

Frazer Schools

Staff Handbook

Policies & Procedures



2024-2025

Mato Chinjabi Tiyadi

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VISION, MISSION AND BELIEF STATEMENTS

FRAZER PUBLIC SCHOOLS



VISION:

Bearcub Pride, Tradition, and Academic Excellence.

Agishaza, Nakon Wichocagi, Wuspey, Hinkna, Snokyabi Washetgina.

MISSION:

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.

WE BELIEVE:

- All students deserve teachers and staff who thrive on student success.
- Each student will have fair and equitable opportunity for quality instruction and academic success.
- All students learn when their individual needs are met through a personalized school experience.
- All students and staff learn and work best in a safe, secure, and nurturing environment.
- Highly skilled and committed personnel are our greatest asset.
- Quality education is a partnership of students, staff, family, and community engagement.
- Dedication to acknowledging, affirming, and including diversity enriches the educational experiences for all.
- District resources, programs and staff are flexible, adaptable and provide choice to meet the changing needs of all students.
- A well-educated community is the foundation of our democracy.
- District resources and staff are public assets requiring responsible stewardship and community involvement.
- All Students will graduate college, career and citizenship ready.

CONTACT INFORMATION

Address: 325 6th Street, Frazer, MT 59225
Phone: 406-695-2241 / 406-695-2242
Fax: 406-695-2243
Website: <https://frazer.k12.mt.us/>
Facebook: <https://www.facebook.com/frazerschools>

WELCOME

We welcome you as an employee of the Frazer Public Schools. As reflected in our mission statement, we take our commitment to serving the future of our society—our children—very seriously.

The work you perform as an employee is ultimately for the purpose of serving the students of the District. You have a valuable role in making the District an effective and efficient organization that educates and serves our students. We wish you success and happiness in your position with the District.

PREFACE

This handbook is intended as a method of communicating to all Frazer Public Schools staff regarding general District information, rules, and regulations.

Because this handbook is a general source of information, it is not intended to be, and should not be interpreted as, a contract. It is **not** an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedures, the policies or procedures govern. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information.

Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities.

Although every effort will be made to update the handbook on a timely basis, the District reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by law. The District reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time. The District reserves the right to not change Handbook and carry-over provisions from year to year as allowed by law and policy.

THE BOARD OF TRUSTEES

The Board of Trustees is composed of five elected officials who serve as the governing body for the District. They establish the broad operating policies under which the District functions, drawing on the counsel and advice of the District's chief administrator, the Superintendent of Schools.

Administration of the District's operations is delegated by the Board of Trustees to the Superintendent of Schools. The Superintendent is assisted in this task by a staff of District educational, business, and financial administrators; managers; supervisors; professionals; and others in a variety of areas.

The Board of Trustees meet the 2nd Monday most months of the year. A listing of meetings, agendas and minutes can be found at this website: <https://frazer.k12.mt.us>

BOARD PERSONNEL GOAL

The Board believes that highly skilled and committed personnel are the District's greatest asset. Therefore, the District will provide leadership in human resource and personnel practices that make the District the employer of choice in Montana. The Board seeks always to employ highly qualified individuals for all positions in the District.

DISTRICT AND PERSONAL PROPERTY

All Frazer Public Schools staff are encouraged to exercise continuous and vigilant care of all district-owned property. Incidents of theft or willful destruction of district property through vandalism or malicious mischief should be reported immediately to the building principal.

It is your responsibility to ensure that your handbag, wallet, and other personal property are kept in a safe place. The District shall not assume responsibility for the maintenance, repair or replacement of any privately-owned property brought to a school or District function unless the use or presence of such property has been specifically requested in writing by the Superintendent.

GENERAL EXPECTATIONS

- Always be prompt both in reporting for work and in completing assigned tasks. If an emergency makes it necessary for you to be late to work or leave early from work, notify or ask your supervisor for permission as soon as possible.
- Establish a good attendance record. Only be absent from work when it is absolutely necessary or when you are on a pre-approved leave.
- Courtesy and cooperation are two basic elements of success in your job and every job in the District. Be courteous and cooperative with the public, fellow workers, prospective employees, teachers, students, and parents who are all a part of the District you serve.
- Maintain open lines of communication. If any instructions given by your supervisor are not clear, ask for further explanation to make certain that you understand exactly what is expected of you.
- Try to be as clear and concise as possible when explaining matters to the public and to your fellow employees. Use language that can be understood by everyone and avoid using slang or jargon.

- Always try to work carefully. Mistakes can be costly and at times, dangerous. If you make a mistake, be sure to find out exactly what happened and how to avoid making the same mistake again. Notify your supervisor of the mistake.
- Remember to keep all District business confidential. While many things that happen at the District are a matter of public record, releasing information about them is the responsibility of specific offices and individuals. Refer any unusual requests for information to the appropriate authority.
- Dress appropriately for your type of work. Maintain a well-groomed, modest, clean, neat, and business-like appearance at all times. Remember, you are representing the District to students and the public.
- Frazer Public Schools believes that employees' concerns are usually most effectively addressed at the lowest possible level within the organization. Therefore, employees are ordinarily expected to address issues and concerns with their immediate supervisor first. If the issue cannot be resolved at that level, the employee should move to the next level within that employee's chain-of-command.

PROFESSIONALISM

DRESS/ATTIRE

All Frazer Public Schools staff are expected to be neat, clean, and to wear appropriate dress for work that is modest, in good taste and suitable for the job at hand. Dress/Attire should be appropriate to one's professional standing as a school staff member. Staff function as role models for students at all times, clothing should be neat, clean, in repair and make a symbolic statement regarding the staff person's status as a role model in the community. Choose to wear clothing that models the respect you have for education and the educational process.

Casual dress is permissible on Fridays only. A "Jeans Day Fund" has been set up to fund scholarships for graduating students. A \$1 contribution from staff on Fridays for the Jeans Day Fund will be greatly appreciated. All individuals who donate to the Jeans Day Fund will be included in the decision to award the student scholarship at the end of the school year.

GROOMING

Good personal hygiene is essential and required for all staff members to attend work. Odors, including body odors, that are strong and offensive to the senses of staff and/or students will be addressed and will require immediate correction. Failure to correct a personal hygiene issue that is noticeable by students or staff may result in administrative action, including being sent home until such issue is corrected.

PERSONAL CONDUCT

All Frazer School District staff have a professional responsibility to protect a pupil's health, safety and welfare. All school staff members have the public's trust and confidence to protect the well-being of all pupils in the District. To that end, all school staff are held to the highest level of professional responsibility in their conduct. Inappropriate conduct and conduct unbecoming a school staff member will not be tolerated. A staff member's conduct will be held to the professional standards established by the Montana Board of Education.

Administrators and supervisors may set forth specific rules and regulations governing an employee's conduct on the job within a particular building. Classified Employees are required to report to their building principal any

possible violations of this policy. In the event the report alleges conduct by the building principal, the Classified Employee may report directly to the District Office Administration.

Inappropriate conduct, including conduct of a sexual nature, will be subject to immediate disciplinary action, including termination.

ETHICS

School staff will work together to create a learning environment that is free from distractions, personal concerns, and biases. Teachers will enter their classroom sites prepared to teach. Family and personal concerns will not be allowed to interrupt or influence the school environment unless there is an emergency.

CONFIDENTIALITY

Student performance, records, problems, discipline, etc. are confidential and not matters of public discussion or debate. Staff are prohibited from sharing confidential, casual, or non-essential information regarding students with any unauthorized persons. Confidential information can be shared staff to staff with the purpose of the discussion being the betterment of the education of the student or for sharing ideas on how to better serve a particular student's needs. When discussing a student, do so in a private setting where you will not be overheard and/or misunderstood. All staff or support staff must sign a confidentiality form located at the end of this staff handbook.

PROFESSIONAL COURTESY

Be professional in your words and actions concerning students, parents, staff, etc. This also pertains to social media. Talk about them and our school in constructive ways and seek to be part of a solution and the continued improvement of our school. Come to work ready to help one another to the best of your ability. If parents or others bring a concern to you, direct them to the appropriate person. Please make an extra effort to avoid discussing negative issues about other staff members, school board members, parents or students with community members. If they have complaints, redirect their comments and help them find a resolution through the proper channels.

