

# Frazer Schools

## Student Handbook

2024-2025



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Mato Chinjabi Tiyadi

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## Home of the Bearcubs

### STUDENT/PARENT HANDBOOK

**2024-2025**

#### Purpose

The purpose of this handbook is to provide all Frazer School students, parents, staff and administration with information that will assist them with policies and operation of Frazer School. The policies and procedures contained in this handbook are the result of a concentrated effort on the part of the Board of Trustees, administration, faculty, students, and parents, and are intended to help bring about a productive and enjoyable year.

This handbook should be read carefully. Please discuss the contents with your parents/guardians and students. Keep the handbook for reference. It is important that the organization, regulations, and activities of the school be understood. If you have questions or concerns about the materials contained in this handbook, please feel free to contact the school.

# Frazer Public School

325 6<sup>th</sup> Street Frazer, Mt. 59225-0488  
Phone 406-695-2241/Fax 406-695-2243

## K – 12<sup>th</sup> GRADE STUDENT HANDBOOK 2024-2025

This handbook belongs to \_\_\_\_\_

Grade \_\_\_\_\_ Teacher/Advisor \_\_\_\_\_

The procedures and guidelines referenced in this handbook can be found in Frazer Schools Board Policies, School Laws of Montana, and other State and Federal Laws.

### Vision:

**Bearcub Pride, Tradition and Academic Excellence**

**Agishaza, Nakon Wichocagi, Wuspey, hinkna, Snokyabi  
Washtegina**



### Mission Statement:

*Frazer School is committed to providing a safe and culturally friendly learning environment where all stakeholders ensure the creation of life-long learning, high academic expectations, collaboration and communication between home, school and community.*

# **Bearcub Facts**

School Colors:  
**Columbia Blue and White**

School Mascot:  
**Bearcubs**

School Song:  
**On Wisconsin**

Onward Frazer, Onward Frazer, Strength and courage wins!  
Every man in his position helps to win this game!  
Onward Frazer, Onward Frazer, Fight with might and main!  
Fight Bearcubs, Fight, Fight, Fight! To win this Game!  
B E A R C U B S!!!

Onward Frazer, Onward Frazer, Strength and courage wins!  
Every man in his position helps to win this game!

**GO BEARCUBS!**



## 2024 –2025 Frazer School District Calendar

OPTION 2

AUGUST 2024						
Su	Mo	Tu	We	Th	Fr.	Sa
			1	2	3	16, 19 All Staff PD
4	5	6	7	8	9	10 Orientation—New Only
11	12	13	14	15	16	17 First Day
18	19	20	21	22	23	24 1:30 PM Release
25	26	27	28	29	30	31

JANUARY 2025						
Su	Mo	Tu	We	Th	Fr.	Sa
			1	2	3	4 1-3 New Year's Break
5	6	7	8	9	10	11 20 Martin Luther King
12	13	14	15	16	17	18 10,17,24,31 1:30 PM Release
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2024						
Su	Mo	Tu	We	Th	Fr.	Sa
1	2	3	4	5	6	7 2 Labor Day
8	9	10	11	12	13	14 6,13,20 1:30 PM Release
15	16	17	18	19	20	21 27 Native American Week
22	23	24	25	26	27	28
29	30					

FEBRUARY 2025						
Su	Mo	Tu	We	Th	Fr.	Sa
					1	7 PIR Day
2	3	4	5	6	7 20, 27 12 PM (FloatTourney)	8
9	10	11	12	13	14 21, 28 Tournament Days	15
16	17	18	19	20	21 17 President's Day	22
23	24	25	26	27	28 14 1:30 PM Release	29

OCTOBER 2024						
Su	Mo	Tu	We	Th	Fr.	Sa
		1	2	3	4	5 4,11,25 1:30 PM Release
6	7	8	9	10	11	12 16 No School
13	14	15	*16	17	18	19 17,18 PIR Days
20	21	22	23	24	25	26 23 P/T Conferences
27	28	29	30	31		14 Indigenous Day

MARCH 2025						
Su	Mo	Tu	We	Th	Fr.	Sa
					1	7,21,28
2	3	4	5	6	7 8 13,14 Spring Break	
9	10	11	*12	13	14 15 26 P/T Conferences	22
16	17	18	19	20	21 22	
23	24	25	26	27	28 29	
30	21					

NOVEMBER 2024						
Su	Mo	Tu	We	Th	Fr.	Sa
				1	2 1,8,15,22 1:30 PM Release	
3	4	5	6	7	8 9 27,28,29 Thanksgiving Break	
10	11	12	13	14	15 16	
17	18	19	20	21	22 23	
24	25	26	27	28 29	30	

APRIL 2025						
Su	Mo	Tu	We	Th	Fr.	Sa
		1	2	3 4 5 4,11,17,25 1:30 PM Release		
6	7	8	9	10 11 12 18,21 Easter Break		
13	14	15	16 17 18 19			
20	21	22	23 24 25 26			
27	28	29	30			

DECEMBER 2024						
Su	Mo	Tu	We	Th	Fr.	Sa
				6,13, 20 23-31 1:30 PM Release		
1	2	3	4	5 6 7 23-31 Christmas Break		
8	9	10	11	12 13 14		
15	16	17	18	19 *20 21		
22	23	24	25 26	27 28		
29	30	31				

MAY 2025						
Su	Mo	Tu	We	Th	Fr.	Sa
			1	2 3 4 5 2,9, 16 1:30 PM Release		
11	12	13	14 15 16 17 22			
18	19	20 21 22 23 24 25 26				
25	26	27 28 29	30 31			

First & Last Day	Full Day PIR	12:00 PM Release
Parent/Teacher Conferences	NO SCHOOL	1:30 PM Early Release
$(136 \times 8 \text{ hrs.} = 1088) + (32 \times 5.5 \text{ hrs.} = 176) + (3 \times 4 \text{ hrs.} = 12) = 1276$ $+ 6 \text{ PIR Days} \times 6 \text{ hrs. (36)} + 2 \text{ PT Conferences} \times 3 \text{ hrs. (6)} = 42$ <b>TOTAL TEACHER WORK TIME: 1318</b>		
<b>+ Orientation for New Teachers @ regular hourly rate = 6</b> <b>TOTAL TEACHER WORK TIME: 1324</b>		
<b>MAX 42 PIR/PD (White Circle)</b>		

TEACHER WORK TIME—GRADES 7-12	PUPIL INSTRUCTION—GRADES 7-12
(136 x 8 hrs. = 1088) + (32 x 5.5 hrs. = 176) + (3 x 4 hrs. = 12) = 1276	Full Days : 136 days x 7.5 hrs. = 1020
+ 6 PIR Days x 6 hrs. (36) + 2 PT Conferences x 3 hrs. (6) = 42	+ Early Release: 32 days x 5 = 160
<b>TOTAL TEACHER WORK TIME: 1318</b>	Noon Release: 3x 3.5 = 10.5
<b>TOTAL PUPIL INSTRUCTION TIME: 1190.5</b>	
<b>AT LEAST 1080 REQUIRED—additional 110.5 hrs.</b>	

## **JH/HS**

### **Monday-Thursday Bell Schedule**

1st Period	8:15 – 9:15 AM
2nd Period	9:19 – 10:19 AM
Advisory	10:23 – 10:49 AM
3rd Period	10:53 – 11:53 AM
4th Period	11:57 – 12:57 PM
Lunch	12:57 – 1:27 PM
5th Period	1:31 – 2:31 PM
6th Period	2:35 – 3:35 PM
K-12 Dismissal	3:35 PM

## **JH/HS**

### **Friday Bell Schedule**

	<b>JH/HS</b>	<b>Elementary</b>
6th Period	8:15 – 9:00 AM	3-6 Specials
5th Period	9:03 – 9:48 AM	K-2 Specials
4th Period	9:51 – 10:36 AM	
3rd Period	10:39 – 11:24 AM	
2nd Period	11:27 – 12:12 PM	
1st Period	12:15 – 1:00 PM	
JH/HS Lunch	1:00 – 1:30 PM	
K-12 Dismissal	1:30 PM	1:30 PM
Teacher Meetings	1:40 – 3:10 PM	

**Elementary  
Lunch & Recess Schedule**

	<b>Lunch</b>	<b>Recess</b>
K-3 (Mon-Thurs)	11:25 – 11:45 AM	11:45 – 12:15 PM
K-3 (Friday)	11:15 – 11:35 AM	11:35 – 12:05 PM
4-6 (Mon-Thurs)	11:50 – 12:05 PM	12:05 – 12:35 PM
4-6 (Friday)	11:20 – 11:35 AM	11:35 – 12:05 PM

# WELCOME

Daya Yahi Mato Chinja Tewahe! Welcome Bearcub Family! On behalf of the staff, we are honored to welcome you back to the 2024-2025 school year. The Frazer staff is looking forward to a productive year with our Bearcub Families! Our partnership will help our students succeed in and out of the classroom. We encourage all of our students to become student athletes, be a part of student leadership, take part in the clubs and after school activities and attend the student trips when they are offered.

Our Student Handbook outlines all of the expectations we have for students and their peers to be successful and succeed together. Each family is expected to read the handbook as it contains important information. You will see that the handbook discipline procedures are developed to be restorative and to keep students in school. Notice that the handbook has a technology usage agreement. This is important to read because we all have specific roles in making sure that students and their peers practice safe and responsible technology use. Also note the cell phone policy, there is a no use policy for staff and students. Note that bullying is prohibited and the school wants to be proactive in protecting our students, again communication is key.

To be an effective team we need to work together, we encourage the guardians to communicate with the administration. Please sign and return the handbook after you read it. Thank you for your cooperation and we look forward to a great year! Penamayan!

Sincerely,

Reyna Monteau, M. Ed.  
Principal

## Student Involvement

We encourage Frazer School students to become actively involved in school activities outside of their regular academic schedule. Membership in school clubs is open to everyone.

## Sports/Extra Curricular Offered

Basketball	Cross Country	Volleyball
Track	V Football	Cheerleading
Indian Club	Student Council	Newspaper
Yearbook	Pep Band	Choir
Speech & Debate	Drama Club	

## School Information

### School Hours

Students can enter the building at 7:45 a.m. and can proceed to the commons area. Parents are advised that playgrounds are supervised from 8:00 a.m. - 3:00 p.m. Students are expected to arrive no earlier than 7:45 a.m. and leave no later than 4:00 p.m. unless involved in extracurricular activities or tutoring.

### Breakfast Hours

7:45 – 8:10 a.m.

### Lunch:

Elem: K-3@11:25 4-6@11:50 JH/HS@12:57

### Office Hours

The office hours for Frazer Schools are 8:00 a.m. to 4:00 p.m. Student's absences, tardiness, or homework requests should be called in before classes start at 8:20.

### School Calendar

Copies of the school calendar will be made available at the front office and will also be included in the Registration Packet.

### Enrollment

Enrollment as a student at Frazer Schools must be completed by parent/guardian. The necessary forms will be mailed before school begins or if we do not have an address on file forms could also be picked up from and returned to the Frazer School District's office. Incomplete forms may delay enrollment. Enrollment requires a certified copy of the child's birth certificate and a complete immunization record. Please include child custody papers as well. The District requires that a student's parents, legal guardian, or legal custodian present proof of identity of the child to the school within forty (40) days of enrollment, as well as proof of residence in the District. All necessary paperwork needs to be handed in or report cards can be withheld.

### Withdrawal

At the close of the school year or when the parent/guardian of a student withdraws he or she from enrollment in the school, all books and district property must be returned. Report Cards, transcripts or any other records will not be issued or released until all materials are returned and all financial obligations met.

