-prescribed Medication or Treatment* (secondary) form.
  5. All prescription medications dispensed in the school should be stored in a locked or secured place that is not easily accessible to students or others in the building.
  6. Opportunities will be provided for communication between the parent, school personnel, and physician regarding the efficacy of medication administered during school hours.
  7. The school nurse or delegated personnel will notify the parent or guardian as quickly as possible if a reaction to medication occurs. The parent's and physician's telephone numbers will be available in the student's record.
  8. The principal will designate an individual and a "back-up" who will administer "life saving medications and/or injections" if requested in writing by a student's family and physician.
  9. There should be close cooperation between school personnel and the student's physician so that the medical program can be modified as warranted by changes in the student's condition.
  10. Students shall be allowed to possess a metered dose inhaler or dry powder inhaler only in accordance with the provision of O.R.C. 3313.716. *The Authorization for the Possession and Use of Asthma Inhaler/Other Emergency Medications* form must be completed and on file in the clinic.
  11. Students shall be allowed to possess an epinephrine auto injector for self-administration in accordance with the provisions of O.R.C. 3313.718. Parents/guardians who choose to have their child carry an epinephrine auto injector must also, by law, provide a back-up epinephrine auto injector to be kept in the school clinic. *The Authorization for the Possession and Use of an Epinephrine Auto Injector* form must be completed and on file in the clinic.
  12. A student with head lice shall be excluded from school. Instruction will be given to the family concerning proper treatment of individual(s) and environmental care. Upon return to school, the student will be excluded if live lice are still present. The student may remain in school with nits, but the goal is to be nit and lice free. Prompt treatment will help prevent unexcused absenteeism.

#### **HOMELESS POLICY**

The McKinney-Vento Homeless Education Assistance Act ensures educational rights and protections for children and youth experiencing homelessness. For specific information and assistance with homeless youth, contact the Troy City Schools Board of Education at 332-6700 and ask for the

District's Homeless Liaison.

### **HOMEWORK**

The Board of Education believes that homework, as long as it is properly designed, carefully planned, and geared to the development of the individual student, has a place in the educational program.

Homework is assigned to help students become more self-reliant, learn to work independently, improve the skills that have been taught, and complete certain projects such as the reading of worthwhile books and the preparation of research papers. Homework also affords a way for parents to acquaint themselves with the school program and their own child's educational progress.

Homework will not be used for disciplinary purposes. The amount and type of homework given is to be decided by the classroom teachers within the framework of overall instructional plans. Care should be taken that students are not unduly burdened by excessive homework assignments.

### **HOMEWORK REQUESTS**

When your child is absent for two or more consecutive days and you wish to have homework prepared for him/her, we ask that you make this request before the school day begins to give staff the appropriate amount of time to collect the work. You may obtain the requested homework in the office at dismissal or have it sent home with the student of your choice. Unless special circumstances exist, a student has the number of days that he or she was absent plus one day to complete make-up work for a grade.

### **HONOR ROLL AND SCHOLARSHIPS**

Troy High School stresses the importance of scholarship, which cannot be overemphasized in today's sharply competitive society.

**Principal's List** – Students who have a grade point average of 3.75 or higher at the end of each semester for students taking THS or college credit plus courses.

**Honor Roll** – Students who have a grade point average of 3.5 to 3.74 at the end of each semester for students taking THS or college credit plus courses.

**Academic Letter** – Students who qualify for the Principal's List both semesters in an academic year will receive their Academic letter. Each additional year, students will receive a bar to signify their achievement.

"Grade point average" does not include audited courses. Weighted grades are included in the calculation of the GPA. Students should check with their assigned counselor for a complete list of weighted courses offered at THS. Students attending the Upper Valley Career Center or Miami Valley Career Center are not included in the THS Principal's List or Honor Roll.

### **INCLEMENT WEATHER**

Sometimes inclement weather forces school to be canceled, delayed, or children to be sent home early. Weather closings or delays will be carried on local radio and television stations and on the Troy City Schools website at [www.troy.k12.oh.us](http://www.troy.k12.oh.us).

Please give your child prior instructions on where they should go and what they should do if school is delayed or closed.

### **LOCKERS**

Lockers are the property of the Troy City Schools. As such, and since the lockers are provided for student use, storage of coats, books, and other items which could normally and legally be placed in them, the locker and contents thereof may be subject to searches at any time and without warning.

