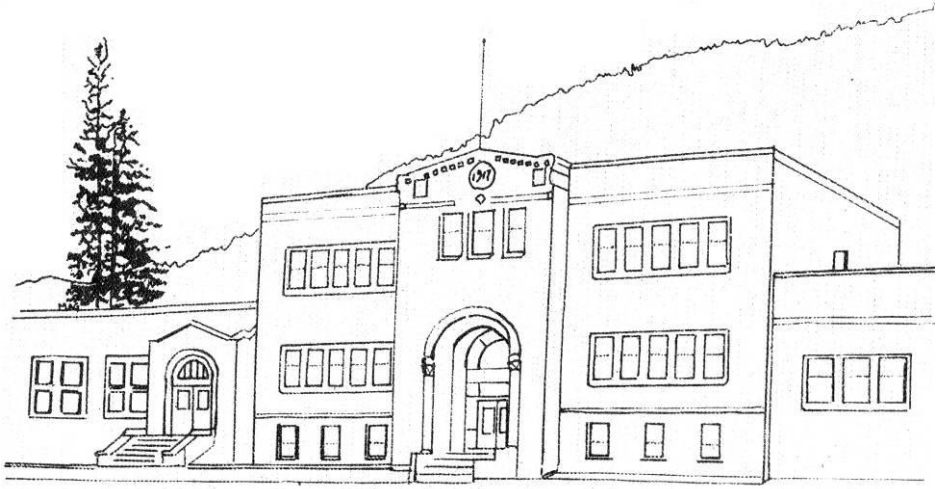


Student Handbook



TROY SCHOOL DISTRICT
Develop, Achieve, Succeed

Troy School District

Develop, Achieve, Succeed

PO Box 867 · Troy, MT 59935

ELEMENTARY SCHOOL OFFICE 406.295.4321

JR & SR HIGH SCHOOL OFFICE 406.295.4520

Dear Students and Parents,

On behalf of the faculty, staff and student council, I am pleased to welcome new and returning students to Troy School District for the 2023-2024 school year. We intend to make the student experience at Troy School District a positive one by striving to provide a safe and nurturing learning environment while preparing students to excel in post-secondary education and careers.

This handbook is arranged to answer questions you might have and to provide clear information regarding expectations for student conduct at Troy School District. Please read this handbook carefully so that you are aware of school policies and procedures. By understanding and complying with these policies and procedures, students will enjoy an environment designed to promote the greatest academic success.

Please call the schools if you have questions, concerns or successes you would like to share with us. We will be happy to assist you at any time.

Sincerely,

Mrs. Christina Schertel

SUPERINTENDENT

cschertel@troyk12.org



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Handbook Overview

The Troy School District Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized into eight sections: General Information, Academics, Health & Safety, Attendance, Activities, Facilities & Programs, Student Conduct, W.F. Morrison Elementary School, Troy Junior and Senior High School, and Complaints. Throughout this handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for the student.



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.

Ms. Lori Damon
Chairperson

Mr. Eric Storkson
Vice-Chairperson

Ms. Jan Fontaine

Mr. Cam Foote

Mr. David Orr

Mrs. Carol Parsons

ADMINISTRATION

Superintendent:

Mrs. Christina Schertel
cschertel@troyk12.org
406.295.4321

Elementary Principal:

Mrs. Andrea Cummings
acummings@troyk12.org
406.295.4321

High School Principal:

Mrs. Tisee Lewis
tlewis@troyk12.org
406.295.4520



ESPECIALLY FOR PARENTS - 12 SIMPLE SUGGESTIONS

1. Be involved in your child's academic program of study.

Make sure that your child is challenged and taking courses now that will help meet future goals.

2. Get your child involved in a positive activity... but don't overextend.

Research shows that students, who are involved in an activity, club, sport, music, etc., are much more likely to have a positive high school experience and get better grades than students who are not involved.

3. Know your child's friends.

Research shows that when a student is faced with a critical decision, the influence of peers (positive and negative) and parents/families make the difference.

4. Attend the School's Open House.

Get acquainted with the school's teachers, principal, and counselor. Learn about where your child will be attending to show your support and interest in their academic success.

5. Prevent your child from getting lost in the shuffle.

Be vigilant in keeping in touch with teachers and checking your child's grades on Infinite Campus regularly.

6. Encourage your child to find an adult mentor

Research shows that when a student makes positive connections with adults (teachers, guidance counselors, coaches, etc.), it helps students as they cope with struggles.

7. Remember that all teenagers (including straight-A students) need proper supervision.

This supervision includes online supervision and supervision of technology. Remember, good kids make mistakes too. Your child should always know that you love him/her, as well as the expectations you have for him/her. Know where your child is and who they are with all the time.



8. Get to know your child’s teachers and guidance counselor.

Stay in positive contact with the teachers and don’t be afraid to ask for help. Remember that email is a great tool for quick information, but it’s not such a great tool for dealing with more-difficult issues.

9. Get involved in school yourself.

The most successful students are the ones whose parents are at the school, attend functions, volunteer, or serve in a school organization or group. In a sense, these parents are the ones who are “in the know”, and they use this information to support their children and the school.

10. Limit and monitor the media to which your child is exposed.

Studies indicate that children, age 8 to 18 years of age are spending on average nearly 4 hours a day in front of a television screen, with almost an additional 2 hours on the computer (outside of school work) and playing video games. Research shows that children who consistently spend more than 4 hours per day watching television are more likely to be overweight. In addition, kids who view violent acts are more likely to show aggressive behavior, and fear that something bad will happen to them.

Ensuring that your child has a wide variety of free-time activities, such as reading, playing sports, and participating in constructive activities with friends and family, plays a vital part in developing a healthy body and mind, as well as a well-rounded life-style.

11. Eat nutritious meals together.

Recent research shows that nourishing food, not only makes a child healthier, it makes him/her more emotionally stable, and improves school performance.

Also, there are many benefits to preparing and sitting down together for a meal as a family at least once a day. Studies have shown that eating together as a family improves a child’s well-being, prevents destructive behaviors, improves grades, and builds strong lasting relationships as a family.



12. Help your child get sufficient and proper sleep.

Research indicates that adolescents need between $8\frac{1}{2}$ - $9\frac{1}{2}$ hours of sleep each night.

With schedules packed by school, homework, friends, and other activities, teenagers typically are chronically sleep deprived. Sleep is vital to the health and well-being of any teenager. Adequate rest leads to improved brain function, increased attentiveness, increased short-term memory, consistent and successful school performance, increased response time, an increased sense of well-being and improved health.

Help and encourage your children to go to bed at the same time every night and wake up at the same time every morning.



Academics

Parent and Student Daily Access to Grades

Parents are encouraged to stay informed regarding their child's progress. Parents are able to stay up-to-date of their child's progress more than ever before. At Troy School District, we utilize an internet program, Infinite Campus, which allows parents to access their child's attendance, schedule, grades, teachers' lesson plans, and more. Parents should regularly check their child's progress to ensure their child's highest academic achievement. A parent can access Infinite Campus by following the link on the district website. For an Identification Number and Password, contact the main office.

Student and Family Privacy Rights

All fundamental parental rights are exclusively reserved to the parent of a child without obstruction or interference by a government entity as consistently recognized in state and federal courts and as required by state and federal law and District policy.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and copy the student's education records.
2. The right to request amendment of any records believed to be inaccurate, misleading, irrelevant or improper.
3. The right to permit disclosure of personally identifiable information, except to the extent that FERPA authorizes disclosure without consent.
4. The right to a copy of any school record proposed to be destroyed or deleted.



5. The right to prohibit release of directory information.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

TRANSFERS

Transfer from Troy School District

Transfer grades as of the last date of enrollment at Troy School District will be generated. When the student enters another school, the receiving school will request the student's records and will combine, where applicable, the transfer grades with those earned at the new school. Students must officially withdraw through the office and pay any outstanding fees or fines before any records are forwarded. The final decision for grades will rest with the new school.

Transfer to Troy School District

A transfer of credits from any secondary school is subject to a satisfactory examination of the following:

1. Appropriate certificates of school accreditation;
2. Length of course, school day, and school year;
3. Content of applicable courses;
4. School building as it relates to credit earned (i.e., lab areas for appropriate science or vocational instruction);
5. Appropriate evaluation of student performance leading toward credit issuance.

The Troy School District will follow Montana Accreditation Rules and Standards, along with local alternate procedures for earning credit, in reviewing requests for transfer of credits. The principal has authority for approving credit transfers, subject to review by the Super-intendent or the Board of Trustees.

ELEMENTARY AND SECONDARY SCHOOL ACT

Because our district receives federal funds for Title I programs as a part of the Every Student Succeeds Act (ESSA), you may request



information regarding the professional qualifications of your child's teacher(s) and paraprofessional(s). Please contact the district office.

TESTING POLICY

The Elementary and Secondary Education Act (ESEA) requires all states to adopt challenging academic standards and tests. There are three levels of scores for students testing in mathematics, reading or language arts, science, and English language proficiency as needed. Alternate tests are available for students with significant disabilities.

Academic tests help school personnel identify strengths and weakness to help improve instruction. The goal is to have all students participate. As a parent, you have the right to request testing information. If you decide you do not want your child to participate in State testing please contact the superintendent.

State testing includes: SBAC Math, SBAC Language Arts (ELA) for grades 3-8. CRT (Criterion Reference Test) Science for grades 4, 8, 10. ACT for grade 11. District testing includes i-Ready and AIMS web.

SPECIAL EDUCATION

All children with disabilities are entitled to a free, appropriate public education provided in the least restrictive environment. The special education program exists in order to serve students who have been identified as having specific learning disabilities or physical impairments that affect their education. Each student that qualifies for special education services will be placed on an Individual Education Plan (IEP) that addresses the specific needs of that student. Special education students will receive specific assistance as determined during that student's Evaluation Report meeting. The special education program has as its goals: improved success for students in school; the acquisition of lifetime learning skills that will enable students to become successful adults.

INTERVENTION

Teachers routinely assess each student in the district to provide targeted interventions in Reading and Math. Student interventions are routinely monitored for fidelity to ensure that students are challenged, making adequate progress, and are prepared for the next grade level and graduation. Interventions include a range of support for students



including: academic support, behavioral support and gifted and talented. All interventions are provided by the district at no cost to families.

SURVEYS - GENERAL

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board Policy. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party

Before the District administers or distributes a survey created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey upon request and within a reasonable time of their request.

Surveys Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes ANY survey containing one (1) or more of the following items:

6. Political affiliations or beliefs of the student or the student's parent/guardian;
7. Mental or psychological problems of the student or the student's family;
8. Behavior or attitudes about sex;
9. Illegal, antisocial, self-incriminating, or demeaning behavior;
10. Critical appraisals of other individuals with whom students have close family relationships;
11. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers;
12. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian;
13. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The student's parent(s)/guardian(s) may:



14. Inspect the survey within a reasonable time of the request; and/or
15. Refuse to allow their child to participate in any survey requesting personal information. The school shall not penalize any student whose parent(s)/guardian(s) exercise this option.

No student in the District shall be required, as part of any applicable program, to submit to any survey, analysis, or evaluation that includes the above-noted information without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent. This provision specifically documents the arrangements taken to protect student privacy in accordance with 20 USC § 1232h(c)(1)(a)(b).

INSTRUCTIONAL MATERIAL

A student's parent(s)/guardian(s) may, within a reasonable time of the request, inspect any instructional material used as part of their child's educational curriculum.

The term "instructional material," for purposes of this policy, means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

COLLECTION OF PERSONAL INFORMATION FROM STUDENTS FOR MARKETING PROHIBITED

The term "personal information," for purposes of this section only, means individually identifiable information including: (1) a student's or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) telephone number, or (4) a Social Security identification number.

The District will not collect, disclose, or use student personal information for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose.