Creating a hostile work environment through failure to observe proper professional courtesy protocol; failing to follow the proper chain of command, intimidation, or any series of actions that results in substantial staff discord will result in appropriate disciplinary action.

SOCIAL MEDIA

All employees will refrain from posting on social media, including but not limited to Facebook, Twitter, Snapchat, and Instagram during work hours. **Posting on social media, messaging on social media, or calling on social media is strictly prohibited during the work day. Be mindful of what you are posting, confidentiality is taken very seriously in the Frazer School District.**

PROFESSIONAL BOUNDARIES

Staff members must maintain professional boundaries with students at all times.

Boundaries Defined

This policy is intended as a guide to all School faculty and staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of school employees and to specify boundaries between students and staff. The term “Boundaries” is defined as acceptable professional behavior by employees while interacting with a student. Trespassing beyond the Boundaries of a student/teacher or student/educator relationship is deemed an abuse of power and a betrayal of public trust

Unacceptable and Acceptable Behavior

Some activities may seem innocent from an employee’s perspective, but some of these can be perceived as flirtation or sexual insinuation from a student or parental point of view. The purpose of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between employees and students but to prevent relationships that could lead to, or may be perceived as, misconduct.

Employees must understand responsibilities for ensuring that employees do not cross the Boundaries. Disagreeing with the wording or intent of the established Boundaries will be considered irrelevant for any required disciplinary purposes. Thus, it is critical that all employees study this policy thoroughly and apply its spirit and intent in daily activities. Although sincere, professional interaction with students fosters the charter mission of academic excellence, employee-student interaction has Boundaries regarding the activities, locations, and intentions.

Unacceptable Behavior

The following is an illustrative list of unacceptable behavior, which includes but is not limited to:

- Remarks about the physical attributes or physiological development of anyone.
- Excessive attention toward a particular student.
- Sending emails, text messages, instant messages, social media messages, or letters to students if the content is not about School activities and not in accordance with applicable School policies or in violation of the School’s Social Media Policy.
- Communicating with students or parents/guardians in violation of the School’s Social Media Policy.
- Engaging in inappropriate and/or unprofessional communications.
- Using profanity with or to a student.
- Involving students in non-educational or non-school related issues, including, but not limited to, the employee’s employment issues.
- Unfit for service, including the inability to appropriately instruct or associate with students.

Acceptable Behavior

The following is an illustrative list of acceptable and recommended behavior, which includes, but is not limited to:

- Obtaining parents’ written consent for any after-school activity on or off campus (exclusive of tutorials).
- Obtaining formal approval (School and parental) to take students off School property for activities such as field trips or competitions.
- E-mails, text messages, phone conversations, and other communications to and with students must be professional and pertain to School activities or Classes.
- Keeping the door open when alone with a student.

- Keeping reasonable space between the employee and the students.
- Stopping and correcting students if students cross the employee's own personal boundaries.
- Keeping parents informed when a significant issue develops regarding a Student.
- Seeking advice from senior staff (such as administrators, managers) if an employee finds himself or herself in a difficult situation related to Boundaries.
- Involving an employee's supervisor if conflict arises with a student.
- Informing the Superintendent/Executive Director about situations that have the potential to become more severe.
- Making detailed notes about an incident that could evolve into a more serious situation later.
- Recognizing the responsibility to stop unacceptable behavior of students and/or coworkers.
- Asking another adult to be present if an employee will be alone with any Student.
- Giving students praise and recognition without touching them in questionable areas; giving appropriate pats on the back, high fives, and handshakes.
- Keeping professional conduct a high priority during all moments of student Contact.

Reporting Violations

When any employee reasonably suspects or believes that another staff member may have violated the items specified in this policy, he or she must immediately report the matter to the Superintendent. All reports shall be kept as confidential as possible. Prompt reporting is essential to protect students, the suspected employee, any witnesses, and the School as a whole. Employees must also report to the administration any awareness of, or concern about, student behavior that crosses boundaries or any situation in which a student appears to be at risk for sexual abuse.

Investigating

The Superintendent/Executive Director will promptly investigate any allegation of a violation of the Employee-Student Relations Policy, using such support staff or outside assistance deemed necessary and appropriate under the circumstances.

Violations

Violations of this policy may result in disciplinary action, up to and including termination. When appropriate, violations of this policy may also be reported to authorities for potential legal action.

CHAIN OF COMMAND

Frazer Public Schools believes that employees' concerns are usually most effectively addressed at the lowest possible level within the organization. Therefore, employees are ordinarily expected to address issues and concerns with their immediate supervisor first. If the issue cannot be resolved at that level, the employee should move to the next level within that employee's chain-of-command.

If you have an issue of concern, please talk to the person in question first, if nothing is solved, go to the Principal. If the matter still cannot be resolved, then you can present the problem to the Superintendent.

The chain of command must be followed. Failure to follow the chain of command may result in administrative action.

Please make every effort to be a positive member of the staff and refrain from going to community and board members with negative reports about the school, especially if you haven't communicated your concerns first with the appropriate

individual first. Staff may also bring forth their concerns and/or solutions to a union representative and have them talk to the appropriate people on your behalf if the need arises.

Chain of Command

1. On matters involving Curriculum and Instruction
 - a. Classroom Teacher
 - b. Dean of Students
 - c. Principal
 - d. Superintendent
 - e. School Board
2. On matters involving Athletics
 - a. Coach
 - b. Activities Director
 - c. Principal
 - d. Superintendent
 - e. School Board
3. On matters involving Student Discipline
 - a. Classroom Teacher
 - b. Dean of Students
 - c. Principal
 - d. Superintendent
 - e. School Board
4. On matters involving Facilities/Grounds/Buildings
 - a. Superintendent
 - b. School Board
5. On matters involving Transportation
 - a. Bus Driver
 - b. Clerk
 - c. Superintendent
 - d. School Board

ASSIGNED DUTY

All certified staff may be asked to supervise gym/bus/playground/tutoring/cafeteria/detention on a rotating basis. Classified staff will be expected to monitor students from 8:00 a.m. until after the bus leaves and all students exit the building.

MORNING DUTY

- A. No students are to be in the school building outside of the regular hours without proper supervision unless detained by the teacher or office.
- B. **Some morning duty may begin at 7:45 A.M. for paraprofessionals**, in the Cafeteria and outside. Earlier times may start due to BUS DUTY if needed. This will be covered by paraprofessionals. Certified staff begins at 8:00 A.M.

LUNCH/BREAKS

Lunch and other breaks are not to be taken in offices, classrooms, or any place where other employees are working. Lunch and breakfast must be eaten in the cafeteria. K-6 teachers will eat lunch in the cafeteria with their students each day. Employees may leave campus during their 30-minute duty free lunch break. Staff members are not to leave campus at any other time without prior permission from the Superintendent or Principal. Your planning time is strictly for planning purposes; please make arrangements for personal business before or after school, or during your scheduled lunch. Classified staff need to make administration aware of your scheduled break times.

BUILDING VISITORS/GUESTS

All persons entering the Frazer Public 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; all other doors/exits are to be locked during the school day. Staff family members are recommended to also abide by these recommendations and enter through the front entryway. When entering the building visitors will be asked to sign in and get a visitor pass.

CLASSROOM MANAGEMENT

It is a primary duty of the teacher to manage their classroom. The strength of any classroom management plan is the consistent presentation of quality instruction effectively utilizing maximum time on task. This creates a strong stable learning environment designed with success for all students in mind. A structured, consistent, discipline plan is the key in such a learning environment and must be utilized in each classroom site. Behavioral expectations will be clearly stated, followed and posted. Specific classroom procedures and routines will be written in a positive manner and recognition/consequences for rule compliance and rule infractions. When dealing with students please make every effort to be positive. You are the professional and responsible for maintaining a positive comfortable learning environment. Be firm, fair, consistent and considerate of the student.

The Classroom Management Plan

A classroom management plan will consist of three components:

1. A set of expectations for classroom behavior.
2. A scale of specific consequences for not observing the expectations.
3. Positive incentives to reinforce behavior when students follow the expectations.

Positive Recognition (Behavior Discipline Program)

Positive recognition is an issue of fairness, respect and loyalty. When a teacher recognizes students only for their inappropriate behavior, the thought conveyed to the students is one of disrespect. The message is the teacher is not on the side of the students, and, in turn, the students will surely return the sentiment. When a teacher uses firm and fair consequences with recognition of appropriate student behavior, self-respect is raised and a positive classroom environment is created.

