

# Staff Handbook



**TROY SCHOOL DISTRICT**

*Develop, Achieve, Succeed*



# **Troy School District**

*Develop, Achieve, Succeed*

PO Box 867 · Troy, MT 59935  
OFFICE 406.295.4321 FAX 406.295.8672

Dear Faculty and Staff,

Our goal as educators and support staff is to make the student experience at Troy Public Schools a positive one by providing a safe and nurturing learning environment while preparing students to excel in school, post-secondary education, and their careers.

This handbook is arranged to answer general questions you might have and to provide clear information regarding expectations for faculty, staff and student conduct at Troy Public Schools. Please read this handbook carefully so that you are aware of school policies and procedures. By understanding and complying with these policies and procedures, together we will be able to create an environment designed to promote the greatest academic success.

As always, my door is open if you have any questions, concerns or input.

Sincerely,

**Dr. Jacob Francom**

SUPERINTENDENT

*jfrancom@troyk12.org*



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## **Handbook Overview**

The material covered within this teacher handbook is intended as a method of communicating to teachers regarding general district information, rules, and regulations and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law.

Any information contained in this teacher handbook is subject to unilateral revision or elimination, from time to time, without notice.

No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.



## **General Information**

### **MOTTO**

“Develop, Achieve, Succeed”

### **MISSION STATEMENT**

Empowering students to develop good character, achieve academic excellence, and succeed as lifelong learners.

### **BELIEFS**

- Student learning should be the chief priority for the district based on high expectations for all.
- A safe, supportive environment based on positive relationships and mutual respect promotes student learning and self-esteem.
- Each student should be provided with a variety of instructional approaches that reflect an individual’s unique physical, social, emotional, and intellectual needs.
- The commitment to continuous improvement is imperative to empower students to be confident, self-directed members of society.
- The community, parents, school staff, and students share the responsibility for advancing the district’s mission.





## BOARD OF TRUSTEES

The Legislature of the State of Montana delegates to the Board responsibility for the conduct and governance of district schools.

Mrs. Sylvia Maffit  
Chairperson

Mrs. Lori Damon  
Vice-Chairperson

Mr. Ed Hanson

Mr. Terry Holmes

Mr. David Orr

Mr. Ben Valentine

## Board Meetings

Unless otherwise specified, all meetings will be held at the Troy High School Library. Regular meetings shall be held at 6:00 p.m. on the second Monday of each month, or at other times and places determined by a majority vote. If regular meetings are to be held at places other than the place stated above, or are adjourned to times other than the regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings. When a meeting date falls on a legal holiday, the meeting shall be held on the next business day.

## DISTRICT ADMINISTRATION

Superintendent:

Dr. Jacob Francom  
*jfrancom@troyk12.org*  
406.295.4321

Business Clerk:

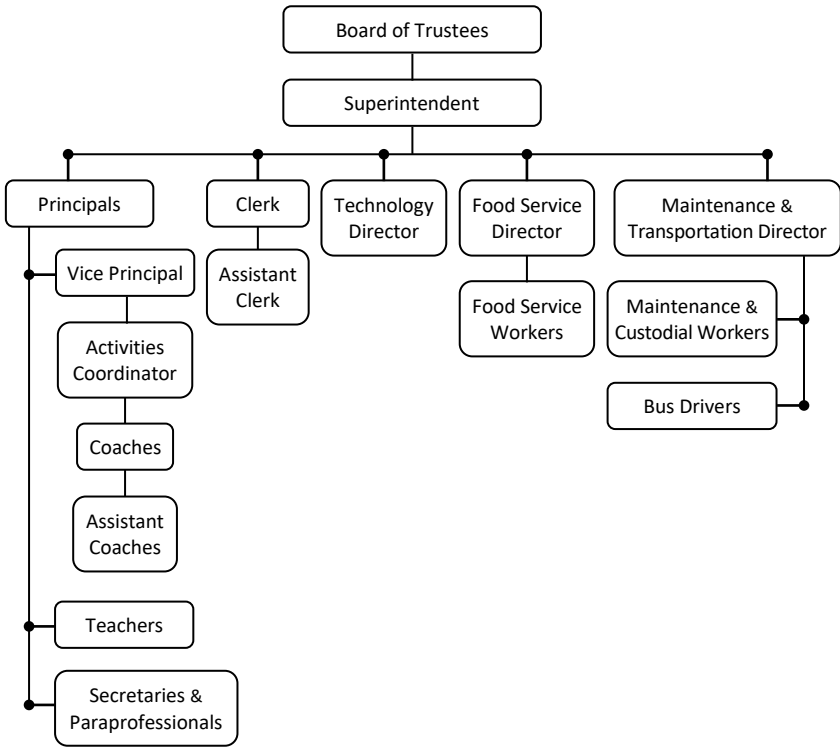
Mrs. Trinetta Todd  
*ttodd@troyk12.org*  
406.295.4321

Assistant Business Clerk:

Mrs. Robin Ridgway  
*rridgway@troyk12.org*  
406.295.4321



### ORGANIZATIONAL CHART





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## Professional Information

### PROFESSIONAL EDUCATORS OF MONTANA CODE OF ETHICS

Professional educators recognize and accept their responsibility to create learning environments to help all students reach their full potential. They understand the trust and confidence placed in them by students, families, colleagues, and the community. To achieve their professional purpose, educators strive to maintain the highest ethical standards. The Professional Educators of Montana Code of Ethics sets out these fundamental principles which guide their behavior and will be used to judge their actions.

#### Principle I. Commitment to Students and Families.

##### The ethical educator:

1. Makes the well-being of students the foundation of all decisions and actions.
2. Promotes a spirit of inquiry, creativity, and high expectations.
3. Assures just and equitable treatment of every student.
4. Protects students when their learning or well - being is threatened by the unsafe, incompetent, unethical or illegal practice of any person.
5. Keeps information confidential that has been obtained in the course of professional service, unless disclosure serves a compelling purpose in the best interest of students, or is required by law.
6. Respects the roles, responsibilities and rights, of students, parents and guardians.



7. Maintains appropriate educator - student relationship boundaries in all respects, including speech, print, and digital communications.

## **Principle II. Commitment to the Profession.**

### **The ethical educator:**

1. Fulfills professional obligations with diligence and integrity.
2. Demonstrates continued professional growth, collaboration and accountability.
3. Respects the roles, responsibilities, and rights of colleagues, support personnel, and supervisors.
4. Contributes to the development of the profession's body of knowledge.
5. Manages information, including data, with honesty.
6. Teaches without distortion, bias, or prejudice.
7. Represents professional qualifications accurately.

## **Principle III. Commitment to the Community.**

### **The ethical educator:**

1. Models the principles of citizenship in a democratic society.
2. Understands and respects diversity.
3. Protects the civil and human rights of students and colleagues.
4. Assumes responsibility for personal actions.
5. Demonstrates good stewardship of public resources.
6. Exemplifies a positive, active role in school - community relations.
7. Adheres to the terms of contracts, district policies and procedures, and relevant statutes and regulations.

*Adopted by the Certification Standards and Practices Advisory Council January 27, 2012.*



## TEACHER JOB DESCRIPTION

### Reports to:

Building Principal

### Essential Functions:

- Plans and develops course of study according to curriculum guidelines of district and state requirements. Actual curriculum must often be tailored for three or more levels of academic ability and previous achievement.
- Develops and presents specific lesson plans, using a variety of techniques, including lectures, projects, exhibits, field trips, audio-visual and library resources, computers, and the Internet.
- Prepares assignments and tests for in-school preparation and homework. Monitors, assists, corrects, and grades student performances.
- Conducts standardized tests in accordance with district policies and law.
- Maintains order in the classroom and, in conjunction with administrative staff, administers discipline when necessary to achieve proper behavior. May prescribe extra assignments or detention in cases of student misconduct.
- Shares with other teachers and aides responsibility for monitoring halls, study periods, playground, and lunchroom.
- Counsels students when academic difficulties or behavioral problems arise.
- Keeps records of academic performance, attendance, and social acclimation. Reports on all aspects of student development for school records and parents; conducts parent-teacher conferences on both a regularly scheduled and an as-needed basis.
- Consults with other professionals, where there appears to be evidence of learning disabilities, drug or alcohol abuse, or problems of social adjustment. Coordinates decisions with parents concerning any specialized intervention which appears warranted.
- Reports cases of suspected child abuse according to state law.



- Complies with Board policies, rules, regulations, and directives.
- Works with school counselor in helping student select course of study or college.
- Performs related duties such as sponsoring a student organization or activity.
- Participates in faculty meetings, educational conferences, professional training seminars, and workshops.
- Supervises classroom aides.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

### **Desired Minimum Qualifications:**

- Valid Montana Teaching Certificate with proper endorsement.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from students, parents, staff, and the community.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.

### **Equipment Used:**

Computer, calculator, copier, telephone/voice mail, fax.

### **Work Environment:**

While performing the duties of this job, the employee regularly works inside and outside. The employee must be able to meet deadlines with severe time constraints. The employee frequently will work irregular or extended work hours while performing the duties of this job. The employee is directly responsible for the safety, well-being, and work output of students.

The noise level in the work environment is usually moderate.



## **Physical Demands:**

While performing the duties of this job, the employee is frequently required to sit, walk, and stand; twist at neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 20 pounds.

## **Mental / Motor Demands:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Equal Employment**

The Troy School District will provide equal employment opportunities to all persons regardless of race, creed, religion, color, or national origin, genetic information, or because of age, physical or mental disability, marital status, or sex when the reasonable demands of the position do not require an age, physical or mental disability, marital status, or sex distinction.

The district will make reasonable accommodation for an individual with a disability known to the district, if the individual is otherwise qualified for the position, unless the accommodation would impose undue hardship on the district.

A person with an inquiry regarding discrimination should direct their questions to the Title IX Coordinator. A person with a specific written complaint should follow the Uniform Complaint Procedure.



## Troy School District

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Retaliation against an employee who has filed a discrimination complaint, testified, or participated in any manner in a discrimination investigation or proceeding is prohibited.

The district superintendent is designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX, and other civil rights or discrimination issues, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973, and may be contacted at the Troy Public Schools office for additional information and/or compliance issues.

Any individual seeking further information should consult the Title IX District Coordinator, Christina Schertel who is responsible for coordinating district compliance efforts.

Christina Schertel  
PO Box 867, Troy MT 59935  
406.295.4520  
*cschertel@troysd.org*

### **STAFF CONDUCT**

School District employees will abide by all district policies, state and federal laws in the course of their employment. Where applicable, employees will abide by and honor the professional educator code of conduct.

All employees are expected to maintain high standards of honesty, integrity, professionalism, decorum, and impartiality in the conduct of District business. All employees shall maintain appropriate employee-student relationship boundaries in all respects, including personal, speech, print, and digital communications.

In accordance with state law, an employee should not dispense or utilize any information gained from employment with the district, accept gifts or benefits, or participate in business enterprises or employment which create a conflict of interest with the faithful and impartial discharge of the employee's district duties. A district employee may, prior to acting in a manner which may impinge on any fiduciary duty, disclose the nature of the private interest which creates a conflict. Care should be taken to avoid using, or avoid the appearance of using, official positions and confidential information for personal advantage or gain.





While on school property, employees shall not injure or threaten to injure another person; damage another's property or that of the District; or use, control, possess or transfer any weapon or any item that could be reasonably considered to be a weapon as defined in Policies 3310 and 3311. "School property" means within school buildings, in vehicles used for school purposes, or on grounds leased or owned by the school district.

Further, employees should hold confidential all information deemed to be not for public consumption as determined by state law and Board policy. Employees shall also respect the confidentiality of people served in the course of the employee's duties and use information gained in a responsible manner. Discretion should be employed even within the school system's own network of communication.

All employees are prohibited from interacting with student(s) in a private setting. A private setting is defined as any location that is not monitored and/or visible by others. A private setting also is defined as any location unrelated to school district operations or the delivery of educational services.

(Refer to Troy Public Schools Policy 5223)

## **Professionalism**

A teacher is not just an example to students, but also to community members. Community members look up to teachers and scrutinize their behavior. Teachers must ensure that their behavior in and outside school promotes a positive image of education and teacher-leaders.

Teachers need to ensure that their conduct is in accordance with that of a community leader in all aspects of their person and character. Teachers should arrive promptly, if not early, to work and remain at the school at least until students have exited. Teachers should regularly attend extracurricular activities to show school and community support. Teachers have a powerful influence to improve not only students but also the community as a whole. Teachers should be actively involved in community projects, groups, and committees.



## **PARTICIPATION IN POLITICAL ACTIVITIES**

Staff members may exercise their right to participate fully in affairs of public interest on a local, county, state, and national level, on the same basis as any citizen in public or private employment and within the law.