The District, however, is not prohibited from collecting, disclosing, or using personal information collected from students for the exclusive



purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions such as the following:

16. College or other post-secondary education recruitment or military recruitment;
17. Book clubs, magazines, and programs providing access to low-cost literary products;
18. Curriculum and instructional materials used by elementary schools and secondary schools;
19. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
20. The sale by students of products or services to raise funds for school-related or education-related activities;
21. Student recognition programs.



Health & Safety

ILLNESS - WHEN SHOULD A STUDENT STAY HOME?

In most situations the school prefers children to come to school and if they become ill at school, the parent/guardian will be notified. However, here are a few guidelines to help parent/guardian in deciding when to keep a child from school.

CHICKENPOX

Your child should be kept home from school from the time you first notice symptoms until all spots are scabbed over (approximately one week).

CONJUNCTIVITIS (PINK EYE)

If your child has symptoms of conjunctivitis (red eyes, red swollen eyelids, watery or yellow discharge resulting in crusty eyelids or eyes stuck shut especially upon arising in the morning) you should contact your health care provider. If your child has been diagnosed with conjunctivitis and antibiotic eye drops or ointment has been prescribed, then he/she should receive the drops or ointment for 24 hours before returning to school.

DIARRHEA

If your child has diarrhea he/she should not attend school until the stool can be contained by toilet use.

FEVER

A temperature over 100 degrees is considered a fever. Fever is the body's normal response to infections and plays a role in fighting them. It is recommended that your child be kept home until the fever is gone for 24 hours.



HEAD LICE

If your child has head lice he/she must be treated with an anti-lice shampoo before attending school. All nits must be removed! Please notify the school if your child has been treated for head lice or if you suspect head lice. We will be happy to check your child and other siblings if you are unsure.

MEDICATION

If your child has been started on a new medication please give the first dose at home and observe for adverse reactions for at least 2 hours before sending them to school. Contact the school nurse if your child will need to take medication during the school day.

STREP THROAT

If your child has been diagnosed with strep throat he/she should be kept home for 24 hours after antibiotic treatment has been started.

VOMITING

If your child has vomited two or more times in the previous 24 hours they should be kept at home.

HEALTHY HAND HYGIENE BEHAVIOR

All students, staff, and others present in any school building shall engage in hand hygiene at the following times, which include but are not limited to:

1. Arrival to the facility and after breaks
2. Before and after preparing, eating, or handling food or drinks
3. Before and after administering medication or screening temperature
4. After coming in contact with bodily fluid
5. After recess
6. After handling garbage
7. After assisting students with handwashing
8. After use of the restroom

Hand hygiene includes but is not limited to washing hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-



based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

Staff members shall supervise children when they use hand sanitizer and soap to prevent ingestion. Staff members shall place grade level appropriate posters describing handwashing steps near sinks.

SCHOOL NURSE

Troy Schools has a part-time nurse on its campuses. Below is a sample list but is not limited to only these services. If there is a specific concern/request for any child, please contact the nurse and it can be discussed further.

1. Vaccination administration and records management
2. Health education and screenings as appropriate
3. Student health records and management forms
4. Monitoring sickness and student health
5. Acute illness/injury care and referral to treatment by Provider
6. Consulting parents and students with any questions on health and wellness

STUDENT HEALTH/PHYSICAL SCREENINGS/EXAMINATIONS

The Board may arrange each year for health services to be provided to all students. Such services may include but not be limited to:

1. Development of procedures at each building for isolation and temporary care of students who become ill during the school day;
2. Consulting services of a qualified specialist for staff, students, and parents;
3. Vision and hearing screening;
4. Scoliosis screening;
5. Immunization as provided by the Department of Public Health and Human Services.

Parents/guardians will receive written notice of any screening result which indicates a condition that might interfere or tend to interfere with a student's progress.



In general the District will not conduct physical examinations of a student without parental consent to do so or by court order, unless the health or safety of the student or others is in question. Further, parents will be notified of the specific or approximate dates during the school year when screening administered by the District is conducted as well as notification of requirements of the District's policy on physical examinations and screening of students

Parents or eligible students will be given the opportunity to opt out of the above-described screenings.

STUDENT MEDICATION

All medications, prescribed or over the counter, must be delivered to and kept in the school office. The medication must be properly labeled with dates, name of student, medication name, dosage and physician's name. Over the counter medications must be accompanied by a signed note from the parent indicating the proper dosage and use. Authorization forms need to be submitted with the medications to the office. Students are strongly encouraged to take medications before and after school when possible to eliminate the need for school personnel to administer medications.

Students who must take a prescription medication during school hours must do the following:

1. Have parents fill out the school's prescription medication form.
2. Provide a doctor's or pharmacist's authorization specifying the type, dosage, and purpose of the medication.
3. Give the medication to the office where it will be kept in a secure place and made available at the proper time for dosage by a qualified staff member.
4. Over the counter medications are not allowed.

**All medications must be kept in the office
and taken under office supervision.**

Students who have a prescription for an asthma inhaler are allowed to carry the inhaler on their persons. Excessive use or improper use will be cause for intervention by staff.



EMERGENCY PREPAREDNESS DRILLS

To ensure students' safety during an emergency, Troy School District regularly and routinely practices emergency drills. Students are to move quietly, quickly and calmly, leaving all books and materials behind. Students are to remain with their classroom teacher after exiting the building for roll call during the drill. Students should keep a safe distance away from buildings until instructed by their teacher to return to class.

The steps for how teachers respond during each of the emergency drills are as follows:

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.

ACCIDENTS

Students involved in an accident on campus or during a school sponsored activity, no matter how trivial, must fill out an Accident Report Form, which is found in the main office.



COMMUNICATION

Address and Emergency Numbers

Please notify the school if your child's address or phone number changes throughout the course of the year. The name of emergency contacts also needs to be kept current.

Homelessness

If you are experiencing a temporary living arrangement due to loss of housing or economic hardship there are resources available. This living arrangement may include a motel/hotel, a shelter, being doubled up with another family for economic reasons, or temporarily living in a park or campground. The schools can help connect you to resources that may be available. Resource packets are available for both local and state assistance programs.

Child Custody

In most cases, when parents are divorced, legally separated, or have never married, one parent is designated by the court as the custodial parent. If you are the custodial parent, the noncustodial parent has the right to access the child's records, receive any pertinent school information regarding the child, and have contact with the child on school property *unless* there is a court order limiting these rights. In this case, you need to give a copy of the court order to the principal to keep in the student's file.

Parent/Student Communication

There are times that students and parents need to communicate throughout the course of the school day. If you need to contact your student during the day, please call the office, and if it will not cause a disruption in instructional time, you will be connected to the classroom. If the call is made during instructional time, the office will take a message and have your student call you during a break. If students need to call home, they may ask their teacher for a pass, and then call home from the office phone.



VISITORS

We appreciate the presence of parents and visitors and hope that the guidelines below will help make visits to the school beneficial for everyone.

- All visitors must check in and check out at the front office and pick up a visitor's pass. This is to ensure the safety of all students and to protect the educational environment.
- All visitors must comply with all school safety and security policies, procedures or protocols. School visitors shall not interfere with school operations or delivery of educational services to students.
- Parents may drop items or notes for their students in the office. Students will be called to the office to pick up the items for notes at a convenient time.
- Parents may request to have their students come to the office when parents need to speak directly to their students. If desired, the school will provide a private location for the conversation.

Parents are encouraged to visit classrooms or to offer their assistance for class projects for field trips or other classroom activities. We request that parents contact teachers and/or the office ahead of time in order to ensure safety and to minimize classroom disruptions. Teachers are not available for unscheduled meetings during class time. If you wish to set up a meeting, please contact the teacher in order to set those up before coming to the school.

In order to create an environment most conducive to learning, students are not allowed to bring visitors to school. Typically these visitors have little to do and can become a distraction to class routine.

Troy School District encourages visits by parents and community members to the school and school related activities. Visitors must sign in and receive a visitor's pass at the office on entering the school. The visitor must indicate the reason for the visit and should only visit the area authorized by office personnel. Violators of this rule will be considered trespassing.



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.

WATER TESTING

The District shall review water systems and features including but not limited to sink faucets, drinking fountains, decorative fountains to ensure they are safe to use after a prolonged facility shutdown. Drinking fountains shall be regularly cleaned and sanitized. The District shall create and implement a flushing program unless it meets the established waiver requirements established by DEQ. Flushing shall be required following any period of time during which the school is inactive.

The District shall maintain a schematic and inventory of fixtures in accordance with DEQ protocols as part of the District's water testing program. The District shall sample all water fountains and sinks used for food preparation. All other potential human consumption fixtures shall be sampled, unless the District receives approval for a testing plan from DEQ to test a representative sample of potential fixtures in the school in accordance with DEQ protocols. All samples shall be analyzed by a Montana certified lab using EPA-approved standard drinking water methods for the detection and quantification of lead. All test results will be considered public records.

LEAD RENOVATION POLICY

The District has implemented this policy to identify, inspect, control, maintain and improve the handling of lead related issues across the district facilities and grounds. In an effort to reduce potential hazards, the District through training has put together maintenance programs that will not only better protect the environment, but the students and employees of the District as well.

To learn more, go to: Renovate Right: [Important Lead Hazard Information for Families, Child Care Providers and Schools.](#)



Attendance

ATTENDANCE POLICY

To reach the goal of maximum educational benefits for each child requires a regular continuity of instruction, classroom participation, learning experiences, and study. Regular interaction of students with one another in the classroom and their participation in instructional activities under the tutelage of competent teachers is vital to the entire process of education. This established principle of education underlies, and gives purpose to the requirement of compulsory schooling in every state of the nation. The instructional program schools have to offer can only be presented to students in attendance.

A student's regular school attendance also reflects dependability and is a significant component on a student's permanent record. Future employers are as much concerned about punctuality and dependability as they are about academic record. School success, scholarship, and job opportunity are greatly affected by a good attendance record.

A student's attendance is the responsibility of both the parent and the student. Both parties must recognize that regular and timely attendance is necessary in order for the student to receive maximum benefit from the instructional program and to develop the good habits of punctuality, self-discipline, and responsibility. Students who do not abide by the policies governing student attendance will be subject to the listed consequences.

The following rules and regulations are considered Troy School District policy and will be enforced:

1. After accumulating eight or more absences in any one class during an eighteen week grading period, the student may lose credit for the class. Upon occurrence of the sixth absence, the student will meet with the Attendance Committee to see if



any interventions need to take place. Upon the occurrence of the eighth absence, the student will go before the Attendance Committee to determine if credit will be denied. If credit is denied, the student may appeal the decision to the Superintendent.

2. The eight days of absences per grading period described above apply to, but are not limited to, the following:
 - a. Personal illness
 - b. Professional appointments that could not be scheduled outside of the regular school day
 - c. Other serious personal or family concerns
 - d. Emergency work approved by parents
 - e. Trips and family vacations.
3. Any student who is absent from school without his/her parents' knowledge or permission will be considered truant. A student who leaves school without checking out through the Attendance Clerk is also considered truant. Truancy is subject to disciplinary action including suspension.
4. If a student needs to leave at lunch or to a local school activity (that they are not participating in), the parent must come to the school and check the student out and return with that student upon check-in.
5. Absences due to school sponsored activities, including field trips, athletic contests, etc., will not count toward the total eight absences per grading period. However, students who are absent because of these activities are expected to have their work made up ahead of time.
6. In case of a serious accident, extended serious illness, or other emergency situations, an extension of the eight day limit may be granted after a hearing before the principal. The decision of the principal may be appealed to the Superintendent of Schools and possibly to the Board of Trustees. Special circumstances will be left to the discretion of the principal.
7. The office will make every effort to contact the parents of a student concerning absences. Parents are encouraged to call the high school each time their student is absent.



