



Buffalo Hide Academy Handbook



Student Handbook 2019-2020

"Creating a Culture of Respect"



School District #9, Glacier County, Montana

Browning Public Schools

P.O. Box 610
Browning, MT 59417

Student and Parent Handbook Receipt Form

2019-2020

I acknowledge that I have received a copy of the Browning Public Schools Student/Parent Handbook, which includes a copy of the Student Acceptable Use Policy (see appendix F). I understand that the policies and practices contained in the handbook and AUP govern student behavior and expectations while in attendance of Browning Public Schools. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook.

Parent's or Guardian's Signature _____

Date _____

I acknowledge that I have received a copy of the Browning Public Schools Student/Parent Handbook, which includes a copy of the Student Acceptable Use Policy (see appendix F). I understand that the policies and practices contained in the handbook and AUP govern student behavior and expectations while in attendance of Browning Public Schools.

Student's Signature _____

Date _____

ACCEPTABLE USE POLICY OPT-OUT AGREEMENT

I choose to **not accept** Student AUP agreement, with the understanding that my child **will not** be allowed computer or Internet access at Browning Public Schools except for required assessment testing.

Parent/Guardian Signature

Date

School-Parent Compact

Dear Parent/Guardian:

We value your role in working to help your child achieve high academic standards. The following is an outline of some of the ways you and school staff can build and maintain a partnership to share the responsibility for supporting your child's learning.

School's Responsibility:

- Provide high quality curriculum and learning materials
- Provide you with assistance in understanding academic achievement standards and assessments and how to monitor your child's progress
- Provide opportunities for ongoing communication between you and teachers through, at a minimum:
 - annual parent-teacher conferences,
 - frequent reports regarding your child's progress, and
 - opportunities to talk with staff, volunteer in class, and observe classroom activities.

Parent's Responsibility:

- Encourage your child to attend school regularly
- Encourage your child to show positive school behavior
- Review your child's homework
- Monitor television watching and encourage positive use of your child's extracurricular time
- Volunteer in your child's school and classroom if time or schedule permits
- Attend parent-teacher conferences and participate, when appropriate, in decisions relating to the education of your child.

Please review this School-Parent Compact with your child. This School-Parent Compact may be discussed with you during a parent-teacher conference as it relates to your child's school progress.

Thank you for your support and involvement in your child's education. Please contact the person listed below for more information.

Name: _____ Title: _____

Telephone Number: _____ Email Address: _____

Please sign and date below to acknowledge that you have read and received this information and return the entire form to your child's teacher.

Parent/Guardian Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

OFFICE USE ONLY				
Student ID #	Student Name	Date Distributed	Faculty Name	Faculty ID #

To students and parents:

Parent/Guardians, and Students,

We are pleased to welcome you to a new and exciting year at Browning Public Schools – a year focused on Standards Based Education resulting in our goal of increased student achievement.

Please read and review this handbook with your student as it contains important information regarding school policies and procedures. If you have any unanswered questions, please contact us at by phone or come into the school and talk to us personally. We encourage frequent communication between home and school, as it is important for the success of our students.

We encourage your involvement in your child's education and welcome your support throughout the year. You are invited to come into the school at any time with questions, concerns, and to celebrate your child's successes with us.

Please sign and return the student/parent signature pages to the school acknowledging that you have read the handbook and discussed its contents with your child. It is through working together that we will reach our goal of increased student achievement. Thank you for your cooperation.

The BPS student handbook contains information that student and parents are likely to need during the school year. The Student Handbook is designed in harmony with Board Policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy. Please note that references to policy codes are included to help parents confirm current policy. A copy of the District's policy manual is available in the school office and on the District website. In case of conflict between Board policy or any provisions of student handbooks, the provisions in the student handbooks are to be followed.