## **Class Registration**

Registration times and dates for classes are publicized by the high school office prior to the start of each semester. It is the responsibility of the student to obtain official registration. Students who have a particular educational need may have their electives chosen for them. Once the registration period is over, registration or class changes are done on a space availability basis. Class changes require the approval of the principal and teacher involved.

## **High School Graduation**

It is the goal of the Frazer School District to ensure that all students are given the best opportunity to complete high school graduation and be able to make positive choices concerning career or post-secondary education.

## **High School Graduation Requirements**

The requirements for graduation shall be established by the Board of Trustees according to the requirements set forth in the Standards for Accreditation of Montana Schools. One diploma will be awarded for the general education program and the college preparatory program.

As a minimum for graduation, the general education program shall consist of **21 credits**, earned in grades 9-12:

- 4 units of English language arts;**
- 3 units of mathematics;**
- 2 units of social science**
- 2 units of science;**
- 2 units of health enhancement (health & physical education) (1 unit each year for two years);**
- 1 unit of vocational/practical arts (1 unit must be technology);**
- 1 unit of fine arts**
- 6 units of electives**

## **GRADUATION COMMENCEMENT EXERCISES**

A student's right to participate in the commencement exercises at Frazer High School is an earned privilege. As such, participation in this ceremony is reserved for those members of the graduating class who have completed all of the state and local requirements for graduation before the date of the ceremony. Students who complete their requirements after the date of commencement exercises will receive their diploma at that time.

## **Valedictorian & Salutatorian**

The Valedictorian is the student with the highest weighted grade point average. The Salutatorian is the student with the second highest weighted grade point average. To receive either of these graduation honors, students must also have attended Frazer High School for at least four (4) years, including the complete senior year, and the cumulative GPA for the student(s) must be a 3.0 or higher. Weighted grade scale computations will be based on seven semesters of grades on the transcripts and the final semester grade as it stands on the progress report of May 6th, 2024.

## **GRADING GUIDELINES**

The grading system utilized within the school district shall be uniform with regard to the scale used at grade levels. Adaptive grading may be utilized in programs which govern student achievement through the use of a written Individual Education Plan (IEP).

### **K-3<sup>rd</sup> Grades: Grading Scale**

The grading system utilized within the school district shall be uniform with regard to the scale used at grade levels. Adaptive grading may be utilized in programs which govern student achievement through the use of a written Individual Education Plan (IEP).

In Elementary K-5 passing grades are indicated by an A, P, NP, N.

A	90 - 100%	Advanced
P	80 - 89%	Proficient
NP	70 - 79%	Near Proficient
N	60 - below	Novice

### **4<sup>th</sup> -12<sup>th</sup> Grades: Grading Scale**

The following is the basic Grading Scale used throughout the 6-12<sup>th</sup> grade curriculums.

90-100	A
80-89	B
70-79	C
60-69	D
59 and below	F

#### **Standardized Grading Scale explanation**

- 1) An "A" means the student is doing outstanding work.
- 2) A "B" means the student is doing superior work
- 3) A "C" means the student is doing average work
- 4) A "D" means the student is not performing up to expectations. In most cases, a "C" could be achieved with greater effort.
- 5) An "F" means the student is not meeting expectations required to receive credit for the class.

I-Incomplete: A grade of "I" is considered "Incomplete". To be eligible to receive the grade of "I", the student must have completed seventy percent of the course work with a passing grade. An "I" will result in an "N or F" grade if course work is not completed within ten school days of the end of the quarter or semester. Extenuating circumstances are at the discretion of the administration.

## **Progress Reports**

Regular Progress Reports are an attempt by the school to keep parents informed of student academic and behavioral progress, student needs and class announcements on a regular basis. Progress Reports are due to the office by 9:00 AM on the specified dates. (Schedule will be distributed) Progress Reports will be filed with the office on the dates indicated by the master schedule and dispersed to the parents.

## **Honor Roll**

Frazer School promotes a high standard of academic achievement. Scholarship is recognized and encouraged through an academic honor roll compiled at the close of each quarter. All students with a grade

average of 3.2 or higher will be included in the school's honor roll. The following scale is used to determine grade average (GPA): 4.0=A, 3.0 = P, 2.0=NP, 1.0=N

Students with a grade point average of 3.5 to 4.0 will earn "high honors."

## EXTRA CURRICULAR K-12 ELIGIBILITY

- Students must maintain a weekly GPA of 2.0 and not be failing any classes to be eligible for participation in athletics and extracurricular activities.
- Teachers are required to post grades on **INFINITE CAMPUS** every Friday and grades will be pulled on Monday.
- All coaches or extracurricular activities advisors will be responsible for acquiring and adhering to eligibility requirements.
- Failure to comply will be placed on the ineligible list.
- If a student athlete is failing a class, that student will complete all work by attending Tutoring after school until all work is completed. All students must be passing 24 hours before an athletic event.
- Teachers will need to inform parents of pending ineligibility issues.

In addition, students will not be allowed to participate on the day of an athletic event if they have received **any unexcused** absences throughout the school day and excused absences must have school related, medical or special circumstance verification to be able to participate.

Finally, if a student has a major referral and has been placed on In-School Suspension or Out of School Suspension and it occurs at any time during the week, the student will not be allowed to participate in any athletic games, matches or events for the remainder of the week. (Remainder of the week is defined as Monday- Saturday).

Mandatory tutoring, grades K-12, may be required based on high absences, low grades, and may include classroom absences due to behavior referrals.

The eligibility policy begins on the first day of each M.H.S.A Sanctioned sport.

## **ATTENDANCE POLICY AND PROCEDURES**

Regular school attendance in school promotes student success and positively influences academic achievement. Parents and guardians provide the necessary support for student commitment to attend school regularly and therefore, will be informed of each absence. Regular school attendance is essential for the student to make the most of his or her education – to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual.

**Students are expected to attend all assigned classes each day.** Teachers shall keep a written record of absences and tardiness. Before the end of the school day, the school shall attempt to contact every parent, guardian, or custodian whose child is absent from school but who has not reported the child as absent for the school day, to determine whether the parent, guardian, or custodian is aware of the child's absence from school. An absence is defined as when a student is not physically present in class.

A TELEPHONE CALL BY 8:20 AM OR A NOTE FROM EITHER A PARENT OR GUARDIAN IS NECESSARY WHEN A STUDENT IS ABSENT OR LATE FOR ANY REASON. Calls made by 8:20am will excuse a student's tardiness. Notes must be given immediately to the attendance secretary. Teachers will have a list of admits. When a

student arrives late or after an absence, the student is required to report directly to the office for an admittance slip. All absences and tardiness will be recorded on the report card.

In order to graduate from Frazer High School, a student must complete twenty one (21) credits. Completion of a course at Frazer High School will be defined as receiving a passing grade and attendance to include not more than fourteen (14) absences per semester. This does not include absences for any, doctor and dental appointments, bereavement, and school related leave. Any absence beyond the fourteen (14) allowable absences may mean a loss of credit in those subjects missed. Students who miss 14 days or more in a semester will be recommended to attend the entire Summer School session. Students who fail to attend the entire Summer School session will be brought to the School Board for loss of credit. (Definition of this policy for students in Special Education will be determined individually and requires a parent/school meeting). After a student misses ten consecutive days the student will be put on probation.

#### Probationary Status

When a student is placed on probationary status they will still continue going to school until an Attendance Board meeting can be held. While the student is on probationary status they need to attend classes punctually and without incident. If a student does not adhere to their probationary status the student will be required to go before the school Board.

## **Absences**

- 1) Excused Absence: In order to receive an excused absence, a student's parent/guardian must contact the school secretary or attendance clerk by 8:20am on the morning of the absence to verify the reason for the absence 695-2241. If this is not possible, verification must be given to the attendance office on the day of the return or the absence will not be excused. (Excused Absences DO count against the 14 days.)
  - Illness: This is an absence involving students who stay at home due to an illness however they do not have a medical verification slip. First day is excused, any subsequent day requires a doctor's note. (The School Based Clinic provides medical evaluations/care.)
  - Cultural Activity: This is an absence involving students who are excused from school by their parent/guardian to participate in non-school related cultural/subsistence activity.

**The following absences DO NOT count against the student as long as provide proper documentation is provided:**

- School Related: This is an absence involving participation in school-sponsored activities away from school. Students under school sponsorship are automatically excused and have full make-up privileges.
- Medical Absence: Absences caused by students medical or dental treatment or emergency illnesses are considered medical absences. These absences must be verified in writing by an attending physician, physicians' assistant, nurse, or community health nurse and be provided to the building secretary or attendance clerk.
- Special Circumstances: This absence is caused by a death of an extended family member (extended family meaning): A student's parent, legal guardian, brother, sister, aunt, uncle, and grandparent. Verified special circumstances will result in excused absences and full make up privileges. Length of special circumstance absence determined at the discretion of the building principal.

(2) **Unexcused Absence:** This absence is an absence, which is not excused. For example, absences caused by truancy, skipping, or failure to verify an excused absence prior to or on the day of return and ISS or OSS are considered unexcused absences.

It is the student's responsibility to notify teachers prior to being absent. Teachers may require the work to be completed and turned in prior to departure. Students will have days equal to the number of absences to make up work upon return.

### **UNEXCUSED ABSENCES**

- 1) An unexcused absence is an absence for some other reason than specified in the Activities/Pre Planned Absence or Excused Absence sections,
- 2) or an absence for which the student did not receive prior approval from the building administrator
- 3) Refocus (In school suspension) or Out of school suspension(s).

All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and district regulations regarding corrective action or consequences. Students will be responsible for their makeup work during the absence, and their completed work will be given the same credit as a normal assignment (100% normally).

### **School Notification of Absences**

1. Parents will be notified after students have been absent for 3, 5 and 7 days. A copy of each letter will be sent to the Fort Peck Tribes Truancy Court.
2. After ten (10) absences, a certified letter will be sent, indicating the severity of the situation and explaining in detail the alternatives for non-compliance. That student, with parental accompaniment, must appear before the Frazer School Board, consisting of administration, the guidance counselor, and those teachers whose classes the student has exceeded the allowable number of absences. A copy of each letter will be sent to the Fort Peck Tribes Truancy Court.
3. After reviewing the fourteenth (14th) absence, the student may have credit/grades withheld. That student, with parental accompaniment, must appear before the Frazer School Board, consisting of administration, the guidance counselor, and those teachers whose classes the student has exceeded the allowable number of absences.

### **Attendance Board**

The Attendance Board consisting of the following personnel: Superintendent, Principal, Counselor, Teacher(s) involved in the student's education will review the absence report to determine if the student will have their attendance reviewed by the School Board for possible loss of credit. The Attendance Board can put stipulations on a student to recover days/hours missed in order to retain credit for the rest of the semester.

Decision to withhold credit is determined by the School Board if a student has more than 14 absences in the semester. If the School Board so determines, the student will return to class with the Attendance Board's stipulations. If the stipulations are violated, a loss of credit will result.

### **TARDIES**

Students are expected to be in class on time. If a student is tardy to class they must report to the office to get an admittance slip. Three (3) unexcused tardies will be equal to one (1) unexcused absence and will be treated as such in regard to imposing sanctions for failure to comply with the attendance policies and procedures.

When a student receives an unexcused tardy, they will be required to serve a 30 minute detention during their lunch period on the same day for Junior High/High School students. Elementary detentions will be 15 minutes served during the lunch recess on the same day of their unexcused tardy. Once the detention has been served, the unexcused tardy will convert to an excused tardy. Students will receive a referral for failure to serve detentions and consequences will be imposed. Parents will be notified of all infractions. (However, this policy will not apply on days there are scheduled school activities. Students are required to have NO tardies on days of scheduled school activities.)

