

Troy Middle School

Ian McShane, Principal

1976 Burdett Avenue
Troy, New York 12180
(518) 328-5301

September 2022

Dear Parents and Guardians:

We would like to welcome our incoming 6th Grade students and families to Troy Middle School. To our returning 7th and 8th grade families, welcome back. We are excited to begin the new academic year on **Wednesday, September 7, 2022** Troy Middle School will continue to offer a full range of academic courses, activities and services for our students; including accelerated and honors courses, clubs and afterschool Programs.

Please note, homeroom cards will be mailed during the week of 8/30. Students will report to their homeroom class on the first day of school where they will receive their schedules.

Also, during the first days of school, students will learn about our code of conduct, academic expectations, policies for electronic devices, dress code, and PBIS. Additionally, students will receive their agendas. [Should you have outstanding library book obligation(s) from last year, please take care of it by the first day of school.]

Please continue to monitor our TMS website at www.troycsd.org/troy-middle-school and our Facebook Page TroyNYMiddleSchool for up to date information.

Troy CSD is also now using ParentSquare for all important communications with families. This includes text message and email alerts for early dismissals, school closures, bus delays and more. You are encouraged to activate your ParentSquare account using your current contact information on file at www.parentsquare.com/signin. If you cannot activate your account, please contact the main office to update your contact information.

Our Open House will be held on Wednesday, Sept. 21st. We will contact all of our families with more information soon. We are looking forward to meeting our new and current families. Have a wonderful rest of your summer.

Sincerely,



Ian McShane
Building Principal



Troy Middle School
1976 Burdett Avenue

District Mission Statement

Troy Schools will provide a strong educational and social foundation to graduate all students, college and career ready.

Troy Middle School Mission Statement

Together, we will relentlessly pursue excellence in academics and character.

Important **FORMS**

Enclosed please find the Student Emergency Information Form which needs to be completed out and returned to school. This form can be sent in with your child and turned in to their 1st period teacher on the first days of school:

Additional information included are:

- ♦ **The 2022-2023 Troy City School District Calendar for Student Attendance**
- ♦ **Administration & Office Listings**
- ♦ **Student Supply List**
- ♦ **Technology Information**
- ♦ **Backpack, cell phone and hood protocols**
- ♦ **Student Emergency Info form (please return as soon as possible)**
- ♦ **Parent/Guardian and Student Code of Conduct Acknowledgment form (please return as soon as possible).**



Please take advantage of the many ways you can communicate with your child's team of teachers throughout the year:

- ♦ Email [last name and first initial of the teacher you would like to contact along with @troycsd.org]
- ♦ Contact the Guidance Office [518-328-5365] to have a Guidance Counselor schedule a meeting with the team of teachers and yourself [the teachers meet during one dedicated period on a daily basis]





***Classes begin on
Wednesday,
September 7, 2022***

Locker info

Students will be issued lockers on the first day of school.

6th Grade Students will be issued lockers at their Orientation on 9/1

Backpack Info

Per the code of conduct, backpacks:

Students can bring backpacks to school.

Students will put their backpacks in their locker upon arrival.

Cellphone Info

Per the code of conduct, cellphones:

- Will not be allowed in TMS at any time

Hoods & Hats

Per the code of conduct, hoods and hats are not allowed to be worn in TMS at any time.

****See flyer inside this packet for more info regarding lockers, backpacks cellphones, hoods**

There will be a Community Meeting on Sept. 1 from 7:30pm-9 at TMS to discuss the above protocols

6th Gr. Orientation

Thurs. Sept. 1

more info to come

Troy Middle School Open House

Wed. Sept. 21

in the evening

more info to come

"Be Your Best @ TMS" with PBIS

Positive Behavior Intervention and Supports is a systematic approach to preventing and responding to school and classroom discipline problems. PBIS teaches positive behaviors, and creates a safe learning environment for our students.



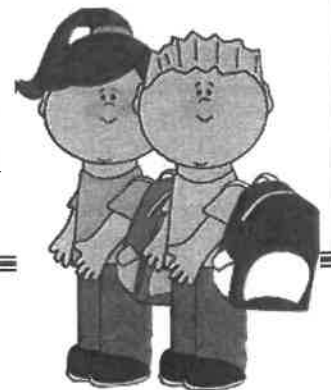
Here at TMS, we expect our students to...

**Be Responsible
Be Respectful**

Why PBIS?

Research has shown that exclusion and punishment are the most common responses to conduct problems in schools. Research has also shown that these are ineffective at producing long-term reductions in problem behaviors.