Browning Public School Organization

Board Members:

- Donna YellowOwl-Chairperson
- Brian Gallup-Vice Chairman
- Brenda Croff-Board of Trustees
- Jess Edwards-Board of Trustees
- James Evans-Board of Trustees
- Kristy Salway-Bullshoe-Board of Trustees
- Rae TallWhiteman-Armstrong- Board of Trustees

Browning Public Schools District Administration:

- Corrina Guardipee-Hall - Superintendent of Browning Public Schools

DISTRICT VISION STATEMENT

Browning Public Schools (BPS) is a community of families, students, staff and school board members who work to provide the very best education for all our children through guidance, teaching, support, and appropriate rules and policies.

DISTRICT MISSION STATEMENT

Browning Public School shall be a safe, friendly place where students and staff feel successful on a daily basis, and where parents and staff share in strong partnerships in support of children. Culturally appropriate lessons are delivered through exciting, motivating learning experiences and are based on high expectations, which include social interaction and participation in extracurricular activities. Students will graduate with the skills they need to be successful. The Board of Trustees and Administration support students and staff in pursuit of this vision.

DISTRICT EDUCATIONAL GOALS

The district has defined the following overall educational goals:

- Improve student achievement PreK-12 as evidenced by improved assessment results and increased graduation rates.
- Assure that all staff, through frequent, respectful interactions with students and families, contribute to a student's educational experience and influence a student's personal development, academic performance and achievement.
- In conjunction with family and community, implement a well-developed, multicultural curriculum and insist on high standards for students within that curriculum. Provide each student with relevant instructional information PreK-12 through effective, developmentally appropriate methods of engaging students and meaningful assessment related to student achievement.
- Model effective governance through exemplary leadership that is demonstrated through the efficient management of financial and human resources.

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I. IMPORTANT NOTICES

EQUAL EDUCATION AND NON-DISCRIMINATION (BPS #3000)

BPS, District #9 is committed to nondiscrimination in the provision of all educational services. An equal educational opportunity is a fundamental right under both the Montana and United States Constitutions; it is the policy of this District to provide a learning environment free of discrimination. All students have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling services, extracurricular and other school-related activities.

Discrimination in education because of sex, race, color, creed, religion, national origin, age, physical or mental handicap, political belief, and marital or parental status is prohibited unless based upon reasonable grounds as provided by law. The District is committed to taking the appropriate and feasible remedial action necessary to eliminate existing discrimination and its effects. **Inquiries regarding discrimination or intimidation should be directed to your child's school Title IX/504 Compliance Officer or the BPS Title IX/504 coordinator 338-2715.** In compliance with federal regulations, the District will notify annually all students, parents, staff, and community members of this policy and the designated compliance officer to receive inquiries. Notification should include the name and location of the compliance officers and will be carried in all handbooks and published in community newspapers. (see Appendix A)

EDUCATION OF HOMELESS CHILDREN (BPS#3125)

Each child of a homeless individual and each homeless child has equal access to the same free, appropriate public education as provided to other students. The trustees must assign and admit a child who is homeless to a school in the District regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The trustees may not require an out-of-District attendance agreement and tuition for a homeless child.

The federal government's legal definition of homelessness based on the McKinney-Vento Homeless Education Assistance Act is anyone who...

- Is lacking a regular, fixed and adequate nighttime residence (sub standard housing)
- Is sharing housing due to economic struggles (double-up)
- Is living in a shelter, hotel or motel
- Is living in a public place not designed for sleeping (cars, parks)
- Is an unaccompanied youth, a child or youth awaiting foster care placement
- Is a child or youth abandoned in a hospital
- Is a migrant child who qualifies under any of the above

A complaint regarding the placement or education of a homeless child shall first be presented orally and informally to the District's homeless liaison/coordinator. Thereafter a written complaint must be filed in accordance with the District's Uniform Grievance Procedure. (see Appendix E)

STUDENT RIGHTS AND RESPONSIBILITIES

Each student is expected to contribute to creating and maintaining a sound learning environment. Students shall behave in a safe and orderly manner. Student behavior will be respectful toward adults and other students. Students will engage in instructional task focus while in the school setting. Students have an obligation to avoid engaging in behavior that detracts from the learning environment of others.