Any student who is tardy after the attendance report has been sent to the office must stop at the office for an admit slip. Parents will be contacted if the tardiness happens frequently. All elementary students, who arrive at school after 10:00 am, will be counted absent half a day. A tardy is defined as not being present in the classroom at the start of class.

Punctuality is important to the individual student, the student's classmates, the teacher and the school. There are few, if any, acceptable reasons for tardiness. Missed rides, car problems, waking late, are not acceptable excuses for tardiness. If a parent/guardian calls the school by 8:20am, the tardy will be excused. If a student is detained by another teacher, the student must have a pass from the teacher that detained the student. The office does not issue passes unless the student is on official business in the office.

### **Attendance and Participation**

Any student who is tardy, absent the full day or any part of the day will not be eligible for participation in events/matches, games, dances/prom (participation in includes competing in, or traveling to or from any school sponsored activity or event) in a school activity or event on that day or night, or the remainder of the weekend if absences are on a Friday. (In accordance with other policies in the Handbook, excused absences must be approved by the parent and administration.) This requirement applies to school activities and events as athletes, or any extracurricular activity sponsored by the school. A student may be required to present a written statement from a doctor, dentists or other qualified medical professional indicating it is not harmful for the student to participate in the activity.

### **Pre-Arranged Absence From School**

If a student knows he/she is going to be absent from school, the student is asked to complete a pre-arranged absence form prior to the absence and the attendance clerk will mark the absence with appropriate code. Pre-arranged absences may or may not count toward the maximum 14-day absence. To check a student out from school, the parent or guardian must appear in person (no over the phone check outs). Pre-arranged forms can be picked up from the main office.

### **Skipping**

A student who is absent from his/her assigned classroom without teacher permission, within or away from the school facility will be regarded as skipping class and will receive an office referral.

## **Closed Campus**

Frazer Public Schools is a closed campus. Students are expected to remain on campus and not go outside of the boundaries of the fences surrounding the school building for the duration of the lunch period. Students must not occupy a vehicle during school hours. Students will not be permitted to leave the building without the parent/guardian's stated or written permission and permission of the school authorities. Students are not allowed to leave the school buildings or grounds at any time during school hours unless they have reported to the office, received permission from parents or guardians and have a signed permit to leave the building.

**\*\*Parents must physically come inside to check out their child/children. \*\*Phone calls for check out will no longer be permitted\*\***

Any student who leaves the school campus because of an illness or emergency during the school day and/or at lunch must have parents/guardians notify the office of the absence by phone and report to the office before the start of classes the next day.

Students are not permitted to be checked out to leave for lunch or to go to the store during lunchtimes. If this occurs students will receive a referral for leaving campus. Parents/Guardians that bring lunch to their student must bring it during lunch time to be eaten in the cafeteria. Food brought in will not be allowed in the classrooms. **Students that leave campus without permission will receive an office referral.**

## **School Dismissal**

We want all children to be safe after school. Please be prompt when picking up your child or making arrangements for their transportation.

## **School Closure:**

Should school need to be canceled all parents will be notified either by School Messenger or direct phone contact. School webpage as well as school Facebook page will be used to communicate with parents/guardians and community.

## **Weather Emergencies**

If school is canceled due to severe weather all parents will be notified through School Messenger, School webpage and Facebook page also local radio stations.

## **Fire Procedures**

**Fire:** Students will exit the building by way of the nearest designated exit. A teacher will accompany the class. Students will assemble in the playground, by class, facing away from the building. Teachers will accompany the class. Teachers will take attendance to ensure that all students are present. Students will not return to the building until the "All Clear" (green card) sign is given by Administration or Janitorial Staff.

## **Evacuation**

In the event that our building needs to be evacuated, a prearranged sheltering site (Frazer Community Hall) will be chosen. However, for security reasons, if there is a bomb threat, alternative sites will be used on a random basis.

## **Lock Down**

In the event of a lock down, **no one will be allowed to enter or leave Frazer Schools** until the crisis is called off. Signs will be placed on the exterior doors.

## **BUILDING – VISITORS AND GUESTS**

Parents/Guardians and adult community members are encouraged to visit the school. Please check in at the office. All persons entering the Frazer Schools will be considered visitors if they are not employees based at this facility. The front entrance shall be designated as the official entryway in receiving visitors/guests.

Please sign in at the front office and get a pass. All other doors/exits are to be locked during the school day. The uses of other exit doors are not to be used as entrances as they will be locked at all times. Staff family members are recommended to also abide by these recommendations and enter through the front entryway. If a parent is going to be checking out a student please stop by the front office. Parents will not be allowed to go directly to a room to check out students on their own.

## **Student Visitors**

**No outside visitors are allowed at any time.** For the safety of our students, only registered students of the Frazer School will be permitted during instructional time. **We want to do our best to limit interruptions of instruction during class/instruction time.**

## **Video Surveillance**

The district may use video equipment on school buses and at school sponsored events to safeguard District property and ensure student, staff, and visitor safety. The District may use the video for appropriate student discipline, and the recordings may become part of the student's permanent record. Recordings may be released to the proper legal authorities in compliance with appropriate state and federal laws.

## **Student/Parent Due Process**

The school district recognizes the rights of all students without regard to race, sex, religion, creed or national origin. The exercise of these rights may not interfere with the rights of others. Students/parents may present complaints to a teacher or the building Principal. Opportunities shall be provided for students/parents to exercise this right through channels established for consideration of complaints. The following student/parent appeals procedures will be provided:

- 1st- The complaint shall be brought to the attention of either a teacher, in a scheduled meeting.
- 2nd- If satisfaction is not reached the student/parent shall be referred to the Building Administrator.
- 3rd- If satisfaction is not reached at the Superintendent level the matter may be referred to the board of trustees if a violation of law or written School Board policy is alleged.

## **Student Rights and Responsibilities**

As a student in the School District it is expected that you will want to take full advantage of your right to an education. You come to school with a positive attitude to learn and to take part in school activities. An important part of your education is the right to make decisions and the responsibility to accept the results of these choices. To make you aware of your rights and responsibilities as a student this Bill of Students'

Rights and Responsibilities has been established. No student shall be deprived of the right to an equal educational opportunity in whole or in part by the Frazer School District without due process.

### **Abused and Neglected Child Reporting**

A District employee who has reasonable cause to suspect, as a result of information they receive in their professional or official capacity, that a child is abused, neglected, or subjected to sex trafficking by anyone regardless of whether the person suspected of causing the abuse, neglect, or sex trafficking is a parent or other person responsible for the child's welfare, shall report the matter promptly to the Department of Public Health and Human Services (DPHHS). Child abuse or neglect means actual physical or psychological harm to a child, substantial risk of physical or psychological harm to a child, exposure to or involvement with sex trafficking, and abandonment. This definition includes sexual abuse and sexual contact by or with a student. The obligation to report suspected child abuse or neglect also applies to actual or attempted sexual or romantic contact between a student and a staff member.

The employee shall notify the Superintendent, Principal or supervising administrator that a report has been made by the employee. An employee does not discharge the obligation to personally report to DPHHS by notifying the Superintendent, Principal, or supervising administrator.

Any District employee who fails to report a suspected case of abuse, neglect, or sex trafficking to DPHHS, or who prevents another person from doing so, may be civilly liable for the damages approximately caused by such failure or prevention, and is guilty of a misdemeanor. The employee will also be subject to disciplinary action, up to and including termination.

When a District employee makes a report, DPHHS may share information with that individual or others as permitted by law. Individuals in the District who receive information related to a report of child abuse, neglect, or sex trafficking shall maintain the confidentiality of the information.

### **Education of Homeless Children**

Every child of a homeless individual and every homeless child are entitled to equal access to the same free, appropriate public education as provided to other students. The District must assign and admit a child who is homeless to a District school regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The District may not require an out-of-District attendance agreement and tuition for a homeless child. A "homeless individual" is defined as provided in the McKinney Homeless Assistance Act.

Should a child become homeless over the course of the school year, the child must be able to remain at the school of origin, or be eligible to attend another school in the district. Homeless Students will have access to services comparable those offered to other students, including but not limited to:

1. Transportation services;
2. Educational services for which a student meets eligibility criteria (e.g., Title I);
3. Educational programs for children with disabilities and limited English proficiency;
4. Programs in vocational and technical education;
5. Programs for gifted and talented students; and
6. School nutrition program.

The Superintendent will give special attention to ensuring the enrollment and attendance of homeless children and youths not currently attending school. The Superintendent will appoint a liaison for homeless children.

#### **Equal Education and Nondiscrimination: Title IX/504**

Frazer School is committed to nondiscrimination in the provision of all educational services. An equal educational opportunity is a fundamental right under both the Frazer and United States Constitutions; it is the policy of this District to provide a learning environment free of discrimination. All students have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling services, extracurricular and other school-related activities.

Discrimination in education because of sex, race, color, creed, religion, national origin, age, physical or mental handicap, political belief, and marital or parental status is prohibited unless based upon reasonable grounds as provided by law. The District is committed to taking the appropriate and feasible remedial action necessary to eliminate existing discrimination and its effects.

Inquiries regarding discrimination or intimidation should be directed to the Frazer School Title IX/504 Compliance Officer, Reyna Monteau 406-695-2241. In compliance with federal regulations, the District will notify annually all students, parents, staff, and community members of this policy and the designated compliance officer to receive inquiries. Notification should include the name and location of the compliance officers and will be carried in all handbooks.

#### **Student Records**

The district shall maintain those student records necessary for the educational guidance and/or welfare of the students, for orderly and efficient operation of the schools and as required by law.

The District will maintain two (2) sets of school records for each student: a permanent record and a cumulative record. The permanent record shall include:

- Basic identifying information
- Academic transcripts
- Immunization records
- Attendance records

#### **The cumulative record may include:**

- Intelligence and aptitude scores
- Psychological reports
- Achievement test results
- Participation in extracurricular activities
- Teacher anecdotal records
- Verified reports/information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to the release of this record
- Disciplinary information

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

**Request to Amend Records**

*The parent of a student or an eligible student who believes that information in an education record relating to the student is inaccurate, misleading, or in violation of the student's rights of privacy, may request that the District amend the record. Such requests shall be made in writing to the superintendent or the superintendent's designee. The record amendment process is not available to request changes to substantive decisions by the district, such as student discipline decisions and grade challenges. The parent or eligible student must use the designated processes available to appeal those substantive decisions. The superintendent or the superintendent's designee shall, within a reasonable period of time following such a request, decide whether to amend the record and shall inform the parent or the eligible student in writing of its decision. If the district decides not to amend the record, it shall advise the parent or eligible student of the right to a hearing to challenge the district's decision.*

**Request for a Hearing**

*If the District decides not to amend a student record, the parent of the student or the eligible student may request a hearing. Requests for a hearing shall be made within ten (14) days after notice of the district's decision is delivered to the parent or eligible student. The request for a hearing must be in writing, and shall be made to the superintendent or the superintendent's designee.*

**Conduct of the Hearing**

*The district will hold the hearing within a reasonable time after it has received the request. The district will give the parent or eligible student notice of the date, time, and place, reasonably in advance of the hearing.*

*The hearing may be conducted by any individual, including an official of the District, who does not have a direct interest in the outcome of the hearing.*

*The parent or eligible student will have a full and fair opportunity to present evidence relevant to the issues. The parent or eligible student may, at their own expense, be assisted or represented by one or more individuals, including an attorney.*

*A written decision will be issued within a reasonable period of time after the hearing. The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.*

**Remedies**

*If, after hearing, the hearing officer determines that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the district shall amend the record.*

*If the hearing officer decides that the information contained in the record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the district shall inform the parent or eligible student. The hearing officer's decision shall be final. However, the parent or eligible student may place a statement in the record commenting on the information in dispute and/or describing why the parent or eligible student disagrees with the hearing officer's decision. This statement shall be maintained with the record as long as the district maintains the contested portion of the record. If the district discloses the record, or the contested portion of the record to any person, the statement must also be disclosed.*

*The name and address of the office that administers FERPA is:*

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW**

## ACADEMIC

### **Report Cards:**

The district shall maintain those student records necessary for the educational guidance and/or welfare of the students, for orderly and efficient operation of the schools and as required by law. All information related to individual students shall be treated in a confidential and professional manner. Students' records are the property of the district but shall be available in an orderly and timely manner to eligible students and parents at a reasonable copying cost.