Staff members may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints as they desire, by vote, discussion, or persuading others. Such discussion and persuasion, however, may not be carried on during the performance of district duties.

On all controversial issues, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint.

(Refer to Troy Public Schools Policy 5224)

## **DRESS & GROOMING**

Classified and Certified staff at Troy Public Schools are expected to dress in a professional and appropriate manner as determined by this policy and the discretion of the building administrator. Clothing is expected to be presentable and in good repair with no holes, stains, or fading.

Slacks or colored denim, and collared shirts (or sweaters) should be considered the minimum level of professional attire. Blue jeans may be worn on Fridays or the last day of a short week.

The definition of "appropriate" attire includes clothing that does not reveal the body in an inappropriate manner. No cleavage, midriff, or underwear may show. A *general* guide to skirt length is that the item should fall to the kneecap area.

Faculty and staff involved in extra-curricular activities or field trips are expected to abide by the dress code unless the activity clearly dictates more suitable attire (for example, waders on a fisheries science field trip.)

The underlying goal of this policy is the presentation of a professional image by faculty and staff.



## **STAFF MEETINGS**

Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, departmental or committee structure. All staff are expected to attend staff meetings unless prior arrangements have been made with the principal.

## **PROFESSIONAL DEVELOPMENT**

The Board recognizes the importance of continued educational experiences and other professional growth activities as a means to improve job performance.

Professional growth experiences may include, but are not limited to, college courses, workshops, curriculum planning, individual research, travel, supervision of teacher trainees, and other such activities.

All requests for district payment of college course work tuition require prior administrative approval. Professional growth application forms are available in the school office.

All requests for release time from regular work duties for attendance at meetings or conferences will be decided based on such factors as availability of funds, consistency with district and building goals and job assignment. Requests require prior principal approval.

Mandatory annual professional development obligations: 20-4-304 MCA Attendance at instructional and professional development meetings.

The trustees of a school district shall close the schools of the district for the annual instructional and professional development meetings of teachers' organizations. A teacher may attend instructional and professional development meetings without loss of salary or attend other appropriate in-service training that may be prescribed by the trustees without loss of salary. If a teacher does not attend, the teacher may not be paid.

If paraprofessionals would like to attend trainings during the summer or throughout the year they will be paid for their attendance. Paraprofessionals who wish to attend need to be preapproved by their building administrator.



## PIR DAYS

### What is PIR?

PIR stands for Pupil-Instruction-Related. The Administrative Rules of Montana (10.55.714) specify that a school that is in session for at least 180 pupil-instruction days (or 1080 aggregate hours) may count for the year a maximum of seven PIR days with a minimum of three of the days for instructional and professional development meetings or other appropriate in-service training. A day of professional development is defined as six hours of actual contact time. Professional development time may be divided into no less than two-hour increments to facilitate delivery of professional development programs. These seven PIR days, in addition to the 180 pupil-instructed days, may be counted, provided that such additional days do not include any time counted for pupil instruction and are used for one or more of the following purposes:

1. Staff orientation held prior to the beginning of pupil instruction for the purpose of organization of the school year.
2. Staff professional development programs scheduled during the year for the purpose of improving instruction which shall include annual instructional and professional development meetings.
3. Parent-teacher conferences for the purpose of acquainting parents with the school and the progress of their children.
4. Post-school record and report completion at the end of the pupil-instruction semester or year.

### Required Days

These PIR days are focused on the goals and professional development needs of the district in addition to Orientation day, Parent-Teacher conferences, Open House, etc. Below outlines the required PIR days.

Other days of seven (7) PIR days must be selected from the *Flexible* options. (1 days equals a minimum of 6 hours)

### FLEXIBLE DAYS

*Flexible* offerings that qualify for PIR credit can be selected from the following:



- ☑ Troy Public Schools PIR Flexible Day offerings
- ☑ MEA Conference.
- ☑ After-school/evening/Saturday sessions from a pre-approved provider.
- ☑ Troy Public Schools Summer Institute offerings
- ☑ Visiting another school or classroom
- ☑ Special requests for non-Troy Public Schools sponsored events (must be pre-approved)

## Frequently Asked Questions

### QUESTION: WHAT IS NOT PIR?

#### ANSWER:

- Working in your classroom
- Lesson planning and preliminary curriculum development
- Supervising extra-curricular activities
- Committee work
- Parent meetings outside of Parent Teacher Conferences
- Staff and/or department planning

### QUESTION: WHEN DOES THE PIR YEAR START?

#### ANSWER:

The PIR year begins on the first day of summer vacation and runs until the last contracted duty day, usually the first week in June. Pay will be docked, including benefits and retirement, if hours are not completed on time.

### QUESTION: HOW MANY HOURS EQUAL ONE DAY OF PIR?

#### ANSWER:

Six (6) hours. You will need to accrue a minimum of forty-two (42) PIR hours.



**QUESTION: WHO NEEDS TO KNOW WHAT WORKSHOPS I ATTENDED?**

**ANSWER:**

You need to work closely with your building principal to ensure that the workshops you attend are acceptable for PIR hours. Further, the workshops must align with your professional development goals.

**QUESTION: WHAT ARE APPROVED PIR ACTIVITIES?**

**ANSWER:**

The 12 hours of Flexible offerings that qualify for PIR credit can be selected from the following:

- Troy Public Schools PIR Flexible Day offerings
- MEA Conference.
- After-school/evening/Saturday sessions from a pre-approved provider.
- Troy Public Schools Summer Institute offerings
- Special requests for non-Troy Public Schools sponsored events (must be pre-approved and limited to six (6) hours)

**QUESTION: WHAT IF I ATTEND A PROFESSIONAL CONFERENCE OR CONVENTION AND THE DISTRICT PAYS PART OF MY EXPENSES? DOES THIS QUALIFY FOR PIR?**

**ANSWER:**

Yes, if the time spent is outside the contract day/year, i.e. the teacher is not on salary status and is approved for PIR credit by the building administrator.

**QUESTION: WILL THERE BE OTHER OPPORTUNITIES FOR PIR AVAILABLE THROUGHOUT THE YEAR OTHER THAN THOSE LISTED IN THE SCHEDULE?**

**ANSWER:**

Most likely yes. It is difficult to plan activities a year in advance. Additional offerings will be communicated to staff throughout the year.



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**QUESTION: WHAT IF I DON'T FULFILL MY PIR OBLIGATIONS?**

**ANSWER:**

Teachers will not be paid for the days they fail to complete. Their June paycheck will be docked accordingly. We can only dock pay by half- or whole-day increments, not by the hourly basis. Thus it is essential teachers complete their PIR requirements.

**QUESTION: IF I AM TAKING A COLLEGE CLASS FOR CREDIT, CAN IT ALSO COUNT FOR PIR CREDIT IF IT IS OUTSIDE THE CONTRACT DAY/YEAR?**

**ANSWER:**

No, university credit has the potential to advance teachers on the salary schedule. Teachers cannot use district-paid PIR days for financial gain. This applies even if they are at the top of the salary schedule. The only exception would be if a teacher were to audit a university course.

**QUESTION: CAN I USE ADULT EDUCATION COURSE WORK AS PIR CREDIT?**

**ANSWER:**

Yes, if it is approved by the teacher's building principal.

**QUESTION: WHAT IF I HAVE COMPLETED MORE THAN MY REQUIRED 12 HOURS OF FLEXIBLE PIR HOURS? DO I HAVE TO ATTEND DISTRICT-DIRECTED DAYS OR OTHER DISTRICT PIR DAYS?**

**ANSWER:**

Yes. You can sign-up for and attend more than the required 12 hours of Flexible PIR listed. However, these additional hours do not replace the requirement to attend one of the required district directed events.

Teachers can receive \$100/day for attending PIR approved events over and above the required 7 days as long as they have prior approval from the superintendent.



**QUESTION: I AM A PART TIME TEACHER. WHAT IS MY PIR OBLIGATION?**

**ANSWER:**

Part-time teachers, those hired after the start of the school year and those retiring or resigning early must check with their building principal for their PIR obligation.

**QUESTION: CAN I USE PROFESSIONAL TRAVEL FOR PIR CREDIT?**

**ANSWER:**

Yes, as long as it is pre-approved by the teacher's building principal. It must be directly related to professional development for the teacher's teaching assignment and cannot be part of a family vacation or student trip.

**QUESTION: IF I ATTEND MEA OR ANOTHER PRE-APPROVED PROFESSIONAL CONFERENCE OR CONVENTION AND WANT PIR CREDIT, DO I NEED TO PROVIDE DOCUMENTATION?**

**ANSWER:**

Yes. You must provide proof of attendance at the end of the year to total up PIR hours.

**QUESTION: WHAT IF I AM UNABLE OR DO NOT WANT TO ATTEND THE MEA CONFERENCE?**

**ANSWER:**

The district has developed a variety of workshops throughout the year that can be used to meet the 12 hours of Flexible PIR requirement.

**QUESTION: CAN I USE SICK OR PERSONAL LEAVE DAYS FOR PIR?**

**ANSWER:**

No, according to Montana Code, a teacher cannot use contractual leave to avoid the obligation to attend either MEA or other in-service training during the year as approved by the trustees.





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**QUESTION: IF I WOULD LIKE TO TEACH A PROFESSIONAL DEVELOPMENT WORKSHOP, WHAT DO I NEED TO DO?**

**ANSWER:**

Teachers may submit course proposals to the superintendent. Facilitators will be paid up to \$300 for each one hour presentation (\$100 for the presentation and \$200 for preparation time). Further, facilitators may count three hours of this presentation and preparation time toward the 12-hour flexible PIR requirement.

**QUESTION: CAN I GET RENEWAL UNITS FOR DISTRICT PIR DAYS?**

**ANSWER:**

Yes. Renewal unit certificates will be issued for all of the district workshops that are more than five hours.



## **Staff Operations**

### **CONTRACTS & COMPENSATION**

Contracts for certified and classified staff members will be initiated for all employees when hired.

Salaries, including compensation for extracurricular assignments over and above the duties associated with a staff member's regularly assigned duties, will be determined in accordance with salary schedules and salary placement guidelines established by the Board and/or policies adopted by the Board which are consistent with salary schedules and salary placement provisions of negotiated agreements.

It is the staff member's responsibility to provide all information necessary for placement on the salary schedule to the office in accordance with timelines established by the district and negotiated agreements.

Each classified employee will be employed under a written contract of a specified term, of a beginning and ending date, within the meaning of § 39-2-912, MCA, after the employee has satisfied the requisite probationary period of 6 months. Should the employee satisfy the probationary period, such employee shall have no expectation of continued employment beyond the current contract term.

The district reserves the right to change employment conditions affecting an employee's duties, assignment, supervisor, or grade.

Salary and wages for classified personnel will be determined by the negotiated agreement.



## **FAIR LABOR STANDARDS ACT**

Regular working hours for all classified staff will be set by the principal. Classified staff are not to work before, beyond, or outside their established working hours and are not to work overtime without prior authorization from the principal.

All time sheets must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours.

Failure to comply will result in disciplinary action in accordance with applicable provisions of Board policy, administrative regulations, and negotiated agreements.

Administrators, directors, and/or supervisors shall give written notification to non-exempt employees, as defined by the Fair Labor Standards Act, of the Board's following expectations:

- What constitutes non-exempt working hours;
- What constitutes normal working hours;
- That classified employees are not to work before, beyond, or outside their normal working hours and are not to work overtime without prior authorization;
- That employee time sheets be a true reflection of all time worked, whether it is more or less than normally scheduled hours;
- That a written corrective statement be given to employees not complying with established procedures.

Overtime is defined as time worked over 40 hours in one week. A week is defined as seven consecutive days covering Monday through Sunday.

(Refer to Troy Public Schools Policies 5221 & 5336)

## **EVALUATIONS**

The district's evaluation program is designed to provide an opportunity for staff to set goals and objectives, including plans for professional growth and career opportunities, and receive administrative responses to them; to have formal and informal observations of the teaching of licensed staff and the performance of assigned duties and job responsibilities of all other staff; to receive verbal and written comments and suggestions for improvement from



supervisors; and to have clear opportunities to make improvement within specific timelines.

When performance appraisals are prepared by the employee's supervisor the results of the evaluation shall be personally transmitted to the employee in the form of a copy of his/her performance appraisal. The supervisor shall discuss the evaluation with the employee and note by the employee's signature retained in the personnel file that the evaluation has been discussed with the employee. If the employee desires to submit a brief written statement in explanation or mitigation of any remark on the performance appraisal form, the statement shall be attached to the performance appraisal form in the personnel file.

The evaluation program also provides a tool for administrators who are responsible for making decisions about promotion, retention, dismissal, and discipline.