Effective methods for creating a positive classroom environment include

Individual student praise	Notes to students and parents
Individual rewards	Class wide rewards (teacher initiated)
Telephone calls to parents	Text
Email	other

Implementing a Management Plan

When the teacher in accordance with I Understand and MBI develops general classroom rules, the positive recognition when the rules are followed, and the consequences when the rules are broken, the classroom discipline plan is complete. The discipline plan will work effectively in the classroom if the information is taught to the students. One should view the teaching of behavior in the same light as one would view the teaching of academics. This lesson should take place the first day of school. Also, the teacher must display a discipline plan that is readable from anywhere in the classroom and posted at the front of the class.

CONSISTENCY RESULTING IN POSITIVE FOLLOW THROUGH CAN ONLY HAPPEN WITH A PLAN.

Procedures within the school day must be rehearsed until they become routine to the students. This creates the structure for a strong learning environment.

1. It is expected that the teacher will handle his or her own discipline as much as possible; by working with the student and following a predetermined plan to address behavior. If behavior progresses, the parents must be contacted consistently to assist in working with the student before they are ever sent to the office.
2. Students should never be placed in the hallway or other area of the school unsupervised as a consequence. Options may include timeout in another teacher's classroom or result in an immediate parent phone call.
3. If problems arise with a student or students, please consult with the principal or counselor to develop solutions that will deal with the situation. Do not let any inappropriate behaviors weaken the effectiveness of the learning environment.
4. A student should be sent to the office only after you have exhausted your resources to deal with the student and the parent have been actively involved. In such cases, the office will follow the student handbook procedure in addressing the behavior with appropriate consequences.
5. In some situations, a teacher/principal/student conference may be arranged to find solutions in a cooperative manner.

The office will no longer be used for classroom time-outs.

ASSISTANCE WITH DISCIPLINE

Teachers have primary responsibility for the discipline inside their classroom. All staff are responsible for supporting one another in regard to student discipline. Teachers and staff members are expected to be able to handle most of the discipline required to operate an effective classroom and school. Teachers are to be proactive by establishing and following a consistent and reasonable set of classroom rules and communicating expectations to students and parents. Communication with parents by phone, through regular Progress Reports, Positive Progress Reports, Deficiency Reports, Student Discipline Reports, or other appropriate means is necessary and expected.

When a student needs to be removed from class and sent to the office, contact the office by phone or through a note briefly describing the reason or circumstances. Later, when time permits, a Disciplinary Referral should be filled out. Generally, students will not be returned to class until the principal has first talked to the teacher and resolved the situation with the student. It is important for teachers and staff to communicate with the principal regarding the help they need in dealing with an issue, including suggestions of appropriate consequences.

If an incident occurs outside of the classroom and requires immediate intervention, get involved and defer to the administration when they arrive. If disciplinary action is required, fill out the necessary paperwork to document the incident and clarify what you saw and/or heard. Forward the information and any recommendations you have to the appropriate office for final disposition.

If an incident occurs outside the classroom that does not require immediate intervention, use good judgment in dealing with the issue. If your involvement may escalate the issue, then stay out of it, but notify the administration. Incidents that do not require immediate intervention can be referred to the administration to be handled at a later time.

Ask for principal involvement when counseling or meeting with hostile parents/guardians. Effective teachers teach procedures and have students learn routines. A procedure is what a teacher wants students to do and a routine is what students end up doing automatically. Teachers should spend a good deal of time the first weeks of school teaching, modeling, and practicing procedures until they become routines. When dealing with students please make every effort to be positive. **You are the professional and responsible for maintaining a positive, comfortable learning environment, be firm, fair, consistent and considerate of the students.**

Students should always be dealt with in a respectful manner regardless of their behavior. Adults must model conflict resolution techniques with students as well as with other adults. The adult must de-escalate the situation, take steps to ensure that the child or children are safe, and send the appropriate message to maintain high behavior expectations. The adult is trained to deal with the behavior and always maintain a positive working relationship with the child. We know that children will make mistakes. They must be used as learning opportunities for them to make better choices the next time. **Yelling or berating a child is extremely harmful, unprofessional, and will not be tolerated.** Be aware of situations when you are attempting to place your hands on students.

COMMUNICATION

Communication is the key to working together as a team. Dialogue must take place between all staff members. If you have a concern, do not hesitate to discuss it with building administrator. It is important that you keep administration informed of the non-routine happenings. If you've had a problem, please let administration know the situation before we hear it from someone outside of the school. A variety of different Medias are available for communication purposes.

The importance of regular communication with the home/community cannot be overemphasized. We have an obligation to initiate such communication. When a student is having a problem, perhaps it can be solved by a note or phone call home. By the same token, perhaps a call home to the parents to praise student work or effort could be the reason that a student begins to succeed. Written communications home with children's families and other agencies will be previewed by the building principal. This includes fund raising activities, letters regarding concerns or general classroom newsletters. Please try to keep parents/guardians and community informed if they are required to be notified. Positive contacts will certainly be quite beneficial in building relationships with the home/community. Please utilize the monthly **Parent Contact Form** as documentation of your attempts in making this a priority to ensure that a student is dealt with professionally, fairly, and enhances their chances for success.

SCHOOL EVENTS CALENDAR

The Frazer School Events Calendar is a Google calendar which is shared with all staff. All school-related events and activities need to be added to the Frazer School Events Calendar. It is not sufficient to add an event or activity to the wall calendar in the front office alone.

Only select staff have user permissions to add or delete events/activities from the Frazer School Events Calendar. If you are planning an activity or event and need assistance adding it to the calendar, please notify the Attendance Clerk or Administrative Secretary and they will do so.

DIRECTORY BY DUTIES

Position	Ext.
Superintendent	239
Dean of Students	225
Business Manager/District Clerk	224
Administrative Secretary	222
Attendance Clerk	221
Counselor	240
Social Worker (HPDP)	241
Clinic/Nurses Station	242
Kitchen	232
Dental	290

Resource Room #1	231
Resource Room #2	234
Bearcub Store	292

Kindergarten	250
1 st Grade	233
2 nd Grade	291
3 rd Grade	289
4 th Grade	226
5 th Grade	287
6 th Grade	288
7 th Grade	248
K-6 Business	293
JH Business	249
HS Business	230
8-12 History	296
8-12 Math	297
8-12 Science	298
8-12 English	300

P.E.	235
Native American Studies	236
Shop	247
Art	285
Music	286
Library	229
Library Office	275

COMPLAINT PROCEDURES

Staff member complaints contending a violation, misinterpretation, or inappropriate application of District personnel policies and/or administrative regulations should be directed to the building principal for informal discussion and resolution.

If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy and administrative regulations.

CHILD ABUSE AND MANDATORY REPORTING

By Montana law, all Frazer Public Schools staff are MANDATORY REPORTERS. All Frazer Public Schools staff must report to DPHHS if they know or have reasonable cause to suspect that a child has been abused, neglected or abandoned. Regardless of whom the perpetrator is thought to be, school staff must report all suspected cases of abuse or neglect to the Child Abuse Hotline. If you think an act could be a crime, call the SRO or police immediately. If a Frazer Public Schools employee is uncertain whether to report or to whom to report suspected child mistreatment, call the CHILD ABUSE HOTLINE.

In addition to reporting to DPHHS, Frazer Public Schools employees are expected to report their concerns to their principal or supervising administrator. Reporting to the principal or supervisor, however, does not replace the duty to report to DPHHS. If the suspected perpetrator is a Frazer Public Schools staff member, you are directed by Frazer Public Schools to notify a Frazer Public Schools principal, supervisor, or other administrator immediately in addition to your mandatory reporting obligations.

DPHHS Hot Line # 866-820-5437

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

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

When reporting for a tribally-enrolled student, please seek additional help from the administration to connect with specialists within the Fort Peck Tribes' jurisdiction.

CRIMINAL RECORDS

All Frazer Public Schools staff recommended for hire shall submit to a name-based and fingerprint criminal background investigation conducted by the appropriate law enforcement agency. Employment is contingent upon results of the fingerprint criminal background check, which must be acceptable to the Board, in its sole discretion. Any requirement of an applicant to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations.