Students have no right to expect privacy in these lockers as they are the property of the Board of Education.

All personal property should be kept locked securely at all times in both physical education and hall lockers. Theft should be reported immediately to the physical education teacher and/or assistant principal.

There will be a \$5.00 charge for lost locks.

### **LOST AND FOUND**

Lost and found items are displayed in a designated area. Anyone finding

money and articles of value are to turn them in to a teacher or the office immediately. Parents are encouraged to mark personal items so they can be easily identified, and both students and parents are asked to check from time to time to see if any of their personal belongings have been found. Unclaimed items will be periodically donated to charity.

#### **MESSAGES AND DELIVERIES FROM HOME**

When you find it necessary to contact your child, arrangements should be made through the school office, and we ask that these be for emergencies only.

#### **MISSING CHILD PRECAUTIONS**

In response to child abduction cases that have occurred around the country, Troy City Schools has implemented a Parent Notification Program.

Parents are asked to notify the school as early as possible if your child will not be in attendance or will be coming to school late.

If the school does not receive this notification, an absence notification card will be mailed to your residence if other attempts to contact you have failed. Ohio law requires this.

#### **MONEY AND PERSONAL PROPERTY**

The District cannot be responsible for personal property, students are asked not to bring valuables or large sums of money to school. Students should not bring money except for the amount necessary to pay for lunches, fees, or supplies.

#### **OPEN ENROLLMENT**

The Troy City School District Board Policy permits open enrollment. Specific guidelines can be obtained by calling the Board of Education at 332-6700.

#### **PARKING**

In order for students to park in the assigned student parking, all students must obtain a parking decal from the main office and display it in the lower left corner of the car's rear window. Students may park in any assigned student lot including the stadium, the lot by the tennis courts or the lot between the high school and the road to the bus garage. Students are not permitted in any other areas assigned to staff and are not permitted to park on the grass or to block other cars. Any student repeatedly parking illegally or driving recklessly will have their Troy High School driving privileges revoked. Improperly parked cars may be towed at the owner's risk and expense.

#### **POSITIVE BEHAVIORAL INTERVENTION AND SUPPORTS (PBIS)**

All teachers have a Positive Behavioral Intervention and Supports Plan for their classes. This plan explains the teacher's requirements, expectations, rules, consequences, and positive rewards. Understanding PBIS and its principles will help provide all students with a better learning environment.

#### **PBIS/Restraint & Seclusion Rule Annual Parent Notification**

[Click HERE to Read Our PBIS/Restraint & Seclusion Policy](#)

#### **PROGRESS REPORTS**

All students benefit from a strong home/school partnership. Our goal is to keep parents well informed as to the academic and social progress of their child. The District provides online access to parents regarding their child's grades at [www.troy.k12.oh.us](http://www.troy.k12.oh.us) utilizing the PowerSchool parent portal. Please communicate with your child's school office for portal access information and questions.

#### **PUBLIC DISPLAY OF AFFECTION**

Students must refrain from excessive public displays of affection at school. This is inappropriate behavior and will not be tolerated.

#### **SEARCH AND SEIZURE**



Being “persons” under the Constitution of the United States, students are protected from unreasonable search and seizure by either federal or state officials, including school officials. A determination must be made of the point at which the student’s right to protection against unreasonable search and seizure meets the school official’s duty to act in such a manner as to carry out his statutory obligations to maintain an orderly and efficient school building and system.

The standard needed to justify searching for a student is different from the standard that applies in other settings. School officials have the right to search a student when there is a “reasonable suspicion” that he/she has violated or is violating the law or a rule of the school. Student consent is not required. Parents will be contacted, if possible. Student searches will be made in the presence of a witness, if possible. In the case of any illegal findings, the police will be contacted. The search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education.

### **STUDENT INFORMATION**

Any change in a student’s address, telephone number, childcare provider, parent employment, emergency contacts or any other pertinent information is to be reported to the school office.

The Troy City Schools follow the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records. The District proposes to designate the following personally identifiable information contained in a student’s education records as “directory information:”

1. Name
2. Address
3. Telephone number(s)
4. Date and place of birth
5. Participation in officially recognized activities and sports
6. Achievement awards or honors
7. Weight and height, if a member of an athletic team
8. Major field of study
9. Dates of attendance (“from and to” dates of enrollment)
10. Date of graduation

“Directory information” is disclosed without prior written consent, except when the request is for a profit-making plan or activity.