Certified and classified staff will be formally evaluated annually.

Copies of the district's evaluation procedures will be provided to all staff. Evaluation of all staff will be conducted in accordance with established Board policy and applicable district evaluation procedures, negotiated agreements, and Montana Code Annotated.

## **DISCIPLINE & DISCHARGE**

Discipline and dismissal of staff will follow due process, administrative regulation, relevant provisions of negotiated agreements, and applicable law.

(Refer to Troy Public Schools Policy 5255)

## **REDUCTION IN FORCE**

The Board has exclusive authority to determine the appropriate number of employees. A reduction in employees may occur as a result of but not be limited to changes in the education program, staff realignment, changes in the size or nature of the student population, financial considerations, or other reasons deemed relevant by the Board.



The Board will follow the procedure stated in the current collective bargaining agreements when considering a reduction in force. The reduction in employees will generally be accomplished through normal attrition when possible. The Board may terminate employees, if normal attrition does not meet the required reduction in force.

(Refer to Troy Public Schools Policy 5256)

## **CLASSIFIED EMPLOYMENT AND ASSIGNMENT**

Each classified employee will be employed under a written contract of a specified term, of a beginning and ending date, within the meaning of § 39-2-912, MCA, after the employee has satisfied the requisite probationary period of 6 months. During the probationary period of employment, the employment may be terminated at the will of either the district or the employee on notice to the other for any reason or no reason. Should the employee satisfy the probationary period, such employee shall have no expectation of continued employment beyond the current contract term.

The district reserves the right to change employment conditions affecting an employee's duties, assignment, supervisor, or grade.

Salary and wages for classified personnel will be determined by the negotiated agreement.

(Refer to Troy Public Schools Policy 5140)

## **ABSENCES**

### **Sick Leave**

Certified employees shall be granted sick leave according to the terms of the current collective bargaining agreement.

Classified employees shall be granted sick leave benefits in accordance with § 2-18-618, MCA. For classified staff, "sick leave" means a leave of absence, with pay, for a sickness suffered by an employee or his or her immediate family. Each request will be judged by the district in accordance with Troy Public Schools Policy 5321.



## **Family & Medical Leave Act (FMLA)**

### **ELIGIBILITY**

Employees are eligible if they have worked for the district for at least one (1) year, and for one thousand two hundred fifty (1,250) hours over the previous twelve (12) months, and if there have been at least fifty (50) district employees within seventy-five (75) miles for each working day during twenty (20) or more workweeks in the current or preceding calendar year.

### **LENGTH / PURPOSE OF LEAVE**

In accordance with provisions of the Family Medical Leave Act of 1993 (FMLA), a leave of absence of up to twelve (12) weeks during a twelve-(12)-month period may be granted to an eligible employee for the following reasons: 1) birth of a child; 2) placement of a child for adoption or foster care; 3) a serious health condition which makes the employee unable to perform functions of the job; 4) to care for the employee's spouse, child, or parent with a serious health condition; 5) because of a qualifying exigency (as the Secretary shall, by regulation, determine) arising out of the fact that the spouse or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

### **SERVICE-MEMBER FAMILY LEAVE**

Subject to Section 103 of the FMLA of 1993, as amended, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service-member shall be entitled to a total of twenty-six (26) workweeks of leave during a twelve-(12)-month period to care for the service-member. The leave described in this paragraph shall only be available during a single twelve-(12)-month period.

(Refer to Troy Public Schools Policies 5328 & 5328P)

### **Vacation**

The classified and 12-month administrative employees shall accrue annual vacation leave benefits in accordance with §§ 2-18-611, 2-18-612, 2-18-614 through 2-18-617 and 2-18-621, MCA. Nothing in this policy guarantees approval for granting specific days as annual vacation leave in any instance. The district will judge each request for vacation in accordance with staffing needs.



Employees are not entitled to any vacation leave with pay until they have been continuously employed for a period of six (6) calendar months.

(Refer to Troy Public Schools Policies 5334)

## Holidays

Holidays for classified staff are dictated in part by the school calendar. Temporary employees will not receive holiday pay. Part-time classified employees will receive holiday pay on a prorated basis.

The holidays required for classified staff, by § 20-1-305, MCA, are:

1. Independence Day
2. Labor Day
3. Thanksgiving Day
4. Christmas Day
5. New Year's Day
6. Memorial Day

When an employee, as defined above, is required to work any of these holidays, another day shall be granted in lieu of such holiday, unless the employee elects to be paid for the holiday in addition to the employee's regular pay for all time worked on the holiday.

When one of the above holidays falls on Sunday, the following Monday will not be a holiday. When one of the above holidays falls on Saturday, the preceding Friday will not be a holiday.

When a holiday occurs during a period in which vacation is being taken by an employee, the holiday will not be charged against the employee's annual leave.

When Christmas and New Year's Day fall on Saturday or Sunday, classified employees will be paid for the weekend holidays.

(Refer to Troy Public Schools Policies 5333)



## **Compensatory Time Off**

Compensatory time off is only allowed under extreme conditions for salaried employees and must be preapproved by the superintendent.

## **Personal & Emergency Leave**

Teachers may be granted personal and other types of leave according to the terms of the current collective bargaining agreement. Personal leave must be submitted in writing to the principal two days prior to the absence. Teachers should not request time before a long weekend or following an extended break in school schedule.

Teachers and paraprofessionals should refrain from taking vacation or leave in May. With the volume of activities scheduled and the winding down of the school year, employee absences can be a significant disruption to the normal flow of school during this time.

## **EMERGENCY LEAVE - CLASSIFIED**

Upon recommendation of the Superintendent, and in accordance with law and district policy, classified staff may be granted emergency leave pursuant to the following conditions:

1. Leave will be without pay unless otherwise stated. If leave is to include expenses payable by the district, leave approval will so state.
2. Leave will be granted only in units of half ( $\frac{1}{2}$ ) or full days.
3. Prior notice is required for any emergency leave of three (3) days or less; prior notice of ten (10) days is required for any emergency leave of four (4) or more days.
4. With approval of the Board, the Superintendent has the flexibility, in unusual or exceptional circumstances, to grant emergency leave to employees not covered by sick or annual leave. The employee will not receive fringe benefits during any emergency leave of greater than fifteen (15) days. During the leave, the employee may pay the district's share of any insurance benefit program in order to maintain those benefits, provided that is acceptable to the insurance carrier. Staff using emergency leave will not earn any sick leave or annual leave credits or any other benefits during the approved leave of absence.





(Refer to Troy Public Schools Policy 5321)

## **ARRIVAL & DEPARTURE**

Teachers should plan on being at work by 7:45 a.m. and remaining until 3:45 p.m.

### **Work Day Checkout**

Teachers may leave the building and district grounds during lunch as necessary. Departures during preparation periods must be approved by the principal.

All staff are required to check out/in with the office. This will enable office staff to respond appropriately in the event of message and emergency situations that may arise.

## **BREAKS FOR CLASSIFIED STAFF**

The district will make available daily morning and afternoon rest periods of fifteen (15) minutes to all full-time, classified employees. Hourly personnel will be offered one (1) fifteen-(15)-minute rest period for each four (4) hours worked in a day. Breaks normally are to be taken approximately mid-morning and mid-afternoon and should be scheduled in accordance with the flow of work and with approval of the employee's supervisor.

## **KEYS**

The buildings of Troy Public Schools constitute one of the greatest investments of the school district. It is deemed in the best interest of the district to protect these investments by limiting access to buildings to certain groups.

No part of the facility may be used by outside groups when it would interfere with the normal learning environment.

Being issued a key does not grant the key-holder open access to school facilities. Building use must be scheduled and pre-approved through the building principal. In being issued a key, the key-holder does not have the right to provide others, who are not specifically participating in the key-holder's scheduled activity, access to school facilities. The key-holder is required to deny admittance to others if they open the facility. The key-holder is liable for any damage done to



any areas of access while the building is scheduled for the key-holders use.

If a key-holder is supervising a group, all participants must have signed a “Liability Release Agreement Form.”

Additional rules and expectations that are specific to facility use:

- All those who wish to use the gym and weight room must first complete a release agreement form available in the main office.
- Two individuals are required to be present in the weight room during use. A person alone is not allowed to be using the weight room.
- An authorized adult must be present. Students and children are not allowed to use the facilities unattended. An authorized adult must be present before, during, and after school.
- Shirts and appropriate footwear are required at all times.
- Respect the facilities. Look around before leaving, close windows, turn off lights, lock doors and make sure that everything is in good and better order than when you arrived.
- Respect others.
- Safety first.
- Unacceptable behavior is not allowed at any time. No wrestling, foul play or other unacceptable behavior.
- Immediately report injury or equipment or facility irregularity to the adult on duty. Communicate building problems to the building principal immediately.

In being issued any keys from Troy Public Schools the recipient must understand that they are for his or her use only. The recipient must not lend keys to un-authorized persons, have copies made, nor allow for copies to be made. The recipient must understand that failure to abide by the policy is a cause for disciplinary action, up to and including legal action and payment in restitution for re-keying the building.

In order to protect property, students, and staff, and in order to ensure that the building is adequately secured when no authorized personnel are present, all staff must abide by the following key-control procedures:



- The duplication of keys, sharing codes or allowing others to use your fob swipe card is prohibited;
- Keys, codes, and fob swipe cards are not to be left unattended. Avoid having codes, fob swipe cards and keys on desks, tables, in mailboxes, unattended coat pockets, etc.;
- Do not give your code or loan your fob swipe card or keys to students or to individuals not employed by the district; under no circumstance should staff provide their code, keys or fob swipe cards to students to run errands, unlock/lock doors, etc.;
- Lost or stolen codes, keys and fob swipe cards must be reported to the building principal within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property; three days will be allowed for the finding or recovery of keys before any charges are assessed;
- Charges for lost or stolen keys will be made to the staff member to whom the key(s) have been issued;
- All keys and fob swipe cards are to be inventoried at the end of the school year; staff with summer duties necessitating building access may make arrangements with the building principal to keep their keys or cards as appropriate.

## TELEPHONES

Telephones are available throughout the building for staff convenience. Long-distance calls for district business and personal use may be placed. Staff members are responsible for all costs related to long-distance calls made for personal use.

## CELL PHONES

Staff members shall not operate a cell phone or other electronic device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person. This constitutes a violation of the law and law enforcement will be notified.

An employee is prohibited from operating a district-owned vehicle or privately-owned vehicle when transporting students on school activities or business, while using a cellular phone, including hands free cellular phone devices, except:



1. During an emergency situation;
2. To call for assistance if there is a mechanical breakdown or other mechanical problem;
3. When the vehicle is parked.

Teachers may use cellular phones, pagers, and other electronic signaling devices on campus during non-instructional times. Classified staff may use cellular phones, pagers, and other electronic signaling devices on campus during break time.

Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Unauthorized use of such devices will result in disciplinary action.

## **INTERNET USAGE**

Internet use, on school time, is authorized to conduct school business only.

Additionally, under no circumstances may district computers or other electronic equipment be used to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or non-school-related internet sites. Doing so can lead to disciplinary action up to and including termination of employment.

## **EMAIL**

Email is also to be used for Troy Public Schools business only. School confidential information must not be shared outside of Troy Public Schools, without authorization, at any time. Personal business is not to be conducted using district computers or email.

Viewing pornography, or sending pornographic jokes or stories via email, is considered sexual harassment and will be addressed according to our sexual harassment policy.

## **Ownership of Employee Email**

Keep in mind that the district owns any communication sent via email that is created during school hours and/or with school equipment or that is stored on school equipment. Management and other authorized staff have the right to access any material in employee email or on an employee's computer at any time. Do not



consider electronic communication, storage or access to be private if it is created or stored at work.

## ELECTRONIC RESOURCES & SOCIAL NETWORKING

The Troy School District recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The district also believes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Public school employees are held to a high standard of behavior. The Montana Department of Education *Professional Educators of Montana Code of Ethics* requires district staff to maintain a professional relationship with each student, both in and outside the classroom. The district encourages all staff to read and become familiar with the Code of Ethics.

The School Board discourages district staff from socializing with students on social networking websites (during school or out-of-school). Staff are reminded that the same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium, is unacceptable when done through the use of technology. In fact, due to the vastly increased potential audience digital dissemination presents, extra caution must be exercised by staff to ensure they don't cross the line of acceptability.

The school district staff shall not socialize with students on social networking websites (during school or out-of-school) in a manner contrary to this policy. Staff are reminded that the same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium, is unacceptable when done through the use of technology. In fact, due to the vastly increased potential audience digital dissemination presents, extra caution must be exercised by staff to ensure they don't cross the line of acceptability.