1. Teachers will issue report summaries to the student's parents/guardians quarterly for 9-12 and at the end of the semester. The classroom teacher will give a copy to the parent/guardian during conferences or office personnel will mail a copy to the parent if teacher contact does not occur.
2. Parents will be kept informed during the middle of the grading period/or at the discretion of the classroom teacher on the progress of their student. Parents are encouraged to contact the school if they have any questions or concerns about their student's performance in any class.
3. Parent-teacher conferences are scheduled two times a year for the purpose of improving communication between the schools and home. During these days parents are highly encouraged to visit with the teachers of their child to discuss the child's progress in the various subject areas.
4. A parent is notified by the 3rd quarter if the teacher is considering retention. The criteria for retention include: previous retention, attendance, achievement, and student maturity. A meeting is planned between the teacher and parent to discuss the possible retention. Input from the parent, principal and teacher regarding retention is used to make a decision.
5. Any time during the 4<sup>th</sup> quarter, if student attendance and/or academics become a concern to the teacher or Administration, recommendation for retention will be brought to the school board before the new academic year begins. Parents will be notified within a reasonable amount of time to attend the board meeting.

### **Homework**

Homework assignments are meaningful extensions of classroom activity designed to help the student master skills and subject matter as well as develop responsibility and independent study skills. Homework assignments are required at all grade levels, with the frequency and duration of assignments being flexible for teachers and students depending on the developmental appropriateness of the children in each class.

### **Makeup Work**

It is the responsibility of the student to request makeup work in advance for extracurricular activities or on the day of returning to class for emergencies. Teachers will provide makeup work within 24 hours of the request. Work may be made up for all excused and school related absences , students will have the same number of days to make up the work, equal to the amount of days absent. Makeup work due to disciplinary action must be made up after the completion of the disciplinary action time is completed. Work made up during the disciplinary action time will be graded at 100 % value.

### **Cheating**

Students who cheat or help another student to cheat on an assignment, test or other required class work will receive a Zero for that assignment and will NOT be able to make up the work.

### **Tutoring**

After-school tutoring may be available Monday – Thursday in all areas.

### **PARENT-TEACHER CONFERENCES:**

Frazer School believes that the best educational result for each student occurs when all three partners are doing their best: The staff, student's parents and the student. Such a partnership requires trust and much communication between home and school. Parent-teacher conferences are scheduled two times yearly for the purpose of improving communication between the schools and home. During these days parents are highly encouraged to visit with their child's teachers to discuss the child's progress in the various subject areas; if as parents/guardians you can't make it, a visit may be scheduled with the teacher.

### **School Curriculum**

The State Standards, benchmarks, Common Core Standards along with Frazer School District adopted curriculum will guide the instruction at Frazer. Teachers will use a variety of resources and strategies to assist students in attaining mastery with the focus being in the areas of Reading, Mathematics, Writing and all other subject areas combined (K-12<sup>th</sup>). Teachers are encouraged to incorporate writing into all subject areas. \*\* Teachers are also required to incorporate the state mandated initiative Indian Education for All into their curriculum as often as possible.

### **Special Education**

Students with suspected educational disabilities and appearing to need special education services may be referred for an evaluation to determine whether the student is eligible for special education after the RTI process has been followed. Parents must provide informed, written consent for the individual evaluation. The classroom teacher and parent are part of the multidisciplinary team that determines eligibility of the student after all interventions are tried and they qualify. Once eligibility is determined, the students' strengths and needs are discussed and an individual education plan is developed. This plan is reviewed at least annually. A special education teacher is also on staff and available for consultation.

## **STUDENT OFFERINGS**

### **No Kids Go Hungry Lunch Program**

Frazer School cafeteria is meeting tough new federal nutrition standards for school meals, ensuring that meals are healthy and well-balanced and provide students all the nutrition they need to succeed at school. Breakfast and lunch are available to all students without charge. **No food is allowed out of the cafeteria.** Jump starts will be distributed by the office. Teachers are to make sure the students properly dispose of jump starts or any food.

Healthy Snacks are offered in the morning and afternoon. Elementary snacks @10:00am Jr. High – High School snacks @10:30 or the start of 3<sup>rd</sup> period. Students will clean up after themselves and properly dispose of all garbage. If it becomes an issue, snacks will no longer be distributed. Let's work together to keep our school clean.

### **FOOD/DRINK**

Students are NOT allowed to consume food in or around Frazer School during the instructional day unless provided by the school. Students ARE allowed to drink water from a water bottle only in the building. **Students ARE NOT allowed to drink coffee during the school day.**

**Please do not send or bring your children pop, coffee, energy drinks or high sugar drinks during the school day, this includes drinks that need to be 18 years old or older to be purchased (such as energy drinks or enhancement drinks). Students in grades 7-12 will be allowed to have Gatorade or Powerade during lunch time. Unhealthy snacks and drinks are not allowed in school lockers and will be confiscated. Federal regulations prohibit such products for districts operating a school lunch program.**

#### **Lost and Found**

Lost and found articles are kept in the front office. Please check with the central office if you are missing something. Any unclaimed items will be donated to our Bearcub Store.

#### **FUNDRAISING : Collection and Sales**

Any class or school-sponsored organization desiring to do fund-raising must first clear the project through the sponsor, student council, the school principal, and superintendent's office. Funds raised by each organization must be maintained in the school activity fund. No collections of any type for any purpose may be made by the students without the approval of the school.

#### **SCHOOL PROPERTY**

School Property, including but not limited to desks and lockers, are owned and controlled by the district should have no expectation of privacy in them or in any personal effects left in such areas. The district may make reasonable regulations regarding the use of such areas and may search them or any personal effects of students found in those areas without prior consent or notice to the students.

#### **Use and Care of School Property**

Students take pride in your school. If you see something happening that is inappropriate please be responsible and help correct it and/or report it immediately. If no action is taken on your part, you may be subject to disciplinary actions. Students who damage school property or equipment are required to pay in cash as restitution for the damage. Students are responsible for the proper care of all books, chromebooks, supplies and furniture supplied by the school. Vandalism or damage to school property will be referred to proper authorities. Credits and records will be withheld until the cost of the damaged or missing property is recovered. Replacement costs will be adjusted to reflect the age of the property damaged or lost.

#### **Fines**

Students will be fined for lost or damaged property. Fines will be assessed for property such as lost and/or damaged texts, **library books**, locks or athletic equipment. **Students will not participate in extracurricular activities, dances, field trips or receive grades or report cards until all fines are paid.**

#### **NURSING/MEDICAL INFORMATION**

#### **Student Immunization**

In order to safeguard the school community from the spread of certain communicable diseases, and in recognition that prevention is a means of combating the spread of disease, the School Board requires all students to present evidence of having been immunized against the following diseases: diphtheria, pertussis

(whooping cough), tetanus, poliomyelitis, measles (rubella), mumps and rubella. Pertussis immunization is not required for students who are seven years or older.

### **Administration of Medicine**

Students are not allowed to have or take their own medications at school without supervision! A student who must take prescription medicine during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container to the school nurse/school psychologist. The Principal or the District Secretary will give the medicine at the proper times if the school nurse/school psychologist is not present.

### **MEDICATIONS**

Students are not allowed to have or take their own medications at school without supervision. ***Medications that need to be given during school hours should be brought to school by the parent or responsible adult and given to the nurse.*** Before the nurse administers any prescribed or non-prescription medication to any student during school hours, the district shall have received:

1. A written statement from the student's physician, pharmacy or clinic detailing the prescribed method, amount and time schedules by which the medication is to be taken, and
2. A written statement from the student's parent/guardian requesting the district assist the student in taking medication as prescribed.

### **Accidents**

There is a possibility that a student may be injured on the campus during the school day. Report all accidents to the teacher, coach, Athletic Director, of the activity & contact Superintendent and/or the Principal at the office as soon as possible.

### **Emergency Medical Treatment**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medication, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.)

## **Student Responsibilities**

All members of the school community strive to conduct ourselves responsibly, respectfully, and honorably to accomplish the school's mission of preparing students for success in life. Conduct means behavior at school - what we say, do, and how we present ourselves. Teachers and administrators will teach students expectations for behavior in classes and throughout the school and implement Montana Behavioral Initiative (MBI) strategies to reward students for behavioral success. Guidelines for behavior management are explained in the *Administrative Support Plan*. Attendance, explained in the *Attendance Policy and Procedures* section, is a key factor in student success, however daily behavior at school is equally important. Students are responsible for acting on what they learn and know about right behavior at school. This section explains specific areas of behavior that are part of the schoolwide expectations for student behavior.

### **CLOSED CAMPUS**

Frazer Public Schools is a closed campus. Students are expected to:

- remain on campus and not go outside of the boundaries of the fences surrounding the school building for the duration of the lunch period.
- not occupy a vehicle during school hours **and must possess a valid driver's license to operate a vehicle to and from school. Principal will verify driver's licenses and will notify parent/guardian that the student will not be permitted to drive a vehicle to and from school if the driver's license is not available.**
- not leave the building without the parent/guardian/custodian's stated or written permission **and** permission of the school authorities.
- not be checked out for lunch or go to the store during lunchtime. If this occurs, the student will receive an office referral for leaving campus.
- eat lunch food delivered by parents/guardians/custodians during lunch time and in the cafeteria.
- not leave the school buildings or grounds at any time during school hours unless they have reported to the office, received permission from parents/guardians/custodians, **and** have a signed permit to leave the building. *Any student who leaves the school campus because of an illness or emergency during the school day and/or at lunch must have parents/guardians notify the office of the absence by phone and report to the office before the start of classes the next day (or upon the day returning from absence.)*

### **USE & CARE OF SCHOOL PROPERTY**

Students take pride in your school. If you see something happening that is inappropriate please be responsible and help correct it and/or report it immediately. If no action is taken on your part, you may be subject to disciplinary actions.

Students who damage school property or equipment are required to pay in cash as restitution for the damage. Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Vandalism or damage to school property will be referred to proper authorities. Credits and records will be withheld until the cost of the damaged or missing property is recovered. Replacement costs will be adjusted to reflect the age of the property damaged or lost.

### **Telephone Use**

The telephones are for school use only. Students will be allowed to use the phone in case of emergencies. Please make arrangements with your child in the morning so they know where they need to be after school. Messages will be given to students at the end of the day. Telephone calls will not be accepted in the classrooms because they disrupt classroom instruction. Students will not be permitted to leave class to make phone calls or accept phone calls (**exception: For emergencies only.**)

### **Bikers/Walkers**

Students who walk home after school should be sure to follow safety rules. Parents should be aware of where their children are after school. Students who ride bikes to school should park them in the designated area and lock them. If students ride bikes or scooters to school, they must be parked outside the school. Scooters, rollerblades, and skateboards will not be allowed inside of school buildings and are not allowed to be used on district property. These items are best left at home. No use of any of these items will be allowed until after school is dismissed for the day. Appropriate safety equipment such as helmets should be worn.