Administrative regulations set forth a procedure for this annual notification to parents and eligible students of the District’s definition of directory information. Parents or eligible students then have two weeks from the start of the school year or their enrollment in which to advise the District, in accordance with such regulations, of any or all items which they refuse to permit the release of directory information about that student. If you choose to NOT permit directory information regarding your child to be released please access the Family Rights and Privacy Act (FERPA) form by clicking [HERE](#) to access the Back to School Forms in the Powerschool Parent Portal. The Troy City Schools Family Rights and Privacy Act (FERPA), Protection of Pupil Rights Amendment (PPRA) is located on the district website at [www.troy.k12.oh.us](http://www.troy.k12.oh.us), on the bottom of the homepage, click on the FERPA Notice and Photo Opt Out link to access this information.

### **STUDENT PHOTOGRAPH INFORMATION**

As part of our district communication plan with our community, photographs or video images of students are taken of students and used for press releases, newsletters, social media, the district website and other forms of communication. If you choose to NOT have your child photographed or filmed for school communications purposes or news media productions please access the Photograph/Video Opt-Out form by clicking [HERE](#) to access the Back to School Forms in the Powerschool Parent Portal. Parents or eligible students have two weeks from the start of the school year or their enrollment in which to advise the District of their choice to complete the Photograph/Video Opt-Out form. This form applies to the current school year only and must be completed annually. Some of our students participate in public events (athletics, musical performances, drama performances, etc.) and the district has little or no ability to control photographs or videos taken by other parents, community members or

members of the news media.

#### **STUDENT RELEASE**

1. All students released during the day must check out in the office/attendance office.
2. Staff must make positive identification of the adult checking the child out.
3. If the adult is not the parent, staff must verify the parent's approval to release the child to the person present.
4. The adult checking the child out must sign for the child's release.

#### **STUDENT STATUS**

##### EMANCIPATED STUDENTS

To be considered an emancipated person at Troy High School, the student must provide proof that he/she is self-supporting. A rent receipt, proof of residence or a utility bill in the student's name would be considered sufficient proof.

##### STUDENTS 18-21 YEARS OF AGE OR OLDER

A person between the ages of 18 and 21, who is a resident of this school district for school purposes, shall be subject to all rules and regulations including the attendance and discipline policy applicable to students under 18 years of age.

#### **STUDENT SUPERVISION**

The school is responsible for the supervision of students while they are on school property during the regular school day, at bus stops that are being used as a pick-up or drop-off point for school transportation, during school-sponsored activities outside the regular school day, or when participating in Troy City Schools' activities at away-from-school sites. School buses are considered school property.

Supervision is a parental responsibility if a student is on school property outside the regular school day and when a student is traveling to and from school. The school will cooperate with parents in stressing the rules of safety to and from school.

Students remain subject to school discipline for incidents off of school property that are connected to activities or incidents that have occurred on school property or which are directed at a school employee or official or the property of a school district employee or official.

#### **STUDENT WITHDRAWAL/LATE ENTRY**

If a student withdraws from school and moves from the district, a prorated refund may be arranged if all books and workbooks are returned in satisfactory condition. For students entering in the second semester, fees will be prorated. The prorated scale below will determine the rate to be paid or returned under this provision of the policy. Fees carry over from year-to-year regardless of the Troy City School's building students are attending.

Semester	Withdrawal return rate	Late entry rate
1	50%	100%
2	0%	50%

#### **TECHNOLOGY ACCEPTABLE USE POLICY**

The Troy City Schools recognizes the important role technology plays in instruction. It is imperative that the District provides computer and Internet access to our students and staff.

The Acceptable Use and Safety Policy, located on the web site at [www.troy.k12.oh.us](http://www.troy.k12.oh.us), articulates the appropriate use of the District's computer network, including the Internet. This document sets ground rules that will forestall problems that could surface in a technological world. User compliance

with these rules will help ensure a safe and appropriate learning environment.

The District will employ reasonable technology solutions, including Internet filtering software, to restrict access to objectionable material. Staff or software will monitor Internet access by students, and students will not be provided with District email accounts. Except in cases involving specific class projects, students will not be granted access to chat rooms, online messaging systems, or other forms of direct electronic communication in school. Internet privileges may be denied, suspended, or revoked as a consequence of violation of the provisions of the Acceptable Use Policy. Furthermore, Troy City School's administrators and staff will cooperate fully with law enforcement officials when there is suspicion that unlawful activity has taken place.