8. Accurate attendance records will be kept by each teacher, and absences will be turned into the office daily.
9. Parents will be notified when their student has accumulated three days of absences in any class. A conference may be scheduled between the principal and parent(s) when the student has missed a class four times.
10. A student shall not be allowed drop below two classes per day to maintain current enrollment requirements.
11. A student must attend all his/her classes during the school day to be eligible to participate in school activities that day or evening. The only exception to this rule is when the parent/guardian notifies the principal or Activities Coordinator of the student's absence due to a medical appointment.
12. An unresolved, unexcused absence becomes a truancy after 48 hours.

**“The world is run by those who show up.”
– Robert Johnson**

ABSENCES

Upon returning to school following any absence, except a school sponsored activity, the student must report to the office and obtain an admittance slip. Admittance slips will be issued on the basis of a telephone call from a parent or a note explaining the absence from a parent. Students receiving an excused absence admittance slip will have one school day for each day of absence to make up their work and receive full credit. Credit may not be earned for truanancies.

Truancy absences are those absences for which a student deliberately, without cause, or knowledge of parents, fails to attend class. Absences that are unexcused or not cleared within 48 hours are also considered truanancies. Absences beyond eight days per semester will be considered unexcused unless a medical (doctor's) note is provided. Chronic truancy shall be defined as 60 period absences, or a total of 10 days per semester. Chronic truants will be reported to legal authorities as prescribed by law.



Student's Responsibility

It is the student's responsibility to:

1. Attend class on time every day that school is in session;
2. Be aware of and follow the correct procedures when absent from class;
3. Request any missed assignments due to an absence; and
4. Complete assigned work according to the expectations above.

Parent's or Guardian's Responsibility

It is the responsibility of the student's parent/guardian to:

1. Ensure the student is attending school;
2. Inform the school in the event of a student's absence;
3. Be aware of and follow the correct procedures for reporting student absences;
4. Work cooperatively with the school and the student to resolve any attendance issues that may arise.
5. If a parent wishes to have schoolwork collected on the day of the absence, we ask that the request be made by 10 AM in order to allow teachers sufficient time to gather the work. The work can be picked up at the end of the day.

Excused Absences

Excused absences include family authorized and school authorized absences. The following reasons shall be sufficient to constitute excused absences:

1. Personal illness
2. Family emergency or death in the family
3. Professional appointments that could not be scheduled outside of the school day
4. Other activities as approved by the school such as family trips or vacations



Vacation During the School Year

It is strongly encouraged that family vacations take place during school holidays. It is very difficult, if not impossible, to make-up work missed during an extended absence. Classroom experiences include direct instruction, group activities, individual activities, practice, and application of new learning. When these activities are missed, it is impossible to recreate them.

If a Student Becomes Ill During the Day:

1. Students must request a pass from their teacher to come to the office.
2. If parents come to take the student home, they must sign the student out at the front office.
Students may only leave with an adult who is on the list of approved persons in that student's file.
3. If students return to class they must have a pass from the front office.

TARDIES

Teachers will address the first six student tardies. Students are allowed six cumulative tardies per quarter for all courses scheduled in that quarter. The 7th (and subsequent) tardies will result in referrals to Detention. A late arrival to class more than ten minutes after class is scheduled to begin will be treated as an absence and will require checking in with the attendance clerk.



Activities

ACTIVITY CALENDAR

A master schedule of all student activities will be maintained by the Activities Coordinator. Requests for approval of an activity must be within a reasonable time to ensure scheduling the event. Any activities scheduled on Sunday must have prior approval by the Superintendent.

ASSEMBLIES

Assemblies scheduled during the school day have educational value and therefore attendance at assemblies is required. Students attending assemblies or concerts at Troy School District will conduct themselves in a way that will show respect for those speaking or performing and reflect well on themselves and the school. Students must be attentive and respectful by showing their appreciation by applauding appropriately.

All students are required to attend school assemblies that are held during the school day unless specifically excused. Students not attending an assembly will be considered truant and disciplinary action will be taken.

DANCES & SOCIAL ACTIVITIES

Dances and other social activities can be sponsored by any group recognized by Troy School District as a school club or organization. Guidelines are available from the principal for sponsoring such an activity.

All social activities will be held in school owned facilities, with the possible exception of the prom, during the regular school year and must end before 12:00 midnight.



Closed door policies will be observed at all dances. Students will not be permitted to re-enter a dance unless special permission to leave has been given by the chaperone. No entry will be allowed one half hour after the start of the dance.

Since prom is a special event for our students, parents attending are asked to leave immediately following the Grand March.

Students wishing to bring a guest to a Troy High School dance must fill out a Guest Dance Request and turn it into the office one week before the dance.

A student must attend all his/her classes during the school day to be eligible to participate in school activities. A student must attend all his/her classes on the last school day prior to the activity if the activity falls on a non-school day. The only exception to these rules is when the parent/guardian notifies the principal of the student's absence due to a medical appointment beforehand and provides a doctor's note.

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.

CHILD SUPERVISION

Any child under the age of twelve (12) must be accompanied and under the supervision of an adult to be a spectator at athletic contests and school activities.



Facilities & Programs

DAILY ANNOUNCEMENTS

In order to facilitate communications within the school, daily announcements will be made available. The student section of the announcements will be read to students during first period each day. These announcements are important and should be listened to carefully. It is the student's responsibility to respond properly to all information contained within the daily announcements. Any information for the announcements must be in the hands of the secretary by 2:00 p.m. if it is to appear in the announcements the following school day. Sponsor approval is necessary before a student announcement will be included.

BEFORE SCHOOL SUPERVISION OF STUDENTS

Students should arrive to school starting at 7:45 a.m. Supervision is provided starting at 7:45 a.m. We cannot be responsible for your child if they arrive before the supervised times. Every effort is made to supervise students in a way that promotes safety and well-being. When arriving at the elementary school, students may enter through the front doors and proceed to the playground.

DISTRIBUTION OF ELECTRONIC OR PRINTED MATERIALS

District policy allows distribution of materials for student curricular clubs and non-curricular groups.

The Superintendent, building principal, or designee must approve all materials before they may be distributed or posted. Materials distributed or posted will include a notation to inform the recipient if the material is from a curricular student club or non-curricular student group.



To facilitate the distribution of materials with information about student activities, each school may maintain a centrally located bulletin board for the posting of materials, and/or maintain a table available to students for placing approved materials. Materials may also be posted on designated walls in the school buildings.

LOCKERS & CUBBIES

Lockers and cubbies are provided to students for their convenience to keep necessary school materials. Lockers and cubbies are to be used for the storage of backpacks, books and school-related equipment. Students are responsible for the proper care of lockers, cubbies, and locks. Lockers and cubbies are not to be defaced in any manner including, but not limited to, scratching, writing, etc. Any item to be placed on the outside of the locker or cubby must first be approved by the administration or it will be removed. The school accepts no responsibility for the safety of any items left in a locker or cubby and further advises against leaving any valuable items in lockers since they are not constructed in a manner to provide total security.

The school reserves the right to enter any locker or cubby at any time. However, no item will be removed from the locker or cubby without the student's knowledge or when witnessed by a school administrator and at least one other adult. Locks are provided for lockers by the school at no cost. However, school issued locks not returned when the student checks out of school must be paid for. Only school issued locks may be used.

Due to maintenance issues, tape must not be placed on the inside or outside surfaces of the lockers or cubbies. The use of plasti-tac and magnets on locker surfaces is permitted.

Students are not allowed to share lockers.

The school maintains the authority to issue, reassign, or deny locker privilege when necessary.

SCHOOL BREAKFAST & LUNCH

Troy High School lunch programs are operated for the purpose of supplying lunches to students within the framework of the National School Lunch Act as administered by the Montana Office of Public Instruction.



Breakfast is free to all students and is served in the classroom at the start of the day. Lunch is also free to all students and is served in the cafeteria. Students may get their lunch on paper products in order to eat in another area of campus.

Students with specific food allergies should call or send a doctor's note to the school so that the cooks may accommodate them.

All students will eat lunch in the designated lunch areas and will be responsible for keeping the area clean and orderly.

Students may not leave campus during lunch.

COMPUTER RESOURCES

Acceptable Use Policy: Network & Internet Access

Troy School District #1 Internet access to students which provides vast, diverse and unique resources for students and staff. Our goal in providing this resource is to promote a community of educational excellence by facilitating resource sharing, innovation and communication.

The Internet is a global sharing of files and information accessible from Troy School District computers. Internet access to computers and people all over the world brings the availability of material that may not be of educational value in the context of the school setting. Troy School District has taken precautions to monitor access thereby lessening the chances for users to access controversial materials. Users accessing materials deemed inappropriate for school use will be denied Internet privileges.

Use of the Internet is a privilege, not a right. Any action by a student that is determined by an administrator to constitute an inappropriate use of the Internet will result in the removal of those privileges. The following guidelines are provided prior to use so that students and their guardians are aware of the responsibilities of being a Network User.



CHROMEBOOK USE

A Chromebook and accounts will not be assigned to students until they have completed the District Universal Permission Form and pay their fees.

Taking Care of the Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Media Center. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions

1. No food or drink is allowed next to your Chromebook while it is in use.
2. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
3. Students should never carry their Chromebook while the screen is open.
4. Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
5. Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
6. Always bring your laptop to room temperature prior to turning it on.

Carrying the Chromebook

Students are required to take their Chromebook home each night throughout the school year for charging. The protective shuttle bag provided for the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. For example, you should not toss or drop the bag if your Chromebook is inside.



Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Follow these precautions to avoid damaging the screen:

1. Do not lean on top of the Chromebook.
2. Do not place anything near the Chromebook that could put pressure on the screen.
3. Do not place anything in the carrying case that will press against the cover.
4. Do not poke the screen.
5. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
6. Clean the screen with a soft, dry anti-static, or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Using the Chromebook

AT SCHOOL

Chromebooks must be brought to school each day in a fully charged condition. The Chromebook is intended for use at school each and every day. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

AT HOME

High school students are required to take their Chromebook home each night throughout the school year for charging. Students need to charge their Chromebooks each evening. It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.



Managing your files and saving your work

Students may save documents to their Google Drive, or they may save to an external memory device such as a miniSD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will receive training on proper file management procedures.

Personalizing the Chromebook

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Troy High School. Spot checks for compliance will be done by administration or Troy School District technicians at any time.

Chromebooks are subject to inspection and must follow the Troy School District Acceptable Use Policy as outlined in the Student Handbook.

Originally Installed Software

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Storing Your Chromebook

When students are not monitoring their Chromebook, they should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the Chromebook, when stored in the locker. Students



need to take their Chromebook home with them every night. The Chromebook is not to be stored in their lockers or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student's home. Chromebooks should never be stored in a vehicle.

Chromebooks Left in Unsupervised / Unsecured Areas

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

Repairing or replacing your Chromebook:

CHROMEBOOKS UNDERGOING REPAIR

Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for parts and labor.

Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Media Center.

If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.

Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.

LOSS OR THEFT OF A CHROMEBOOK

Troy School District will require a police report be submitted in cases of theft.

Troy School District will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. Parents/Students will be charged for



full replacement cost of a device that has been lost or damaged due to negligence, intentional misuse, or abuse.

Network Etiquette & Online Conduct

You are expected to abide by the generally accepted rules of “netiquette.” These include but are not limited to the following:

1. Be polite. Do not be abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
3. Illegal activities are strictly forbidden.
4. Do not use the Network for personal profit or as a business or in such a way that you would disrupt the use of the Network by other users. i.e.: Chat rooms are not allowed. Game sites are allowed only during Community Lab hours and only by those students who are receiving passing grades.
5. Do not submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. Not even in User email accounts!
6. All communications and information accessible via the network are assumed to be the property of the author and are protected by applicable U.S. Copyright Laws.

Electronic mail

Student use of email is not allowed during the school day except for academic purposes.