### **ACCEPTABLE USE OF ELECTRONIC NETWORK:**

Frazer School believes that a computer network offers vast, diverse, and unique resources to students, teachers and other users. The goal of the District in providing computer networks to students, teachers, and

other users including, but not limited to, administrative staff and all categories of classified employees, is to promote educational excellence, and operational efficiency in all aspects of the District by facilitating resource sharing, innovation and communication. The use of network facilities by employees, students and other users shall be consistent with the mission and curriculum adopted by the school District as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. The use of the network will be guided by the District's Acceptable Use Policy. The Acceptable Use Policy applies to the following areas: stand-alone computers, local school area networks, wide area networks, telecommunications systems, the Internet, and any other technology devices provided by Frazer School. Any student using the network system will be required to sign an AUP agreement. This agreement is in this 2023-2024 Student Handbook.

## **DRESS/ATTIRE:**

School is a very important place of work. Students should come to their place of work with neat, clean, and adequate clothing . All students will wear clothing that is conducive to an education atmosphere and is safe and weather appropriate for outside activities. If the clothing is not adequate, the student will either be sent home to change or they will be given appropriate apparel to wear for the remainder of the day. The following guidelines should be followed in determining appropriate school attire: (...and anything that creates a disturbance or interference to the educational environment).

**Unacceptable Items** The following items are **NOT acceptable** in school buildings, on school grounds, or at school activities:

1. Any shorts, dresses, or skirts shorter than mid-thigh length. (To determine mid-thigh length, student will place arms at their sides. The point in which the fingertips reach the leg is mid-thigh.)
2. Inappropriately sheer, tight, or low-cut clothing.
3. Inappropriately cut, torn or ripped pants must adhere to the mid-thigh length guidelines. The cut/torn/rip may not begin above the mid-thigh length.
4. Clothing must be worn appropriately and may not expose underwear.
5. Bandanas are not allowed to be worn of any color unless approved by Administration.
6. Hoods are **NOT** allowed to be worn inside the building at any time.
7. Blankets are **NOT** allowed at school unless approved by the Administration for special circumstances.
8. **Garments (e.g. midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, pants with rips/tears/cuts, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, upper thigh, back and chest area. Leggings and/or tights must be covered. Tank top straps must be 2' width, no spaghetti straps. Any top that exposes the stomach when arms are raised will be in violation of the dress code policy.**
9. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches or pictures which:
  - a) Refer to drugs, tobacco, alcohol, or weapons.
  - b) That are of a sexual nature
  - c) By virtue of color, arrangement, trademark or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
  - d) Are obscene, profane, vulgar, lewd, or legally libelous
  - e) Threaten the safety or welfare of any person
  - f) Promote any activity prohibited by the student Code of Conduct
  - g) Otherwise disrupt the teaching-learning process

**Exceptions: Appropriate** athletic clothing may be worn in physical education classes but students must change back into the appropriate clothing after physical education class. Clothing normally worn when participating in school-sponsored extracurricular or sports activities may be worn to school when approved by the sponsor, coach, and principal.

Hats will be permitted to be worn in class/school. However a student can lose hat privileges if the student receives behavior office referrals or if wearing the hat in class becomes a distraction or hinders the instruction of oneself or others. Hats worn will not have profane, obscene, vulgar images or language. They will also not contain drugs, alcohol or tobacco products or advertise any or such words, slogans, or pictures.

Hats should NOT be worn during honoring's, pledge of allegiance, cultural flag songs, etc.... Please NOTE: If the hats become a problem as a school, then the following hat rule will come back in affect and hats will no longer be permitted.

## **Cell Phones and Other Electronic Equipment**

Students will not be allowed to possess their cell phones in school at any time during the day. They will be asked to put their cell phones in a designated district owned locker in which they will have access to their phones at the conclusion of the day. These designated lockers will be at the front office for them to drop off daily. If students do not drop off their phones at the designated locker at the front office, the following consequences will be followed:

## **CELL PHONE CONSEQUENCES**

1<sup>st</sup> Offense-Phone will be surrendered to the office with a Lunch Detention to be served that day.

2<sup>nd</sup> Offense-Phone will need to be picked up by the parent and a meeting with the parent will need to take place also.

3<sup>rd</sup> Offense-Parent can pick up the phone at the end of 1 week.

4<sup>th</sup> Offense-Student will need to appear in front of the Frazer School Board.

**\*\*Teachers will keep a log of Cell Phone violations each period and turn them into the office weekly.**

### **DANCES**

Dances may be sponsored by various school organizations during the school year and need to be approved by the Administration prior to planning/posting. All dances need to have adequate adult chaperones, with at least three of them being school personnel. Dances are subject to school guidelines and may be canceled without sufficient student interest or due to lack of adult chaperones. ALL STUDENTS ARE TO BE PICKED UP BY PARENTS OR have made arrangements for transportsations 15 minutes after the dance ends.

All school dances are governed by the following regulations:

- 1) Dances are for Frazer School students and/or enrolled high school students from other districts (as approved by Administration), and all school rules apply.
- 2) If a student has been to the dance and leaves, he/she will not be permitted to return to the dance.
- 3) Superintendent has the discretion to deny entrance to dances based on behavior and/or attendance.

### **Formal Dance (PROM)**

- 1) Students may bring a student enrolled in high school from other districts (as approved by Administration) to attend the dance with that person. Guests must abide by all school rules as well.
- 2) Dresses must be no shorter than 3 inches above the knee, and must not bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back, and chest area.
- 3) If a student has been to the dance and leaves, he/she will not be permitted to return to the dance. Parents may be notified.
- 4) The Administration/Prom Committee has the discretion to deny entrance to dances based on behavior and/or attendance.
- 5) Prom participants must be 9<sup>th</sup> grade and higher. Lower classmen need to be invited by an upperclassman to attend.
- 6) VOTING WILL BE COMPLETED BY PROM PARTICIPANTS ONLY AND VOTES WILL BE COUNTED BY A NEUTRAL STAFF MEMBER AT or DURING PROM. (Need to be present to participate or accept Crown)
- 7) All guests must be pre-approved by the Principal. Guest forms must be filled out and deadlines will be enforced.

## Search and Seizure

Administrators or their designees may search a student and/or the student's personal effects (e.g., purses, wallets, backpacks, book bags, etc.) when they are carried by the students when there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or school rules. In addition, the reasonable grounds must be accompanied by particularized suspicion with regards to the individual to be searched. The search itself must be conducted in a manner, which is reasonably related to the objectives of the search and not excessively intrusive in light of age and gender of the student and the nature of the infraction. When feasible, the search should be conducted as follows:

- Outside the view of other students, and in the presence of a school administrator or another adult witness, and by a certified employee or administrator or the same gender if possible.
- Any action by a student who fails to cooperate with or hinders an appropriate search shall be construed as grounds for disciplinary action and may include suspension and/or recommendation for expulsion.

### School Property

School Property, including but not limited to desks and lockers, are owned and controlled by the district should have no expectation of privacy in them or in any personal effects left in such areas. The district may make reasonable regulations regarding the use of such areas and may search them or any personal effects of students found in those areas without prior consent or notice to the students.

### Seizure of Property

If a search conducted in accordance with this policy provides evidence that the student has violated or is in violation of the law or the school's rules, such evidence may be seized and impounded by administrators, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

### LOCKERS/CONTRABAND/SEARCHES

Lockers are the school's property and remain under the jurisdiction of the school. Their purpose is to store legitimate school items. The school reserves the right to inspect any and all lockers at any time. The school has and will provide a lock for the security of each locker. Locks, other than those issued by the school are not allowed and will be removed. The school is not responsible for damage or destruction of personal locks. It is the student's responsibility to keep their locker locked and secure. Searches of lockers may be conducted any time there is reasonable cause to do so with or without the permission or presence of the student.

Students and their possessions will not be searched by school officials unless there are reasonable grounds for suspecting that illegal, dangerous, disruptive, or prohibited items are present. Such items will be confiscated and the proper authorities will be notified. **To avoid theft, all lockers, including PE lockers, should remain locked at all times.** The school assumes no liability for the loss or theft of items from a student locker.

### **LOST AND FOUND ITEMS**

Please mark coats, hats, lunch boxes, etc. with your child's name. There is a lost and found box located near the office in the school building. Please check the lost and found box when your child is missing items.

### **BACKPACKS**

Students are permitted to use their backpacks as a part of school; however, students cannot carry them from class to class. Backpacks must remain in student lockers at all times unless used for PE. Backpacks are to be stored in lockers not in hallways. Backpacks in the hallways can be a serious safety concern. Failure to follow the no backpacks in classrooms can result in an office referral and students will not be allowed to bring backpacks to school for the remainder of the year.

### **SCHOOL PROCESS: A STUDENT SHALL NOT:**

Disrupt school or display any behavior, which is disruptive to the orderly process of classroom instruction. (Disrupt school shall mean use of profanity, force, noise, coercion, intimidation or other disorderly conduct on school premises, going to and from school, while riding on any school transportation, or attending or participating in any school sponsored activity while within the jurisdiction and/or supervision of the school.)

- Leave class without permission
- Initiate or participate in any unacceptable verbal and/or physical conduct.
- Violate school policies.

Minimum corrective action: Teacher – student conference

Maximum corrective action: Recommendation for Expulsion

### **FIELD TRIPS/SCHOOL SPONSORED ACTIVITIES**

Occasionally classes will leave the school building to go on field trips. A notice will be sent home with your child prior to the planned field trip. This notice will explain where the class will be going, time of departure and return, plus any additional information necessary. You will be asked to sign a permission slip, showing that you understand what the field trip involves and that you give your child permission to participate.

### **PERSON AND PROPERTY:**

#### **A STUDENT SHALL NOT:**

- Exhibit hostile, physical or verbal action against another individual.
- Engage in any behavior that would be considered sexual harassment.
- Engage in any behavior that would be considered, harassment, bullying, cyber bullying or menacing
- Fight, push, rough-house, or kick others
- Uses profane, obscene, indecent, immoral or offensive language and/or gestures.
- Cheat, plagiarize, lie, or forge any documents

- Defy the reasonable request or direction of school personnel.
- Damage, destroy or steal property belonging to the school or others while at the school or on a school sponsored activity.
- Be in possession of dangerous chemicals, i.e.; mace, pepper spray
- Operate a motor vehicle in an unsafe manner, including parking around the school. (must submit a copy of their valid driver's license)
- Exhibit any display of public affection in, or around the school campus.
- In possession of/using purchasing or selling of tobacco, electronic cigarettes, controlled substances, drugs, and alcohol
- In possession of/using weapons, fireworks, and ammunition
- Minimum corrective action: Teacher-student-parent conference
- Maximum corrective action: Recommendation for expulsion

#### **Profanity/Inappropriate Language (written, verbal or non-verbal)**

Profanity (cussing), and inappropriate language will not be acceptable and will receive a detention as consequences for each infraction reported through a referral. All teachers are required to keep a log of students who violate the profanity/inappropriate language policy. Referrals will be given as stipulated by the Profanity Log. **Any profanity towards a staff member will result in a discipline referral as a major step.**

#### **Notes/Electronic communication**

Notes or electronic communications are not to be written in class and are not to be passed or sent or received in the school setting, or on school sponsored events. Students are responsible for all content contained in a note/electronic communication. Notes/electronic communications with inappropriate communication of any kind including but not limited to language, threats, or put downs will be confiscated and turned over to the administration, and the student will receive appropriate consequences.

#### **EXTREME/MAJOR Clause**

When serious misbehavior occurs the student is sent directly to the Administrator. The Administrator will follow the steps in the Frazer School Support Plan.

Serious misbehavior includes the following:

- Fighting – the willful intent to inflict pain.
- Severe harassment or Sexual harassment
- Vandalism – destroying property.
- Overt defiance – absolute refusal to follow directions. Stopping a class from functioning.

#### **FIGHTING**

Fighting is a willful intent to harm another individual (it can be written, physical, verbal or nonverbal).