Students and staff have access to the network resources in our school buildings, but work other than schoolwork should not be saved on the district's network. To address network capacity issues, student work will be removed from the network when it is no longer needed for a class.

#### **TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES**

If a person feels a legitimate case of discrimination by race, color, creed, national origin, handicap, or sex exists within the Troy City Schools that cannot otherwise be resolved, he/she should contact the Troy Board of Education office at 332-6700.

#### **TRANSPORTATION GUIDELINES/CONDUCT**

Parents are responsible for the safety of students while going to and from pick up points, and for a student meeting the bus on schedule. Pupils shall arrive at the bus stop 10 minutes prior to their scheduled pick-up time and should be waiting for the bus. Pupils may carry onto the bus only objects that can be held in their laps. Pupils may not bring onto the bus any materials considered hazardous.

This also includes animals/pets/glass items. Pupils must not play radios or other electronic equipment without headphones, or throw or pass objects on, from, or into the bus. Pupils must not put any part of their bodies out of the bus windows. Pupils may not use or have alcohol, tobacco, or drugs in their possession on the bus, except for prescription medication as per school policy. There will be no eating or drinking on the bus except as required for medical reasons.

Your child should know what to do in case s/he arrives home and there is no one there. It is extremely important that your child has a plan in case of this emergency.

Requests for babysitter pick-up or delivery must be made to the Transportation Center, on the "Request for Transportation" form prior to the change. A new form must be filled out for each school year, regardless of whether the student went to that address the prior year. If there is no form on file, the student will be picked up or delivered to their resident address.

Pupils must ride on their assigned buses to and from school and will be picked up and delivered only at their assigned designated stops. Written permission from the parent/guardian must precede any variance of transportation to and from the original designated stop. Requests for changes in transportation both to and from the assigned stop will require a one-week advance written notice and are to be made to the Principal/Director of Transportation. Parents will assume responsibility of the child when such a request is made and granted. The school cannot help solve temporary scheduling problems by changing assigned buses or designated stops. Daily requests for changes are very difficult to process, and any error can result in a child arriving somewhere he or she is not expected. We appreciate your cooperation and understanding.

**PLEASE NOTE:** You may have one address for the AM route and a different address for the PM route, but only one address will be accepted for each.

#### **STUDENT CONDUCT ON SCHOOL BUSES**

The Board furnishes transportation in compliance with Ohio law. This fact does not relieve parents from the responsibility of supervision of their child until such time as the child boards the bus and after the child leaves the bus at the end

of the school day.

Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper due process procedures are followed.

The principal of each building or other authorized district administrative personnel may suspend a student from bus riding privileges for any violation of the Code of Student Conduct occurring on a school bus or reasonably connected to riding a school bus as well as any of the following conduct:

1. Failure to go directly to an assigned or available seat;
2. Failure to remain seated or keep aisles clear;
3. Disobedience of a direction of the driver or bus aide;
4. Use of profane or obscene language;
5. Eating or drinking on the bus, except for medical reasons;
6. Possession or use of tobacco;
7. Passing or throwing objects into, out of or on the bus;
8. Leaving or boarding a bus at other than an authorized location;
9. Putting head, hands or arms out of bus windows;
10. Making excessive noise;
11. Fighting or any conduct involving assault;
12. Making threatening, intimidating or disrespectful comments or gestures;
13. Failure to remain silent at a railroad crossing;
14. Causing a delay by failing to be at the designated bus stop prior to bus arrival.

#### **CONSEQUENCES FOR VIOLATION OF STUDENT BUS RULES Secondary (Grades 6-12)**

**1<sup>st</sup> Offense** - A verbal warning will be given to the student and the driver will turn in a written Bus Conduct Report (File Copy) to the appropriate building administrator within 24 hours of the offense. The driver is to explain the discipline problem to the student.

**2<sup>nd</sup> Offense** The student will be assigned a seat at the front of the bus and/or will be retained to be last off the bus (if afternoon then carries over to next riding day) and a second written Bus Conduct Report (File Copy) will be sent to the appropriate building administrator within 24 hours of the offense. The driver is to explain the discipline problem to the student.