Specifically, the following forms of technology based interactivity or connectivity are expressly forbidden when used in a manner not related to the delivery of educational services or district operations:

- Sharing personal landline or cell phone numbers with students for non-educational purposes;
- Text messaging students for non-educational purposes;



- Emailing students other than through and to school controlled and monitored accounts;
- Soliciting students as friends or contacts on social networking sites for non-educational purposes;
- Accepting the solicitation of students as friends or contacts on social networking sites for non-educational purposes;
- Sharing with student's access information to personal websites or other media through which the staff member would share personal information and occurrences.

Specifically, the following forms of technology based interactivity or connectivity are expressly allowed:

- Creation of administratively approved and sanctioned "groups" on social networking sites that permit the broadcast of information without granting students access to staff member's personal information;
- Sharing cell phone numbers with students for school related communications;
- Text messaging students for school related communications;
- Emailing students through school controlled and monitored accounts regarding school related items.

Accessing social networking websites for individual use during school hours is prohibited, unless asked to do so by administration. Except in an emergency situation, staff shall not access social networking sites using district equipment or personal equipment, including during breaks or preparation periods. All school district employees who participate in social networking websites, shall not post any school district data, documents, photographs, logos, or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited.

The Board directs the Superintendent or his/her designee to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

Staff should contact the administration if they would like to establish an educational related social media presence.



(Refer to Troy Public Schools Policy 5460)

## **CARE & USE OF DISTRICT PROPERTY**

All staff members are encouraged to exercise continuous and vigilant care of all district-owned property. Such items as computer and video equipment and musical instruments are priority items for theft and damage.

Incidents of theft or willful destruction of district property through vandalism or malicious mischief should be reported immediately to the principal.

Certain district-owned equipment, including computers, may be checked out by staff. Such equipment may not be used for personal financial gain. An equipment-use form must be submitted and approved.

In the event of loss or damage, a fee will be assessed by the district according to the repair or replacement costs.

## **USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS**

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles. No staff members may use a private vehicle for district business without prior permission from the superintendent.

## **USE OF DISTRICT VEHICLES**

Staff who are conducting district business may use a district vehicle. Staff members will need to contact the district office for vehicle arrangements. Staff members should not conduct any personal business with the district vehicle and must stay on the predetermined route while traveling.



## COMPLAINTS

### Student / Parent Complaints

The district recognizes that complaints regarding staff performance, discipline, grades, student progress, and homework assignments will be made by students and parents from time to time. Every effort will be made to ensure that such complaints are handled and resolved informally and as close to their origin as possible. Students, parents, and others with complaints will be encouraged to discuss the complaint directly with the staff member. All such meetings should be held in confidence and not in the presence of others.

If the complaint is not informally resolved, staff should advise the complainant that he/she may submit the matter directly to the building principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Troy Public Schools Policy 1700.

When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the superintendent for appropriate building administrator follow-up.

### Staff Complaints

The Board establishes this Uniform Complaint Procedure as a means to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all complaints except those governed by a specific process in state or federal law that supersedes this process or collective bargaining agreement. Matters covered by a collective bargaining agreement will be reviewed in accordance with the terms of the applicable agreement.

The District requests all individuals to use this complaint procedure, when the individual believes the Board or its employees or agents have violated the individual's rights under: state or federal law or Board policy.

The District will endeavor to respond to and resolve complaints without resorting to this formal complaint procedure and, when a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder will not be impaired by a person's pursuit





of other remedies. Use of this complaint procedure is not a prerequisite to pursue other remedies and use of this complaint procedure does not extend any filing deadline related to pursuit of other remedies.

Deadlines requiring District action in this procedure may be extended for reasons related but not limited to the District's retention of legal counsel and District investigatory procedures.

## **Level 1: Informal**

An individual with a complaint is first encouraged to discuss it with the appropriate employee or building administrator, with the objective of resolving the matter promptly and informally. An exception is that a complaint of sexual harassment should be discussed directly with an administrator not involved in the alleged harassment.

## **Level 2: Building Administrator**

When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed and dated written complaint stating: (1) the nature of the complaint; (2) a description of the event or incident giving rise to the complaint, including any school personnel involved; and (3) the remedy or resolution requested. This written complaint must be filed within thirty (30) calendar days of the event or incident or from the date an individual could reasonably become aware of such event or incident. The applicability of the deadline is subject to review by the Superintendent to ensure the intent of this uniform complaint procedure is honored.

When a complaint alleges violation of Board policy or procedure, the building administrator will investigate and attempt to resolve the complaint. The administrator will respond in writing to the complaint, within thirty (30) calendar days of the administrator's receipt of the complaint.

If the complainant has reason to believe the administrator's decision was made in error, the complainant may request, in writing, that the Superintendent review the administrator's decision. (See Level 3.) This request must be submitted to the Superintendent within fifteen (15) calendar days of the administrator's decision.

When a complaint alleges sexual harassment or a violation of Title IX of the Education Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of 1990, or Section 504 of the



Rehabilitation Act of 1973, the building administrator may turn the complaint over to a District nondiscrimination coordinator. The coordinator will complete an investigation and file a report and recommendation with the Superintendent. If the complainant is dissatisfied with the Superintendent's decision, either may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the complaint, for transmission to the Board.

### **Level 3: Superintendent**

If the complainant appeals the administrator's decision provided for in Level 2, the Superintendent will review the complaint and the administrator's decision. The Superintendent will respond in writing to the appeal, within thirty (30) calendar days of the Superintendent's receipt of the written appeal. In responding to the appeal, the Superintendent may: (1) meet with the parties involved in the complaint; (2) conduct a separate or supplementary investigation; (3) engage an outside investigator or other district employees to assist with the appeal; and/or (4) take other steps appropriate or helpful in resolving the complaint.

If the complainant has reason to believe the Superintendent's decision was made in error, the complainant may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the complaint, for transmission to the Board.

### **Level 4: The Board of Trustees**

Upon written appeal of a complaint alleging a violation the individual's rights under state or federal law or Board policy upon which the Board of Trustees has authority to remedy, the Board may consider the Superintendent's decision in Level 2 or 3. Upon receipt of written request for appeal, the Chair will either: (1) place the appeal on the agenda of a regular or special Board meeting, (2) appoint an appeals panel of not less than three trustees to hear the appeal and make a recommendation to the Board, or (3) respond to the complaint with an explanation of why the appeal will not be heard by the Board of Trustees in accordance with this policy. If the Chair appoints a



panel to consider the appeal, the panel will meet to consider the appeal and then make written recommendation to the full Board. The Board will report its decision on the appeal, in writing, to all parties, within thirty (30) calendar days of the Board meeting at which the Board considered the appeal or the recommendation of the panel. A decision of the Board is final, unless it is appealed pursuant to Montana law within the period provided by law.

## **CRIMINAL RECORDS CHECKS & FINGERPRINTING**

Any finalist recommended for hire to a paid or volunteer position with the district, involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a name-based and fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration of the recommendation for employment or appointment by the Board. The results of the name-based check shall be presented to the Board concurrent with the recommendation for employment or appointment. Any subsequent offer of employment or appointment shall be contingent upon results of the fingerprint criminal background check, which must be acceptable to the Board, in its sole discretion.

The following applicants for employment, as a condition for employment, shall be required, as a condition of any offer of employment, to authorize, in writing, a name-based and fingerprint criminal background investigation to determine if he or she has been convicted of certain criminal or drug offenses:

- a certified teacher seeking full- or part-time employment within the district;
- an educational support personnel employee seeking full- or part-time employment within the district;
- an employee of a person or firm holding a contract with the district, if the employee is assigned to the district;
- a volunteer assigned within the district who has REGULAR unsupervised access to students.
- Substitute teachers



Any requirement of an applicant to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations.

## **PERSONNEL RECORDS**

An official personnel file is established for each person employed by the district. A staff member's personnel file may contain such information as applications for employment, references, records relative to compensation, payroll deductions, evaluations, complaints, and written disciplinary actions.

All records containing medical-condition information, such as workers' compensation reports and release/permission to return to work forms, will be kept confidential, in a separate file from personnel records.

All personnel records are considered confidential and not open to public inspection. Access to personnel files is limited to use and inspection only by the following or as otherwise required by law:

1. The individual employee. An employee or designee may arrange with the district office to inspect the contents of his/her personnel file on any day the district office is open for business;
2. Others designated in writing by the employee;
3. The comptroller or auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member, when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The superintendent and members of the central administrative staff;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. Employees of the district office;



8. Attorneys for the district or the district's designated representative on matters of district business.

The superintendent may permit persons other than those specified above, to use and to inspect employee records when, in his/her opinion, the person requesting access has a legitimate official purpose. The superintendent will determine, in each case, the appropriateness and extent of such access.

In accordance with federal law, the district is required to release information regarding the professional qualifications and degrees of teachers and the qualifications of aides/paraprofessionals to parents upon request, for any teacher or aide/paraprofessional who is employed by a school receiving Title I funds, and who provides instruction to their child.

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

(Refer to Policy 5231 & 5231P)

## **RELEASE OF GENERAL STAFF INFORMATION**

A staff member's address and personal phone number will not be released by the district. Such information may be disclosed if a staff member authorizes the district to do so.

The district may also disclose information about a former employee's job performance to a prospective employer, under the following conditions:

1. Disclosure of information is upon the request of the prospective employer; or
2. Disclosure of information is upon the request of the former staff member;
3. The information is related to job performance;
4. The disclosure is presumed to be in good faith.

The district will not disclose information that is knowingly false, deliberately misleading, rendered with malicious purpose, or is in violation of the staff member's civil rights.



## **RESIGNATION OF STAFF**

Classified personnel will generally be expected to fulfill the terms of their contract unless there are clearly compelling, mitigating circumstances which prevent the certified or exempt individual from doing so.

The Board has authorized the Superintendent to accept on its behalf resignations from any school district employee. The Superintendent shall provide written acceptance of the resignation, including the date of acceptance, to the employee, setting forth the effective date of the resignation.

Once the Superintendent has accepted the resignation, it may not be withdrawn by the employee. The resignation and its acceptance should be reported as information to the Board at the next regular or special meeting.

## **VACANCY & TRANSFERS**

The Superintendent may assign, reassign, and/or transfer positions and duties of all staff. Nothing in this policy prevents reassignment of a staff member during a school year.

The district retains the right of assignment, reassignment, and transfer. Written notice of reassignment or involuntary transfer will be given to the employee. The staff member will be given opportunity to discuss the proposed transfer or reassignment with the Superintendent.

Announcement of professional vacancies as they occur or as impending vacancies become known and verified during the school year, shall be emailed to employee's district's email address.

Teachers wishing to transfer to another building or position for which they are qualified for shall make their request in writing to the superintendent no later than ten (10) days following notice of the vacancy. A copy of the request shall be given to the building principal of their current assignment.

## **WORKER'S COMPENSATION**

All employees of the district are covered by workers' compensation benefits. In the event of an industrial accident, an employee should:



1. Attend to first aid and/or medical treatment during an emergency;
2. Correct or report as needing correction a hazardous situation as soon as possible after an emergency situation is stabilized;
3. Report the injury or disabling condition, whether actual or possible, to the immediate supervisor, within forty-eight (48) hours, on the Employer's First Report of Occupational Injury or Disease; and
4. Call or visit the administrative office after medical treatment, if needed, to complete the necessary report of accident and injury on an Occupational Injury or Disease form.

(Refer to Policy 5337)



## **Instructional Policies**

### **GRADING**

The evaluation of student progress is a primary responsibility of all teachers. The highest possible level of student achievement is a common goal of both the district and the home. As a close working relationship between the district and the home is essential to the accomplishment of this goal, regular communications with parents is essential.

Teachers should use a variety of communication devices, including Infinite Campus, telephone and personal conferences as well as written grade reports to keep parents well informed. At the beginning of the grading period, students and parents are to be informed regarding the basis of the grades and the methods to be used in determining grades.

Grading will be on a nine-week basis.

Due-process procedures will be provided to all students whose grade is reduced or credit denied for attendance rather than academic reasons. Reasons for the student's absence will be considered. No grade may be reduced or credit denied based on absence due to religious reasons, a student's disability, or an excused absence as determined by district policy.

Special education students are to receive grades based on progress toward goals stated in the Individual Education Program (IEP).

### **FAILING GRADE**

A quarter or semester grade of "F" shall not be given to a student unless a Progress Report has been sent home, and good faith attempt has been made to conference communicate by the teacher with the





parent(s) or guardian. Final quarter/semester projects and tests do not apply to this policy. This policy shall apply to all students attending the Troy School System.

(Refer to Policy 2420P)

## **HOMework**

Teachers at all grade levels are encouraged to consistently assign homework, which is expected to increase in complexity with the maturity or grade level of the student.

Homework may refer to an assignment prepared during a period of supervised study in class or outside of class or which requires individual work in the home.