1. In our Discipline Handling Guidelines a first fight will be a level 1 offense under the extreme level of the discipline consequences.

#### **CYBERBULLYING**

All forms of harassment in cyberspace, often called cyberbullying, are unacceptable. Cyberbullying includes, but is not limited to, the following misuses of technology:

1. Electronic communication is defined by MCA 45-8-213 and includes any communication by any electronic device, including but not limited to, text messaging e-mail, or use of social networking.

2. Harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital images or website postings (including blogs and phone applications).
3. Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension or expulsion from school.
4. Individuals may also be referred to law enforcement officials.

## **ASSAULT**

Frazer School recognizes that our schools should be a safe learning environment for our staff and students to teach and learn in. The district will not allow fighting or assault on its' school campus'. A physical assault is the intentional infliction of, or an attempt to inflict a harmful or offensive touching or contact upon a person. A student shall not intentionally cause or attempt to cause physical injury to any school employee or student. Reasonable self-defense against bodily harm is not to be considered an intentional act under this rule. (Extreme Discipline Consequences). Parent/guardians and Law Enforcement will be notified when physical assault occurs.

Students who engage in any kind of physical or verbal activity which would result in or have the intent to injury will be subject to the following consequence(s):

**A student who engages in the physical assault of a staff member will not be tolerated and may be recommended for expulsion and charges will be filed with the local law enforcement.**

## **Unacceptable Behavior: Grades K-12**

Improper conduct, disrespectful behavior, bullying in any form, truancy, gang affiliation, insubordination, entering locations of school where not authorized to be, inappropriate internet use, failure to report to a teacher's detention, possession of tobacco products, PDA (public display of affection), inappropriate clothing/attire, skipping class/wandering, misuse of electronic devices during class time (including calling, texting, etc.), horseplay; (repeated truancies after counseling will be considered improper conduct due to insubordination)

## **SEXUAL HARASSMENT**

Sexual Harassment is unwanted behavior of a sexual or gender director nature. It is unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature.

## **Federal EEOC- Sexual harassment is illegal in two areas: in the workplace in the schools.**

Report all harassment and sexual harassment to the Title IX Compliance Officer. *Frazer School Title IX/504 Compliance Officer, Reyna Monteau 406-695-2241.*

# **DISCIPLINE POLICY**

To achieve the best possible learning environment for all our students, Frazer Public School rules and discipline will apply:

- 1) On the way to school, or within sight of school, on school grounds before, during or after school hours or on the way home from school.
- 2) On or off school grounds at any school sponsored activities or events.

**Refusal to Cooperate** Any student, who refuses to accept consequences for inappropriate behavior, will immediately have their parent/guardian contacted by the classroom teacher. If the parents cannot be contacted and the student has been verbally warned, the following steps will occur. Law Enforcement may be called to calm the student. If necessary, the officer will transport the student home.

## **Types of Disciplinary Action:**

**Conference** - The student and/or parent will meet with the teacher, counselor, and/or principal.

**Time Out** - Students are required to sit quietly in a designated area for an assigned period of time. The students must bring homework, if they don't, work will be assigned.

**Lunch Detention** – Students will be assigned to report to detention during the JH/HS lunch period from 12:57-1:27pm.

**Refocus Room/ ISS** - Students will be assigned to report to RR by either the Principal or Superintendent. Students will be required to complete all assignments given and behave in an orderly manner.

**Out of School Suspension** - Students will not be allowed to participate in regular school or extra-curricular activities. Including games and practices until suspension is complete. A parent or guardian MUST accompany the student to a re-admittance conference the day the suspension ends in order for that student to be allowed back in class. **In the event of a dangerous or aggravated assault, the Superintendent can suspend a student until further notice pending an expulsion review and School Board hearing.**

**Restitution** - Students will be required to restore the building or grounds to their proper condition. Students may be required to wash walls, floors, and tables, or pick up trash under adult supervision.

**Modified Education Plan** – Principal will have the option of creating a change of placement for the student.

**Expulsion** - Students are removed from the Frazer School for one semester to one full year pending the recommendation of the administration. Expulsions may also be permanent. This action requires a vote of the Board of Trustees. The Superintendent may make recommendations for expulsion in cases of severe disruption of the school process.

**Behavior Contracts** – An agreement between the student, parent/guardian and Intervention Team designed to assist the student in making appropriate choices during the school day, providing compliance to school policies and to promote academic success.

**Positive Reinforcement** – A student will be relocated one step for demonstrating good behavior within 30 calendar days. This will reward the student for making positive choices and choosing **Positive Choices**.

## **INCENTIVE PROGRAMS**

Incentive programs currently in effect along with future programs will be utilized to encourage student improvement and achievement while supporting student needs. The Bearcub Store is in place and will be utilized.

## **DETENTION**

Detention as a means of classroom management can be employed by any teacher at their discretion. This includes Lunch or after school detention. Students will be under that teacher's supervision during the time of detention.

## **BEHAVIOR CONTRACT VIOLATION:**

Behavior contract violations – if a student is placed on a behavioral or attendance contract or receiving long term assistance program or is contracted through youth services or elsewhere and violates any conditions of said contracts, shall be automatically addressed or at the administrator's discretion will be treated as a major offense which could result in recommendation for expulsion.

## **BEHAVIOR INCIDENT PROCEDURE**

When any student misbehaves beyond the scope of a teacher's discipline plan the staff member will ask the student to report directly to the school office for administrative action.

The student must promptly report to the school office detention area, sit down quietly and wait for a conference with the administration. A conference with the student will be held and the student's parent/guardian may be contacted by phone. If phone notification fails, the Administration will mail a notification letter to the parent/guardian.

**The administration will follow the discipline policy and assign an appropriate and consistent consequence. All office referrals will be logged into Silverback Milepost and Infinite Campus and or other district programs.**

## **GENERAL PLAYGROUND RULES :**

***Students in grades 7 through 12 are not allowed to play or be on the playground equipment.***

### **K-6<sup>th</sup> Grade:**

1. BE SAFE & BE A FRIEND
2. Do not climb on or over the fence.
3. Do not pick up, throw, or kick rocks. Do not throw or kick snow. If it's on the ground, leave it on the ground.
4. Use swings for swinging – do not stand on, jump off of, or twist the swings.
5. When using slides – go up the ladder and down the slide.
6. No Rough Play permitted (tackling, hitting, punching, kicking, pushing or wrestling)
7. Be a friend to others, cooperation is important during play.
8. Listen to and obey the instructions of teachers, aides, or any adult in charge of recess.
9. No walking on top of monkey bars.

## **Behavior Management Plan K- 12<sup>th</sup> Grades**

### **Rules for Classroom Management Plan:**

1. Follow Directions
2. Be on time and prepared ready to learn
3. Keep hands, feet and objects to yourself.
4. No swearing, bullying or put downs.

5. Cell Phones/electronic devices must be checked in at the beginning of class.

**Elementary (K-6<sup>th</sup>) Grade Classroom Management Consequences:**

1. Warning
2. 5-10 minute Time Out in the classroom
3. 5-10 minute Time Out in the classroom and Parent phone call home
4. Office Referral and Parent phone call home

**Jr. High (7<sup>th</sup> & 8<sup>th</sup>) Grade Classroom Management Consequences:**

1. Warning
2. 5-10 minute time out in the classroom
3. Office Referral and Parent phone call home

**High School (9<sup>th</sup> - 12<sup>th</sup>) Grade Classroom Management Consequences:**

1. Warning
2. 5-10 minute time out in the classroom
3. Office Referral and Parent phone call home

\* The Administration will investigate all incidents for validity of office referrals.

\* In the result of dangerous or aggravated severe behaviors, the Superintendent may suspend a student until further notice, pending a recommendation for expulsion.

## Frazer School Administrative Support Plan for K – 3<sup>rd</sup> grades

### **K- 3<sup>rd</sup> Grade Consequence Chart**

<u>Initial Steps</u>	
1 <sup>st</sup>	Principal conference with student Refocus Room (ISS) 15 minutes Parent Contact Principal's Option
2 <sup>nd</sup>	Principal conference with student Refocus Room (ISS) 30 minutes Parent Contact Principal's Option
3 <sup>rd</sup>	Principal conference with student Refocus Room (ISS) 45 minutes Parent Contact Principal's Option

#### **Major Steps:**

**1<sup>st</sup>**

Principal conference with student  
1 hr. -Refocus Room (ISS)  
Parent Contact  
Parent conference with Teacher  
Intervention Meeting  
Principal's Option

**2<sup>nd</sup>**

Principal conference with student  
2 hr. minute-Refocus Room (ISS)  
Parent Contact  
Parent conference with Teacher  
Intervention Meeting  
Principal's Option

**3<sup>rd</sup>**

Principal conference with student  
1/2 Day -Refocus Room (ISS)  
Parent Contact  
Parent conference with Teacher  
Intervention Meeting  
Principal's Option

**4<sup>th</sup>**

Principal conference with student  
1 Day -Refocus Room (ISS)  
Parent Contact  
Parent conference with Teacher  
Intervention Meeting  
Principal's Option

[Next Referral Move to Extreme 1](#)

## Frazer School Administrative Support Plan for 4<sup>th</sup> through 8<sup>th</sup> Grades

## 4<sup>th</sup> – 8<sup>th</sup> Grade Consequences Chart

1 <sup>st</sup>	Principal conference with student 1 hour -Refocus Room (ISS) Parent Contact Parent conference with Teacher Intervention Meeting <u>Principal's Option</u>
2 <sup>nd</sup>	Principal conference with student 2 hour -Refocus Room (ISS) Parent Contact Parent conference with Teacher Intervention Meeting <u>Principal's Option</u>
3 <sup>rd</sup>	Principal conference with student 1/2 Day -Refocus Room (ISS) Parent Contact Parent conference with Teacher Intervention Meeting <u>Principal's Option</u>
4 <sup>th</sup>	Principal conference with student 1 Day -Refocus Room (ISS) Parent Contact Parent conference with Teacher Intervention Meeting <u>Principal's Option</u>

### Major Steps:

1<sup>st</sup>

Principal conference with student  
1 hour -Refocus Room (ISS)  
Parent Contact  
Parent conference with Teacher  
Intervention Meeting  
Principal's Option

2<sup>nd</sup>

Principal conference with student  
2 hour -Refocus Room (ISS)  
Parent Contact  
Parent conference with Teacher  
Intervention Meeting  
Principal's Option

3<sup>rd</sup>

Principal conference with student  
1/2 Day -Refocus Room (ISS)  
Parent Contact  
Parent conference with Teacher  
Intervention Meeting  
Principal's Option

4<sup>th</sup>

Principal conference with student  
1 Day -Refocus Room (ISS)  
Parent Contact  
Parent conference with Teacher  
Intervention Meeting  
Principal's Option

Next Referral Move to Extreme I

**4<sup>th</sup>-8<sup>th</sup> Grades EXTREME STEPS:** Law Enforcement will be notified if appropriate on all steps. Principal Optional on all steps.

*Drugs, Controlled Substances, Alcohol, Tobacco, Weapons & Severe Behavior*

**All of the following may be progressive depending on where they start on the plan.**

**1<sup>st</sup> Extreme**

Students who are in possession of, using, or purchasing **tobacco** will begin at this step. Students **with another student** who is in possession of, using, or purchasing alcohol, controlled substances, drugs and/or drug paraphernalia will begin at this step.