Electronic mail, or email, is not guaranteed to be private, either within the local network or on the World Wide Web. Users should not reveal personal addresses or phone numbers. Messages relating to or in support of illegal activities will be reported to the authorities. Email is not allowed during the school day except for academic purposes. Foreign exchange students are an exception and are allowed to email during the day.



The system administrators will not intentionally inspect the contents of email sent by users without the consent of the sender or the recipient, unless:

1. required to do so by law or,
2. required to do so by the policies of Troy School District #1 or,
3. to investigate complaints regarding email which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.

Security

Security on any computer system is a high priority. Attempts to login to the system using another user's account, or as an administrator, will result in termination of the user's account. Students should immediately notify a system administrator if their password is no longer secure or they believe that someone has obtained unauthorized access to their account. Any student identified as a security risk or having a history of problems within other networks may be denied student privileges to the Troy High School Network.

Vandalism

Vandalism is defined as any malicious attempt to harm or destroy the data of another user, the Network, the Internet, or any of the agencies or networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in cancellation of student privileges, and possible further disciplinary action.

Termination of Account

A student's access to, and use of, the Network may be terminated at any time by the student simply by notifying the administrator.

An administrator reserves the right, at their sole discretion, to suspend or terminate student access to and use of the Network upon any breach of terms and conditions of the user contract and Agreement.

Troy School District administration, faculty and staff may request the System Administrator to deny, revoke or suspend student access. Prior to a suspension or termination or as soon as is practicable, the System



Administrator will inform the student of the suspected breach and give the student the opportunity to present an explanation.

A more detailed version of this Acceptable use Policy can be found in the Troy Consortium Technology Plan. Copies can be obtained from the Administration Office.



GUIDANCE & COUNSELING

Troy School District recognizes that guidance and counseling are an important part of the total program of instruction. The general goal of this program is to help students achieve the greatest personal value from their educational opportunities. Troy School District guidance and counseling will:

1. Provide students with planned opportunities to develop future career and educational plans.
2. Refer students with special needs to appropriate specialists and agencies.
3. Aid students in identifying options and making choices about their educational program.
4. Provide for a follow-up of students who further their education and/or move into the world of work.
5. Assist students in developing a sense of belonging and self-respect.

SCHOOL THERAPY

School Therapy is a school-based counseling service dedicated to helping students with mental health needs. This is a voluntary program. Contact the Main Office for more information.

LIBRARY & MEDIA CENTER

The Library/Media Center is designed to assist students with research, study and book checkouts. In addition to assuring a place for quiet study, the librarians will also help students find recreational reading materials, and teach the use of library resources such as the available databases.

Students are encouraged to use the Media Center before and after school, as well as during appropriate school hours. Media Center hours are from 7:45 a.m. to 3:45 p.m.



Student Conduct

SCHOOL-WIDE EXPECTATIONS

1. Be Safe.
2. Be Responsible.
3. Be Respectful.

Each student will be responsible for providing a positive and healthy environment for others by maintaining order and self-discipline, and by having consideration for the rights and property of others. Each student will bear the responsibility for his or her own conduct.

Each student will respect other students, teachers, administrators, other school personnel and visitors as human beings and fellow citizens of the school community.

Each student will refrain from fighting, creating disturbances, denying others the use of school facilities or buildings, using or carrying any weapon, or toy that looks like a weapon, on school grounds, intentionally injuring another person or acting in such a manner as to expose others to risk or danger of harm or injury. A student will not use threats or intimidation against any other person.

Each student will respect the health and safety of others and will refrain from possession and/or use of tobacco, or using, possessing, transmitting or being under the influence of any alcoholic beverage, narcotic substance, illegal or prohibited drug substance, or engaging in any gambling, extortion, theft, assault, excessive noise or any other unlawful activity.

Each student will respect the education process and learning environment of others by refraining from intentional or habitual tardiness, unexcused absences, or any other activities that diminish the



rights of others and the opportunity for other students to receive and education and obtain the maximum benefit from a public education.

We strive to ensure that all students are taught the school-wide expectations and appreciate your partnership in reinforcing the same high expectations at home. Each student will show respect to every school employee by addressing him/her as Mr., Ms., or Mrs., followed by the employees' last name.

STUDENT EXPECTATIONS

School personnel have the authority to hold a student strictly accountable for disorderly conduct in school, on the way to or from school, or during breaks.

Consequences may be given to any student guilty of gross disobedience or misconduct, including but not limited to instances set forth below:

1. Using, possessing, distributing, purchasing, or selling tobacco products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they have alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs, and drug paraphernalia. Students who appear to be under the influence of such substances will not be permitted to attend school functions and will be treated as though they have drugs in their possession.
4. Using, possessing, controlling, or transferring a firearm or weapon.
5. Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
6. Disobeying directives from staff members or school officials or disobeying rules, violating state or federal law, or not honoring regulations governing student conduct.
7. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct unless such force is



determined, following investigation, to be for self-defense or defense of others as defined by law.

8. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
9. Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
10. Unexcused absenteeism. Truancy statutes and Board of Trustees policy will be utilized for chronic and habitual truants.
11. Hazing or bullying.
12. Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.
13. Records or causes to be recorded a conversation by use of a hidden electronic or mechanical device which may include any combination of audio or video that reproduces a human conversation without the knowledge of all parties to the conversation.
14. Violations of the student dress code.
15. Public display of affection.
16. Profanity.
17. Plagiarism.

The above stated grounds for consequences for misconduct apply whenever a student's conduct is related to school or school activities, including but not limited to the circumstances set forth below:

1. On, or within sight of, school grounds before, during, or after school hours or at any other time when school is being used by a school group.
2. Off school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school.
3. Travel to and from school or a school activity, function, or event.



4. Anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an educational function.



CONSEQUENCES

Consequences for misconduct include but are not limited to:

1. Expulsion
2. Suspension
3. Detention, including Saturdays
4. Clean-up duty
5. Writing assignments specific to the behavior
6. Loss of student privileges
7. Loss of bus privileges
8. Notification to juvenile authorities and/or police
9. Restitution for damages to school property
10. Warning
11. Time out
12. Conference with teacher or principal
13. Letter or call to parents
14. Parent conference

No district employee or person engaged by the district may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include reasonable force district personnel are permitted to use as needed to maintain safety for other students, school personnel, or other persons or for the purpose of self-defense.

SCHOOL BEHAVIORAL GUIDELINES

The Troy School District has as its primary goal the creation of a safe and orderly learning environment for every student, while at the same time protecting the rights and responsibilities of all those involved in the educational process. In order to accomplish this goal, everyone, and especially students, should realize that the rights of those involved in the educational process are balanced with personal responsibilities.

When students choose to behave in any manner contrary to the expectations of the school district, they will be considered in violation of



the school code of conduct, and will be subject to discipline according to the guidelines that follow.

Every effort will be made to work cooperatively with students, parents, teachers, and administrators to deal with disciplinary situations without interrupting the education of the students. There may be however, occasions when this is impractical or impossible.

School authorities will consider all available evidence before dispensing consequences, and aggravating or mitigating circumstances will also be taken into consideration. These circumstances may include but are not limited to:

- Seriousness of the offense
- Program placement
- Attitude & age of student
- Pattern of conduct
- Degree of cooperation
- Other relevant information

The intent of Troy School District when exercising disciplinary authority is to ensure fairness and consistency while maintaining a safe and orderly learning environment.

CLASSROOM BEHAVIOR

In order to help ensure a safe and orderly learning environment, teachers will:

1. Develop and post classroom rules and consequences, which have administrative approval, in a clearly visible location in the classroom.
2. Explain these rules to students at the beginning of the year, and review as necessary.

Teachers will personally deal with violations of classroom rules, except in extreme cases.



“A teacher has the authority to hold a pupil to a strict accountability for disorderly conduct in school, on the way to and from school, or during intermission and recess.”

(MCA 20-4-302.1)

Typical Classroom Offenses:

1. Disruptive behavior
(excessive talking, disrespect, note writing, etc.)
2. Nonparticipation.
3. Cheating, copying, forgery.
4. Inappropriate language.
5. Inappropriate electronic device(s) use.
6. Gum, food, and drinks in class without permission.
7. Other behaviors that violate posted classroom rules.

Consequences will be applied according to posted rules and consequences. Consequences may include such measures as verbal warning, written, warnings, holding students during lunch, after class, at lunch, or after school, parent contact (by telephone, email, or by letter), parent/teacher conferences, or other consequences at the discretion of the teacher and/or parent. Teachers will document all offenses and their consequences. Serious or repeated misbehavior shall be referred to the administration. Parents will be notified by teachers of repeated misbehaviors and parent conferences may be requested before referral to the administration.

DELEGATION OF AUTHORITY

Each teacher, and any other school personnel when students are under his/her charge, is authorized to impose any disciplinary measure, other than suspension, or expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers may remove students from a classroom for disruptive behavior.



STUDENT DRESS CODE

The Troy School District believes that good grooming and personal appearance are essential elements in the teaching and learning process, and that student dress is a direct reflection of the school and the community. Although the school will allow a wide variety of clothing styles, dress and grooming must not materially or substantially disrupt the educational process of the school or create a health or safety hazard for students, staff, or others.

Principals, other administrators, and faculty have the authority to use discretionary judgment to prohibit such dress based on past or current circumstances. Unless otherwise stated, this dress code applies to normal school hours; however, such rules and regulations may be enforced at any school function or activity where the wearing of such dress is inappropriate for the type of activity, or such dress is determined to be potentially disruptive or dangerous. Rules and regulations apply to all students, unless exceptions are granted due to a student's disability, medical condition, or other exceptions approved by the principal.

Good grooming and personal appearance are essential elements in the teaching and learning process.

Basic Dress Code Guidelines

- ☑ Appropriate dress for students must be worn that does not reveal the body in an inappropriate manner.
 - No cleavage, midriff, or underwear (including bra straps) may show.
 - Tops with extra-wide armholes shall not be worn during school or extracurricular activities.
 - Shoulder straps should be the width of a credit card.
 - Tops with spaghetti straps shall not be worn at school.
- ☑ Appropriate undergarments must be worn.
- ☑ Shorts, skirts, and dresses too short in length are not allowed.
 - A general guide to the length is that the item should fall below the tips of the fingers when arms are fully extended to the side.



However, due to physical differences in some students, this guide may mean some items are still too short.

- ☑ Clothing and accessories such as backpacks, patches, jewelry, and notebooks must not display:
 - Racial or ethnic slurs/symbols
 - Gang affiliations
 - Vulgar, subversive, or sexually suggestive language or images nor, should they promote products which students may not legally buy; such as alcohol, tobacco, and illegal drugs
- ☑ Any items, including earrings, body piercings, hair, etc., that distract or draw unnecessary attention is not allowed.
- ☑ Oversized chains are not allowed at school or on school buses.
- ☑ Pajamas and bedroom slippers are not allowed.

Tobacco, Alcohol, and Drug Free Environment

The Troy School District maintains tobacco, alcohol, and drug-free buildings and grounds. Tobacco includes but is not limited to cigarettes, e-cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, tobacco-less chew, nicotine free chew or nicotine delivery innovation. Students are prohibited by Montana law and district policy from using or possessing tobacco, alcoholic beverages or illegal drugs.

Use of tobacco products, alcohol, and drugs in a public school building or on public school property is prohibited. Further, the use, possession or distribution of tobacco, alcohol, or illegal drugs on school property, or in connection with any school activity is prohibited.

WEAPONS AND FIREARMS

A student who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered, or looks like, a firearm, shall be expelled for a definite period of time of at least one (1) calendar year. The Board of Trustees, however, may modify the expulsion period on a case-by-case basis. The principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school. Individuals are not allowed to possess firearms on



District property or any setting that is under the control and supervision of the District.