DISCIPLINE AND DISCHARGE

All Frazer Public Schools staff who fail to fulfill their job responsibilities or follow the reasonable directions of

their supervisors or who conduct themselves on or off the job in ways that affect their effectiveness on the job or in other such ways that the law determines to be good cause shall be subject to discipline. Behavior, conduct or action which may institute disciplinary action or dismissal may include, but is not limited to, reasonable job-related grounds based on a failure to satisfactorily perform job duties, disruption of the District's operation, or other legitimate business reason.

DRUG & ALCOHOL-FREE WORKPLACE

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

- Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on District premises or while performing work for the District.
- Distribution, consumption, use, possession, or being under the influence of alcohol while on District premises or while performing work for the District.

For purposes of this policy, a controlled substance is one which is:

- not legally obtainable;
- being used in a manner different than prescribed;
- legally obtainable, but has not been legally obtained; or
- referenced in federal or state-controlled substance acts.

As a condition of employment, each employee shall:

- abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and
- notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than five (5) days after such a conviction.

District Action Upon Violation of Policy: An employee who violates this policy may be subject to disciplinary action, including termination.

ELECTRONIC MAIL AND ONLINE SERVICES

Frazer Public Schools computers, e-mail and Internet/network systems are intended to be used for educational or work-related purposes only. Use for informal or personal purposes is permissible within reasonable limits. All e-mail/Internet/network records are considered District records and should be transmitted only to individuals who have a need to receive them. Additionally, District records, e-mail/Internet/network records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process. Consequently, users should always ensure that the educational information contained in e-mail/Internet messages is accurate, appropriate and lawful. E-mail/Internet messages by users may not necessarily reflect the views of the District.

Abuse of computers, e-mail, Internet, or network systems, through excessive personal use, or use in violation of the law or District policies, will result in disciplinary action, up to or including termination of employment. Each person who uses electronic mail and/or on-line services must read and document in writing understanding and willingness to comply with the Frazer Public Schools' "Code of Ethics for Use of Electronic Mail and On-Line Services." Failure to comply with the "Code of Ethics for Use of Electronic Mail and On-Line Services" may result in disciplinary action up to or including termination of employment.

The District may review e-mail/Internet/network records; users have no right or expectation of privacy in e-mail, the Internet or the network. The District owns the networking system and permits users to access it in

the performance of their duties for the District. E-mail messages and electronic records are to be treated like shared paper files, with the expectation that anything in them is available for review.

It is essential to maintain professional conduct on Frazer School's computers, email and Internet/network systems at all times.

Staff must refrain from these activities on school networks and devices, none of which are all inclusive:

- Uses that violate local, state and/or federal laws or encourage others to violate the law.
- Uses that include the transmission of offensive or harassing messages.
- Uses that offer for sale or use any substance of which the possession or use of is prohibited by the District's student discipline policy.
- Uses that violate generally accepted social standards of public communication such as the access of:
 - Pornographic, sexual, or obscene content;
 - Personal dating or connection sites;
 - Drugs, alcohol and gambling content; and/or
 - Hate speech, violence, weapons, and cult content
- Uses that intrude into the equipment, networks, or information owned by others.
- Uses that include the downloading or transmitting of confidential, trade secret, or copyrighted information or materials.
- Uses that cause harm to others or damage to their property.
- Uses that engage in defamation (harming another's reputation by lies).
- Uses that employ another's password.
- Uses that mislead message recipients into believing that someone other than the sender is communicating, or otherwise using his/her access to equipment, the network or the Internet
- Uses that cause the uploading of a worm, virus, or other harmful forms of programming or vandalism.
- Uses that are "hacking" or any form of unauthorized access to other equipment, networks, or other information.
- Uses that jeopardize the security of student access and of the equipment, computer network or other networks on the Internet
- Uses that promote personal commercial enterprises for personal gain through selling or buying over the District's network.
- Uses that promote an individual's political agenda to include soliciting support for or opposition to any political committee, the nomination or election of any person to public office, or the passage of a ballot issue.
- Uses of posting anonymous messages.
- Uses of the equipment, network or Internet while access privileges are suspended or revoked.

Staff are expressly prohibited from bypassing the school's safety settings, firewalls, or restricted websites and applications. Use of a proxy is prohibited. Staff who tamper with or change any settings related to the network or electronic devices may be held liable for the costs of repair by a professional.

The Internet access, telecommunications, and internal connections we currently have are only possible through **E-Rate**. This is an outline of what we must do to continue receiving E-Rate:

CIPA

CIPA is a Federal law and must be upheld. Disregard of CIPA requirements is a felony and may be dealt with accordingly.

The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress in December 2000 to address concerns about access to offensive content over the Internet on school and library computers. CIPA imposes certain types of requirements on any school or library that receives funding support for Internet access or internal connections from the "E-rate" program – a program that makes certain technology more affordable for eligible schools and libraries. In early 2001, the Federal Communications Commission (FCC) issued rules implementing CIPA.

What CIPA Requires

- Schools and libraries subject to CIPA may not receive the discounts offered by the E-Rate program unless they certify that they have an Internet safety policy and technology protection measures in place. An Internet safety policy must include technology protection measures to block or filter Internet access to pictures that: (a) are obscene, (b) are child pornography, or (c) are harmful to minors, for computers that are accessed by minors.
- Schools subject to CIPA are required to adopt and enforce a policy to monitor online activities of minors; and
- Schools and libraries subject to CIPA are required to adopt and implement a policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) restricting minors' access to materials harmful to them.

Safety / Monitoring

- The use of the Internet and similar communication networks by students and staff is a privilege – not a right. Legal action may be taken where / when appropriate.
- The school district reserves the right to inspect and review computer files if it has reasonable cause to suspect that someone is using the computer for illicit or illegal purposes or for purposes in violation of this policy. Such inspection may be conducted by school authorities when they deem it necessary, without notice, without consent, and without a search warrant.
- Students and visitors must be monitored. This involves checking Internet history, walking around the room, using Synchronic Eyes and other methods.
- It is not legal to allow children to access certain materials.
 - Knowing abuses are taking place and not taking action is illegal
 - Not knowing because students are not being monitored is aiding
- Bandwidth is shared K-12 and must be protected. The following items are not allowed unless it is scheduled with the Technology department and is necessary for a class assignment.
 - Streaming Music / Online radio
 - Certain Online Games
 - Large file downloads etc.
- Instant Messaging / Chat rooms / Personal E-mail accounts
 - These programs allow students to walk around all filters that we have put in place. Pornographic downloads, vulgar language, and viruses are just a few of the many reasons that these items are strictly banned.
 - Non-work related Instant Messaging / Chat rooms are not allowed for staff during the school workday.
 - A district email account will be issued to all staff and students for school business purposes.
- Do not allow or participate in the following activities:

- Use of the network to disrupt the work of other users;
- Use of the network to intentionally obtain or modify files, passwords, and data belonging to other users;
- Use of the network to access obscene or pornographic material;
- Use of inappropriate language or profanity on the network;
- Distribution of inappropriate content;

Be Yourself / Protect Yourself

- Do not allow any person access to our network / Internet that has not signed an Internet use agreement form (staff, student, and visitors).
- Do not allow access to your system without direct supervision. Your computer has administrative privileges and can access student files on our network including grades, transcripts, and personal files. Programs can be launched from your machine that would compromise our network.

Employees and students shall not reveal their passwords to another individual; your password is your network fingerprint. It has elevated privileges and, if abused, can cause a tremendous amount of damage to our network. In addition, your logon makes you an administrator on any machine in the district. *Therefore, your password must be safeguarded.* If you have any reason to suspect that your password is known by others you must have your password changed immediately. Files accessed under your logon can be traced back to you. Notify the technology department immediately.

- Family members, friends, and visitors must not gain access to our system under your logon. Violations may be grounds for immediate loss of privileges and possible legal action.
- Users are not to use a computer that has been logged in under another student or teacher's name;
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Controlled Assets

- School computers are the property of the School District. At no time does the district relinquish its exclusive control of computers provided for the convenience of the students and staff.
- The computers that our district uses have been purchased with Federal grant money. We are required to keep track of our systems. It is the recommendation of the district that computers remain in the classroom and are locked up when unattended.
- Get permission before allowing a computer to leave the school. Serial numbers must be recorded, and a plan must be made to recover the system.
- You are responsible for the care of these systems. Do not allow food or drink near the computers. Do not allow anybody to physically damage our equipment. Be careful to monitor the use of our software. Software damage is time consuming to repair.