Every student has the right:

- » **To be free from discrimination, sexual harassment, harassment, bullying or menacing**
- » To learn in a safe healthy environment
- » To have his/her property safe and protected

- » To be treated fairly
- » To know what teachers and parents expect of him/her
- » To present his/her side of any story
- » To be respected as an individual
- » To have an opportunity to attend school and classes regularly

Every student has the responsibility:

- » To respect others
- » To be honest and always tell the truth
- » To obey the rules of the school
- » To complete and do his/her best on all schoolwork
- » To treat school property with respect
- » To attend school daily and arrive on time
- » To use the District network/technology in an appropriate manner for educational purposes only

A student shall not:

- » Disrupt school or display any behavior which is disruptive to the orderly process of classroom instruction. ("Disrupt school" shall mean use of profanity, force, noise, coercion, intimidation or other disorderly conduct on school premises, going to and from school, while riding on any school transportation, or attending or participating in any school sponsored activity while within the jurisdiction and/or supervision of the school.)
- » Exhibit hostile, physical or verbal action against another individual.
- » **Engage in any behavior that would be considered sexual harassment.**
- » **Engage in any behavior that would be considered, harassment, bullying or menacing**
- » Fight, push, rough-house, or kick others
- » Uses profane, obscene, indecent, immoral or offensive language and/or gestures.
- » Cheat, plagiarize, lie, or forge any documents
- » Defy the reasonable request or direction of school personnel.
- » Damage, destroy or steal property belonging to the school or others.
- » Be in possession of dangerous chemicals, i.e.; mace, pepper spray.

RELEASE OF "DIRECTORY INFORMATION"

Browning Public Schools will publish the names and/or pictures of students in the newspaper, hallways, radio stations, TV stations and/ or on the district web page. Publishing may include filming of entire classroom instruction and district sponsored events.

Regarding student records, federal law allows that directory information on your child be released by the District to anyone who requests it unless you object in writing to the release of all of this information. **This objection must be filed within ten days of the time this handbook was given to your child.**

Directory information is considered to be public information unless you request that it be kept confidential. Throughout the year, the District may release directory information regarding student, limited to the following:

- | | |
|---|---|
| • Student's name, address, and phone number | • Dates of attendance |
| • Gender | • Degrees and awards received and class standing |
| • Date and place of birth | • Most recent previous educational agency or institution attended |
| • Field of study | • Parent/Guardian names and addresses |
| • Participation in officially recognized activities or sports | • Enrollment status |
| • Weight and height of members of athletic teams | • Photograph |

WEATHER EMERGENCIES/SCHOOL CLOSURE (BPS Policy #4013)

If a weather or other emergency occurs, and/or all roads are closed by 7:00 A.M. by the Montana Highway Patrol and B.I.A. Roads Department, schools will close. Announcements will be made on 96.7 FM - KZIN, 1150 AM - KSEN; 560 AM- KMON; KBWG (Thunder Radio) 107.5, Local TV and KFBB. The District will attempt to make up the missed day on the following Saturday.

VIDEO SURVEILLANCE (BPS Policy # 3235)

The District may use video equipment, which may include audio, in schools or on school property to safeguard district property and ensure student, staff, and visitor safety. The District may use the videotapes for appropriate student discipline, and the tapes may become part of the student's permanent record. Video surveillance can include transportation to and from school, field trips, and extracurricular bus trips. Videotapes may be released to the proper legal authorities in compliance with appropriate state and federal laws.

ACCEPTABLE USE OF ELECTRONIC NETWORK (BPS Policy #3612)

All BPS students who use school computers will need to sign and abide by the SD #9 Acceptable Use Policy.

Internet access and interconnected computer systems are available to the District's students and staff. Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

- a) *In order for the District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students utilizing school-provided Internet access are responsible for good behavior on-line. The same general rules for behavior apply to students' use of district-provided computer systems. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the District's teachers and other staff will make reasonable efforts to supervise the use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.*
- b) *Internet Access Conduct Agreements. Each student and his/her parent(s)/legal guardian(s) will be required to sign and return to the school at the beginning of each school year the Internet Access Conduct Agreement prior to having access to the District's computer system and/or Internet Service.*
- c) *Violations. If any user violates this policy, the student's access will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action. The system administrator and/or the building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with his/her/their decision being final.*

SCHOOL RECORDS (BPS Policy #3600, #3601)

Student Records

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. A copy of this record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights.

Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll.

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

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

<p>The permanent record shall include:</p> <ul style="list-style-type: none"> • Basic identifying information • Academic transcripts • Levels of achievement (grades, standardized achievement tests) • Immunization records (per §20-5-506, MCA) • Attendance records • Record of any disciplinary action taken against the student, which is educationally related 	<p>The cumulative record may include:</p> <ul style="list-style-type: none"> • Intelligence and aptitude scores • Psychological reports and achievement test results • Participation in extracurricular activities • Honors and awards • Teacher anecdotal records • Verified reports or information from non-educational persons • Verified information of clear relevance to the student's education • Disciplinary information • Information pertaining to the release of this record
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The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. See Appendix B for the FERPA rights.

Special Education Records

In accordance with Board Policy #3601 and Administrative Rule (ARM) 10.55.2003 the Special Education Department will destroy special education/speech-language records of former students and students who have not been served by special education for five years. Parents and/or former students (18 years or older) who wish to review their file or request the permanent file for their personal use or for certain rights which are guaranteed by federal law should contact the Special Education Secretary at 338-2715 within 60 days of written notification.

SPECIAL EDUCATION (BPS Policy # 4435)

School District #9 provides programs designed to meet the academic needs of the special needs students. Special Education and other staff along with the academic services work in a variety of settings that include:

- Small group instruction within the general education classroom. (Inclusion Model) The inclusion program is designed to allow Special Education students to maximize their potential by providing access to the general education curriculum as

mandated by law. Individual modifications, accommodations and specialized instruction in the classroom afford these students the opportunity to demonstrate success and understand the general curriculum in the least restrictive environment. A coordinated team approach is used to deliver this service model in a manner that promotes self-esteem and provide strategies for diverse learning styles.

- Small group instruction of basic skills in a separate setting (Basic Skills Development) The Basic Skills Development model is designed to provide students that have special disabilities in language arts and mathematics with skills instruction in small groups either in the regular classroom or in another classroom. The amount of time outside the general education classroom varies from student to student based on need. Instructional strategies are geared to remediation of specific skill deficit areas with the goal of full time classroom involvement.
- Self-contained functional academic programs (Functional Academic Program) The Functional Academic Program are designed to provide academic and life skills to students that are significantly academically challenged. Instruction takes place in the Special Education Classroom.

A team approach is used to coordinate services for these students. Consultations with various staff happen on a regular basis to develop a program that best meets the needs of each student.

504 ACCOMMODATIONS (BPS Policy# 4436)

Pursuant to Section 504 of the Rehabilitation Act of 1973, School District #9 has a duty to identify, refer, evaluate, and if eligible, provide a free appropriate education to disabled students. For additional information about the rights of parents with an eligible child, or for any questions you might have about identification, evaluation or placement into 504 Programs, please contact the school office or the district's 504 Compliance Officer at 338-2715.

GIFTED AND TALENTED PROGRAM (BPS # 4420)

Browning Public Schools offer a program for the academically gifted and talented student. Our curriculum meets the needs of most students in our school. However, there is a need to provide a more challenging curriculum for some students. There are two ways which an academically gifted student can be referred for possible placement in the Browning Gifted Education Program: Students who score **ADVANCED on the total score on the MontCAS in math and reading** will be targeted for further consideration. Students can be nominated at any time by a teacher, parents or a community member for consideration.

Philosophy

Browning Public Schools recognizes that many students possess gifts and talents and have unique needs that are not commonly met in the regular classrooms. These students may require differentiated instruction and opportunities in order to make adequately year progress that is commensurate with their abilities. School administrators, staff, parents and community members must work together to ensure that the educational needs of our gifted and talented students are being met.