Troy Middle School is committed to establishing and maintaining a positive culture in our school. Our goal is to educate all students, adopt and sustain the use of best practices for teaching academics and social behavior, and to acknowledge students who demonstrate expected be-





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CITY SCHOOL DISTRICT

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2022-2023 STUDENT EMERGENCY INFORMATION

It is imperative that we have at least two (2) **WORKING** telephone numbers for each student.

Student Name: _____ Date of Birth: _____ Grade: _____

Mother's name: _____ Mother's email: _____

Mother's address: _____ Fl/Apt: _____ City: _____

Cell phone: _____ Home phone: _____ Work phone: _____

Father's name: _____ Father's email: _____

Father's address: _____ Fl/Apt: _____ City: _____

Cell phone: _____ Home phone: _____ Work phone: _____

*****Please list the names of ANY and ALL persons Troy City School District is allowed to contact or release your child to in case of an emergency, including illness, serious injury, early dismissal of school or an evacuation emergency. If at any point an individual other than the parent or guardian attempts to release and/or pick up a child and they are NOT listed as an emergency contact the child WILL NOT under any circumstances be released until approval by the listed parent or guardian is given.*****

Emergency Contact 1: Name: _____ Relationship to Student: _____
Other than parent/guardian Allowed to pick up student: Y/N

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Address: _____

Emergency Contact 2: Name: _____ Relationship to Student: _____
Other than parent/guardian Allowed to pick up student: Y/N

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Address: _____

Emergency Contact 3: Name: _____ Relationship to Student: _____
Other than parent/guardian Allowed to pick up student: Y/N

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Address: _____

2022-2023
PARENT/GUARDIAN and STUDENT
ACKNOWLEDGEMENT

MUST BE RETURNED TO THE SCHOOL OFFICE

I have read the **Code of Conduct** of the Troy City School District on the troycsd.org website. I am aware of the expectations of students while they are on and around school buildings and grounds and using District transportation.

I will abide by these expectations which have been set forth in the following:

- Code of Conduct
- Transportation Policy
- Computer/Technology Policy
- Athletic Policy

Building: _____

Student Name (please print): _____

Student Signature: _____ Date: _____

Parent/Guardian (please print): _____

Parent/Guardian Signature: _____ Date: _____



TROY
CITY SCHOOL DISTRICT

2022-2023 TMS Student Attendance A/B Day Calendar



September 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7-A	8-B	9-A	10
11	12-B	13-A	14-B	15-A	16-B	17
18	19-A	20-B	21-A	22-B	23-A	24
25	26	27-B	28-A	29-B	30-A	

October 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3-B	4-A	5-B	6-A	7-B	8
8	10	11-A	12-B	13-A	14-B	15
16	17-A	18-B	19-A	20-B	21-A	22
23	24-B	25-A	26-B	27-A	28-B	29
30	31-A					

November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1-B	2-A	3-B	4-A	5
6	7-B	8	9-A	10-B	11	12
13	14-A	15-B	16-A	17-B	18-A	19
20	21-B	22-A	23-B	24	25	26
27	28-A	29-B	30-A			

December 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1-B	2-A	3
4	5-B	6-A	7-B	8-A	9-B	11
11	12-A	13-B	14-A	15-B	16-A	18
18	19-B	20-A	21-B	22-A	23	24
25	26	27	28	29	30	31

January 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3-B	4-A	5-B	6-A	7
8	9-B	10-A	11-B	12-A	13-B	14
15	16	17-A	18-B	19-A	20-B	21
22	23-A	24-B	25-A	26-B	27-A	28
29	30-B	31-A				

February 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1-B	2-A	3-B	4
5	6-A	7-B	8-A	9-B	10-A	11
12	13-B	14-A	15-B	16-A	17-B	18
19	20	21	22	23	24	25
26	27-A	28-B				

March 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1-A	2-B	3-A	4
5	6-B	7-A	8-B	9-A	10-B	11
12	13-A	14-B	15-A	16-B	17	18
19	20-A	21-B	22-A	23-B	24-A	25
26	27-B	2-A	2-B	30-A	31-B	

April 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3-A	4-B	5-A	6-B	7	8
9	10	11	12	13	14	15
16	17-A	18-B	19-A	20-B	21-A	22
23	24-B	25-A	26-B	27-A	28-B	29
30						

May 2023						
Su	Mo	Tu	We	Th	Fr	Sa
	1-A	2-B	3-A	4-B	5-A	6
7	8-B	9-A	10-B	11-A	12-B	13
14	15-A	1-B	17-A	18-B	19-A	20
21	22-B	23-A	24-B	25-A	26	27
28	29	30-B	31-A			