Any person who possesses, carries or stores a weapon in a school building, except as provided below, shall be referred to law enforcement for immediate prosecution, as well as face disciplinary action by the District. In addition, a parent or guardian of any minor violating this policy shall also be referred for possible prosecution, on the grounds of allowing the minor to possess, carry or store a weapon in a school building.

No person shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

Weapons may be confiscated depending on situation, type of weapon, etc.

For the purposes of this section only, the following terms are defined:

- “Firearm” means (A) any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4). Such term does not include an antique firearm pursuant to 18 U.S.C. 921 (16).
- “School property” means within school buildings, in vehicles used for school purposes, or on owned or leased school land or grounds.
- “School building” specifically means a combination of any materials, whether mobile, portable, or fixed, to form a structure and the related facilities for the use or occupancy by persons or property owned or leased by a local school district that are used for instruction or for student activities as specified in Section 50-60-101(2), MCA and Section 45-8-361, MCA. The term is construed as though followed by the words "or part or parts of a



building" and is considered to include all stadiums, bleachers, and other similar outdoor facilities, whether temporary or permanently fixed.

- “Non-firearm weapon” means any object, device, or instrument designed as a weapon or through its use is capable of intimidating, threatening or producing bodily harm or which may be used to inflict injury, including but not limited to air guns; pellet guns; BB guns; fake or facsimile weapons; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

SEARCH & SEIZURE

The goal of search and seizure with respect to students is meeting the educational needs of children and ensuring their security. The objective of any search and/or seizure is not the eradication of crime in the community. Searches may be carried out to recover stolen property, to detect illegal substances or weapons, or to uncover any matter reasonably believed to be a threat to the maintenance of an orderly educational environment. The Board of Trustees authorizes school authorities to conduct reasonable searches of school property and equipment, as well as of students and their personal effects, to maintain order and security in the schools.

The search of a student, by authorized school authorities, is reasonable if it is both: (1) justified at its inception, and (2) reasonably related in scope to the circumstances which justified the interference in the first place.

School authorities are authorized to utilize any reasonable means of conducting searches, including but not limited to the following:

1. A “pat down” of the exterior of the student’s clothing by a school authority of the same sex;
2. A search of the student’s clothing, including pockets;
3. A search of any container or object used by, belonging to, or otherwise in the possession or control of a student; and/or
4. Devices or tools identified in school district policy or the student handbook or deemed necessary by the



Superintendent or designee, such as breath-test instruments, saliva test strips, etc.

Search of School Property, Equipment & Personal Effects of Students

School authorities may inspect and search school property and equipment owned or controlled by the district (such as lockers, desks, and parking lots).

The Superintendent may request the assistance of law enforcement officials, including their use of specially trained dogs, to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or material. Searches conducted by law enforcement officials in accordance with such a request will be handled in accordance with law enforcement standards and protocols for search and seizure.

Search of Students

School officials may search any individual student, his/her property, or district property under his/her control, when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board of Trustees policy, administrative regulation, or other rules of the district or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include but are not limited to lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices.

Students may not use, transport, carry, or possess illegal drugs or any weapons in their vehicles on school property. While on school property, vehicles may be inspected at any time by staff, or by contractors employed by the district utilizing trained dogs, for the presence of illegal drugs, drug paraphernalia, or weapons. In the event the school has reason to believe that drugs, drug paraphernalia, or weapons are present, including by alert-trained dogs, the student's vehicle will be searched. Also, by parking in the school parking lots, the student consents to having his/her vehicle searched if the school authorities have any other reasonable suspicion to believe that a violation of school rules or policy has occurred.



Student vehicles parked on school district property that are the subject of a drug dog alert may result in a criminal investigation by law enforcement officials subject to a search warrant.

Seizure of Property

When a search produces evidence that a student has violated or is violating either a law or district policies or rules, such evidence may be seized and impounded by school authorities and disciplinary action may be taken. As appropriate, such evidence may be transferred to law enforcement authorities.

VIDEO SURVEILLANCE

The Board authorizes the use of video cameras on district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property and to safeguard district buildings, grounds, and equipment. The Superintendent will approve appropriate locations for video cameras.

The Superintendent will notify staff and students, through staff and student handbooks or by other means, that video surveillance may occur on district property. A notice will also be posted at the main entrance of all district buildings, and on all buses, indicating the use of video surveillance.

The District may choose to make video recordings a part of a student's educational record or of a staff member's personnel record. The District will comply with all applicable state and federal laws related to record maintenance and retention. The following employees will have access to the system for monitoring, maintenance, and necessary retention: superintendent, building principals, maintenance director, and technology director. Responsibilities governing access to the system will be outlined in the employee's respective job description.

It is the decision of the District that video recordings may include audio. The Superintendent will notify staff and students through staff and student handbooks or by other means that video surveillance, with audio, may occur on District property. A notice will also be posted at the main entrance of all District buildings, and on all buses, in which video/audio surveillance may occur.

Buses have video surveillance that includes audio.



EQUAL EDUCATION, NONDISCRIMINATION AND SEX EQUITY

The District will provide equal employment opportunities to all persons, regardless of their race, color, religion, creed, national origin, genetic information, sex, age, ancestry, marital status, military status, citizenship status, use of lawful products while not at work physical or mental disability. 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.

Inquiries regarding sexual harassment, sex discrimination, or sexual intimidation should be directed to the District Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both. Inquiries regarding discrimination on the basis of disability or requests for accommodation should be directed to the District Section 504 Coordinator.

The Board designates the following individual to serve as the District's Title IX and 504 Coordinator:

Nikki Steiger
PO Box 867, Troy MT 59935
406.295.4321
nsteiger@troyk12.org

Any individual may file a complaint alleging violation of this policy, Policy 5012/512P – Sexual Harassment, or Policy 5015-Bullying/Harassment/Intimidation/Hazing by following those policies or Policy 1700-Uniform Complaint Procedure.

The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence against students, staff, or volunteers with disabilities. The District will consider such behavior as constituting discrimination on the basis of disability, in violation of state and federal law.

All complaints about behavior that may violate this policy shall be promptly investigated.

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



BULLYING, HARASSMENT, INTIMIDATION, HAZING, ETC.

Troy School District strives to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices (“cyber bullying”).

Bullying, harassment, intimidation, or hazing that occurs on school grounds immediately before, after or during school hours, anytime the school is being used by a school group/organization, off school grounds at a school-sponsored event or activity, traveling to or from school or school-sponsored event, or off school grounds when actions may be considered a disruption to the school day or educational environment of any student(s) is prohibited and is subject to discipline action.

- “Hazing” includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any district-sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.
- “Bullying” means anyone who repeatedly uses physical, verbal (including spoken and written language), and/or cyber forces in a negative manner toward or in regard to another person. This may include but is not limited to: actions of malintent concerning age, color, creed, race, national origin, ancestry, religion, gender, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, political beliefs, socioeconomic status, perceived reputation or family status.
- “Physical Bullying” means the repeated use of force toward a person's body or personal belongings. Examples could include: Hitting, punching, shoving, kicking, tripping, spitting, elbowing,



shoulder checking, pinching, flicking, throwing objects, hair pulling, restraining, inappropriate touching, damaging physical property

- “Verbal Bullying” means repeatedly using negative and/or damaging words (including both spoken and written) toward or in regard to another person (with mal-intent). Examples could include: Negative comments, name calling, lies, rumors, racial slurs, teasing, cussing, threats, fake complements, using the R word, sexual orientation attacks.
- “Cyber Bullying” means repeatedly using social media, email, or electronic devices in a negative manner toward or in regard to another person. Examples could include: Posting negative comments, fake profiles, sexting, making fun of photos, tagging photos, Twitter fights, posting negative videos, texting photos, negative status posts, hate blogs, hate pledges, texting rumors, hacking profiles, nasty emails, sending mean forwards.
- “Harassment, intimidation, or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:
 - Physically harming a student or damaging a student’s property;
 - Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property.
 - Creating a hostile educational environment.

Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the principal or the superintendent who have overall responsibility for such investigations. A student may also report concerns to a teacher or school



counselor, who will be responsible for notifying the appropriate district official.

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion.

Retaliation and Reprisal

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board of Trustees policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

SEXUAL HARASSMENT, SEXUAL INTIMIDATION, AND SEXUAL MISCONDUCT

Sexual harassment, sexual intimidation, and sexual misconduct are forms of discrimination and are prohibited. An employee, District agent, or student engages in sexual harassment, sexual intimidation, and sexual misconduct whenever that individual makes unwelcome advances, requests sexual favors, or engages in other verbal, non-verbal, electronic or physical contact or conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies, deprives, or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Denying, depriving or limiting the provision of educational aid, benefits, services, opportunities, or treatment; or
 - d. Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.



Sexual harassment, sexual intimidation and sexual misconduct prohibited by this policy includes verbal, electronic, or physical contact or conduct. The terms “intimidating,” “hostile,” “misconduct,” and “offensive” include conduct that has the effect of 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.

Students who believe that they may have been sexually harassed, intimidated, or been subjected to sexual misconduct should consult a counselor, teacher, Title IX coordinator, or administrator, who will assist them in the complaint process. Supervisors or teachers who knowingly condone or fail to report or assist a student to take action to remediate such behavior of sexual harassment, intimidation, or misconduct may themselves be subject to discipline. The District will report any suspected child abuse or neglect to proper authorities in accordance with District Policy 5232. 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.

To the greatest extent possible, the district will treat complaints in a confidential manner. The district realizes that limited disclosure may be necessary in order to complete a thorough investigation. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination and will lead to disciplinary action against an offender.

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

Nikki Steiger
PO Box 867, Troy MT 59935
406.295.4321
nsteiger@troysk12.org

Any person who knowingly makes a false accusation regarding sexual harassment, intimidation or misconduct likewise will be subject to



disciplinary action up to and including discharge with regard to employees or suspension and expulsion with regard to students.

ACADEMIC MISCONDUCT

Engaging in academic misconduct which may include but is not limited to: cheating, unauthorized sharing of exam responses or graded assignment work; plagiarism, accessing websites or electronic resources without authorization to complete assigned coursework, and any other act designed to give unfair academic advantage to the student.

Rationale

The faculty at Troy School District is committed to teaching students how to become ethical users of information and ideas. It is our responsibility not only to educate students in the research process and mechanics of writing and proper documentation, but also to hold these students accountable for honest work. Whether an assigned project is in a visual, written or spoken format, students are expected to accurately reference all sources of information consulted for the project. Plagiarism is regarded as a serious offense and will not be tolerated by Troy School District or any other institution of higher learning. It is an expectation that all departments and students adhere to and enforce this policy.

Definition of Plagiarism

Plagiarism is defined as:

- Copying of another person's ideas and/or works, whether intentional or not, in whole or in part, from a print or non-print source, and using those ideas or works as one's own.
- Deliberate and/or consistent lack of proper documentation and citation in the project or paper.
- In-text documentation that is not reflected in the Works Cited page.



CLOSED CAMPUS

Troy School District has closed campuses.

Due to safety concerns, and the fact that we offer a nutritional hot lunch program, students will **not** be allowed to leave campus at any time during the school day. If a student needs to leave at lunch, the parent must physically come to the school and check the student out and return with that student upon check-in.

HALLWAYS & RESTROOMS

Students are expected to utilize hallways and restrooms appropriately. They are not designed for social gathering which can create problems for other students during transition periods. Sitting or loitering on stairs or in doorways cannot be permitted since obstruction of these areas creates a safety hazard.

Students are required to have a hall pass in their possession when leaving the classroom during a class period.

COMMUNICATION DEVICES

Student possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of district employees is a privilege which will be permitted only under the circumstances described herein. At no time will any student 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. Using a device in this manner constitutes a violation of the law and law enforcement will be notified.