INDIAN EDUCATION FOR ALL (MCA 20-1-501)

20-1-501. Recognition of American Indian cultural heritage -- legislative intent.

- (1) It is the constitutionally declared policy of this state to recognize the distinct and unique cultural heritage of American Indians and to be committed in its educational goals to the preservation of their cultural heritage.
- (2) It is the intent of the legislature that in accordance with Article X, section 1(2), of the Montana constitution:
 - (a) every Montanan, whether Indian or non-Indian, be encouraged to learn about the distinct and unique heritage of American Indians in a culturally responsive manner; and
 - (b) every educational agency and all educational personnel will work cooperatively with Montana tribes or those tribes that are in close proximity, when providing instruction or when implementing an educational goal or adopting a rule related to the education of each Montana citizen, to include information specific to the cultural heritage and contemporary contributions of American Indians, with particular emphasis on Montana Indian tribal groups and governments.
- (2) It is also the intent of this part, predicated on the belief that all school personnel should have an understanding and awareness of Indian tribes to help them relate effectively with Indian students and parents, that educational personnel provide means by which school personnel will gain an understanding of and appreciation for the American Indian people.

II. GENERAL INFORMATION

ENROLLMENT IN BROWNING PUBLIC SCHOOLS

School District #9 requires that parents or guardians personally come to school to enroll their students. Within forty days of enrolling their children in school, parents/legal guardians must present to the school proof of identity of the child enrolled. A birth certificate and an immunization record are required for admission to all Browning Public Schools. In the event a child's parent, guardian, or legal custodian does not present required proof of identity within forty days of enrollment, or if the school district does not receive the school records from the sending school within sixty days of enrollment, the school shall notify the Montana Missing Children Information Program as described in 44-2-503, MCA.

WITHDRAWAL FROM SCHOOL (BPS POLICY #3005)

A parent/guardian intending to withdraw a student from Browning Public Schools must bring his/her child to the school office and obtain a check-out form. The student must check in books and equipment and have each of his/her teachers sign the check out form. A copy of the student's records will be forwarded to the new school upon receipt of a request for records from that school. In the event that a student does not properly check out and/or records are not requested by the transfer school within 10 working days, the student will be officially dropped and receive no credit for the time spent in Browning Public Schools during that grading period. Parents of students who are dropped after 10 days will be reported to Blackfeet Family Court for educational neglect.

TELEPHONE USE AND MESSAGES

Students may use school phones only in cases of emergency. Please have your student make necessary transportation arrangements before leaving home in the morning.

Personal telephone calls will not be transferred to classrooms, but messages will be delivered at the end of the school day. In case of emergencies the principal or assistant principal will immediately deliver messages.

Please call the office with any changes in your child's after-school destination before 2:00 p.m. Monday through Thursday and 1:00 p.m. Fridays and early holiday dismissals. Messages for changes in your child's dismissal plan will not be taken after 2:00 p.m. on regular school days and 1:00 p.m. on early-out days. The office personnel get busy later in the day and we cannot guarantee that messages that come in after that time will be delivered before school dismisses. Thank you for your cooperation.

CLOSED CAMPUS

Each District #9 school has a closed-campus. This closed-campus begins when a student arrives at school (whether by bus, private car, or walking) and ends when the school day is over and the student leaves the campus. Students may not leave school grounds unless an adult, who is on the approved check-out list, checks them out. All adults checking out students must do so through the attendance or main office. **For the safety of our students, no student will be released unless an adult picks him/her up at the office.**

HIGH SCHOOL (9-12)

For the high school there are certain exceptions to the closed campus rule. Exceptions include students who are on work release, job shadowing, enrolled in college courses or under a special circumstance that is approved by a principal and a parent or guardian.

CHECKING STUDENTS OUT

Only authorized persons who are on a student's check out list may check a student out, and these checkouts must be done in person. When changes in guardianship arise, contact the office immediately with the proper paperwork to ensure we have the correct checkout information.

Students who are checked out are counted absent for the time that they do not attend and these absences count toward student's absence total.

