

**TROY SCHOOL DISTRICT #287**  
**POLICY MANUAL CONTENTS**  
**As of March 10, 2009**

**INTRODUCTION**

*Philosophy Statements*

Statement of Guiding Principles .....	0100
Educational Philosophy .....	0102
Educational Goals .....	0104

**THE BOARD OF TRUSTEES**

*Continuity of the Board*

Legal Status and Operation .....	1000
Organization and Classification .....	1010
Trustee Zones .....	1020

*School Board Elections*

Membership.....	1100
Election .....	1110
Taking Office .....	1120
Resignation .....	1130
Vacancies.....	1140

*Organization and Government of the Board*

Annual Organization Meeting .....	1200
Qualifications, Terms and Duties of Board Officers.....	1210
Clerk.....	1220
Duties of the Treasurer.....	1230
School Attorney .....	1235
School Auditor .....	1236
Negotiator .....	1237
Duties of Individual Trustees .....	1240
Committees .....	1250
Authorization of Signatures.....	1260

*Governance*

District Policy.....	1300
Powers and Duties .....	1305
Administrative Procedures.....	1310
Management Rights .....	1320

*Complaints and Grievances*

Uniform Complaint Policy .....	1350
Civil Rights Grievance .....	1360
Section 504 Hearing .....	1370

*Principles of Operations*

Board/Staff Communications .....	1410
Board-Superintendent Relationship .....	1420
Trustee Expenses .....	1430
Trustee Insurance .....	1440
Board Participation in Activities .....	1450

*Board Meetings and Board Meeting Procedures*

Board Meetings .....	1500
School Board Meeting Procedure .....	1510

Public Participation Board Meeting .....	1520
Board Meeting News Coverage .....	1525
Records Available to Public .....	1530
<i>Board Ethics, Growth, and Development</i>	
Code of Ethics Board Members .....	1600
Discrimination Prohibited .....	1605
Accommodations for Disabilities .....	1606
Conflict of Interest .....	1610
Annual Goals and Objectives .....	1620
Evaluation of Board .....	1630
Board Development Opportunities .....	1640
New Board Member Workshop .....	1650

## **INSTRUCTION**

<i>Goals .....</i>	2000
<i>Curriculum</i>	
Curriculum Development, Assessment .....	2100
Lesson Plan .....	2110
Program Evaluation, Diagnostic Tests .....	2120
Research Studies .....	2130
Student and Family Privacy Rights .....	2140
Copyright.....	2150
Citizenship.....	2160
Communication .....	2165
Workforce Skills.....	2167
<i>Instructional Organization</i>	
School Year Calendar and Day .....	2200
School Closure .....	2210
Pre-kindergarten Programs .....	2220
Elementary Curriculum .....	2225
Junior High Curriculum .....	2227
Grade Organization .....	2230
Class Size .....	2240
Student Learning Plans .....	2298
<i>Programs and Services</i>	
Guidance and Counseling .....	2300
Nutrition and Physical Activity.....	2301
Health Enhancement Education .....	2310
Driver Training Education .....	2320
Community and Adult Education.....	2330
Controversial Issues and Academic Freedom.....	2340
Speakers in the Classroom and at School Functions.....	2341
Student Religious Activity at School .....	2350
Release Time for Religious Instruction .....	2360
Interscholastic Activities .....	2370
Homebound, Hospital and Home Instruction.....	2380
Supplemental Education Services .....	2385
Limited English Proficiency Program .....	2390

Idaho Digital Learning Academy Classes .....	2395
<i>Special or Alternative Instruction</i>	
Special Education.....	2400
Section 504 of the Rehabilitation Act of 1973 .....	2410
Title I .....	2420
Gifted and Talented Program .....	2430
Alternative Credit Options.....	2440
Technology and Distance Learning .....	2450
Reading Intervention .....	2460
<i>Instructional Materials</i>	
Library Materials.....	2500
Selection of Library Materials .....	2510
Curricular Materials .....	2520
Field Trips, Excursions and Outdoor Education .....	2550
Contests for Students .....	2560
Use of Video Recordings .....	2570
<i>Grading and Promotion</i>	
Promotion/Retention (K-8) .....	2600
Advancement Requirements (9-12) .....	2610
Grading and Progress Reports .....	2620
Parent-Teacher Conferences .....	2625
Homework .....	2630
Assessments.....	2650
<i>Graduation</i>	
High School Graduation Requirements.....	2700-2700A
Alternative Measure to the Idaho Standards Achievement Test.....	2710
Participation In Commencement Exercises .....	2720
<i>Accreditation</i>	
Objectives .....	2800

## **STUDENTS**

<i>Enrollment and Attendance</i>	
Entrance, Placement and Transfer .....	3005
Open Enrollment .....	3010
Part-time Attendance/Dual Enrollment.....	3030
Compulsory Attendance .....	3040
Attendance Policy.....	3050
Education of Homeless Children.....	3060
Students of Legal Age .....	3070
Nonresident Student Attendance .....	3080
Foreign Exchange Students .....	3090
Programs for At-Risk/Disadvantaged Students.....	3100
Public School Choice.....	3130