When to get help

- Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator.
- Knowledge of network abuse
- Loss of equipment
- Damage to equipment

PERSONAL EQUIPMENT

Please do not connect personal computers to our network without prior permission from FPSD superintendent or his designee. Personal computers will be treated as District property and are subject to the Districts exclusive control and / or monitoring. Software may be installed at the discretion of the district.

Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. You can be prosecuted for violating those laws. This requirement also informs the staff of the potential hazards of Internet / Network use and the potential consequences / liability for abusing those privileges or allowing students to abuse their privileges. Computer use can and will be monitored through the network as well as in the classroom.

I have read and will follow the Frazer Public Schools COMPUTERS AND COMPUTER USAGE Acceptable Use Guidelines Summary (staff handbook). I have read and will follow the district's Network Etiquette and Privacy Policy. I have read the COMPUTERS AND COMPUTER USAGE Acceptable Use Guidelines Summary from the student handbook. I will uphold these guidelines in my classroom and the school.

I agree to use school and district networks in a manner that complies with the district technology guidelines. I further agree to be held accountable for any misuse I may engage in pertaining to the FPSD computer network with the understanding that I may lose any or all privileges of computer use on campus. Loss of access and other disciplinary actions shall be consequences for inappropriate use. When appropriate, law enforcement agencies may be notified.

By using the school's electronic equipment and network, staff agree to be responsible for payment of costs incurred by accessing any Internet services or violations that have a cost involved.

EVALUATIONS FOR TEACHERS AND STAFF

Teacher evaluations will be completed in accordance with the Negotiated Agreement. Tenured teachers will be evaluated at least once a year and non-tenured teachers will be evaluated at least twice a year (once during the first semester and once during the second). The administration will discuss with individual teachers the time and process of formal evaluations. It is the responsibility of any teacher who requires or desires in-service on the teacher evaluation process to contact the principal.

Evaluation of Certified staff will take place throughout the entire year. Evaluation will be based on the Frazer Public Schools evaluation process and includes individual teacher goals for the year. This procedure ensures that a level of progression exists with those goals and focuses on improvements in student achievement in the classroom, and overall effectiveness for instructional methods and the learning environment.

We will be utilizing the Montana Office of Public Instruction's Educator Performance Appraisal System (EPAS). Please familiarize yourself with these resources if you need any assistance, please contact administration.

Classified employees will have a written performance evaluation completed at least once a year.

HAZING/HARASSMENT/INTIMIDATION/BULLYING

The Board will strive to provide a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, or bullying by students, staff, or third parties is strictly prohibited in the District and shall not be tolerated.

All complaints about behavior that may violate this policy shall be promptly investigated. Any employee who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, bullying, or menacing in violation of this policy is encouraged to immediately report his/her concerns to the building principal. Complaints against the building principal shall be filed with the appropriate Assistant Superintendent.

Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. 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. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Staff and third parties are strictly prohibited from bullying, harassment, intimidation, hazing, or retaliation for reporting such action. Bullying does not include the determination after an investigation that the student used reasonable and necessary physical force as self-defense or the defense of another in response to a physical attack.

"Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical conduct, including any intentional written, verbal, or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent -P school grounds, at any school-sponsored activity, on school-provided transportation, at any school official bus stop, or anywhere conduct may be reasonably considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:

1. Substantially and materially disrupting the orderly operation of the school;
2. Knowingly places a staff member in reasonable fear of physical harm to the staff member or damage to the staff member's property;
3. Creating a hostile work environment;
4. Causes a staff member physical or mental harm.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written (electronic or otherwise), or physical nature, on the basis of any protected class as defined under federal and/or Montana state law.

"Hazing" means an act against a student of coercing a student into behavior that creates risk of mental or physical harm to a person in order for the student to be initiated into, or affiliated with a student activity, team, club, or organization, or for any other purpose.

"Intimidation" includes, but is not limited to, any threat or act intended to tamper with, substantially damage, or interfere with another person or their property, cause substantial inconvenience, subject another to offensive physical contact, or inflict serious physical injury.

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

No staff member or third parties will engage in any of the following:

1. Bullying, harassment, hazing or intimidation of a student;
2. Retaliation against a student or staff member for reporting or thought to have reported an incident of bullying, harassment, hazing or intimidation; or
3. Coercion of another person to commit bullying, harassment, hazing or intimidation.

Bullying, harassment, hazing or intimidation is strictly prohibited in person or electronically (as defined in 45-8-213, MCA):

1. On school premises;
2. During any school sponsored program, activity, or function including on a school bus or other school related vehicle.

If a staff member is found to have committed one of the above-prohibited behaviors, consequences may follow, up to and including expulsion or termination from employment. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or the Board. Individuals may also be referred to law enforcement officials. Such action is meant not only to discipline the offending student, staff member, or third party, but also to protect individuals from future aggression or retaliation. Consequences may be implemented after a report has been investigated and a determination has been made that a prohibited act was committed.

SEXUAL HARASSMENT/ SEXUAL INTIMIDATION

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

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

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

Students who believe that they may have been sexually harassed or intimidated should consult a counselor, teacher, coach, or administrator, who will assist them in the complaint process. This may include the completion of a Harassment Reporting Form for Students that details the complaint. Supervisors or teachers who knowingly condone or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation may themselves be subject to discipline.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the District's discipline policy. Any person who knowingly makes a false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge with regard to employees, or suspension and expulsion with regard to students.

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

Any individual seeking further information should contact the **Title IX Nondiscrimination Coordinator, Melanie Blount-Cole, phone 406-695-2241**. An individual with a complaint alleging a violation of this policy shall follow the Uniform Complaint Procedure.

HEALTH

All Frazer School District staff members are expected to conduct their work in compliance with first aid and infection control procedures established by the district. Staff members are encouraged to maintain optimum health through the practice of good health habits.

An employee with a communicable disease shall not report to work during the period of time in which the employee is infectious. An employee afflicted with a communicable disease capable of being readily transmitted in the school setting (e.g., airborne transmission of tuberculosis) shall be encouraged to report the existence of the illness in case there are precautions that must be taken to protect the health of others. The District reserves the right to require a statement from the employee's primary care provider prior to the employee's return to work. In all instances, District personnel shall respect the individual's right to privacy and treat any medical diagnosis as confidential information. (See Board Policies 5130 and 5230 for more information.)

HOURS

Hours will vary depending on your building and assignment. Be aware of the hours you are scheduled to work each day. You may not exceed the number of hours you were hired to work. You should be ready to begin work at your start time.

CERTIFIED STAFF

The regular school workday is from 8:00AM to 4:00PM each school day and early out Friday's at 3:10pm on designated Friday's. (Schedule will be provided) If leaving campus for lunch, or any type of leave, sign out and back in if there is a return time. The staff sign out book will be located in the main office.

CLASSIFIED STAFF

Classified staff have different working hours depending upon their position and responsibilities. If leaving campus for lunch, or any type of leave, you must clock out (classified) and sign out (both). On occasions as needed, the classified staff will need to attend staff meetings.

ALL STAFF

All employees are expected to be on time and fulfill their contracted/scheduled hours. Any staff member who is going to be late should call the Superintendent. If a staff member needs to leave early for an appointment or other personal reason, they must receive permission from the Superintendent or Principal then clock out, sign out and/or put in a leave slip. No employee should leave campus during your scheduled work day without notifying and receiving permission from the administration except for duty free lunches.

PERSONNEL RECORDS

The District maintains a complete personnel record for every current employee and former employee. The employees' personnel records shall be maintained in the front office. An employee will be given access to his or her personnel records upon making an appointment with the Superintendent to view the records.

PHONE USE

Personal phone calls should be made on landlines or cell phones only during breaks and lunch. Texting should also only be done when on break or at lunch. Cell phones should be in quiet mode at all times.