Parent contact with letter home

1 full day ISS

Re-entry meeting with team

**2<sup>nd</sup> Extreme**

Parent contact with letter home

1 full days OSS

Re-entry meeting with team

**3<sup>rd</sup> Extreme**

Students who trade, buy, uses or possesses intoxicating liquor, alcohol, controlled substances, illegal drugs, other drugs and/or drug paraphernalia or substances designed to look like illegal drugs, while under the jurisdiction of the school, or who returns to school following the illegal use of the above, will result in the following actions:

Parent contact with letter home

3 full day OSS

Re-entry meeting with team

Substance abuse evaluation by the appropriate agency.

Participate in District approved Educational Program and recommendation of a treatment program.

**4<sup>th</sup> Extreme**

**Selling, dispensing, attempting to sell** intoxicating liquor, alcohol, controlled substances, illegal drugs, other drugs and/or drug paraphernalia or substances designed to look like illegal drugs.) Students who are in possession of a weapon will begin at this step.

Parent contact with letter home

4 full days OSS

Re-entry meeting with team

**5<sup>th</sup> Extreme**

Parent contact with letter home

5 full days OSS

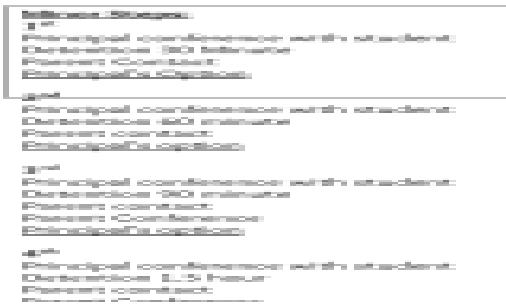
Re-entry meeting with team: Administration, Parent and Student Meeting

Referral and active participation in a district approved student education and recommendation of a treatment program at the student's/parent's expense.

May be recommended for expulsion by the Board of Trustees. This may include recommendation for expulsion for a period of not less than one (1) calendar year.

# Frazer School Administrative Support Plan for 9<sup>th</sup> through 12<sup>th</sup> Grade

## **9<sup>th</sup> – 12<sup>th</sup> Grade Consequences Chart**



### **Major Steps:**

**1<sup>st</sup>**

Principal conference with student  
2 hour -Refocus Room (ISS)  
Parent Contact  
Parent conference with Teacher  
Intervention Meeting  
Principal's Option

**2<sup>nd</sup>**

Principal conference with student  
1/2 day -Refocus Room (ISS)  
Parent Contact  
Parent conference with Teacher  
Intervention Meeting  
Principal's Option

**3<sup>rd</sup>**

Principal conference with student  
1 Day -Refocus Room (ISS)  
Parent Contact  
Parent conference with Teacher  
Intervention Meeting  
Principal's Option

**4<sup>th</sup>**

Principal conference with student  
2 Day -Refocus Room (ISS)  
Parent Contact  
Parent conference with Teacher  
Intervention Meeting  
Principal's Option

**Next Referral Move to Extreme 1**

## **9<sup>th</sup> – 12<sup>th</sup> Grades EXTREME STEPS:** Law Enforcement will be notified if appropriate on all steps

*Drugs, Controlled Substances, Alcohol, Tobacco, Weapons & Severe Behavior*

**All of the following may be progressive depending on where they start on the plan.**

### **1<sup>st</sup> Extreme**

Students who are in possession of, using, or purchasing **tobacco** will begin at this step. Students **with another student** who is in possession of, using, or purchasing alcohol, controlled substances, drugs and/or drug paraphernalia will begin at this step).

Parent contact with letter home

1 full day OSS

Re-entry meeting with team

Principal's option

### **2<sup>nd</sup> Extreme**

Parent contact with letter home

2 full days OSS

Re-entry meeting with team

Principal's option

### **3<sup>rd</sup> Extreme**

Students who trade, buy, uses or possesses intoxicating liquor, alcohol, controlled substances, illegal drugs, other drugs and/or drug paraphernalia or substances designed to look like illegal drugs, while under the jurisdiction of the school, or who returns to school following the illegal use of the above, will result in the following actions:

Parent contact with letter home

3 full days OSS

Re-entry meeting with team

Principal's option

### **4<sup>th</sup> Extreme**

Parent contact with letter home

5 full days OSS

Re-entry meeting with team

Principal's option

Administration, Parent and Student Meeting

Referral and active participation in a district approved student education and recommendation of a treatment program at the student's/parent's expense.

Intervention Team

May be recommended for expulsion by the Board of Trustees. This may include recommendation for expulsion for a period of not less than one (1) calendar year.

### **Minor Offenses:**

Some examples of minor offenses include but are not limited to: Improper conduct, disrespectful behavior, truancy, , bullying, insubordination, entering locations of school where not authorized to be, inappropriate internet use, failure to report to a teacher's detention, possession of tobacco products, PDA (public display of affection), inappropriate clothing/attire, skipping class/wandering, misuse of electronic devices/cell phones during class time (including calling, texting, etc.), horseplay; (repeated truancies after counseling will be considered improper conduct due to insubordination).

### **Major Offenses:**

Some examples of major offenses include but are not limited to: Severe or repeated Physical or Verbal Assault, Sexual Assault, Harassment, Intimidation, Bullying (encouraging, aiding, and abetting violence), Cyber-bullying, Possession of tobacco products, gang affiliation, use of pornographic websites or possession of sexually explicit material, weapons, vandalism, theft, destruction of property, possession of matches or lighters, use of permanent marker, chronic disruption, under the influence or possession of drugs and alcohol.

### **Weapons and Dangerous Instruments:**

Students shall not carry on their person, use, transmit, or possess weapons, dangerous instruments, or their look-alikes in school buildings, on school grounds, on the school transportation system or at any school related or school sponsored activity away from school (including athletic events) unless permission has been obtained from the administration. The Superintendent or designee may immediately initiate proceedings to recommend expulsion for any student in violation of this policy.

The definition of a weapon or dangerous instrument shall include, but not limited to, any pistol, revolver, rifle, shotgun, air gun, spring gun, zip gun, look-a-likes (toy guns or squirt guns), lasers, grenade, bombs or other explosives, poison, dangerous or deadly gas, slingshot, bludgeon, throwing star, brass knuckles or artificial knuckles of any kind, any knife having a blade of greater than three inches, and any knife the blades of which can be opened by a flick of a button or pressure on the handle, or any pocket knife where the blade is carried in an opened, partially opened, or closed position; and any item typically not considered a firearm, weapon or dangerous instrument but used in a physical threatening or harmful manner, including but not limited to metal combs, writing instruments and shop tools.

### **Threats:**

Bomb threats and false fire alarms are against federal law and school policy. The District will collaborate with law enforcement agencies in order to support the arrest and prosecution to the fullest extent of the law of any individual who explicitly threatens the safety of the students, staff and community. Expulsion will be recommended. Students who are in possession of a weapon will begin at this step.

### **Gun Free Schools Act**

In accordance with the provisions of the state and federal law and the Gun-Free Schools Act, any student who brings a firearm onto school property, shall be recommended for expulsion for a period of not less than one calendar year unless modified by the Frazer School Board, upon a recommendation from the District Superintendent.

## **DRUGS AND ALCOHOL POLICY**

BEHAVIORS RELATED TO DRUGS, ALCOHOL AND TOBACCO

## EXTRA CO-CURRICULAR CHEMICAL USE POLICY #3340 and #3350 (ALSO Refer to the 2023-2024 Activities Handbook)

Students participating in extra- and co-curricular activities, whether sponsored by the MHSA or not, shall not use, have possession, sell, or distribute alcohol, tobacco, controlled substances or illegal drugs or abuse prescription or non-prescription drugs during their extracurricular seasons. These rules are in effect twenty-four hours a day. If a student receives an IP or is seen using tobacco, alcohol, illicit drugs or controlled substances the student will forfeit the privilege of participating.

It shall be a violation of these rules for a student to be found to have used, possessing or purchased alcohol, controlled substance and/or other drugs during a sport/club or athletic season in which they are participating.

It shall also be a violation of these rules for a student to be found to have been knowingly or voluntarily in a situation where alcohol and/or drugs were being used and not to have removed himself/herself from the situation. It shall also be a violation for the student to have facilitated the use of the alcohol and/or other drugs. The Administration shall use reasonable discretion in determining whether a student violated this rule by attendance at public functions where alcohol is being served and at private events or celebrations where alcohol is being consumed by adults.

Activities (sports/club) participants found in violation of the alcohol, drug, controlled substances or tobacco provision of these rules at a school-sponsored event will also be subject to standard school disciplinary consequences concerning drugs and alcohol as outlined in the Frazer Schools Student Handbook. School sponsored events means participation in, as well as, travel to and from the event.

### **DISCIPLINARY CONSEQUENCES**

On having been found to have violated this provision related to alcohol, drugs, controlled substances or tobacco, the following actions shall be taken:

#### **Procedure:**

1. Upon receipt of demonstrating a violation, the student and his/her parent or guardian will be called in to meet with the Administration designee and Activities Director to be advised of the violation and to allow the student the opportunity to respond. Although the District will attempt to contact parents or guardians to request their attendance at the meeting, the meeting between the student and administrators shall be conducted in their absence.
2. Based on the results of the meeting conducted under Section (2) above, the Administrative designee and Student Activities Director will determine whether the student activity participant will be subject to further consequences if, based on the discussions held at the meeting, the administrators have determined that there has been a violation of this rule.
3. The Administrative designee and Student Activities Director will notify the superintendent of the results of the meeting and of their determination as called for. If the administrators have determined that the student

will be subject to consequences, the Superintendent shall make a recommendation to the Board of Trustees that the student activity participant be suspended from all further participation in activities for the remainder of the current season. The student activity participant will continue to be allowed to attend and participate in practice activities pending the Board's consideration of the superintendent's recommendation, but will be suspended from any traveling and/or competition with respect to the activity.

4. The Board of Trustees shall consider and act upon any recommendation made by the superintendent under Section (4) above. If the Board of Trustees determines that has been a violation of this rule, the student activity participant will be subject to the following consequences:
  - (a) Suspension from participation in all student activities (including, travel and competition) for the remainder of the time allotted by the penalties as described below.
5. **All students who participate in extracurricular activities will be subject to an initial and/or urinalysis test at such time deemed appropriate and random after the tenth practice day in their specific activity.**

- **Random urinalysis will be administered throughout the course of the school year for all participants in any Extracurricular Activities.**

Any new students who arrive after the beginning of an activity and want to participate in an extra-curricular activity must have a urinalysis before participation. Infractions are cumulative throughout graduation beginning with grade 8 (if they participate in a high school activity), and a student will move through the rehabilitation steps/consequences based on their cumulative record.

## **“PENALTIES”**

### **CONSEQUENCES:**

- **FIRST OFFENSE: (REHABILITATIVE STEPS) (STEP 1)**
  - The students will immediately be referred to the Insight program. The student must complete the program in an acceptable manner, as determined by the group facilitators. These counseling sessions must be a minimum of at least 3 sessions and be completed before an athlete can participate. Documentation will be provided to the Athletic Director and Administration. Failure to complete the program in an acceptable manner will result in the student(s) being referred to Consequence Step 2.
  - (STEP 2) The student will complete a chemical dependency evaluation and follow the recommended steps outlined following the completion of the evaluation.

### **CONSEQUENCES:**

- **The student will be ineligible for a minimum of 10 days. The students will not be allowed to participate in games/matches or events during the time of ineligibility.**

Students can participate in the practice only. Students are not allowed to ride the team bus or go on any extracurricular activities.

- **SECOND OFFENSE: (REHABILITATIVE STEPS) (STEP 2)**
  - (1) If the student refuses to complete the chemical dependency evaluation, or did not successfully complete the Insight program the student will become eligible at the end of a three week period of ineligibility.
  - (2) If the Student was evaluated during the first offense and successfully completed the prescribed plan of assistance, further assessment must be done to address the needs of the student.
- (3) The students will immediately be referred to the Insight program. The student must complete the program in an acceptable manner, as determined by the group facilitators. These counseling sessions must be a minimum of at least 6 sessions and be completed before an athlete can participate. Failure to complete the program in an acceptable manner will result in the student(s) being referred to Consequence Step 3.