<i>Student Rights and Responsibilities</i>	
Student Rights and Responsibilities .....	3200
Uniform Complaint Policy .....	3210
Student Use of Buildings: Equal Access .....	3220
Student Clubs: Equal Access .....	3225
Student Government .....	3230
Student Publications .....	3240
Distribution and Posting of Materials .....	3250
Student Dress.....	3260
Electronic Communication Devices .....	3265
District-Provided Access to Electronic Information, Services, and Networks.....	3270
Equal Education, Nondiscrimination and Sex Equity.....	3280
Sexual Harassment/Intimidation of Students .....	3290
Hazing, Harassment, Intimidation, Bullying, Menacing .....	3295
Drug Free School Zone .....	3300
Gangs and Gang Activity .....	3310
Substance and Alcohol Abuse.....	3320
Student Discipline.....	3330
Corrective Actions and Punishment.....	3340
Detention.....	3350
Discipline of Students with Disabilities .....	3360
Searches and Seizure .....	3370
Extracurricular Participation Policy .....	3380
Extracurricular Chemical Use Policy .....	3390
Extracurricular Drug-Testing Program .....	3400
School-Sponsored Student Activities .....	3410
Student Fund Raising Activities .....	3420
Distribution of Fund Drive Literature Through Students .....	3430
Student Fees, Fines and Charges/Return of Property .....	3440
Student Vehicle Parking .....	3450
School-Related Foreign Travel By Students .....	3460
<i>Student Protection</i>	
Student Health/Physical Screenings/Examinations.....	3500
Administering Medicines to Students .....	3510
Contagious or Infectious Diseases .....	3520
Suicide .....	3530
Emergency Treatment .....	3540
Student Interviews, Interrogations or Arrests .....	3545
Removal of Student During School Supervision .....	3550
Video Surveillance.....	3560
Student Records.....	3570
Relations with Non-custodial Parents .....	3575
Records of Missing Children.....	3610
Transfer of Student Records.....	3620
<i>Student Handbooks</i>	
Student Handbook Policy .....	3700
<b><u>COMMUNITY RELATIONS</u></b>	
<i>Goals</i> .....	4000

<i>Public Participation</i>	
Public Relations .....	4100
Public Participation in Board Meeting .....	4105
Public Complaints.....	4110
Uniform Complaint Policy .....	4120
Public Access to District Records .....	4130
Visitors to the Schools .....	4140
Accommodating Individuals with Disabilities .....	4150
Notice to Parents Required by No Child Left Behind Act of 2001 (NCLB) .....	4160
<i>Public Access</i>	
School-Support Organizations .....	4200
Community Use of School Facilities .....	4210
Student-Community Involvement.....	4215
Use of School Property for Posting Notices .....	4230
Distribution of Fund Drive Literature Through Students .....	4240
<i>Public Conduct</i>	
Conduct on School Property.....	4300
Contact with Students.....	4310
Disruption of School Operations .....	4320
Spectator Conduct and Sportsmanship for Athletic and Co-Curricular Events .....	4330
<i>Relations with Governmental Agencies</i>	
Relations with Law enforcement and Child Protective Agencies.....	4400
Investigations and Arrests by Police .....	4410
Sex Offenders .....	4420
<i>Gifts</i>	
Public Gifts/Donations to the Schools .....	4500
Volunteer Assistance.....	4600

## **PERSONNEL**

<i>Goals .....</i>	5000
<i>Hiring</i>	
Hiring Process and Criteria.....	5100
Criminal History/Background Checks .....	5110
Equal Employment Opportunity and Non-Discrimination .....	5120
Issuance of Contracts .....	5130
Reporting New Employees .....	5132
Mentoring .....	5140
Extra-Duty Assignment for Advisors/Coaches .....	5150
<i>Employee Rights, Responsibilities and Conduct</i>	
Applicability of Personnel Policies .....	5200
Classified Employment and Assignment.....	5203
Job Descriptions.....	5205
Work Day. ....	5210
Assignments, Reassignments, Transfers.....	5220
Emergency Closure .....	5225
Accommodating Individuals With Disabilities .....	5230
Sexual Harassment/Sexual Intimidation in the Workplace .....	5240
Uniform Complaint Policy .....	5250
Abused and Neglected Child Reporting .....	5260