Students may use cellular phones, pagers, and other electronic devices on campus before school begins and after school ends. In addition, High School and Junior High School students may use these devices during passing time and at lunch break. Smart watches, cell phones, iPods, MP3 players, and other electronic devices with communication capabilities must be turned off and placed in teacher provided cell phone holders or lockers during instructional hours. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for



confiscation of the device by school officials, including classroom teachers. Unauthorized use of such devices will result in disciplinary action. The district recognizes the instructional value of these electronic devices in classes. Teachers may allow students use of these devices only for instructional activities in class.

Recording is not allowed in classrooms or throughout the school. It is a violation of privacy.

LUNCH DETENTION

Teachers will assign lunch detention for minor infractions.

AFTER SCHOOL DETENTION

Students assigned will serve detention time after school from 3:35 p.m. to 5:30 p.m..

SUSPENSION & EXPULSION

The district recognizes and honors the students' right to pursue an education. However, as provided under Montana law, the district will exercise its right to suspend or expel a student when necessary. The district expects all students to know and follow district policies and rules. The district considers a student's failure or refusal to comply with district policies and rules cause for discipline, including short-term suspension, long-term suspension, or expulsion.

The following definitions apply for purposes of this policy:

- "Suspension" means the exclusion of a student from attending individual classes or school and participating in school activities for an initial period not exceed ten (10) school days. An administrator may order suspension of a student.
- "Expulsion" is any removal of a student for more than twenty (20) school days without the provision of educational services. Expulsion is a disciplinary action available only to the Board of Trustees.

Upon a finding by a school administrator that the immediate return to school by a student would be detrimental to the health, welfare, or safety of others or would be disruptive of the educational process, a student may be suspended for one (1) additional period not to exceed ten



(10) school days, if the student is granted an informal hearing with the school administrator prior to the additional suspension.

Procedures

In the event the proposed punishment of a student is to include denial of the right of school attendance from any single class or full schedule of classes for at least one day, the following procedure shall be used:

- Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given the opportunity to respond to the charges;
- A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as is practicable.
- Any suspension shall be reported immediately to the student's parent or legal guardian. A written notice of suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent or guardian of the right to a review of the suspension. A copy of a notice shall be sent to the Superintendent.
- Upon request of the parent or legal guardian, the Superintendent shall review the details of the suspension. At the review, the student and parent or legal guardian may appear and discuss the suspension with the Superintendent. After the meeting, the Superintendent shall take such action as appropriate. That action is final.

Students who are absent as a result of an out-of-school suspension do not have the right to make up the work missed; exceptions may be made for final exams, etc.



Behavior Rubric

MISCONDUCT	1st INCIDENT	2nd INCIDENT	SUBSEQUENT INCIDENTS
Dress Code Violation	<input type="checkbox"/> warning given (by teacher) <input type="checkbox"/> student changes or is given clothing to cover up <input type="checkbox"/> lunch detention	<input type="checkbox"/> student sent to principal's office <input type="checkbox"/> student changes or is given clothing to cover up <input type="checkbox"/> parents notified <input type="checkbox"/> after-school detention	<input type="checkbox"/> student sent to principal's office <input type="checkbox"/> student changes or is given clothing to cover up <input type="checkbox"/> parent conference <input type="checkbox"/> suspension
Computer / Internet Misuse	<input type="checkbox"/> account disabled <input type="checkbox"/> loss of privileges for two weeks to a year <input type="checkbox"/> after-school detention	<input type="checkbox"/> extended loss of computer privileges	<input type="checkbox"/> loss of privileges for remaining year
Tardies	7 th tardy: <input type="checkbox"/> one lunch detention	<input type="checkbox"/> 8 th tardy: <input type="checkbox"/> two lunch detentions	10 th & additional tardies: <input type="checkbox"/> after-school detention
Cell Phone Policy Violation	<input type="checkbox"/> phone sent to principal for parent to pick-up. <input type="checkbox"/> one after school detention	<input type="checkbox"/> phone sent to principal for parent to pick-up. <input type="checkbox"/> two after school detentions	<input type="checkbox"/> phone sent to principal for parent to pick-up. <input type="checkbox"/> suspension
Profanity	<input type="checkbox"/> lunch detention	<input type="checkbox"/> after-school detention	<input type="checkbox"/> multiple after-school detentions
Classroom Disruption	<input type="checkbox"/> lunch detention	<input type="checkbox"/> after-school detention	<input type="checkbox"/> multiple after-school detentions or suspension
Public Display of Affection	<input type="checkbox"/> lunch detention	<input type="checkbox"/> after-school detention	<input type="checkbox"/> suspension



MISCONDUCT	1st INCIDENT	2nd INCIDENT	SUBSEQUENT INCIDENTS
Truancy	<input type="checkbox"/> 2 after-school detentions or suspension <input type="checkbox"/> zeros in missed classes	<input type="checkbox"/> suspension <input type="checkbox"/> zeros in missed classes	<input type="checkbox"/> suspension <input type="checkbox"/> zeros in missed classes
Cheating / Plagiarism	<input type="checkbox"/> zero on test, etc.	<input type="checkbox"/> zero on test, etc. <input type="checkbox"/> "F" for quarter	<input type="checkbox"/> "F" for semester
Parking Violation / Careless Driving	<input type="checkbox"/> fine <input type="checkbox"/> Police notified <input type="checkbox"/> car towed or driving privileges restricted	<input type="checkbox"/> fine <input type="checkbox"/> Police notified <input type="checkbox"/> car towed or driving privileges restricted	<input type="checkbox"/> fine <input type="checkbox"/> Police notified <input type="checkbox"/> car towed or driving privileges restricted
Major Disrespect / Insubordination	<input type="checkbox"/> detention or suspension	<input type="checkbox"/> detention or suspension	<input type="checkbox"/> School Board hearing
Vandalism	<input type="checkbox"/> detention or suspension <input type="checkbox"/> restitution <input type="checkbox"/> Police informed	<input type="checkbox"/> detention or suspension <input type="checkbox"/> restitution <input type="checkbox"/> Police informed	<input type="checkbox"/> School Board hearing
Bullying, Harassment, Intimidation, Hazing, etc.	<input type="checkbox"/> detention or suspension	<input type="checkbox"/> detention or suspension	<input type="checkbox"/> School Board hearing
Minor Fighting / Posturing (no punches)	<input type="checkbox"/> detention or suspension	<input type="checkbox"/> suspension	<input type="checkbox"/> suspension
Forgery / Theft	<input type="checkbox"/> suspension <input type="checkbox"/> Police informed	<input type="checkbox"/> suspension <input type="checkbox"/> Police informed	<input type="checkbox"/> School Board hearing
False Alarms (i.e. fire alarm, 911 calls)	<input type="checkbox"/> suspension <input type="checkbox"/> Police informed	<input type="checkbox"/> suspension <input type="checkbox"/> Police informed	<input type="checkbox"/> School Board hearing
Fighting / Physical Aggression	<input type="checkbox"/> suspension	<input type="checkbox"/> suspension	<input type="checkbox"/> School Board hearing
Disruption at School Activities (home or away)	<input type="checkbox"/> suspension from activities (30 days) <input type="checkbox"/> Police informed	<input type="checkbox"/> suspension from activities <input type="checkbox"/> Police informed	



MISCONDUCT	1st INCIDENT	2nd INCIDENT	SUBSEQUENT INCIDENTS
Tobacco (possession or use)	<input type="checkbox"/> suspension <input type="checkbox"/> Police informed	<input type="checkbox"/> suspension <input type="checkbox"/> Police informed <input type="checkbox"/> School Board hearing	<input type="checkbox"/> School Board hearing
Combustibles (possession or use)	<input type="checkbox"/> Police informed <input type="checkbox"/> School Board hearing	<input type="checkbox"/> School Board hearing	
Weapons (possession or use)	<input type="checkbox"/> Police informed <input type="checkbox"/> suspension <input type="checkbox"/> School Board hearing		
Alcohol and Marijuana (possession or use)	<input type="checkbox"/> Police informed <input type="checkbox"/> School Board hearing Removed to alternative environment	<input type="checkbox"/> Police informed <input type="checkbox"/> School Board hearing	
Other illegal Substances (possession, use or transfer)	<input type="checkbox"/> Police informed <input type="checkbox"/> School Board hearing		
Other Misconduct	The administrator reserves the right to select the most appropriate discipline options to correct the misbehavior.		

A student's past discipline records, individual circumstances and severity of a particular incident will determine the specific nature of the consequences. The school administration reserves the right to determine the level of disciplinary action taken.

STUDENT CONDUCT ON SCHOOL BUSES

Driving a school bus full of children of all ages places a great deal of stress on the school bus driver. Nowhere in our day-to-day school operations is there any more potential risk than with the school transportation service. School bus safety depends largely on the behavior of the student passengers. In other words, it is very difficult for the driver to train his/her eyes on the roadway (where they should be) and on the rear-view mirror watching students. To help insure the safe operation of the district's school buses, the following rules and consequences have been adopted:



Rules

1. Follow the directions of the bus driver.
2. Keep hands, feet and other objects to yourself and inside the bus.
3. Remain seated, facing forward, keeping the aisle clear.

Consequences

Students may be restricted from riding the bus if their behavior contributes to an unsafe condition as determined by the driver in consultation with the principal.

Severe behaviors include fighting, swearing, vandalism, direct defiance of the driver, use of tobacco, alcohol, and/or drugs, obscene gestures, any other behavior disrupting the safe operation of the school bus. Students involved in severe behavior will receive an automatic suspension from district transportation. If the driver feels he cannot continue his route safely, he will return to town immediately or stop the bus and call the office.

Students who come to school on the bus should return home on the same bus unless they have a note from the parents signed by the principal.

AFTER SCHOOL DESTINATIONS

In order to ensure the safety of all students and to better serve our parents, we are requesting notification regarding any change to your child's normal routine. For example, if your child normally rides the bus and he/she is to do anything other than ride the bus, then please send a note to the school, call the school or do both! This will help us make certain your child is where he or she should be. Likewise, if your child is to ride a bus they do not normally ride, they must have a note. If you must call the school to notify your child of a change in plans, please do so by 2:30 p.m. Monday through Thursday and by 1:00 p.m. on Fridays.

PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.



W.F. Morrison Elementary School

ELEMENTARY SCHOOL COURSE OF STUDY

Students remain with one teacher for most of their school day, and study communication arts (grammar, spelling, and writing), reading, math, science, social studies, art and computer technology. They attend PE classes with specialists in that area of study. 5th and 6th grade students have the opportunity to participate in band.

REPORT CARDS & AWARDS ASSEMBLIES

Report cards will be mailed home on the week following the end of each nine-week grading period. An Awards Assembly will be held the week after report cards go home to honor:

- Academic honor roll: 3.3 GPA and above; all 4s or higher.
- Academic excellence: 4.0 GPA or all 5s
- Leadership: one student from each class who is a good example in and out of the classroom.
- i-ready progress: greatest growth in reading and math
- Accelerated Reader points: student with highest AR points in class.

PROMOTION/RETENTION POLICY

Students will be expected to demonstrate a satisfactory level of performance during the school year in order to earn promotion to the next grade. Progress will be monitored during each grading period. Students who fail two or more of the core classes of reading, communication arts, math, social studies, or science will be considered at risk for promotion. Parents will be notified of the school's concern as



early as possible during the year. A plan will be developed to help the student progress at a satisfactory level for the remainder of the year. As the end of the year approaches, a final decision regarding promotion or retention will be made. This decision will be based on grades, progress monitoring results, benchmark scores and program based classroom assessments. The student's age, prior retentions, physical and social development, academic progress and potential, attendance and behavior will also be taken into consideration.

HALLWAY AND BUILDING SAFETY

- Do not leave instruments in the halls, on the floor, or in the foyer. Students take instruments home after school or leave them in the band room.
- Locker areas should be clean with no open food or drinks.
- No drinks besides water are allowed in the classrooms during the school day.