**CONSEQUENCES:**

- (1) **The student will be ineligible for a minimum of six weeks (30 school days). The students will not be allowed to participate in games/matches or events during the time of ineligibility.** Students can participate in the practice only. Students are not allowed to ride the team bus or go on any extracurricular activities.
- (2) If the student refuses the evaluation or further assessment he/she will be ineligible for a period of not less than 90 school days. (A school day is defined in which school is in session.) Under no circumstance will the student be able to participate in any activities until such time as he/she has completed the chemical dependency evaluation and is successfully participating in a prescribed plan of assistance.
- (3) If the student agrees to the evaluation and the prescribed plan of assistance, he/she will become eligible at the end of the six weeks.
- (4) **The student must complete a urinalysis before participation. If the student tests positive, the student will move to step three of violation of participation rules.**
- (5) Students MAY letter in a specific activity if the requirements are fulfilled.

- **THIRD OFFENSE: (STEP 3)**

- (1) The student will be immediately removed from all activities for a period of **ONE FULL YEAR** from the date of infraction. The student will NOT be allowed to practice or participate during that time of ineligibility.
- (2) If the student refuses the evaluation or further assessment he/she will be ineligible for the remainder of their High School career. Under NO circumstances will the student be allowed to participate in any activities until such time as he/she has completed the chemical dependency evaluation and is successfully participating in a prescribed plan of assistance
- (3) If the student agrees to the evaluation and the prescribed plan of assistance, he/she will become eligible at the end of one calendar year suspension.
- (4) The student must complete a urinalysis before participation. If the student tests positive, the student will not move to step 4 of violation of participation rules.
- (5) The students will NOT write regardless of fulfilling obligations to specific activities.

- **FOURTH OFFENSE: (STEP 4)The student will NOT be eligible to participate in ANY extra-curricular activity for the remainder of their high school career.**

In accordance with the provisions of the state and federal law and the GUN FREE SCHOOLS ACT any student who brings a firearm onto school property, except as provided below, shall be recommended for expulsion for a period of not less than one calendar year unless modified by the School Board, upon a recommendation from the District Superintendent.

**Bullying/Harassment/Intimidation/Hazing/Sexual Harassment:**

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Individuals may also be referred to law enforcement officials.

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 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.

**Law Enforcement/Social Services**

**Questioning Students-The district is obligated to cooperate with law enforcement or other lawful authorities in connection with the performance of their official duties. When the Law Enforcement or other lawful authorities wish to question or interview a student at school, the following steps will be taken:**

- The principal will verify and document the identity of the official, will request an explanation of the need to question or interview the student, and will document that explanation.
- The principal will attempt to notify the parent/guardian prior to the interview, unless the law enforcement official or other authority objects to such action. In that event, the principal will document the specific basis for the objection.
- The principal will be present for the interview, unless the law enforcement official or other authority objects to the principal's presence. In that event, the principal will document the specific basis for the objection.
- **Requests to Take Students Into Custody**

The district is obligated to cooperate with Law Enforcement or other lawful authorities in connection with the performance of their official duties, including actions to take a student into legal custody under the following circumstances:

- To comply with an order of the juvenile court;
- To comply with the laws of arrest
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision;
- By a probation officer if there is probable cause to believe the student has violated a condition of probation;
- To comply with any other properly issued directive to take a student into custody;
- By an authorized representative of the Department of the Public Health and Human Services, a law enforcement officer, a juvenile probation officer, social worker, child services or other lawful authority, without a court order, under the standards set forth in state or federal law relating to the student's physical health or safety.

Before a student is released into the custody of a law enforcement officer or other lawful authority, the principal will contact the superintendent. The principal will also verify and document the identity of the official, will request documentation of and/or an explanation of the basis for the request to take the student into custody, and will retain a record of that documentation and/or explanation.

The principal will attempt to notify the parent/guardian of the request to take the student into custody, unless the officer or other lawful authority objects to such notification. Because the district does not have the authority to prevent or delay a custody action, such notification may not occur until after the student is taken into custody.

### **TRAFFIC SAFETY (For Everyone)**

When driving on school grounds please drive at a speed that is safe and watch for children. Students may be dropped off at the entrance to the school, but vehicles should not be parked in front of the school, on sidewalks, on designated handicap areas (unless you have a visible permit stating handicap), or in the playground areas. **NO VEHICLE SHOULD BE LEFT RUNNING UNATTENDED BY THE DRIVER.**

### **STUDENT VEHICLES**

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so, with or without the student's permission or presence. Students have full responsibility for the security of their vehicles. Any prohibited objects or substances such as, but not limited to, weapons, alcohol, or illegal drugs will leave the student subject to the consequences described in this handbook for these infractions. **In order to drive, students must have a valid driver's license on file in the high school office, this includes parking on school property. Students who are seen driving without a valid driver's license will be reported to the police.** State law requires all vehicles be properly insured.

\*\*\*\*\***Important Note to Parents and ALL Drivers:** Federal law prohibits guns on school property, including the parking lot. Please be certain when you drive to school to visit or pick up your children that there are no guns or other weapons in your vehicle. This includes hunting rifles and b-b guns.\*\*\*\*\*

## **School Transportation Guidelines**

### **Bus Safety Policy/and Transportation:**

All students who ride any school district bus are subject to the following regulations. You must be seated and remain in your seat while the bus is in motion. Heads and arms must be kept in the bus at all times. boisterous conduct will not be permitted. Conduct that might interfere with the proper operation of the bus will not be allowed. The bus driver is in complete charge of the school bus. Persons failing to meet the standards may be denied the right to use school transportation.

Please have your child at the bus stop in the morning before regular pick-up time and waiting at bus stop for drop-off after school. All students are required to practice good safety and good citizenship while riding buses and waiting at a designated bus stop. Standards for safe, courteous conduct will be in effect beginning the first day of school. It is essential that bus riders cooperate and adhere to the bus regulations.

Busing to and from school is a privilege provided to students in grades K-12 beginning on the first day of school. A permanent bus plan, including one morning pick up and one afternoon drop off location will be established.

### **Rules at the Bus Stop**

1. Be on time and wait for the bus.
2. Stay out of the road while waiting for a bus.

3. Do not participate in horseplay or destroy surrounding property.
4. Wait for the school bus to come to a complete stop before attempting to board the bus.
5. Do not run toward the bus in an effort to be the first to board the bus.
6. Do not cross the street at the bus stop until traffic has stopped for flashing red lights.
7. Board the bus only at the school of attendance.

### **While Riding the School Bus**

1. Follow directions of the driver the first time given.
2. Students may be assigned a seat and held responsible for the seat.
3. Go directly to the assigned or available seat upon entering the bus.
4. Remain seated and keep aisles and exits clear.
5. Observe classroom conduct while on the bus.
6. Refrain from throwing or passing objects on, from or into the bus.
7. Do not extend arms or head out of bus windows at any time.
8. Do not get on or off, or move about the bus while it is in motion.
9. Refrain from using profane language or obscene gestures on the bus.
10. There will be no tobacco products, alcohol or drugs allowed on the bus.
11. Students will not board or depart the bus at a stop other than their own without written permission.
12. Do not eat food or drink beverages on the bus unless permitted to by the driver.
13. Do not exit from the emergency door unless a bona fide emergency exists.
14. Students who are not regular riders must have written permission to ride.
15. Animals, firearms, weapons, insects, bottles, balloons or any other potentially hazardous materials will not be permitted on the bus.
16. Refrain from hitching rides via the rear bumper or other parts of the bus

### **Leaving the School Bus**

- Do not run or push while unloading from the bus.
- When crossing in front of the bus, always watch for the driver to give the "all clear" signal before crossing.
- Students should go directly from their bus stop to their homes.

### **Violation of School Bus Rules**

***Failure to follow the rules on the bus will result in the following consequences:***

1. The student will be given a verbal warning to stop the behavior.
2. If the behavior continues, the driver will ask the student to change seat positions at the next bus stop or pull the bus over in a safe place and require the student to change to a different seat for the remainder of the ride.
3. If the driver must change a student's seat position more than once, a seat assignment will be given to the student for a period of 5 bus days. (Bus days are defined as days in which the student actually rides the bus).
4. If behavior persists, students will be suspended from riding the bus for a period of 5 bus days. Bus Driver or Bus Helper will write an Office Referral for misbehavior on the bus.

### **Major Offenses of Misbehavior on BUS**

Bullying & harassment will result in an automatic 1 day suspension from the bus. In addition a referral will be made to the school principal and considered a violation of school rules with accompanying school consequences.

Fighting and sexual harassment will result in a 3 day suspension from the bus. In addition a referral will be made to the school principal and/or Title IX coordinator, Principal Reyna Monteau and considered a violation of school rules with accompanying school consequences.

### **Parent/Guardian Responsibilities**

Your support and assistance may prevent an accident

- Understand and support bus regulations for the safety of your child.
- Be certain your student understands and follows bus regulations.
- Teach your students proper procedures for crossing roadways.
- Support procedures for emergency evacuation as prescribed by state and school officials.
- Teach your child to respect the rights and privileges of others.
- Report safety concerns to school administrators.

**This signature page must be returned by September 19, 2024 to the front office.**

**Frazer Public Schools**

**K – 12<sup>th</sup> GRADE STUDENT AND PARENT HANDBOOK**

**RECEIPT FORM**

**2024-2025**

I acknowledge that I have received a copy of the Frazer School Student Handbook. I understand that the policies and practices contained in this handbook govern student behavior at Frazer, Montana.

Student's Name \_\_\_\_\_

Date \_\_\_\_\_

I acknowledge that I have received a copy of the Frazer School Student Handbook. I understand that the policies and practices contained in this handbook govern student behavior at Frazer Schools. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook.

Parent's or Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_

**PARENT-STUDENT-SCHOOL COMPACT FRAZER SCHOOL**

It is the vision of Frazer School to foster unity of school and community spirit, celebrate our past, experience the present, and prepare for a future of respect for individual dignity, success, honor, and pride.

It is our mission that education in Frazer School will provide an educational environment that prepares students to be successful, respectful, confident, skilled learners and responsible contributing citizens within the local culture and universal society. Our school district is a school wide Title I school; our goal is to help all students achieve high standards. All parents want a quality education for their children so that their children may reach their highest potential.

**As a school we promise to:**

- Show that we respect each child as an individual and respect and enhance the unique culture of each child
- Provide high-quality curriculum and instruction in a supportive and effective learning environment
- Provide quality instruction that meets the State's academic achievement standards
- Provide an intellectually stimulating curriculum that reflects and preserves the cultural integrity of the people by demonstrating high expectations of all children
- Communicate with and involve families in the education process by holding parent/teacher conferences at least twice each year
- Foster a positive working relationship with the Frazer School, the community and other education agencies

**As a caring, supportive adult I promise to:**

- Provide a safe, nurturing home environment conducive to learning
- Have high expectations of my child by making sure he/she is at school, on time everyday
- Encourage a positive attitude toward school and teach my child respect
- Communicate regularly with my child's teacher and volunteer in my child's classroom
- Actively promote literacy in my home by monitoring how much television my child is watching
- Encourage my child to 'try hard' and have my child do nightly homework

Parent/Caring Adult: \_\_\_\_\_

**As a student, I promise to:**

- Show respect for myself other students and all adults
- Attend school regularly and be on time
- Be responsible for my own actions and do my part to make school a safe place
- Read at home and get homework done
- Respect the grounds and property of my school, realizing that I share it with others

Student: \_\_\_\_\_