**3<sup>rd</sup> Offense** - A written Bus Conduct Report will be prepared by the bus driver and given to the appropriate building administrator within 24 hours of the offense. The problem will be discussed with the student and the student's parents by the principal as soon as possible. A consequence may result for this offense.

**4<sup>th</sup> Offense** - A written Bus Conduct Report will be prepared by the bus driver and given to the appropriate building principal within 24 hours of the offense. A 3-day suspension from riding the bus may be given to the student by the principal.

**5<sup>th</sup> Offense** - A written Bus Conduct Report will be prepared by the bus driver and given to the appropriate building principal within 24 hours of the offense. A 10-day suspension from riding the bus may be given to the student by the principal.

**6<sup>th</sup> Offense** - A written Bus Conduct Report will be prepared by the bus driver and given to the appropriate building principal within 24 hours of the offense. A Semester Suspension from riding the bus may be given to the student by the principal.

**Severe Clause** – Should a student's behavior justify more immediate action, the bus driver may omit the first two steps and the principal may omit any step in this plan and impose a more severe level of punishment.

#### **SCHOOL GROUND RESTRICTIONS**

Once students arrive on school property, they may not leave until they are on the way home following dismissal. To leave school at any other time students must obtain permission from the office. This restriction also applies to school parking lots.

### **SCHOOL INSURANCE**

The Board of Education has made arrangements to offer accident insurance to pupils and all school personnel. All students may subscribe. All settlements for insurance claims are matters between the insurance company and the parents of the students.

### **SCHOOL PUBLICATIONS**

Publications such as the school newspaper, television broadcasts and yearbook are connected to the overall school program and subject to editorial control by the school's authorities. All materials submitted become property of Troy City Schools and are not subject to copyright by the individual.

### **STUDENT CLUB/ORGANIZATION CODE OF CONDUCT**

Troy High School expects all students who are participants in recognized clubs and organizations to be good school and community citizens. Participants found to have violated the Troy High School Student Code of Conduct or the Ohio Revised Code will be subject to the following consequences.

- **First Offense** – students are ineligible to participate in 10% of the clubs/organizations scheduled activities.
- **Second Offense** – students are ineligible to participate in 30% of the clubs/organizations scheduled activities.
- **Third Offense** – student is ineligible to participate in the remaining scheduled activities of the club/organization for the current school year as well as the next school year.

All clubs and organizations recognized by Troy High School may have additional rules and regulations pertaining specifically to their club/organization.

### **STUDENT GOVERNMENT**

The Student Government coordinates activities of the entire student body. It seeks further activities that are of chief interest and importance to the school as a whole. Through this organization, matters that reflect the needs and interests of the student body are brought to the attention of the faculty for its consideration. Members of school administration and faculty frequently convey their views and desires concerning school policies to the Student Government. Projects involving school parties, clean up campaigns, and problems of school conduct are continuously in progress.

### **STUDENT ORGANIZATIONS – OFFICERS**

The Student Government has determined that any student who holds a major elective office in a student club or organization may not hold another office in any student organization, nor may a student hold more than two elective offices of any kind. Student Government membership is not counted as elective office.

The major office referred to includes the president of any school organization; business editor of the Annual; editors of the Annual; and treasurers of the Student Government, Senior Class and Junior Class.

These regulations, which have the approval of the faculty, have been set up to give more students an opportunity for leadership training in the extra-curricular program.

### **TROY HIGH SCHOOL ATHLETIC POLICY**

All Troy High School Students who participate in interscholastic athletics are required to follow the policies and guidelines as outlined in the Troy City Schools Athletics Department Policy Manual. A copy will be distributed to all students who participate in Troy High School athletics.

### **TUITION**

Tuition rates are determined yearly. Please contact the Treasurer's office at the Troy Board of Education office for this figure and payment detail (applicable to all grades 1-12). Our policy will be to charge at least one month in advance of the school year.

### **WITHDRAWING FROM A THS CLASS**

Withdrawing from a class can only be done if the student continues to be enrolled in six credits worth of courses as outlined in the Course Credit Requirements section of the student handbook.

The first five weeks of the course will be considered the drop period. A student wishing to withdraw from a THS course with no academic record must do so during the drop period.

The time after the drop period until the end of the 1st quarter of the course will be considered the withdrawal period. A student may withdraw from a THS course during the withdrawal period with a "W/(current grade)" being placed on the transcript. For yearlong and 1st semester courses, the withdrawal period ends at the end of 1st quarter. For 2nd semester course, the withdrawal period ends at the end of the 3rd quarter.