Personal Conduct.....	5280
Professional Standards Commission (PSC) Code of Ethics.....	5281
Solicitations .....	5285
Political Activity - Staff .....	5300
Whistle-Blower Protection.....	5305
Tobacco Free Policy.....	5310
Drug-Free Workplace .....	5320
Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers .....	5322
Professional Organizations.....	5325
Employee Electronic Mail and On-Line Services Usage .....	5330
Employee Use of Electronic Communication Devices.....	5335
Evaluation of Certificated Personnel.....	5340
Evaluation of Non-Certificated Staff.....	5345
Certificated Personnel Resignation (Release from Contract) .....	5350
Dismissal of Certificated Employees.....	5385
Employer Recommendations.....	5390
 <i>Compensation and Benefits</i>	
Employment Categories .....	5399
Sick Leave.....	5400
Sick Leave Bank.....	5401
Bereavement Leave .....	5402
Personal Leave .....	5403
Leave Without Pay .....	5404
Military Leave .....	5405
Leave of Absence.....	5406
Other Employee Absences .....	5407
Family and Medical Leave .....	5410
Jury Duty .....	5412
Witness for Court Appearance Leave .....	5413
Long-Term Illness/Temporary Disability/Parental Leave .....	5420
Insurance Benefits for Employees/Trustees.....	5430
Employee Holidays.....	5440
Classified Vacation Leave .....	5450
Job Sharing .....	5455
Workers' Compensation Benefits.....	5460
Retirement Benefits .....	5470
Salary Schedules .....	5480
Salary Deductions – Exempt Employee .....	5481
Payroll .....	5490
Compensatory Time and Overtime/Classified Employees .....	5495
 <i>Personnel Files</i> .....	5500
 <i>Employee Health and Welfare</i>	
Staff Health .....	5600
Prevention of Disease Transmission .....	5610
Staff Protection .....	5650
 <i>Employment Practices</i>	
Substitutes .....	5700
Teachers' Aides/Paraeducators.....	5710
Volunteers/Contractors .....	5720

Private Service Providers/Consultants .....	5725
Reduction in Force .....	5740
Employing Retired Teachers and Administrators .....	5750

## **ADMINISTRATION**

<i>Goals</i> .....	6000
Administrator Appointment .....	6010
<i>Executive</i>	
Superintendent .....	6100
District Organization .....	6200
<i>Administrative Staff</i>	
Appointment, Qualifications, and Duties of Admin. Staff Other Than Superintendent	6300
Employment Restrictions for Administrative Personnel.....	6310
Evaluation of Administrative Staff .....	6320
Professional Growth and Development .....	6330
Reassignment of Administrative Employees .....	6340
Principals .....	6400

## **FINANCIAL MANAGEMENT**

<i>Goals</i> .....	7000
<i>Budget</i>	
Budget and Program Planning .....	7100
Budget Implementation.....	7110
Budget Adjustments .....	7120
<i>Accounting System</i>	
Accounting System Design.....	7200
GASB Statement 34 (Accounting System) .....	7210
Documentation and Approval of Claims.....	7220
District Financial Fraud and Theft Prevention .....	7225
Financial Reporting and Audits .....	7230
Federal Impact Funds .....	7240
Fund Accounting System.....	7250
Student Activity Funds .....	7260
Property Records and Disposal .....	7270
Revenues .....	7300
Investment of Funds .....	7305
Advertising in Schools/Revenue Enhancement .....	7310
<i>Expenses</i>	
Purchasing .....	7400
Contracts.....	7405
Petty Cash Funds.....	7410
Personal Reimbursements .....	7420
Payroll .....	7425
Travel Allowances and Expenses .....	7430
District Credit Cards .....	7440

New Fees or Increase of Fees.....	7500
<i>Troy School District Foundation .....</i>	<b>7600</b>
Endowment Fund .....	7610
Scholarship Fund .....	7620

## **NONINSTRUCTIONAL OPERATIONS**

Goals .....	8000
Transportation.....	8100
Safety Busing .....	8110
Maximum Drive Time .....	8115
Bus Routes, Stops and Non-Transportation Zones .....	8120
Transportation of Students with Disabilities .....	8130
Student Conduct on Buses .....	8140
Unauthorized School Bus Entry .....	8150
Contracting for Transportation Services .....	8160
District-Owned Vehicles .....	8170
Driver Training and Responsibility .....	8180
Use of Wireless Communication Devices by Bus Drivers .....	8185
Emergencies Involving Transportation Vehicles.....	8190
District Vehicle Idling.....	8195
Food Services .....	8200
Nutrition .....	8210
Emergencies & Disaster Preparedness.....	8300
Automated External Defibrillators .....	8310
Activity Trips .....	8400
Risk Management .....	8500
District Safety .....	8510
Inspection of School Facilities/Emergency Evacuation Plan.....	8520
Property Damage .....	8530
Records Management.....	8600
Retention of District Records.....	8605
Health Insurance Portability and Accountability Act.....	8610
Computer Software .....	8700

## **SCHOOL FACILITIES**

Goals .....	9000
Acquisition, Use and Disposal of School Property.....	9100
Contractor License, Bonds and Insurance.....	9200
Operation and Maintenance of District Facilities.....	9300
Safety Program .....	9400
Security.....	9500
Facilities Operations .....	9600
Waste Management and Recycling .....	9610
District-Wide Asbestos Program .....	9700
Hazard Mitigation – Chemistry Lab Disposal .....	9705
Naming of School Facilities .....	9800
Memorials On School Grounds .....	9805