June 2023						
Su	Mo	Tu	We	Th	Fr	Sa
				1-B	2-A	3
4	5-B	6-A	7-B	8-A	9-B	10
11	12-A	13-B	14-A	15-B	16-A	17
18	19	20-B	21-A	22-B	23	24
25	26	27	28	29	30	

No school on the following days:						
Sept. 1-6 & 26th	Feb. 20-24th					
Oct. 10th	Mar. 17th					
Nov. 8, 11, 24, 25th	Apr. 7th-14th					
Half day on Nov. 23rd	May 23, 29th					
Dec. 23rd - Jan 2nd	June 19th					
Jan. 16th						

Early Release Dismissal days:						
October 5th	February 1st					
December 7th	March 1st					
January 11th	May 3rd					
None in November, April or June						
April 19-21st - ELA NYS Assessments						
May 2-4th - Math NYS Assessments						

Troy Middle School

2022-2023

1976 Burdett Avenue
Troy, NY 12180
328-5301
www.troycsd.org

Administration

Mr. Ian McShane
Principal
518-328-5305

Mr. Josh Monk
Assistant Principal
Building Wide
518-328-5301

Ms. Dominica Hallett
Dean of Students
8th Grade
518-328-5301

Mr. Lamont Garland
Principal's Assistant
6th Grade
518-328-5301

Mr. Brian Matthews
Principal's Assistant
7th Grade
518-328-5301

Guidance Counselor Department

Guidance Secretary ~ 518-328-5365

Ms. Casey Klein
6th Grade
518-328-5366

Mrs. Sonya Shaw
7th Grade
518-328-5361

Ms. Lexie Phillips
8th Grade
518-328-5360

Mrs. Laura Stukenborg
School Counselor
TBD

Health Office

518-328-5325



2022–2023 6th Grade Supply List

- ◆ **Agenda Book****
- ◆ 6 plastic folders
- ◆ 4 composition notebooks
 - ◆ 5 packs of #2 pencils
- ◆ hand-held pencil sharpener
 - ◆ 1 pack of highlighters
- ◆ 1 pack of dry erase markers
 - ◆ glue sticks
 - ◆ colored pencils
 - ◆ post-it notes
 - ◆ pencil bag
- ◆ headphones/earbuds
 - ◆ tissues

* On the first day of school, your child's team of teachers may advise the students of a few more specific items that may be needed.

** An Agenda will be provided at no cost on the first day of school. If it is lost, the replacement cost is \$5.00 [while supplies last]



2022-2023 7th & 8th Grade Supply List

- ◆ **Agenda Book****
- ◆ 8 sturdy hole punched folders
 - ◆ loose leaf paper
- ◆ 4 composition notebooks
 - ◆ 1 spiral notebook
- ◆ 5 packs of #2 pre-sharpened pencils
- ◆ 1 hand-held pencil sharpener that catches the pencil shavings
- ◆ 1 pack of highlighters (multiple colors)
 - ◆ 1 sturdy, fabric pencil bag
- ◆ headphones (earbuds) with case
 - ◆ Sticky notes
 - ◆ tissues
- ◆ Scientific calculator for Math [TI-30 or other scientific calculator]

* On the first day of school, your child's team of teachers may advise the students of a few more specific items that may be needed.

** An Agenda will be provided at no cost on the first day of school. If it is lost, the replacement cost is \$5.00 [while supplies last]

Backpack, Cell Phone & Hood/Hat Procedures (518) 328-5301

*Community event will be held on 9/1 at TMS from
7:30pm-9pm to discuss the following:*

Per the code of conduct,

Backpacks:

- ◆ Students can bring backpacks to school ◆ They will need to be stored in lockers ◆ Students will go to their lockers before first period & at dismissal

Lockers will be issued on the first day of school

Cell Phones:

- ◆ Will not be allowed in TMS ◆ Will need to be stored in lockers (if brought to school) ◆ Students are not permitted to have a phone on them during the school day ◆ For emergency contact situations, families can call the main office (518-328-5301) to contact their students ◆ The students may also stop down to the main office with a pass to call their families

Hoods/Hats:

Hoods and hats are not allowed to be worn in TMS at any time.





Troy Middle School Technology

- All students have been issued a Chromebook for the Troy City School District and should continue to use this device for the school year.
- All new students will receive a Chromebook during the first week of school.
- Treat your Chromebook like the very important educational tool that it is.
- Charge the device daily.
- Devices will be needed each day for in-person learning.
- Earbuds are strongly recommended for class use and we ask that you please not send in Air Pods or any expensive earbuds as they are often lost.
- For any issues/questions, please contact the main office. Leave your name, students name, contact number and email address. The main office will enter a technology trouble ticket. The technology department will reach out to you.