No student can withdraw from a yearlong or 1st semester course after the end of the 1st quarter, or a 2nd semester course after the end of the 3rd quarter.

Exceptions may be considered if one or more of the following conditions exists: medical reasons; Imminent graduation concerns; Teacher recommendations; disciplinary reason; Counselor, parent/guardian, teacher, and administrator agreement that a change is educationally beneficial for the student.

### **WITHDRAWING FROM SCHOOL**

Withdrawals of students 18 years old and over will be processed through the Guidance Office. Any student withdrawing from Troy High School will have to take care of any fines owed to Troy High School before any educational records will be released.

To prevent dropouts, a procedure involving counseling and parent contact has been established through the high school administration and the guidance department.

#### **1. Withdrawal from School. Loss of Driving Privileges**

The Board directs that whenever a student wishes to withdraw, effort should be made to determine the under-lying reasons for such action and the resources of the District should be used to assist the student in reaching his/ her career goals. No student under the age of 18 will be permitted to withdraw from school without the written consent of a parent and in compliance with state law. Counseling services should be made available to any student who wishes to withdraw (O.R.C. 3321-13).

Whenever a student under the age of 18 withdraws from school without moving out of state, transferring to another approved school district, or enrolling in and attending an approved program (home instruction, etc.) the superintendent shall notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court.

Such notification is to be given to the above-named agencies within two weeks after the superintendent confirms the students is not properly enrolled in and attending another approved school or program or has moved out of state.

#### **2. Attendance and Loss of Driving Privileges**

A student shall be considered an "habitual absenteeism" problem by state law when, in spite of warnings and/or his/her parent's efforts to ensure attendance, he/she has accumulated sixty (60) consecutive hours or ninety (90) total hours of unexcused absence during a semester.

Whenever any student under the age of 18 has been absent from school without legitimate excuses for more than sixty (60) consecutive hours or for at least ninety (90) total hours of unexcused absence per semester, the Board authorizes the superintendent to inform the student and his/her parents of the attendance record and the District's intent and obligation to notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court of the student's excessive absenteeism. (O.R.C. 3321-13(B)(2)).

#### **3. Students Expelled or Suspended for Use of or Possession of Alcohol or Drugs.**

Whenever a student is expelled or suspended from School in accordance with O.R.C. 3321.13(B)(1) for the use of or possession of alcohol or drugs, the

superintendent may notify the Registrar of Motor Vehicles and Judge of the Juvenile Court of the expulsion or suspension. Notification by the superintendent in the case of alcohol or drug offenses is not mandatory and does not require the adoption of an authorizing resolution by the Board. As in the case of dropouts or habitually absent students, notification to the Registrar of Motor Vehicles and Judge of the Juvenile Court will trigger the denial of driving privileges.

Further guidance for the juvenile who incurs these penalties can be found under the following titles in the paragraphs cited below of the Ohio Revised Code.

- A. Denial of driving privileges by the Registrar of Motor Vehicles – O.R.C. 4507.061.
- B. Restoration of driving privileges – O.R.C. 4507.61(E) and (F).

**WORK PERMITS  
(AGE AND SCHOOLING CERTIFICATES)**

Regular certificates (Sec. 7766) may be issued to children who are at least 14 years of age and have completed the work of the seventh grade for the purpose of engaging in regular employment.

When changing employment, the child must secure a new certificate.

**2024-25 ACT Test Dates**

<b>Test Date</b>	<b>Registration Deadline</b>	<b>Late Deadline</b>	<b>Standby Deadline Photo Upload Deadline</b>
September 14, 2024	August 9, 2024	August 25, 2024	September 6, 2024
October 26, 2024	September 20, 2024	October 7, 2024	October 18, 2024
December 14, 2024	November 8, 2024	November 22, 2024	December 6, 2024
February 8, 2025	January 3, 2025	January 20, 2025	January 31, 2025
April 5, 2025	February 28, 2025	March 16, 2025	March 28, 2025
June 14, 2025	May 9, 2025	May 26, 2025	June 6, 2025
July 12, 2025	June 6, 2025	June 20, 2025	July 4, 2025

**Troy City Schools Administered  
ACT (All 11<sup>th</sup> Grade Students)**

Test Window: February 25-28,  
March 3-7, 2025