Homework is expected to be designed to improve learning, to aid in the mastery of skills and to stimulate interest on the part of the student.

The information for any homework assignment should be clear and specific so that the student can complete the assignment. Homework should not require the use of reference materials not readily available in most homes, school libraries, or the public library. Homework should require the use of those materials only when the student has had instruction in such use.

(Refer to Troy Public Schools Policy 2430)

## **MAKE-UP WORK**

A student who has an excused absence from class is to be permitted to make up those assignments that he/she has missed. The student is expected to make arrangements with the teacher on his/her first day back in class, for the work missed due to absence.

Any student truant from school will not be allowed to make up missed work.

A student suspended from school may be permitted to make up final, midterm, and unit examinations, without academic penalty. Students will not, however, be allowed to make up daily assignments, laboratory experiments, class discussions or presentations missed while under suspension.



## **DISMISSAL OF CLASSES**

Teachers should never dismiss a class before the established dismissal time.

Whenever individual students are detained after class, the teacher is expected to provide the student a note for the student's next class teacher. This will help reduce unnecessary hall traffic, as students reporting to class late will need to account for their tardiness.

## **CURRICULUM**

Curriculum guides are available for all courses taught in the district. Curriculum guides reflect a consistent and coherent structure for the education of district students.

The curriculum established for the courses and grade levels of this district provides the flexibility necessary to meet the individual needs of students and their divergent learning rates and styles.

Deviations from established curriculum, textbooks, and instructional materials are not permitted without the principal's approval. Teachers with questions should contact the principal.

Though teaching methodology may vary, classroom instruction is expected to reflect "best practices" consistent with research on effective instruction.

## **LESSON PLANS**

The quality of the instructional program reflects the effort invested by teachers in developing lesson plans consistent with district curriculum and appropriate to the individual needs of students.

Teachers are expected to prepare lesson plans on a weekly basis. Lesson plans, grades, and attendance are to be posted on Infinite Campus regularly and should be up to date by the time school gets out on the last day of the week.

Lesson plans should be of sufficient length and substance to provide a means by which the building principal may monitor instruction to assure that the educational program in a particular class or activity is consistent with the district-approved course of study.



An up-to-date seating chart, class schedules, and information identifying any classroom student aides or other special student needs should be included in all lesson plan books.

General plans which cover the length of the course of study should also be prepared and readily available for building principal and/or student and parent review.

(Refer to Troy Public Schools Policy 2123)

## **HIGH SCHOOL TITLE I PROGRAM**

Students are identified for placement within the Title I program using three categories; grade point average, test scores, and teacher referral points. Data is gathered each spring to create a prioritized list for the upcoming school year.

### **Grade Point Average**

Grade point averages are gathered once 3rd or 4th quarter grades have been posted. Students with a grade point average of 1.6 or lower receive ten points, 1.7 to 2.2 six points, and 2.3 to 2.5 three points. Students with grade point averages of 2.5 or higher receive zero points in this category.

### **Test Scores**

Tests include the Smarter Balanced, MontCas, and ACT. Smarter Balanced Tests are used for incoming 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> graders. ACT scores are used for incoming seniors. Students scoring “Novice” receive five points, “Nearing Proficiency” four points. Students scoring in the “Proficient” or “Advanced” range receive zero points in this category.

### **Teacher Referral**

The final category is teacher referral. Teacher referral scores are gathered each spring and based on a 0 to 5 rating. A referral score of 0 means the student is not in need of assistance, while a referral score of 5 means the student is definitely in need of assistance. Reading referral scores are obtained from English and/or social studies and science teachers. Math referral scores are obtained from math teachers.



## **Accommodation**

Students are exited from the Title I program when they no longer qualify based on the same three categories; grade point average, test scores and teacher referral points.

Teachers can refer students to the Title I program throughout the school year as needs arise. Referral forms are available from the Title Coordinator. New students entering the system are evaluated by administration, the school counselor and the Title Coordinator using permanent file data in conjunction with parental input and placed in the program if necessary.

Accommodations may be necessary for students in the program. These accommodations may include: shortened assignments, paraprofessionals being placed in the classroom, designated seating areas, texts/novels being read aloud, repeated and/or oral and written directions, etc. Ongoing communication is vital and each teacher will need to supply written lesson plans and other appropriate material to the Title I program.

## **RESPONSE TO INTERVENTION MODEL**

Response to Intervention (RTI) model is used to determine which students need specific targeted instruction in reading and math. Each child's progress is monitored through a school-wide data collection system that is used throughout the school year. I-Ready tests and classroom based assessments and teacher input are used to adapt instruction and make decisions regarding a student's educational program. Monthly meetings are held to analyze student progress and determine needed interventions. All students have access to Tier 1 instruction. Tier 2 interventions include targeted supplemental small group instruction for students identified as needing additional support. Tier 3 includes more intensive interventions for the few students who do not demonstrate success with Tier 2 support.



## **FEATURE FILMS & VIDEOS**

Principal approval is required prior to showing a feature film/video to students in district classrooms. Requests are to be submitted to the principal at least five days prior to the proposed showing. Forms are available in the office.

Instructors are required to preview all media before showing to a student.

A parent may have the opportunity to preview a film/video when practicably possible. Parents have the right at any time to exclude their child from viewing a feature film/video in a school.

For Grades 9-12 only films/videos rated G, PG, or PG-13 may be shown as part of the school program. Films/videos with a PG-13 rating must receive approval from the building principal and parents notified\*\* at least two days prior to showing in a school. In addition, written consent must be obtained from parents prior to showing a PG-13 film/video in a school. R rated films will not be shown without written approval from the building principal and school board. As a general rule, R rated films will not be shown in the school.

Edited or unrated films/videos will be shown at the discretion of the building principal.

*\*\*Notification to parents must include the title of the film/video, its rating and the reason for it being shown.*

## **GUEST SPEAKERS**

Guest speakers may be used by teachers from time to time, when such use is consistent with educational goals and with a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved. Teachers are expected to inform the principal of the date, time, and nature of the presentation whenever such use is planned.

Prior principal approval is required whenever the guest speaker and/or presentation may be reasonably considered controversial.

(Refer to Troy Public Schools Policy 4320)



## TEACHING ABOUT RELIGION

Religious education is the responsibility of the home and religious institutions. Public schools are obligated to maintain neutrality in all such matters.

However, as religion influences many areas of education, such as literature and history, its role in civilization may be taught when consistent with curriculum and teaching assignment. In such instances, teachers may provide information and opportunity for students to study the forms of various religions.

Teachers may not advocate, openly or covertly or by subtlety, a particular religion or religious belief.

(Refer to Troy Public Schools Policy 2332)

## MATERIALS DISTRIBUTION

Requests of staff by individuals or groups to distribute pamphlets, booklets, flyers, brochures, and other similar materials to students for classroom use or to take home are to be referred to the principal. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the district.

## COPYRIGHT INFORMATION

The district recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or use of audio, visual, digital, or printed materials and computer software, unless the copying or use conforms to the “fair use” doctrine.

Under the “fair use” doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research.

Under the fair use doctrine, each of the following four standards must be met in order to use the copyrighted document:

- Purpose and Character of the Use – The use must be for such purposes as teaching or scholarship.
- Nature of the Copyrighted Work – The type of work to be copied.



- Amount and Substantiality of the Portion Used – Copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
- Effect of the Use Upon the Potential Market for or value of the Copyrighted Work – If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

While the district encourages its staff to enrich learning programs by making proper use of supplementary materials, it is the responsibility of staff to abide by district copying procedures and obey requirements of law. Under no circumstances will it be necessary for staff to violate copyright requirements in order to properly perform their duties. The district cannot be responsible for any violations of the copyright law by its staff.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with district procedures or is permissible under the law should consult the Superintendent. The Superintendent will assist staff in obtaining proper authorization to copy or use protected materials, when such authorization is required.

## **Authorized Reproduction & Use of Copyrighted Material in Print**

- Materials on the Internet should be used with caution since they may, and likely are, copyrighted.
- Proper attribution (author, title, publisher, place and date of publication) should always be given.
- Notice should be taken of any alterations to copyrighted works, and such alterations should only be made for specific instructional objectives.
- Care should be taken in circumventing any technological protection measures. While materials copied pursuant to fair use may be copied after circumventing technological protections against unauthorized copying, technological protection measures to block access to materials may not be circumvented.

In preparing for instruction, a teacher may make or have made a single copy of a chapter from a book; an article from a newspaper or periodical; a short story, short essay, or short poem; or a chart,



graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper. A teacher may make multiple copies, not exceeding more than one (1) per student, for classroom use if the copying meets the tests of “brevity, spontaneity and cumulative effect” set by the following guidelines. Each copy must include a notice of copyright.

1. Brevity

- a. A complete poem, if less than 250 words and two pages long, may be copied; excerpts from longer poems cannot exceed 250 words.
- b. Complete articles, stories or essays of less than 2500 words or excerpts from prose works less than 1000 words or 10% of the work, whichever is less, may be copied; in any event, the minimum is 500 words. (Each numerical limit may be expanded to permit the completion of an unfinished line of a poem or prose paragraph.)
- c. One chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue may be copied. “Special” works cannot be reproduced in full; this includes children’s books combining poetry, prose, or poetic prose.

2. Spontaneity.

Should be at the “instance and inspiration” of the individual teacher when there is not a reasonable length of time to request and receive permission to copy.

3. Cumulative Effect.

Teachers are limited to using copied material for only one (1) course in the school in which copies are made. No more than one (1) short poem, article, story or two (2) excerpts from the same author may be copied, and no more than three (3) works can be copied from a collective work or periodical issue during one (1) class term.

Teachers are limited to nine (9) instances of multiple copying for one (1) course during one (1) class term. Limitations do not apply to current news periodicals, newspapers, and current news sections of other periodicals.

Performances by teachers or students of copyrighted dramatic works without authorization from the copyright owner are permitted as part





of a teaching activity in a classroom or instructional setting. All other performances require permission from the copyright owner.

The copyright law prohibits using copies to replace or substitute for anthologies, consumable works, compilations, or collective works. “Consumable” works include: workbooks, exercises, standardized tests, test booklets, and answer sheets. Teachers cannot substitute copies for the purchase of books, publishers’ reprints or periodicals, nor can they repeatedly copy the same item from term-to-term. Copying cannot be directed by a “higher authority,” and students cannot be charged more than actual cost of photocopying. Teachers may use copyrighted materials in overhead or opaque projectors for instructional purposes.

## **Authorized Reproduction & Use of Copyrighted Materials in the Library**

A library may make a single copy or three digital copies of:

- An unpublished work which is in its collection;
- A published work in order to replace it because it is damaged, deteriorated, lost or stolen, provided the unused replacement cannot be obtained at a fair price.
- A work that is being considered for acquisition, although use is strictly limited to that decision. Technological protection measures may be circumvented for purposes of copying materials in order to make an acquisition decision.

A library may provide a single copy of copyrighted material to a student or staff member at no more than the actual cost of photocopying. The copy must be limited to one (1) article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstance, the entire work may be copied. In any case, the copy shall contain the notice of copyright, and the student or staff member shall be notified that the copy is to be used only for private study, scholarship, or research. Any other use may subject the person to liability for copyright infringement.

At the request of a teacher, copies may be made for reserve use. The same limits apply as for single or multiple copies designated in “Authorized Reproduction and Use of Copyrighted Material in Print.”



### **Authorized Reproduction & Use of Copyrighted Music or Dramatic Works**

Teachers may:

- Make a single copy of a song, movement, or short section from a printed musical or dramatic work that is unavailable except in a larger work for purposes of preparing for instruction;
- Make multiple copies for classroom use of an excerpt of not more than 10% of a printed musical work if it is to be used for academic purposes other than performance, provided that the excerpt does not comprise a part of the whole musical work which would constitute a performable unit such as a complete section, movement, or song;
- In an emergency, a teacher may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed or are otherwise not available.
- Make and retain a single recording of student performances of copyrighted material when it is made for purposes of evaluation or rehearsal;
- Make and retain a single copy of excerpts from recordings of copyrighted musical works for use as aural exercises or examination questions; and,
- Edit or simplify purchased copies of music or plays provided that the fundamental character of the work is not distorted. Lyrics shall not be altered or added if none exist.

Performance by teachers or students of copyrighted musical or dramatic works is permitted without the authorization of the copyright owner as part of a teaching activity in a classroom or instructional setting. The purpose shall be instructional rather than for entertainment.

Performances of nondramatic musical works that are copyrighted are permitted without the authorization of the copyright owner, provided that:

- The performance is not for a commercial purpose;
- None of the performers, promoters or organizers are compensated; and,



- Admission fees are used for educational or charitable purposes only.