AFTER SCHOOL PROGRAM (ASP)

The After School Program begins the second week of the school year. The program is open to Morrison Elementary students in grades 1-5.

ASP provides the following opportunities Monday through Thursday from 3:30-5:30 p.m.:

- Healthy Snack
- Homework Help and Tutoring
- Quality enrichment programming offered by staff, volunteers and community partners

Requirements for attending ASP

1. Registration form
2. At least one parent/guardian must meet with ASP personnel.

Contact Teresa Curry for more information. tcurry@troyk12.org.



PHYSICAL EDUCATION

Students participate in physical education classes on a daily basis as part of a structured recess/physical education program. The goal is to promote physical fitness and social development through play and group activity. Proper footwear is required for student safety.

SCHOOL-WIDE BEHAVIOR

To protect the learning environment the following items have been banned from school to ensure a safe, orderly atmosphere:

- Gum
- Heelies or cleats
- MP3/IPOD/Game Players of any kind
- Pop or Energy Drinks during the school day
- Electronic Communication Devices from before-school recess to the last bell of the day.
(Cell Phones, Smartwatches, Gizmos, etc. These items may be given to the teacher or kept in backpacks until after school.)
- Sharpies
- Hoodie head covering (Indoors)
- Makeup
- Trading cards, i.e. Pokeman, baseball, etc.
- Selling or trading of any item.



Troy Junior & Senior High School

GRADUATION REQUIREMENTS

General Diploma

Students shall be expected to earn a total of twenty-two(22) units in order to satisfactorily complete graduation requirements.

The following are the credit requirements for Troy High School grades 9-12:

- 4English Language Arts
- 1Physical Science
- 1Biology
- 1Science Elective
- 3Math
- 1 U.S. History
- 1Civics
- 0.5 ...Financial Literacy or Economics
- 0.5 ...Social Studies Elective
- 1Health Enhancement
- 1Vocational/Technical Education (Industrial Arts, Business)
- 1 Fine Art (Art, Band/Chorus, etc.)
- 1Life Skills
- 5Electives

22 Credits

College Preparatory Diploma

Students shall earn a total of twenty-six (26) units in order to be awarded a College Preparatory Diploma.

The following are the credit requirements for the Troy High School College Preparatory Diploma:

- 4 English Language Arts (must include dual credit course)
- 1 Physical Science
- 1 Biology
- 1 Science Elective
- 4 Math (must include either a dual credit course or pre-calculus)
- 1 U.S. History
- 1 World History
- 1 Civics
- 0.5 Financial Literacy or Economics
- 2 Foreign Language
- 1 Health Enhancement
- 1 Vocational/Technical Education (Industrial Arts, Business)



- 1 Fine Art (Art, Band/Chorus, etc.)
- 1 Life Skills
- 5.5..... Electives (must include a dual credit course)

26 Credits

Vocational Preparatory Diploma

Students shall earn a total of twenty-three (23) units in order to be awarded a Vocational Preparatory Diploma.

The following are the credit requirements for the Troy High School Vocational Preparatory Diploma:

- 4 English Language Arts
- 1 Physical Science
- 1 Biology
- 1 Science Elective
- 3 Math
- 1 U.S. History
- 1 Civics
- 0.5 Financial Literacy or Economics
- 0.5 Social Studies Elective
- 1 Health Enhancement
- 4 Vocational/Technical Education (Industrial Arts, Business)
- 1 Fine Art (Art, Band/Chorus, etc.)
- 1 Life Skills
- 3 Electives

23 Credits

Credit toward graduation requirements may be granted for planned learning experiences from accredited programs, such as summer school, university courses, and correspondence courses. Credit for work experience may be offered when the work program is a part of and supervised by the school.

While only two years of math are required for high school graduation, three years of math (Algebra I, Geometry, and Algebra II) are the bare minimum for admission to most four-year colleges. Further, a math



course during the student's senior year is recommended. Lastly, four years of college preparatory math are required to fulfill the Montana University System's "rigorous core" requirement.

TROY HIGH SCHOOL CREDIT RECOVERY COURSES

Our mission at Troy School District is to provide students with the opportunity for academic achievement and recognize that some students need additional assistance and opportunities for academic success. Credit recovery classes are available to transfer students and students who have failed a class two times. These courses are not an option for students who simply give up or have poor attendance. All students wishing to enroll in a credit recovery class must be pre-approved through the principal.

Credit for Extracurricular Participation

Troy School District understands that interscholastic athletics are a significant part of the educational process. While our number one goal as a school district is to provide a sound academic experience for all of our students, the combination of academics and extracurricular activities provide a unique opportunity for students to expand their options for learning and personal growth. Extracurricular activities provide an educational opportunity in which students can learn essential life lessons beyond those that can be learned in an academic classroom. By providing a strong extracurricular program, Troy School District extends the opportunity of enriching the mind and body to any student meeting district, Montana High School Association (MHSA), and/or any applicable governing body's requirements.

Students participating in the following school sponsored and sanctioned extracurricular programs at Troy School District will be issued 0.5 elective credits upon successful completion. The credit will be awarded on a pass/fail basis.

- Football
- Soccer
- Basketball
- Track
- Tennis
- Wrestling
- Drama
- Cheerleading
- Volleyball
- Softball
- Yearbook
- Travel Club
- Student Council
- Cross Country
- Shooting Club



In order to successfully complete a season and receive credit, students must participate in a minimum of 60 hours, and must remain eligible throughout the season by following the extracurricular code of conduct as outlined in the Extracurricular Activities Handbook. In addition to following all the expectations outlined in the Extracurricular Activities Handbook, student-athletes shall:

1. Model exemplary behavior and positive attitude, accept winning and losing respectfully, and show respect for teammates and opponents.
2. Give top effort daily, model a high level of participation, be self-motivated, and committed to improving self and others.
3. Model excellent attendance, always be on time and prepared for activity.
4. Be respectful of all peers, help others when needed, follow safety rules, treat equipment with care, and model self-control.

Upon successful completion of the season, grades will be issued and posted to the student's transcript by the head coach.

SENIOR COURSE SELECTION

Seniors must meet with the counselors to determine how many classes they will need to graduate. Class availability and times are determined by the master schedule and may be limited. Students may have a late start or early out, but must attend classes in a continuous block. Student schedules may change based on a need for credit recovery or semester class availability.

EARLY GRADUATION

Any student interested in early graduation should consult with the principal by November of their junior year. Early graduates must fulfill the same credit requirements as regular graduates. Also, students competing for valedictorian or salutatorian may not graduate early.

REGISTRATION FEES

Shop, art, gym, family and consumer science and music may require a nominal fee initially or from time to time throughout the school year.



Student annual class dues are \$25 starting in 7th grade. These funds are used for class activities, Chromebook rental fees, graduation, etc.

The annual participation fee for extracurricular activities is \$25. These funds help pay for supplies, officials, etc.

Student-athletes need to bring their own meal or money to purchase food. If a student is unable to afford food for the trip they must let the coach know beforehand so the district may provide a meal. For playoff athletic contests the district will cover student-athlete meals.

CHANGING OR DROPPING COURSES

Every effort is made to register students into the course of study they indicate and that the school counselor approves. All students are encouraged to enroll in challenging classes that will help prepare them for their stated educational and/or vocational goals. Students are allowed to add/drop courses only through the fourth day of instruction each semester.

Seniors must ensure that they are enrolled in courses which are not only rigorous, but that will also best prepare them for their post-secondary plans. Seniors are only able to enroll in one non-academic course. Modifications to this may be granted by the school counselor.

REPORT CARDS & TRANSCRIPTS

Report cards will be given to students on the week following the end of each nine-week grading period. Grades are reported to the office and parents by using the letter system of A, B, C, D and F. Mid-term progress report slips will be turned in to the office at the end of the fifth week of each quarter for mailing to parents/guardians.

Transcripts may be requested from either the school secretary or the school counselor. Transcript requests will be processed within two business days.

All classes attempted at Troy High School and all acceptable transfer credits shall be recorded on the transcript. All grades earned, including failures and repeated courses, shall be recorded and utilized in the calculation of Grade Point Average and class rank. Credit shall be awarded only once regardless of repetition of the course. Courses are repeated only when a student has failed the course initially or in the instance of courses (such as band, choir, etc.) where it is appropriate to



enroll in the course more than once. Students may not elect to simply take a course more than once.

Grade Point Average

The successful completion of a credit-bearing class will earn one credit per semester; a half-block class will earn a half credit. Grades earned in regular credit-bearing classes contribute to the student's grade point average by being assigned a numerical value as follows:

A 4 points	C 2 points	F 0 points
B 3 points	D 1 point	

Weighted GPA Policy

In an effort to acknowledge the effort that goes into challenging courses, Troy High School weighs the following courses: Advanced Placement courses, Running Start courses, Honor courses and other college courses that are approved by the principal. Grades earned in these challenging credit-bearing classes contribute to the student's grade point average by being assigned a numerical value as follows:

A 5 points	C 3 points	F 0 points
B 4 points	D 1 point	

Honor Roll

Each quarter students will be honored for their hard work and efforts by being listed on the school honor rolls. These honor rolls will be posted in the building and published in the local newspaper. Students will be recognized by their GPA:

- Honor Roll recognition requires a GPA 3.6 and above.

Students with a cumulative GPA of 3.6 and above at graduation will receive and walk with honor cords.

Running Start Courses

Running Start Courses are dual credit courses that students can take for high school and college credit. The dual credit is outlined as:

- 2 college credit course is 0.5 high school credits
- 3 college credit course is 1 high school credit



- 4 college credit course is 1.5 high school credits
- 5 college credit course is 2 high school credits

NOTES:

1. Students who drop a Running Start class after Troy High School's drop date will be charged the tuition amount.
2. Students who fail a course will be charged the tuition amount.
3. Training Rules come into play for these courses.
4. If a student does poorly in a course, there may be financial implications for scholarships and other types of financial aid.
5. If a student does poorly in a course it could affect their college enrollment status.
6. Due to student privacy, Troy High School does not have access to students' dual credit course grades. Students and parents should maintain communication with the college about grades and school procedures.

Honors Program

The mission of Troy School District is to provide all students with the opportunity for academic achievement and achieve their fullest potential. We recognize that some students, in order to achieve their fullest potential, need additional opportunities in class to expand their knowledge and experiences. Completing an honors program shows maturity and readiness for college and helps develop good study habits in students.

Students interested in enrolling in the Honors Program at Troy Junior and Senior High School must be aware that they are entering a program designed to deliver a rigorous curriculum which requires students to be motivated, prepared and devoted to working diligently on increasing higher level thinking skills. Honors courses are evaluated by a committee of teachers and administration to ensure that all courses meet a standard of rigor. Students enrolling in any honors course are responsible for meeting the specific pre-requisite requirements and completing the additional assignments assigned by the instructor. These additional assignments may include a semester project and/or additional weekly homework, based on the discretion of the teacher. Taking honors courses requires good time management, good attendance, and



appropriate study skills to ensure success. Additional classes and test preparation time may be required and/or assigned by the instructor outside of class time (ex. before school, after school, during the summer or on weekends) to meet the requirements of the honors course.

All honor courses will be labeled on a student's transcript to signify their additional efforts. In order to successfully complete an honors course a student must complete the course with at least a B grade and B grades on each of the honor assignments. If a student fails to meet these requirements the course will be considered a regular course and no honor credit will be given.

Junior high school students must take two honor courses in order to be recognized in the Junior High Academic Awards Assembly in which they will receive a certificate signifying their extra efforts in the honor courses.

In order to graduate Troy High School with honors a high school student must have successfully completed four honor courses. During the graduation students will be recognized for their achievement and will have special honor cords signifying their efforts. Also, students graduating with honors will be recognized with an honors diploma.