TYPES OF ABSENCES

Leave/Substitutes

In the event that you may have to take some time off for personal reasons or for emergency situations, please be aware that a desired substitute may not be available. Should you need a substitute, notify your supervisor as soon as possible within the guidelines of the Negotiated Agreement. Notifying the Administration about a scheduled absence such as a medical appointment or personal day the morning of the absence is unacceptable. In cases of emergency or sudden illness, call as soon as you can before 8:00 for certified and a ½ hour before clock-in time for classified. The phone number to call is: **First notify (Superintendent) 406-695-7774** or if for some reason you can't contact the administrators call the office 695-2241. The Superintendent will be the administrator that signs ALL Leave Slips. All leave slips **MUST** be approved before leave will be granted. Appropriate lesson plans must be left for substitutes prior to leaving and emailed in if an emergency arises. All teachers should maintain up to date emergency lesson plans that are easily followed. Please post these in a designated area labeled **Emergency Lesson Plans**.

Family Medical Leave (FMLA)

Eligibility: An employee is eligible to take FMLA leave if the employee has been employed for at least twelve (12) months, and has worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) months immediately prior to the date when the leave is requested. Employees will be required to use appropriate paid leave while on FMLA Leave. Workers Compensation absences will be designated FMLA Leave.

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

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

Jury/Witness Duty Leave

All Frazer School District staff who is summoned to jury duty or subpoenaed to serve as a witness may elect to receive regular salary or to take annual leave. An employee who elects not to take annual leave, however, must remit to the District summons and all juror and witness fees and allowances (except for expenses and mileage). A Leave Request Form (Appendix A) must be completed for this leave with the exception of teachers. They must record their absence in Aesop.

Illness Leave/Temporary Disability Leave of Absence

Employees must use sick time for short or long-term illness and/or temporary disability. If ineligible for a Family Medical Leave of Absence (FMLA) or upon expiration of FMLA, an employee may apply for Illness Leave/Temporary Disability Leave. Medical certification of the long-term illness or temporary disability is required and must specifically state the employee cannot perform the duties for which the employee is hired. Any accrued sick, vacation, and PB leave must be used concurrently with this leave.

Upon the expiration of leave time, the Board may grant eligible employees leave without pay if requested. Leave without pay arising out of any long-term illness or temporary disability shall commence only after leave time has been exhausted.

If an employee has exhausted all accumulated leave time and is unable to perform or return to perform the duties for which the employee is hired, the Board may place the employee on Illness Leave/Temporary Disability Leave of Absence.

Upon approval of the Board, Illness Leave/Temporary Disability Leave without pay will be provided without salary or fringe benefits. The length of this leave is for a period of up to one year, and may upon request, be renewed or extended by action of the Board. The employee's request for return to duty shall be accompanied by a statement from a medical doctor attesting to the employee's ability to resume the duties of the position.

The Superintendent shall devise procedures within the intent of Title VII of the 1964 Civil Rights Act as amended in 1978 by the Pregnancy Discrimination Act, and within the scope of applicable law and court rulings in the state of Montana.

Military Leave

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Montana Military Service Employment Rights, the Superintendent shall grant military leave to employees for voluntary or involuntary service in the uniformed services of the United States, upon receipt of the required notice.

Leave Without Pay

Leave Without Pay may not be taken in lieu of accrued sick and vacation leave. If an absence is due to a sickness suffered by an employee or a member of his or her immediate family (as defined in policy), then sick leave must be indicated on the time card. If the employee has met the conditions noted in the vacation policy, has accrued vacation leave and must be gone, then vacation must be indicated on the time card.

LEAVE FOR CLASSIFIED AND CERTIFIED STAFF

Classified Leave:

Vacation Leave

Sick Leave

(Either leave depends on hours worked)

Certified Leave:

32 hours Bereavement Leave

32 hours Personal Leave

80 hours Sick Leave

16 hours Sick Bank Leave

1 day Emergency Leave

LEAVE SLIPS

Approved leave may be taken for the purposes and under the guidelines given in the Negotiated Agreements. Be thoughtful and responsible by turning in the Leave Application Report slips in a timely fashion. Arriving late, leaving during your scheduled work time, or leaving early for an appointment or obligation all require the completion of a leave application report. For planned leaves slips should be turned in as soon as possible for approval. This will give the office maximum time to secure a substitute teacher. For illness or any other leave where it was not possible to fill the slips out ahead of time, the slips should be filled out and turned in on the day you return. Failure to do this means extra time in processing payroll and greater chance for error.

It is the responsibility of each member of the staff to monitor their available leave. The Superintendent may deny leave when warranted, any missed time becomes leave without pay.

PAYROLL

Payroll will be paid on scheduled calendar days; there will be NO payroll advances. Only one (1) Emergency Advance per year which will need to be approved by the Superintendent. No advances will be given early against extra-duty contracts. (Must be compliant with Coaching Contracts) All others check for travel, reimbursement, etc. must be preapproved and signed off by the Superintendent before being given to the district clerk for payment.

PURCHASING

The purchasing of necessary materials and supplies is done through the purchase order process. A staff person who needs to make a purchase must fill out a purchase requisition and turn it in with prior approval from the Superintendent. Do not attempt to order any items before the purchasing process has been approved, failure to do so may result in you having to pay for the item(s) yourself. **If you are a Class Advisor or Coach, please**

fill out an Itinerary of where purchases will be made BEFOREHAND on a Frazer School Letterhead and submit to the Superintendent for approval before ANY purchase is made. Then a purchase requisition must be filled out completely and without error. The requisition must be filled out completely and without error. Incomplete forms or forms with an error will be returned to the originator for completion or correction. All requisitions for year-end purchases must be submitted by the afternoon of the last workday for all personnel. Every effort must be taken to preplan purchases. Requisitions may take a week or more in processing before purchase orders are completed and orders faxed.

Incomplete requisitions will be returned to their originator. Complete requisitions contain all the following information:

1. Requestor's name
2. Date
3. Name of Vendor
4. Vendor information and instructions for purchase (address, phone, fax, etc.)
5. The Stock Number, Quantity and Description – clearly filled in
6. Unit Price (price per item)
7. Amount (unit price times quantity)
8. Shipping charges from the catalog or by phone (if available)
9. A separate requisition for each vendor.
10. Requisition total at the bottom of the page (last page if requisition has multiple pages)

When purchases are received, packing slips must be checked against what was sent. After receipt of the purchased items and verification, all packing slips must be turned in to the school office or business office to clear the purchase for payment. Packing slips are to be turned in the day the items are received and checked. Do not hold packing slips unless there is a problem, and you need to call the company.

RESIGNATIONS

All Frazer School District staff intending to resign should notify the Superintendent as early as possible and no less than fourteen (14) days prior to their resignation date. The Board authorizes the Superintendent and/or his/her designee to accept on its behalf resignations from any school district employee. Once the Superintendent and/or his/her designee has accepted the resignation it may not be withdrawn by the employee. The resignation and its acceptance should be reported as information to the Board at the next regular or special meeting.

STUDENT ATTENDANCE

High School (9-12)

An attendance record is to be kept by the teacher and the central school office. Attendance is to be taken the first 10 minutes of every class hour both in Infinite Campus and in the teacher's attendance record book. If teachers have seen students in school and they do not come to class or if students leave a teachers class without permission, contact the office immediately. Tracking of student absences is the responsibility of the teacher and the office. Letters will be mailed home to parents when a student's attendance begins to affect learning. It is a teacher's responsibility to notify the principal when such a letter needs to be sent. It is appropriate for teachers to contact parents regarding excessive tardies or absences.

Elementary School (K-8)

Attendance is to be taken at the beginning of each day and immediately following lunch and entered into Infinite Campus and in teacher record books and forwarded to the office with the hot lunch count. Tracking of student attendance is the responsibility of the teacher and the office. Elementary attendance is tracked in ½ day increments. Letters will be mailed home to parents when a student's attendance begins to affect learning.

STUDENT SUPERVISION

Students MUST have supervision AT ALL TIMES. Teachers and paraprofessionals are responsible for supervision of students throughout the school day. Teachers are to be in or near their assigned classroom area before school starts and after dismissal. All teachers/paraprofessionals will be present outside their classroom during all passing times and shall assist with the clearing of the hallways, especially after school. K-6 teachers MUST accompany their classes to the foyer at dismissal. Please report any incidents that warrant notice to the administration for their awareness. We are responsible for students until they leave school property.

LESSON PLANS

All teachers are to teach to approved school districts and Common Core standards. Every teacher is to have daily lesson plans for each class (subject) that is being taught. Lesson plans must be turned in (electronically through On-course) to the administration no later than Monday morning. Lesson plans should indicate the appropriate standards that are being addressed and include the method(s) of assessment.