All other musical and dramatic performances require permission from the copyright owner. Parents or others wishing to record a performance should check with the sponsor to ensure compliance with copyright.

## **Recording of Copyrighted Programs**

Television programs, excluding news programs, transmitted by commercial and non-commercial television stations for reception by the general public without charge may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a school for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of this retention period, all off-air recordings must be erased or destroyed immediately. Certain programming such as that provided on public television may be exempt from this provision; check with the building principal or the subscription database, e.g. united streaming.

## **USE OF INFORMATION RESOURCES REGULATION**

Off-air recording may be used once by individual teachers in the course of instructional activities, and repeated once only when reinforcement is necessary, within a building, during the first 10 consecutive school days, excluding scheduled interruptions, in the 45 calendar day retention period. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy shall be subject to all provisions governing the original recording.

After the first ten consecutive school days, off-air recordings may be used up to the end of the 45 calendar day retention period only for evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum. Permission must be secured from the publisher before the recording can be used for instructional purposes after the 10 day period.



Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

## **Authorized Reproduction & Use of Copyrighted Computer Software**

Schools have a valid need for high-quality software at reasonable prices. To assure a fair return to the authors of software programs, the school district shall support the legal and ethical issues involved in copyright laws and any usage agreements that are incorporated into the acquisition of software programs. To this end, the following guidelines shall be in effect:

- All copyright laws and publisher license agreements between the vendor and the school district shall be observed;
- Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment;
- A back-up copy shall be purchased, for use as a replacement when a program is lost or damaged. If the vendor is not able to supply a replacement, the school district shall make a back-up copy that will be used for replacement purposes only;
- A copy of the software license agreement shall be retained by the, technology director and librarian; and,
- A computer program may be adapted by adding to the content or changing the language. The adapted program may not be distributed.

## **Fair Use Guidelines for Educational Multimedia**

Students may incorporate portions of copyrighted materials in producing educational multimedia projects such as videos, Power Points, podcasts and web sites for a specific course, and may perform, display or retain the projects.



## USE OF INFORMATION RESOURCES REGULATION

Educators may perform or display their own multimedia projects to students in support of curriculum-based instructional activities. These projects may be used:

- In face-to-face instruction;
- In demonstrations and presentations, including conferences;
- In assignments to students;
- For remote instruction if distribution of the signal is limited;
- Over a network that cannot prevent duplication for fifteen days, after fifteen days a copy may be saved on-site only; or,
- In their personal portfolios.

Educators may use copyrighted materials in a multimedia project for two years, after that permission must be requested and received.

The following limitations restrict the portion of any given work that may be used pursuant of fair use in an educational multimedia project:

- Motion media: ten percent or three minutes, whichever is less;
- Text materials: ten percent or 1,000 words, whichever is less;
- Poetry: an entire poem of fewer than 250 words, but no more than three poems from one author or five poems from an anthology. For poems of greater than 250 words, excerpts of up to 250 words may be used, but no more than three excerpts from one poet or five excerpts from an anthology;
- Music, lyrics and music video: Up to ten percent, but no more than thirty seconds. No alterations that change the basic melody or fundamental character of the work;
- Illustrations, cartoons and photographs: No more than five images by an artist, and no more than ten percent or fifteen images whichever is less from a collective work;
- Numerical data sets: Up to ten percent or 2,500 field or cell entries, whichever is less;

Fair use does not include posting a student or teacher's work on the Internet if it includes portions of copyrighted materials. Permission to



copy shall be obtained from the original copyright holder(s) before such projects are placed online. The opening screen of such presentations shall include notice that permission was granted and materials are restricted from further use.



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## Student Operational Procedures

### SUPERVISION OF STUDENTS

Staff members are responsible for the supervision of all students while in school or engaged in school-sponsored activities.

All teachers are expected to be in their classrooms prior to the arrival of students.

Under no circumstances are classrooms or other areas where students are under the supervision of assigned staff to be left unattended while students are present. Teachers who may need to temporarily leave the classroom or their assigned duties in an emergency situation while students are present are expected to contact the office to arrange for temporary coverage.

No other staff member may leave their assigned group unsupervised except as appropriate supervision arrangements have been made to take care of an emergency.

During school hours or while engaged in school-sponsored activities, students may be released only into the custody of parents or other authorized persons.

### STUDENT CONDUCT

All students are to comply with district policy, written building and classroom rules, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials, and conduct themselves in an orderly manner at school during the school day or during school-sponsored activities.

In addition to adopted Board policies governing student conduct, administrative regulations specifying student-conduct expectations have been established. These rules apply to actions which occur on



district property, at any district-sponsored activity regardless of location; or when traveling to or from school for district-sponsored activities. Disregard of these rules constitutes grounds for suspension, expulsion, or other reasonable disciplinary action.

All teachers are expected to review the student conduct rules contained in the Student Handbook with their students during the first week of the school year.

Student conduct rules unique to individual classrooms may also be developed by teachers. All such rules must be consistent with district policy and local building administrative regulations governing student conduct and discipline. Classroom rules and consequences are to be reviewed with students, posted in classrooms, and made available to parents.

## **Student Handbook**

A student handbook is issued to all students at the beginning of each new school year and at the time of registration for new students moving into the district at other times of the year.

All staff are expected to familiarize themselves with the general information, administrative rules and procedures pertaining to students, as set forth in the student handbook and in Board policy.

## **Corporal Punishment**

The use of corporal punishment in any form is strictly prohibited by the district. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of, physical pain.

A staff member is authorized to employ physical force when, in his/her professional judgment, the physical force is necessary to prevent a student from harming himself/herself, others, or doing harm to district property.

## **ADMINISTERING MEDICINES TO STUDENTS**

Students who must take prescription and/or over-the-counter medication at school, on a temporary or regular basis, must provide a written request to administer medication that is signed by the parent. All medications will be kept in locked storage in the main office unless a student must carry medication on his/her person during the school day. Parents of students who must carry and self-administer





medication must complete the Montana Authorization to Possess or Self-Administer Medication form and return it to the building office.

Teachers are expected to assist students in remembering when a medication is scheduled to be administered. If the student refuses to take medication, teachers are expected to notify the parent whenever possible. Attempts to contact parents must be documented as to date and time.

(Refer to Troy Public Schools Policies 3416 & 3416F)

## **ASSEMBLIES**

Teachers are responsible to take roll and review assembly expectations before escorting their class to the auditorium. All teachers are to attend assemblies and ensure students are following the outlined expectations.

Students are required to attend all assemblies. Those who refuse are to be referred to the office.

Students are to sit quietly and listen attentively. Students may be removed from an assembly as deemed necessary by a staff member. Generally, all students should be dealt with directly and/or referred to the office in accordance with established building discipline procedures.

## **FIELD TRIPS & SPECIAL EVENTS**

Field trips and other student activities involving travel may be authorized by the principal, when such trips or activities contribute to the achievement of desirable educational goals.

Requests should be submitted to the principal well in advance of the proposed activity. All such requests will be considered, based on such factors as availability of funds, the educational value derived, the safety and welfare of the students involved, impact on the regular school program, and availability of appropriate supervision, either from within school staff or from volunteers.

Written parental permission must be obtained for each approved trip. Teachers are expected to submit the signed forms showing parental approval and acknowledgment of the student conduct guidelines, to the office prior to departure for the scheduled activity.



Staff members should contact the office for appropriate substitute and vehicle arrangements and related field trip procedures and forms.

Local field trips are to be approved by the principal. The superintendent must approve trips of more than 200 miles one way or out of state. Trips over 500 miles one way or out of country trips must be approved in advance by the Board.

(Refer to Troy Public Schools Policy 2320)

Staff members who are chaperoning overnight trips need to ensure that they are doing regular checks on students to ensure that students are safe and being monitored closely. Further, staff members should have keys to the hotel rooms for easy access. If there are male and female students on the field trip there must be male and female chaperones (the superintendent may make some exceptions to this depending on the situation).

### **Student**

Some field trips will extend past the regular school day. During such occasions junior high students must be released only to their parents. Staff members may not drive students home in their personal vehicles.

### **Chaperones**

Chaperones who are not employed by the district must sign a Chaperone Letter of Understanding form for each fieldtrip he/she plans to attend.

Chaperones, coaches, and class advisors are to sit in the back or middle of the bus to ensure proper supervision of students. Further, chaperones are to be aware during the trip and regularly engage with students.

### **FUNDRAISING**

Activities to raise money for a wide variety of school activities and equipment are held at various times throughout the course of the school year. All fund-raising activities must be conducted under the direct supervision of staff or other authorized individuals and approved by the principal prior to the activity being initiated. Fund-raising requests must include an explanation or justification for the



proposal, consistent with building and/or district goals. Fund raising must not interfere with or disrupt school.

All money raised must be receipted and deposited with the district. Staff and students should take all reasonable precautions to provide for the security of any items/materials/products being sold. Staff members are directed to follow established building procedures for the depositing of funds collected. At no time should money collected be allowed to accumulate in classrooms, lockers, or other unsecured areas.

## **GIFTS & SOLICITATIONS**

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment. No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without the principal's approval.

The solicitation of staff by sales people, other staff, or agents during on-duty hours is prohibited without building principal approval. Any solicitation should be reported at once to the principal.

(Refer to Troy Public Schools Policy 5223)

## **PARENT TEACHER CONFERENCES**

Planned conferences between teachers and parents are essential to the district's efforts to further understanding and close cooperation between the home and school. Parent-teacher conferences are scheduled each fall and spring. The student may be included if the teacher or parent so desires.

Conferences should be treated as an opportunity for constructive, mutual exchange of information and ideas for the welfare and continued academic growth of the student.

Occasionally, teachers or parents may arrange for conferences outside regularly scheduled conference dates, to meet more immediate student needs. Teachers should be prepared to provide after-school or pre-school time to meet with students as necessary.



## **STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

Transportation of students to and from school and to curricular and extracurricular activities sponsored by the district is provided by the district's transportation system in accordance with district policy.

Parents, employees, and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips or other school activities only with prior principal approval. When using a private vehicle, the driver's insurance is the primary insurance in case of any accident.

No student is to be permitted to perform district business with his/her own vehicle, a staff member's vehicle, or a district-owned vehicle.

## **STUDENT WITHDRAWAL FROM SCHOOL**

Upon notification by the office of a student withdrawal from school, teachers are expected to complete the student withdrawal form, including grade earned to date.

Teachers are expected to make a complete accounting of any unreturned or damaged books, locks, materials, supplies, equipment, or other district property, including replacement costs, if known. Submit the list to the office.

## **VISITORS**

Students are not permitted to bring visitors to school without prior approval of the principal.

Staff members are expected to report any unauthorized person on school property to the main office as soon as possible.

## **WEDNESDAY – “FAMILY NIGHT”**

It is the policy of the Board of Trustees that Wednesday evenings will be reserved as “Family Night” and no school sanctioned activities will be scheduled for these evenings.



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## Health & Safety

### STAFF HEALTH & SAFETY

In order to assure the safety of staff and students, information and/or training, as necessary, is provided to assist all staff to recognize and to respond appropriately to the presence of hazardous materials in the workplace, including proper handling, labeling, storage, and disposal of such materials.

All staff members are expected to conduct their work in compliance with first aid and infection control procedures established by the district and the following safety rules of the district:

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the district;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
  - a. An employee shall not operate a machine unless a guard or method of guarding is in good condition, working order, in place and operative;
  - b. An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting, or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
  - c. An employee shall not remove guards or render methods of guarding inoperative, except for the purpose of adjustment, oiling, repair, or setting up a new job;



- d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
  - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (use hook, stick, tong, jig, or other accessory);
  - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.), until such objects are properly blocked or shored;
  - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited, and none should be abused by straining beyond its safe working load;
3. Employees shall not remove, deface, or destroy any warning, danger sign, or barricade or interfere with any other form of accident prevention device or practice provided on any machine, tool, or piece of equipment which they are using or which is being used by any other worker;
  4. Employees must not work underneath or over others, thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
  5. Employees shall not work in unprotected, exposed, or hazardous areas under floor openings;
  6. Long or unwieldy articles shall not be carried or moved, unless adequate means of guarding or guiding are provided to prevent injury;
  7. Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
  8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;



9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;
10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping, or collision hazards;
11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes, or other objects with which contact would be dangerous;
12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately, or suitable means or methods shall be used to control the hazardous condition;
13. All sharp, pointed, or otherwise hazardous projections in work areas shall be removed or rendered harmless.

## **HARASSMENT, BULLYING, INTIMIDATION, ETC.**

Harassment of staff members is strictly prohibited on district property, including non-district property while a staff member is at any district-sponsored, district-approved, or district-related activity or function, such as field trips or athletic events, in which students are under the control of the district or where the staff member is engaged in district business.