Academic Lettering

To qualify for an academic award yearly, students in grade 10th (for your 9th grade year), 11th and 12th qualified to receive academic recognition for achieving a 3.6 GPA and higher, weighted and unweighted. Students who qualify are enrolled in academic courses at Troy High School.

FIRST ACADEMIC LETTER

Students who have never lettered in a sport or activity previously may purchase a Chenille "T", the Lamp of Learning Insignia and the Graduation Year numerals. Students who previously earned a letter in a sport or activity receive an Academic Letter Award Certificate and Lamp of Learning Insignia.

SECOND ACADEMIC LETTER

Students will receive an Academic Letter Award Certificate and Two Bars.

THIRD ACADEMIC LETTER

Students will receive an Academic Letter Award Certificate and Three Bars.



WITHDRAWALS

If a student moves from Troy High School or drops out, he or she must obtain a Withdrawal Slip from the school office. The Withdrawal Slip must be signed or initialed by each teacher the student has, including the librarian, coaches and P.E. teachers, to indicate that all books and materials have been returned in good condition. The completed Withdrawal Slip must be returned to the office.

CLASSIFICATION OF STUDENTS

Freshman

A Freshman must have evidence of having earned an eighth grade diploma, or alternate approval of the school administration.

Sophomore

A Sophomore must have earned at least six (6) credits.

Junior

A Junior must have earned at least twelve (12) credits.

Senior

A Senior must have earned at least eighteen (18) credits.

CLASS RANKINGS

In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian and salutatorian will be selected for each high school graduating class. The valedictorian and salutatorian will be selected according to the following procedures:

1. The valedictorian will be the student with the highest grade point average as computed at the end of seven semesters of high school work.
2. The salutatorian will be the student with the second highest grade point average as computed at the end of seven semesters of high school work.
3. In case of a tie for valedictorian, co-valedictorian's will be honored.



4. In case of a tie for salutatorian, co-salutatorian's will be honored.
5. All classes offering a letter grade (A,B,C,D,F) will be used to compute the grade point average. Pass-fail courses will not be considered.
6. To be eligible for valedictorian or salutatorian honors, a student must be enrolled in Troy High School prior to and continuously following the tenth school day of the student's senior year. Transfer credits will be allowed from any accredited high school.

NON-GRADUATING SENIORS

Seniors who have not met graduation requirements will not be allowed to participate in graduation ceremonies.

CORRESPONDENCE COURSES

The District will permit a student to enroll in an approved correspondence course from a school accredited by a nationally recognized accreditation program or agency as verified by the Superintendent in order that such student may include a greater variety of learning experiences within the student's educational program not covered by Policy 2168 and 2170.

Credit for correspondence courses may be granted, provided the following requirements are met:

1. Prior permission has been granted by the Superintendent or designee and documented in a correspondence course plan that includes the details of enrollment and completion of the course; ;
2. The program fits the education plan submitted by the regularly enrolled student;
3. Credit is granted for the following approved schools:
 - a. Schools verified by the Superintendent to be accredited by a recognized accrediting agency;
 - b. Community colleges, vocational-technical institutes, four-(4)-year colleges and universities and state-approved private schools in the state of Montana; and



- c. Other schools or institutions which are approved by the district after evaluation for a particular course offering.

The district is not obligated to pay for a student's correspondence courses.

The district will accept up to two (2) credits of correspondence coursework. Post-secondary credits are calculated differently than high school credits. Troy High School grants one high school credit for every three post-secondary semester credits. No correspondence courses are allowed that serve to supplant coursework already provided in the regular academic schedule at Troy High School. Correspondence coursework cannot be used to allow a student to graduate early from high school.

MONTANA DIGITAL ACADEMY (MTDA)

MTDA is specifically designed to provide unique educational opportunities to Montana students and schools. MTDA offers credit recovery classes, AP courses, and several elective courses. MTDA puts no limits on learning. Students can access coursework whenever and wherever they want, which eliminates any course conflicts allowing more students to graduate on time and enrich their educational experiences.

MTDA school year is uninterrupted, running through fall, winter, spring and summer. Students in the summer school classes can access courses at home or while traveling on vacation. MTDA breaks down the barriers to make learning as easy as possible.

The District may charge students a reasonable fee for an MTDA course or activity not required for graduation. The Board of Trustees authorizes the Superintendent to waive the fee in cases of financial hardship.

Montana Digital Academy courses are open to Troy High School Students who meet the following criteria:

1. Generally speaking, Junior or Senior status is required. Exceptions to this rule must be approved by the school counselor, MTDA coordinator, and principal. Generally speaking, younger students wishing to take MTDA courses must demonstrate an exceptionally high level of maturity, self-motivation, and academic success in order to be considered. If a student does not meet this minimum standard the student may appeal to the principal for consideration of a waiver of this policy.



2. Student must possess at least a 3.0 cumulative high school grade point average.
3. Troy High School course withdrawal policies apply to all MTDA courses. After the fourth day of the school term, students will not be allowed to drop a remote instruction course.
4. MTDA courses will be posted to the THS student's transcript.
5. If a student would like to do credit recovery through MTDA there are no preset requirements other than getting permission from the principal and counselor.
6. Training rules/extra-curricular eligibility can be impacted by poor performance on MTDA classes. Students are encouraged to evaluate their motivation to achieve with little to no direct supervision prior to registering for MTDA courses.

PHYSICAL EDUCATION CLOTHING

Students are required to wear a uniform for Physical Education classes. P.E. uniforms are provided by the District. Students will be expected to bring their uniforms each day which will consist of a school t-shirt and shorts.

Students are encouraged to bring a towel and hygiene products they can utilize after Physical Education and/or Open Gyms.

Lockers and locks will be provided to students upon request for use in the locker rooms.

SCHOOL TO WORK

The Board recognizes that education should make classroom experiences a meaningful process of learning about all practical aspects of life. The Board believes that the inclusion of career education in the basic curriculum will provide students with information about the many career opportunities available and will establish a relationship between what is taught in the classroom and the world of work.

Students may submit a proposal for a tailored work based learning program that divides their time between instruction in school and



specific learning at a job. Each proposed program will be planned by work based learning coordinators and the employer (or employer groups) and shall be in accordance with state and federal laws and regulations governing employment of students under age 18. The work based learning coordinators will communicate with employers on a monthly basis and will visit work sites to determine if the placement is appropriate for student employment.

Students may receive academic credit for approved work experience through its School to Work program. Students earn full credit for placement during the school day and can also earn one half credit for every sixty (60) hours of approved School to Work Experience in the extended day and/or summer setting. Approved Outside Work Experience (OWE) and School To Work Experiences includes:

- Local businesses
- As a teacher aide at one or more of the following settings Morrison elementary, THS main office, library, special education teacher aide, and Head Start.
- Other School to Work Experiences not listed may be approved for full credit through the principal and the School to Work coordinator.

These credits may be earned during the regular instructional day, after school (extended day) or during the summer. Students will earn a letter grade which will be applied towards his/her GPA. Priority placement will be given to seniors followed by juniors. Freshmen and sophomores may request School to Work experience, but it must be approved by the principal and the School to Work coordinator.

Eligibility Requirements

Eligibility to participate in School to Work includes the following:

- A 2.5 or higher cumulative GPA. Modifications to this would have to be approved through the School-to-Work coordinator and the principal.
- Successful completion of the required School-to-Work paperwork prior to job placement.
- Approval of the School-to-Work coordinator.



Students in School To Work will be leaving campus in their own vehicles. Parents and students understand that the district is not liable for any accidents, misconduct, etc. involving students as they are traveling or at their worksite.

STUDY HALLS

Study halls are available throughout the school day starting with Morning Study Hall at 7:30 a.m. – 8:00 a.m.; Lunch Study Hall is open during both lunches; and After School Study Hall is open from 3:10 p.m. – 5:30 p.m. Study halls are directed by teachers and are a great opportunity for students to get one-on-one help and individualized assistance. Study halls also provide a great environment for students to focus and concentrate on getting homework and school projects completed. We encourage students to attend study halls whenever possible.

STUDENT ORGANIZATIONS

- All curricular student clubs or organizations must be approved by the administration. Secret or clandestine organizations or groups will not be permitted.
- Bylaws and rules of curricular student clubs or organizations must not be contrary to Board policy or to administrative rules and regulations.
- Procedures in curricular student clubs or organizations must follow generally accepted democratic practices in the acceptance of members and nomination and election of officers.
- Student led and initiated non-curricular student groups may meet at school in accordance with District Policy without the sponsorship of the School District.

STUDENT VEHICLES AND PARKING

Students driving a vehicle to school should strictly observe the following rules and regulations:

1. No unlicensed drivers are to operate motor vehicles on school grounds at any time.
2. Students must drive in an orderly and cautious manner.



3. Observe the five (5) mile-per-hour speed limit on the school grounds and when entering or leaving the school grounds. *(continued)*
4. The parking lot is off limits throughout the school day. If a student needs to get something from their vehicle they must ask an administrator.
5. Due to limited parking, students must apply for a parking permit to reserve a parking spot on a first come, first serve basis. Parking permits in the student parking lot are \$10/year. Parking permits in the staff parking lot are \$25/year.
6. Only students with a parking permit will be allowed to park on school property during regular school hours.
7. The parking space is only assigned to the student during regular school hours and will not be reserved on the weekends or after school.
8. The student who has been permitted the parking spot may only park their own vehicle in their assigned space.
9. Students may only access their vehicle during the school day with permission from an administrator.
10. Students must have their parking permits visible while parked on campus during the school day.
11. Students are not allowed to leave campus in cars during school hours unless for school approved activities i.e. School to Work, teacher aide, etc.

Violations of any of the above regulations may result in loss of driving privileges or other disciplinary action as deemed appropriate.

PUBLIC DISPLAYS OF AFFECTION

Students at Troy High School are reminded that this is a place of education and that should be their priority. Inappropriate public displays of affection may make observers uncomfortable and are not appropriate in the school setting, at any time on the school campus or at a school function. Examples of inappropriate behavior are kissing, excessive hugging, sitting on laps and “hanging” on each other.





Complaints

UNIFORM COMPLAINT PROCEDURE

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 should first attempt to discuss it with the appropriate employee or building administrator, with the objective of resolving the matter promptly and informally in accordance with requirements of Policy 2158. If such resolution is not possible, the



individual may choose to file a formal written complaint in accordance with specifications at Level 2. 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, including the complaining individual's position to assert legal rights; (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 shall turn the complaint over to the applicable District nondiscrimination coordinator. The coordinator shall ensure an investigation is completed in accordance with the applicable procedure. In the case of a sexual harassment or Title IX complaint the applicable investigation and appeal procedure is Policy 3225P or 5012P. In the case of a disability complaint, the coordinator will complete an investigation and file a report and recommendation with the Superintendent. Appeal of a decision in a disability complaint will be handled in accordance with this policy.



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.

Student Directory Opt-Out Form

Please sign and return this form to the school within ten (10) days of the receipt of the Universal Permission Form (received at the start of the school year) **only** if you do not want directory information about your child disclosed to third parties in accordance with the Family Educational Rights and Privacy Act (FERPA). If we receive no response by that date, we will disclose student directory information at our discretion and/or in compliance with law.

Dear Parent or Guardian:

This document informs you of your right to direct the district to withhold the release of student directory information for

Student's Name: _____

Directory Information may include the following:

Student's name, address, telephone listing, participation in officially recognized activities and sports, email address, photograph (including electronic version), weight and height of members of athletic teams, date and place of birth, honors and awards received, dates of attendance, grade level.

If you do NOT want directory information provided to the following, please check the appropriate box.

- Institutions of Higher Education Potential Employers,
 Armed Forces Recruiters, Other: _____

Note: If a student's name, grade level, or photograph is to be withheld, the student will not be included in the school's yearbook, program events, or other such publications.

Parent/Guardian Signature:

Date