Lesson plans for substitute teachers must be very clear, detailed and easy to follow. For a planned absence all educational materials (including copies) should be ready for the substitute. Vague or incomplete lesson plans are unacceptable.

Posting Instructional Agenda

The daily objective should be posted in the classroom and communicated to the students to increase student awareness of the topic to be covered which will assist students in finding relevance in the educational process.

****Staff will receive training on Instructional Framework. Other instructional concepts may be applied throughout the school year. This is being communicated to staff as it is a requirement for the Comprehensive Improvement plan.**

Paraprofessionals will also post a copy of their schedule in the classrooms they work and be filed with the office as well as the administration.

Use of Videos/Media

Videos/Media shown during class time must have an educational purpose related to the content of the course (high school) or grade (elementary) and must be **pre-approved**. Videos must be used within legal copyright limits. Before any video is shown to students, the teacher must first view the video in its entirety to determine if it is age and educationally appropriate. No R-rated videos are considered age appropriate.

Emergency Substitute Packets

A substitute packet must be turned in to Superintendent by the second Friday in September, 2022. This packet is a contingency for extreme emergencies when you are unable to send full lessons and will contain the following:

1. Student Roster
2. Seating Chart if necessary
3. Daily/weekly schedule including times when support people are in your class.
4. Emergency assignments following curriculum expectations that may work at any time of the year in each subject area scheduled for that day. Please include specific names of textbooks necessary and any other resources needed.
5. Copies of your current lesson plans should be available for them to use as a guide if necessary.

****Emergency Lesson Plans need to be posted in a visible area and be labeled Emergency Lesson Plans*****

A sub file for each paraprofessional will include a schedule, classroom duties, expectations, student list and other duty information. This packet should be updated every two months: September, November, January, March and May.

To Help the Sub:

1. Leave specific lesson plans-make activities especially interesting. Sub packets are required.
2. Leave a time schedule with lessons plans. Include special activities, such as library, P.E. duties, etc.
3. Place markers in texts to be used.
4. Don't ask substitutes to introduce new concepts or render a test that may require your clarification for the testing matter.
5. Leave the class roll book and seating chart in a conspicuous place. (ensure that you receive it back)
6. Be sure to have the emergency crisis evacuation plan and/or emergency flip chart, and buddy room phone number contact list is readily accessible and identified specifically near door or desk.
7. Substitute Do/Do Not List:
 - Keep a Journal or record running account for reference
 - Secure sub folder (packet) from office/front desk.
 - Ensure that you have available a seating chart, listing of students for rooms that you will be instructing/supervising in.
 - Do attendance the first 10 minutes of class and send a list of absent students to the secretary.
 - Absolutely **NO HALL PASSES!** Contact the office for advice.
 - No cell phone use
 - Do not allow students to use the classroom phone or teacher's computer.
 - Keep students out of the teacher desk and other areas, which may contain confidential information.
 - In the event of an emergency evacuation: follow Emergency Crisis Plan, utilize **RED** and **GREEN** place cards as part of the protocol procedures.
 - Do not allow students from other classrooms to enter or loiter about while you are substituting in a particular classroom for that day.
 - Do engage and adhere to the teacher's lesson plan with those students. Avoid sitting idle at the teacher's desk or computer for extended lengths of time, move about the room checking on students who are engaged in work.
 - Remain in the building during the plan time;
 - Do not place hands on students except in situations where a fight is happening or about to take place, relocate a student in line. Specific interpretation can be referenced in the School Laws of Montana.

REPORT CARDS, GRADING, AND PROGRESS REPORTS

REPORT CARDS

Report Cards are the formal method of communicating to parents the academic and social achievement of students. Report Cards should be accurate and give parents clear analysis of how their child is performing. Report Cards dictate what appears on every student's permanent record and transcript.

Grading is the communication to the student and their parents that reflects how a student did on a particular assignment or over the course of a quarter, semester or year. If you have any student with a "D" or an "F" **please notify the parents/guardians and students themselves before progress reports are sent home.**

Middle School and High School teachers need to familiarize themselves with the "Generalized Grading Scale" and "Grading Scale Explanation" found in the student handbook.

Elementary teachers should follow the Quality Schools Model measures of Novice, Nearing Proficiency, Proficient, and Advanced. Elementary teachers should provide positive comments on progress reports and report cards and if deficiencies occur communicate them as well.

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. If you are to be absent, Progress Reports need to be completed and turned in to the office before you leave. This will allow for distribution on the properly designated day. Progress Reports are due to the office by 9:00 AM on the specified dates. This schedule will be emailed. Progress Reports can be skipped or missed only under emergency circumstances.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences shall be scheduled, please reference the calendar as to time and date of conferences. Teaching staff are encouraged to schedule conferences with his/her students' parents by at least a week before conferences. The teacher will be expected to complete all the hours required for Parent Conferences. This time is invaluable for informing parents of student grades, behavior, and any concerns you may have. However, parent contact should be made several times before conferences arrive. To best meet the needs of the students in your classroom it is vital the parent is brought into the learning process as frequently as possible. Make every effort to contact each parent monthly with positive information about his or her child. The parent can be a powerful ally to assist with their child's success and bring about positive progress in your classroom.

MONTHLY NEWSLETTERS

Teachers will be expected to create a newsletter item, submit items to the school newspaper or send a parent letter home with students. This communication should focus on the subject matter, academic expectations, and/or classroom management (discipline plan) procedures. Teachers will need to maintain regular contacts with their students' parents/guardians. This can be done as an individual/jointly/or building wide.

BELL & LUNCH SCHEDULES

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		
	JH/HS	Elementary
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		
	Lunch	Recess
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
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EARLY DISMISSAL PROCEDURES/ SCHOOL CLOSURE

- Step 1) The Principal or her designee will confer with the staff to determine their options concerning whether school should be canceled for the day/ dismissed early
- Step 2) The Principal or their designee will notify staff and building supervisor of their decision. The principal then follows the emergency-calling tree to notify staff of the decision if school is canceled.
- Step 3) This decision could include one of the following:
- A. Dismiss all students from school. Parents are expected to pick up their children at school if they do not ride a bus and the weather is severe.
 - B. Keep school in session for the same period of time or for the remainder of the day. Parents are expected to meet their children at the bus stop or make arrangements if they cannot be there.

TRAVEL

When planning to travel on school business or as a leader of a group of students, staff members should assist support personnel by giving complete details of travel itinerary needs. Complete details include:

- Staff must give the office advance notice of travel for approval by the Superintendent and School Board. (minimum of 3 weeks)
- Staff will not make travel arrangements. The office will make all necessary arrangements after details are submitted.
- Purpose of travel
- Date of departure
- Date of return
- Air travel needs (If you have flight preferences, please copy them from the internet and attach to the information given here.)
- Hotel needs and preference (Include hotel contact information)
- Other travel related needs
- Staff attending conferences are expected to attend all sessions and be prepared to provide a report on what they learned and how it will benefit themselves and the school at large.
- **Return district Travel Envelope with ALL receipts to Business Manager/District Clerk.**

All classes will go on an end of the year field trip. All teachers who instruct students during the day will chaperone the end of the year field trip. It is sometimes advantageous to go on field trips to provide for concrete experience and an extension of the classroom for our students. Preparation should include prior discussion with the students in areas of safety, proper behavior, and other expectations. Parental consent forms should be on file with emergency numbers and other vital information: these should be verified with the school administrative assistant prior to taking the trip. Eating accommodations should be made well in advance to the Principal.

Before taking any walking field trips, staff must first have written permission from the parents. Field Trip Request forms and itinerary must be submitted at least a week prior to the field trip for approval.

TOBACCO-FREE ENVIRONMENT

Frazer School District maintains tobacco free buildings and grounds. Tobacco includes, but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic cigarettes and any other tobacco/nicotine innovation.

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

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

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

VACANCIES

All vacancies shall be advertised on the FRAZER SCHOOLS website.

VEHICLES

If you need to use a school vehicle for a class or other school related function, contact the office to reserve the vehicle. Do not take a vehicle without clearing it through the office. Fill in the vehicle log when checking the vehicle out and upon return. **Please turn in a current copy of your driver’s license to the office prior to using any school vehicle.**

When a school vehicle is used, it is the responsibility of the driver/staff member in charge to see that the vehicle is cleaned appropriately and ready for the next time. When the vehicle is parked, it should be cleared of trash and debris, and secured. If the fuel level is below $\frac{1}{2}$, please report it to the office.