Harassment includes, but is not limited to, harassment on the basis of race, color, religion, national origin, age, marital status, disability, and sexual harassment.

The District will strive to provide employees a work environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, or misconduct, as defined and otherwise prohibited by state and federal law.

The District prohibits its employees from engaging in any conduct of a sexual nature when:



## Troy School District

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1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment.
4. Such conduct deprives the individual of their rights to equal employment under District policy and state or federal law.

Sexual harassment, sexual intimidation and sexual misconduct prohibited by this policy includes verbal, electronic, or physical contact or conduct. The terms "intimidating," "hostile," "misconduct," or "offensive" include but are not limited to conduct that has the effect of deprivation of rights, humiliation, embarrassment, or discomfort. Examples of sexual harassment, sexual intimidation, and sexual misconduct include but are not limited to unwelcome or forceful physical touching, crude jokes or pictures, discussions of sexual experiences, pressure or requests for sexual activity or favors, intimidation by words, actions, insults, or name calling, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The District will evaluate sexual harassment, sexual intimidation, and sexual misconduct in light of all circumstances.

A violation of this policy may result in disciplinary action, up to and including termination of employment. The District is authorized to report any violation of this policy to law enforcement that is suspected to be a violation of state or federal criminal laws.

Employees who believe they may have been sexually harassed intimidated, or been subjected to sexual misconduct should contact the Title IX Coordinator or an administrator, who will assist them in filing a complaint. An individual with a complaint alleging a violation of this policy shall follow the Uniform Complaint Procedure.

Any person who knowingly makes false accusation regarding sexual harassment intimidation or misconduct will likewise be subject to disciplinary action, up to and including termination of employment.





Other types of harassment may include, but not be limited to, jokes, stories, pictures, or objects that are offensive, tend to alarm, annoy, abuse, or demean certain protected individuals and groups.

A staff member whose behavior is found to be in violation of Board policy may be subject to discipline up to and including dismissal. A student whose behavior is found to be in violation of Board policy may be subject to discipline up to and including expulsion.

Any staff member who is subject to, or knows of, such harassment is directed to notify the principal or superintendent immediately. If the complaint is not satisfactorily settled, the staff member may file a complaint directly with the Montana Human Rights Commission or with the U.S. Department of Labor, Equal Employment Opportunity Commission. Such complaints may also be filed with the appropriate enforcement agency, in lieu of the district's complaint process, at any time, as provided by law.

There will be no retaliation by the district against any person who, in good faith, reports harassment.

(Refer to Troy Public Schools Policies 5010, 5012, 5015)

## **Abuse of teachers**

Any parent, guardian, or other person who shall insult or abuse a teacher anywhere on the school grounds or school premises shall be deemed guilty of a misdemeanor and upon conviction of such misdemeanor by a court of competent jurisdiction, shall be fined no less than \$25 or more than \$500.

(Refer to Montana State Code 20-4-303)

## **EMERGENCY PREPAREDNESS**

All staff will be provided with a copy of Troy High School's Emergency Action Plan and detailed staff responsibilities in the event of such emergencies such as natural disaster, fire, illness or injury of a student or staff member, and the authorized use of force on school property.

Copies of the emergency action plan will be available in the main office and other strategic locations throughout the building.

All contract staff are required to be First Aid and CPR certified.

(Refer to Troy Public Schools Policy 8301)



## The Emergency Action Plan

Remember to take the roll and grade book when leaving the room in an emergency.

### FIRE

- Check hallways for clear escape route.
- Immediately **EVACUATE** using the nearest available marked exits away from the hazard.
- CHECK** that everyone is out of the room.
- CLOSE**, but **DO NOT LOCK THE DOOR**.
- Proceed with your class to assigned locations.

### EVACUATION

- Check hallways for clear escape route.
- Immediately **EVACUATE** using the nearest available marked exits.
- CHECK** that everyone is out of the room.
- Turn off lights.
- CLOSE**, but **DO NOT LOCK THE DOOR**.
- Proceed on foot to Student Rally Point at Troy Airport or to assigned buses.
- At the Student Rally Point **TAKE ROLL & REPORT** any missing students to the Principal immediately.
- Only release students directly to their parents.

### ACTIVE THREAT

- Go into **LOCKDOWN** if the threat is near (follow lockdown steps below).

***If route is clear, follow these steps:***

- Find a clear escape route.
- Immediately **EVACUATE** using the nearest safest exits.
- Lead students to safe place.



- ☑ **TAKE ROLL & REPORT** any missing students to the Principal immediately.
- ☑ Only release students directly to their parents or law enforcement.

## **LOCKDOWN**

- ☑ Lock doors.
- ☑ Cover door window if needed.
- ☑ Barricade door if needed.
- ☑ Turn off lights.
- ☑ Move to the center of the room, or an area where you cannot be seen through the windows.
- ☑ Take roll and ensure that all students are together.
- ☑ DO NOT respond to a knock/voice at the door.
- ☑ Wait for the “All Clear” on PA.

## **MEDICAL EMERGENCY**

- ☑ Call 911.
- ☑ Give first-aid.
- ☑ Inform the Main Office of the emergency.
- ☑ Fill out an Incident Report form.

## **Keys to Success in an Emergency**

1. Prepare in advance. Review emergency preparedness procedures periodically.
2. Remain calm at all times. Do not panic.
3. Know the procedures and practice them.
4. Keep your class together during an emergency evacuation and at the Student Rally Point.
5. Take roll at the Student Rally Point and report any missing students immediately.
6. Know the safest and most direct route to the Student Rally Point.



7. Keep your grade book and current attendance rosters list with you at all times.
8. Only release students directly to their parents.

## **EMERGENCY CLOSURES**

In the event of hazardous or emergency conditions, all district schools or selected schools or grade levels may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate.

A phone tree will be distributed to all staff for use in the event of delayed openings or school closures.

## **BASIC FIRE CODE REGULATIONS**

Exits in all areas of the facility should not be blocked or covered for any reason.

Exterior doors and fire doors may not be propped open.

All hallways should be kept clear, clean and free of obstructions.

Firefighting and emergency equipment should not be blocked or obstructed under any circumstances.

Operation of any open flame devices such as heaters, barbecues, candles, lanterns, torches, welding equipment, and smoke emitting devices should only be used in designated areas such as the shop or science lab.

Space heaters may not be used in school facilities. Only district approved and purchased space heaters may be used.

## **DISASTER DRILLS**

There will be at least eight (8) disaster drills a year, four (4) of which will be fire drills. All teachers will discuss fire drill procedures with their class at the beginning of each year. The drills will be held at different hours of the day or evening to avoid distinction between drills and actual disasters.

A map/diagram of the fire escape route to be followed should be posted near the classroom doorways and reviewed with students. Upon the sounding of a fire alarm, teachers are required to:



1. Immediately direct all students to orderly exit the building using the evacuation route posted. Students may not stop at lockers, drinking fountains, restrooms, etc., along the way;
2. Close windows, turn off lights, and;
3. Take roll book;
4. Escort class at least 50 feet from the building and take roll. Report any unaccounted students to the principal;
5. Upon “all clear” signal, escort students directly back to class. Check roll.

(Refer to Troy Public Schools Policy 8301)

## **CHILD ABUSE REPORTING**

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report to the Department of Family Services or local law enforcement agency. The principal is also to be immediately informed. Hot Line # 866-820-5437

Written documentation of this report must be completed and submitted to the [building principal]. Forms are available in the office.

Failure to report a suspected child abuse is a violation punishable by law and by district disciplinary action up to and including dismissal.

A staff member who, based on reasonable grounds, participates in the good-faith making of a child abuse report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law.

(Refer to Troy Public Schools Policy 5232)

## **CLASSROOM SECURITY**

When leaving the classroom, locker room, or other work areas between classes or at the end of the day, teachers are expected to turn out the lights and secure all doors. Windows should also be secured at day’s end.



All staff are asked to refrain from keeping personal items of value in or about their desks. Purses should never be left unsecured. Students should be instructed to leave valuables at home. The district will not be responsible for the loss of or damage to, personal property due to such causes as fire, theft, accident, or vandalism.

## **COMMUNICABLE DISEASE, BLOOD BORNE PATHOGENS & INFECTION CONTROL PROCEDURES**

The district provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Protection is provided through immunization and exclusion in accordance with Montana Code Annotated and the Administrative Rules of Montana. Infection control procedures, including provisions for handling and disposing of contaminated fluids, have also been established through Board policy and administrative regulations for staff and student protection.

All staff shall comply with measures adopted by the district and with all rules set by the Montana State Health Department and the county health department.

Staff members have a responsibility to report to the district when infected with a communicable disease unless otherwise stated by law.

(Refer to Troy Public Schools Policy 5130)

## **DRUG-FREE WORKPLACE**

All district workplaces are drug- and alcohol-free. All employees are prohibited from:

Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of a controlled substance while on district premises or while performing work for the district, including employees possessing a “medical marijuana” card.

Distributing, consuming, using, possessing, or being under the influence of alcohol while on district premises or while performing work for the district.

“Workplace” is defined to mean the site for the performance of work done in connection with a federal grant or contract. That includes any school building or any school premises; any school-owned vehicle, or any other school-approved vehicle used to transport students to and



from school or school activities; off school property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed.

Each staff member engaged in work related to a district federal grant or contract must notify his/her supervisor of his/her conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than five days after such conviction.

(Refer to Troy Public Schools Policy 5226)

## **TOBACCO-FREE ENVIRONMENT**

The District maintains tobacco-free buildings and grounds. Tobacco includes but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine and any other tobacco or nicotine delivery innovation.

Use of tobacco products in a public school building or on public school property is prohibited, unless the use of a tobacco product in a classroom or on other school property as part of a lecture, demonstration, or educational forum sanctioned by a school administrator or faculty member, concerning the risks associated with using tobacco products.

For this purpose, “public school building or public school property” means:

- Public land, fixtures, buildings, or other property owned or occupied by an institution for the teaching of minor children that is established and maintained under the laws of the state of Montana at public expense; and includes playgrounds, school steps, parking lots, administration buildings, athletic facilities, gymnasiums, locker rooms, and school buses.

## **CLASSROOM AND BUILDING EXPECTATIONS**

- Things should not be stapled to the walls. Items attached to the wall should be fastened with non-damaging methods.
- The contractor painters tape should be used to maintain the integrity of the paint.



- Classroom painting will be done by the Maintenance Department and the color will be chosen and pre-approved by the Administration.
- Permanent classroom or mounted items shall be approved by the Administration and installed by maintenance.
- Staff are responsible for care and clean-up of plants kept in rooms.
- Personal appliances should be approved by the Administration and will be maintained and cleaned by the staff member using them.
- Pets are not allowed in school buildings unless preapproved by administration.
- Faculty room or classroom dishes or silverware should be taken care of by staff using them. Please clean up all food when finished. Refrigerators and freezers shall be kept neat and outdated items taken care of by staff.
- Staff shall park in designated parking areas unless approved by the Administration.
- Vehicles shall be kept off of lawns and walk areas.
- Ensure that when fastening names to desks that self-adhesive labels are used.
- Large personal classroom furniture must be preapproved by administration.
- Wipes, cleaner, paper towels, a trash can specifically for Breakfast-in-the-Classroom, and an absorbent Chamois towel will be provided for each classroom for general cleaning and spills.
- Teachers need to spend a few minutes with their class cleaning up following Breakfast-in-the-Classroom.
  - Wipe tables and desks with wipes.
  - Rinse out sink (if there is a sink in the classroom).
  - Take Breakfast-in-the-Classroom garbage can to hallway for pickup.
  - General cleaning: clean around sink areas, pick up things around on floor, etc.





- At the conclusion of the day a few things would make our facilities stay clean, orderly, and greatly help the productivity of our custodians:
  - Straighten tables and desks.
  - Ensure that all trash on floor is picked up.
  - Ensure that desks and tables are free of articles and can be easily cleaned.

### **ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

Troy School District has completed all asbestos related inspections as required under the Asbestos Hazard Emergency Response Act (40 CFR 761) and the school district's asbestos plan is in place, working efficiently. There are no asbestos hazards in the district. Asbestos records are on file and are open for public viewing upon request. For more information, please contact the Superintendent's Office.



## **School Bus Drivers**

### **OVERVIEW**

As a professional school bus driver you are an important link in the process of educating children. You will be helping transport pupils to and from school activities. Activity buses travel over 50,000 miles each year providing rides to events. Every effort is made to make the school bus ride as pleasant and safe as possible.

You are responsible to the school district as well as yourself. The responsibility of for the safety and welfare of students who ride school buses is shared by students, parents, bus drivers, activity sponsors, and the school district. We must all work together in order to have an efficient transportation program.