Staff are not permitted to transport any students in personal vehicles.

UNEMPLOYMENT

39-51-2108(1) MCA does not allow school employees to draw unemployment benefits, based on school wages, between two academic years or on school breaks when there is reasonable assurance that the employee will continue to work for the school the following year and after the break.

WEIGHT ROOM SUPERVISION & LIABILITY

Student use of the weight room must be directly supervised by a qualified staff member, coach, or other individual approved by the administration. If the supervising staff member is outside the weight room the door must be left open. The weight room door is to be closed and locked when it is not supervised for use.

WORKERS' COMPENSATION

All Frazer School District staff are covered by workers' compensation benefits. In the event of an industrial accident, an Employee should:

1. Attend to first aid and/or medical treatment during an emergency;
2. Correct or report as needing correction a hazardous situation as soon as possible after an emergency situation is stabilized;
3. Report the injury or disabling condition, whether actual or possible, to the Administrative Assistant in the Principal's office or your supervisor at your building as soon as possible.
4. The Administrative Assistant or supervisor will complete the Accident/Injury Report with you and will give you a form to take to the doctor should you decide to go.
5. Pertinent information will be forwarded to District offices and to the workers' comp insurance carrier.

Frazer Public Schools supports a "Return to Work" philosophy which supports temporary transitional duty when appropriate and available.

ACCIDENTS & INCIDENTS

If you or any staff member is injured on the job, please report it to the building administration as soon as possible and fill out an incident or accident report form with a full description of the accident and injury. Complete the form as soon as possible and turn in to the building administration, these are available at the principal's office. The accident report form is necessary for Workman's Compensation and the District's insurance to handle any claims properly. Paperwork must be filled out and turned into the office as soon as possible after the accident.

Incidents involving staff or students must also be reported by completing and submitting an Incident Report Form.

EMERGENCY PROCEDURES

All Frazer Public Schools staff should consult with their supervisor regarding procedures for emergencies.

CLASSROOM EMERGENCY PROCEDURES

Each teacher will be provided with an emergency response **plan by the beginning of the first day of pupil instruction.**

STUDENT SAFETY & SCHOOL LIABILITY

Frazer School District recognizes the importance of providing a safe learning and working environment for students, staff and visitors. Safety education, accident prevention, and a formal loss control program all play a

part in creating a safe environment. Attention to safety on the part of each individual employee is also an important part of a safe environment. Pro-actively devoting serious attention and effort towards safety and making it an integral part of day-to-day work is expected.

All Frazer School District staff should be familiar with and consult the contents of the Safety Manual that is provided to each employee. A building Safety Committee has been established to help implement the District's safety program and as part of an on-going effort to help ensure the safety and health of students, staff and others while on District property.

All injuries to students, employees, or guests that occur on District property must be reported to the proper authority no matter how trivial they seem. Be alert to safety hazards, the presence of strangers, and other unusual or suspicious situations and immediately report to the proper authority any incidents in which you witness an accident or are yourself injured.

Staff Members are not permitted to:

1. Take students from the school during the school day without the express written permission of parent(s) or legal guardian(s) and the approval of the building administrator.
2. Send students off campus on unsupervised errands.
3. Take students from the school property to the staff members' home for after school or overnight activities without the parent's permission and which have been approved by the building administration.
4. Loan students your vehicle or allow students to drive your vehicle.
5. Leave class unattended at any AT ANY TIME (if you have an emergency call the office and someone will watch your class).

Students again are not allowed to leave the school grounds during the normal scheduled school day hours. Please confer with the building administration. The welfare and safety of Frazer Public School students is paramount and is the responsibility of all staff employed to ensure that focus. A safe environment in all areas and situations is to be maintained, this not only ensures that students are safe, but accounts for a conducive learning environment.

Duties on the Frazer Public School Campus

1. The campus area must be supervised and safety measures enforced. All staff shall help with supervision at all times and during areas assigned on a rotating duty schedule. Specifically, before school, during transition times and after school. Please be standing next to your door when students are entering to welcome them.
2. Be aware of situations of over excessive behavior either in play or during transition movement between classes or areas. Address any behavior immediately that warrants your attention, and decide on the appropriate course of action. Do not dismiss any incident as minor in nature, they should be addressed and dealt with by all staff, please inform administrators in circumstances such as bullying, sexual harassment or attempts to physically fight.
3. Report all unsafe equipment, or conditions to the office.
4. Supervise and teach appropriate transition hallway behavior that will not disrupt other classes.
5. Fighting or altercations should be dealt with immediately, summon assistance when attempting to deal with fights in progress, seek to disperse crowds noting any students adding to the situation. Students need to clear the hallways and be in classrooms when there are any types of emergencies.
6. All students have a right to an education free from threats of harassment, intimidation or physical harm. Students who engage in activities that interfere with other students attending Frazer schools and cause a sense of fear or apprehension shall be properly dealt with according to the discipline policy. The

students' parents/guardians will be notified and also be a part of the overall attempt to deal with students who are bullying, harassing, or assaulting others.

EMPLOYEE AND STUDENT SAFETY

The District reserves the right to request the immunizations status or records of employees in an effort to keep employees and students safe.

KEYS

Each teacher is issued a building key that allows access to the front door near the office and their classroom(s). Security of the building is primary. You should be the only person to use your keys. When the key is signed for at the beginning of the school year, the staff member is responsible for that key until it is checked in at the end of the school year. Any lost or stolen key (s) will be charged to the responsible staff member for the cost of replacement.

MONEY COLLECTION AND SAFE KEEPING

1. Staff are not to hold money overnight in their desks.
2. Staff that get money brought in for various school activities, book orders, etc., are to turn the money into the office **immediately**.
3. All money collection from all sources will be turned into the secretary/accounts payable with an actual money count. The person turning the money in and the person receiving the money must sign these. Money from all activities (fundraising: raffles, Popsicle sales, etc.) must be turned into the Administration Office Manager, within 24 hours excluding Friday, Saturday, and Holidays. No money of any amount shall be kept in the building as petty cash. Weekend receipts are due on the ensuing Monday by noon. Please call and set up a time to bring in the deposits which will be taken to the bank the following day.

USE OF LIBRARY

The following procedures are to be followed when using the library as individuals or as a class:

1. All books must be signed out if removed from the library, even if only for classroom purposes.
2. Returned books need to be placed in the proper location so they can be checked in.
3. Do not reshelve books, unless you know where they go and have been trained in re-shelving. Books to be shelved should be placed in the appropriately marked place.
4. All library books are electronically cataloged.
5. Classes using the library can help by picking up trash, reshelving books (if they have been taught the correct method), straightening the magazines and leaving the library better than how they found it.

END OF YEAR CHECKOUT

Teachers will complete the End of the Year Checkout Form before leaving for the summer.

1. Keys, Classroom Inventory, Classroom Orders for Next Year, Classroom Inspection, Maintenance Requests, Teacher Apartment/House, Data Notebooks Turned In, Grades Posted and ALL Leave Forms Turned In.
2. End of the Year Checkout Forms must be approved and signed off by the Superintendent.



FRAZER SCHOOL

*Agishaza, Nakon Wichocagi, Wuspey, Hinkna Snokyabi Washtegina
Frazer Bearcub Pride, Tradition, and Academic Excellence*

STAFF HANDBOOK ACKNOWLEDGEMENT

By signing below I, _____ (print name) am acknowledging that I have received and read the Frazer Public School Staff Handbook for the 2023-2024 school year.

Signature _____

Date _____

Please return this signed page to a building administrator by August 23rd, 2023



FRAZER SCHOOL

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CONFIDENTIALITY AGREEMENT

I, _____ (print name), understand and agree to the following:

1. As a Frazer School employee, and in accordance with applicable laws, I agree to keep in strict confidence any information regarding any student(s) (youth/family member issue). An exception to this confidentiality requirement is compliance with the law that mandates me to report suspected child abuse or neglect.

2. Failure to abide by this agreement may result in my removal as a team member, termination of employment, or other sanctions as provided by law.

Employee Name (print)

Date

Employee Signature

Superintendent

Date