It is with these factors in mind that the following regulations are adopted. Any suggestions for improvement of these regulations will be appreciated.

May you have a successful driving year. If you have any questions, concerns, suggestions, or ideas concerning the program, students, bus routes, please let us know.

### **TRANSPORTATION DIRECTORY**

Maintenance &  
Transportation Director: Keith Haggerty  
*khaggerty@troyk12.org*  
cell 406.293.1170

Superintendent: Dr. Jacob Francom  
*jfrancom@troyk12.org*  
office 406.295.4321 / cell 406.295.1080

Sherriff's Office: 406.293.4112



## SCHOOL BUS DRIVER QUALIFICATIONS

Montana law (MCA 20-10-103; ARM 10.7.111) dictates that a school bus driver shall:

1. AGE & EXPERIENCE - Is not less than 18 years of age; (ARM adds: Have five years of licensed driving experience;)
2. CHARACTER - Is of good moral character;
3. CDL LICENSE - Is the holder of a valid commercial driver's license;
4. DOT LICENSE - Has filed with the district a satisfactory medical examination report, on a form approved by the United States Department of Transportation or by the Superintendent of Public Instruction, signed by an approved physician licensed in the United States. A Montana commercial driver's license [CDL] requires a valid DOT physical good for two years.
5. BASIC FIRST AID CARD - Has completed a basic first aid course and holds a valid basic first aid certificate from an authorized instructor;
6. OTHER - Has complied with any other qualification established by the board of public education;
7. CERTIFICATE - Has filed with the county superintendent a certificate from the trustees of the district for which the school bus is to be driven, certifying compliance with the driver qualifications enumerated in this section; and
8. EXPIRATIONS AND RENEWAL - A school bus driver certificate remains valid until the earliest expiration date of the commercial vehicle operator's endorsement, the first aid certificate, and/or physical examination. A new certificate must be issued to the driver when any of the above items expires and is renewed. (ARM)
9. Random Drug testing will be completed.
10. The district will provide a school bus driver training program. All bus drivers shall complete 10 (ten) hours of inservice training annually.



## RESPONSIBILITIES

### Operation of the School Bus

#### SAFETY

1. The safety of the pupils riding the bus should be the first consideration of the bus driver at all times.
2. A school bus should not back up unless absolutely necessary, and never at school during a school day.
3. The driver shall see that all doors on the bus are kept closed while the bus is in motion.
4. Practice proper driving habits. Drive safely, defensively. Be courteous - yield the right of way. Don't allow traffic to build up behind you.
5. School bus drivers must follow the posted speed limit for trucks and driving speed depends on road conditions. The type of bus, road conditions and weather will determine a safe speed. Remember, there is a fifteen mile per hour speed limit within school areas.
6. School buses must come to a complete stop at all railroad crossings. The driver must open the door and look each way before crossing.
7. Bus drivers are to wear their seatbelt at all times while driving.

#### ACCIDENTS & BREAKDOWNS

1. A school bus driver should never leave the bus while it has pupils aboard. In case of an accident or a breakdown(s) he/she should stay with the riders.
2. All school bus accidents must be reported to the highway patrol as required by law and to school officials as required by state regulations.
3. Students shall use the emergency door only in cases of emergency.
4. In the event of a breakdown, immediately contact the Transportation Director. In the event of a delay, contact a parent on your route so that others can be notified.



## LOADING AND UNLOADING

1. Students must be on time; the bus cannot wait for those who are tardy.
2. No one should be permitted to stand other than to load or unload.
3. The loading and unloading of pupils should follow recommended practices. When pupils must cross the road the bus driver must use the stop signal lights and stop arm to halt all traffic from both directions. The bus driver should not open the door of the bus to unload riders until he/she is sure that all traffic has stopped.
4. The driver shall stop to load or unload pupils only at designated stops.
5. The driver shall bring the bus to a complete stop before taking on or letting off pupils.

## RULES AND REGULATIONS

1. All reports that are required by the school administration must be made accurately and promptly.
2. The school bus driver must be acquainted with all the state traffic laws and driving regulations.
3. The school bus driver should check his/her bus and equipment each day.
4. The school bus driver should sweep and pick up trash after routes and while waiting at events. Check and clean windows and mirrors.
5. An activity bus driver and sponsor/coach must manage the pupils so that conduct aboard the school bus is orderly and acceptable. Discipline cases should be reported to the Building Principal for advice and cooperative action.
6. The driver shall keep him/herself in the proper physical and mental condition to operate the bus with safety.
7. The driver shall report to school officials immediately when the bus is overloaded.
8. The driver shall adhere closely to the established schedule.



## Troy School District

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9. The driver shall not permit anyone else to operate the bus.
10. The driver shall see that the bus is in condition to pass inspection at any time.
11. The driver shall not permit firearms or explosives to be carried in the bus.
12. The driver shall not permit dogs or other animals in the bus without permission from the Transportation Director.
13. The driver shall keep his/her person neat and clean and his/her department comparable to that expected of a teacher. He/she shall not use tobacco on the school bus and shall not permit children to do so.
14. The driver shall abstain absolutely from the use of intoxicating liquors on days when he or she transports pupils and at least for a period of 8 hours prior to reporting to work.
15. The driver shall not transport any person who is not a pupil or an official of the school without permission from the Building Principal, Transportation Director or Superintendent or as provided in a parental note.
16. If any difficulty arises or if disorder prevails in the bus, the driver shall stop the bus and shall not proceed until the situation is remedied. Misconduct of pupils shall be reported to the Building Principal.
17. Bus driver's spouse/children and coaches spouse/children are not to ride the bus without prior authorization from the Transportation Director/Coaches/Sponsor.
18. At the beginning (pre-trip) and end (post-trip) of each school bus trip bus drivers will need to fill out the School Bus Inspection Form.
19. According to State School Laws no one may drive a school bus unless certified.
20. Report all mechanical deficiencies to the Transportation Supervisor.
21. Please do not leave your buses unattended with students on board. Pull keys if you must leave the bus.



22. DO NOT fuel up your bus while leaving the engine running. The chance of fuel ignition, even with diesel, is not worth the liability associated with such an act.
23. Smoking is not allowed in the bus barns or in school buses at any time.
24. The school bus driver establishes an image for the transportation system and the school district. The driver's attitude toward the students, school personnel, parents and all other people determine the good or poor relationship between the school and the public. Remember, you are a part of the Troy School District - represent it wholeheartedly.

### **ACCIDENT PROCEDURE**

1. In case a rider is injured in boarding the bus, while on the bus, or when leaving the bus, a complete report must be made to the Building Principal.
2. The driver shall be thoroughly familiar with the contents of the first-aid kit that is required in all school buses.
3. The driver should not, except in extreme emergency, leave the bus to summon help in case of an accident or a breakdown. If at all possible, use the two-way radio or phone.
4. In case of an accident, the driver is to notify the Lincoln County Sheriff's Office first, then the proper school officials. Following the accident the bus is NOT to be moved for any reason until allowed by the investigating officers.
5. The driver shall always put out warning flares or flags, in case of an emergency which may require the bus to stop on the highway for any length of time.



## EXTRACURRICULAR ACTIVITY TRIPS AND FIELD TRIPS

1. Drivers are expected to be at the loading area at least 15 minutes before departure time. Buses need to be warmed up at least 10 minutes at the bus barn in cold weather.
2. Assist in loading luggage, uniforms and band instruments. Do not block the emergency door. DO NOT allow passengers to open/close the side doors of the activity bus since this is a driver's responsibility. Please understand that the activity driver is responsible for the care of the bus as well as driving the vehicle.
3. Depart according to your schedule and instructions from the coach or sponsor.
4. You are in full charge of the bus and the passengers safety. The driver makes all decisions concerning road conditions and safe travel, whether to continue or return due to weather/safety conditions. Check with the coach in regard to bus needs while at the activity. The Coach has the total authority over the drivers concerning schedule changes, stops other than emergencies, pick up times while at an activity. The driver's job is to get the bus passengers from Point A to Point B safely and while at the activity avail themselves completely to the activity and the needs of the students as determined by the coach.
5. Behavior of the pupils is the coaches'/sponsors' responsibility. If the students are too loud, or otherwise distract the driver, notify the coach/sponsor to re-establish order. If a coach/sponsor is consistently negligent in this, notify the administration. Hitting the brake to discipline students will not be tolerated.
6. In cold weather have your bus warm before loading students after activities.
7. Park only in authorized areas at other schools.
8. Keep the bus locked to protect your property, as well as that of the students.





9. Do not allow students to shout at a passerby or get involved with students at other schools by harassing them from the bus.
10. Spiked shoes are not to be worn onto any school-owned bus.

### 10 SUGGESTIONS FOR SCHOOL BUS DISCIPLINE

1. **BUS RULES** - Have parents sign a list of passenger rules at the beginning of the year indicating that they and their students have read and understand them. This will ensure that the parents and students have been made aware of the rules in case problems develop. Keep the signed sheets on file.
2. **SET THE TONE** - Tolerate noise on the bus only to the extent that it does not impair the safety of the students. Decide and be consistent. Students do not resent discipline, but do resent inconsistency.
3. **MUSIC** - Drivers generally agree that music is valuable for discipline. Music also can be used as a reward for good behavior. Students must use headsets on the bus, when listening to music. Driver controls the volume on the bus radio/tape player for safety reasons.
4. **DISCIPLINE REPORT SLIPS** - These slips tell how, when, and where the student misbehaved, and is signed and sent to school authorities and parents. The slip should describe the consequences of continued misbehavior.
5. **STOPPING THE BUS** - If a discipline problem is serious, stop the bus and deal with the problem. Do not attempt to operate the bus and solve a major discipline problem at the same time - it may impair safe vehicle operation.
6. **MAKE A JUDGMENT** - How important is the misbehavior? Take a second or two to make that judgment before you react to a discipline problem.
7. **FIRM BUT FAIR** - Give the students time to react to your instructions. Be concerned with their needs and try to be honest and friendly, and firm but fair.
8. If you want a Building Principal to speak to your riders, just ask.



9. Be friendly to your passengers. Earn their respect.  
Don't expect it.
10. Video games may be played on buses as long as the volume is turned off and is not distracting.

## **BUS DRIVER PAY MATRIX**

The Troy School District uses the Classified Staff Pay Matrix to determine salaries. Drivers will move one grade per year for experience. The salary matrix is posted to the Troy School District website.

## **ANSWERS TO FREQUENTLY ASKED QUESTIONS**

**QUESTION: HOW DO I GET PAID AFTER I HAVE DRIVEN A TRIP?**

**ANSWER:**

Claim forms are available from the District Business Clerk. Payment is made once a month and claim forms are due on the 8<sup>th</sup> day of each month.

**QUESTION: WHO DECIDES THE BUS DRIVERS FOR ACTIVITY TRIPS?**

**ANSWER:**

The Transportation Director

**QUESTION: WHAT IS THE RATE OF PAY FOR DRIVING AN ACTIVITY TRIP?**

**ANSWER:**

The district rate of pay varies according to years' experience with the district. Please refer to the salary schedule in the Classified Negotiated Agreement. Drivers are paid from the time they arrive to complete the pre-trip inspection until they arrive back in Troy and clean out the bus.

**QUESTION: DO I HAVE TO TURN IN MY PROOF OF PHYSICAL FORM, CDL LICENSE, AND FIRST AID INFORMATION?**

**ANSWER:**

Yes, this information needs to be turned into the district office.



**QUESTION: DO I NEED TO GAS UP THE BUS WHEN I RETURN FROM A TRIP?**

**ANSWER:**

Yes. Please fuel the bus up at the designated location upon your return.

**QUESTION: WHO IS IN CHARGE OF THE STUDENTS ON THE BUS TRIP?**

**ANSWER:**

The coach, teacher, activities sponsor is responsible for student decorum on the trip. As a bus driver, you also have the authority to discipline students and ask them to be quiet.

**QUESTION: IN WINTER STORM CONDITIONS, WHO MAKES THE DECISION TO TURN AROUND AND COME HOME?**

**ANSWER:**

As the bus driver, you have the responsibility to turn the bus around if the road conditions are not suitable for travel. It is a good idea to check the weather forecast and road reports prior to leaving on a trip in the winter.

**QUESTION: SHOULD I LET PARENTS TAKE THEIR CHILDREN OFF THE BUS AT AN ACTIVITY?**

**ANSWER:**

Parents may have their children ride home with them. If any other students are riding with them, it must be pre-approved by the administration. A signed note needs to be given to the activity sponsor/coach indicating that they have taken their child/children.

**QUESTION: IF THE BUS DOESN'T START, WHO SHOULD I CALL?**

**ANSWER:**

Call the Transportation Director, Keith Haggerty (293-1170).