We ask that parents avoid allowing students to be checked out at lunch time. Our lunch period is not long enough to allow for lunch off-campus, and when students return late they miss important instruction and interrupt the learning of others.

VISITORS TO THE SCHOOL

As a matter of safety, any person entering a district school building will be considered a visitor to our campus. This includes school district employees on official school business when entering a different school, family or guests of staff, parents/guardians, and community members. Upon entering the school, visitors must report to the office and state your name, business, and register on the building visitor log. If the visitor's presence is approved, the visitor will be issued a temporary name tag for a specified length of time. Upon leaving the school, visitors must check out through the attendance office.

Parents/guardians who would like to sit in on their child's classes must notify the principal or assistant principal at least one day prior to the observation.

Students are only allowed on the campus of the school they attend and are not allowed to be on the school grounds of any other school in the district except in cases of official school business.

CONFERENCES AND APPOINTMENTS

The principal and assistant principal (where applicable) will be available for conferences by prior appointment during school business hours. Appointments may be set up personally or by contacting the school office.

Parents can meet with teachers after school and by prior appointment during the teacher's prep period. Appointments may be set up personally or by contacting the school office. We encourage parents to contact teachers with their concerns as soon as possible to ensure the best success for their children.

LOST AND FOUND

All students are asked to please turn in any belongings that are found to the office so that they may be returned to the rightful owner. Articles turned-in will be stored in the lost and found for a period not to exceed 30 calendar days. Students should report to the office when they are missing personal or school belongings. **The District and each individual school are not responsible for any lost or stolen items.**

SCHOOL LOCKERS

In the schools where lockers are available, each student will be assigned a locker. Combinations will be distributed. Students should keep their lockers locked at all times. Students may not move to another locker without permission from the office.

Only school locks may be used; other locks will be removed. The school is not liable for any items lost or stolen from a locker. Any money or other valuables should be kept in the student's personal possession while at school.

The District and the Board of Trustees reserve the right to search any locker at any time, without the student's knowledge and/or presence.

Students are not allowed to share lockers or give out their locker combinations. Problems with the lock or mechanical operation of the lock are to be reported to the office immediately. Each student must take care of his/her assigned locker and will be billed for any repairs or cleaning needed at the end of the year. **Students will be responsible for whatever is in their assigned lockers, regardless of whether they claim to have placed a given item within the locker or not.**

SCHOOL LIBRARY

The library offers books, magazines and computer access for assigned study and recreational reading. It is open for use during the entire school day, and for a short period of time before and after school. ***Students are strongly encouraged to check out books from the school library.***

Students must have permission from their teacher to use the library during class periods. All students must follow the rules posted in the library. All students have the right to learn at all times; therefore, no disruptions will be permitted. Any student misusing his/her library privileges may be restricted from using the library. Students must comply by the district's acceptable use policy when utilizing technology in the library.

FINES FOR BOOKS AND EQUIPMENT (BPS Policies #3535 and 4300P)

In the case of unusual wear and tear, willful destruction, or the loss of a book, uniform, or other school property, students will be charged the cost of the book or item. **Lost, overdue, and unpaid fines will make a student ineligible to participate in extra-curricular activities according to district policy, including sports, clubs, and incentive field trips or activities.** Fines follow a student throughout his/her school career, and may result in the withholding of grades or diploma.

DISTRIBUTION AND POSTING OF MATERIALS

The distribution of materials from outside the school system uses a considerable amount of valuable educational time. This time is taken away from students, teachers, and the clerical staff. It is the District's policy to limit the distribution of materials to parent and student organizations sponsored by the school district or other governmental agencies. Materials which provide information valued or needed by the school district may also be distributed. All organizations must have the approval of the superintendent before materials may be distributed. In order to facilitate the distribution of materials with information about student activities offered in the community, each school will do the following:

1. Maintain a centrally located bulletin board for the posting of bulletins.
2. Maintain a table where flyers and other information can be made available to students.
3. Include announcements for student related activities in newsletters that go home to students.

The announcements must be submitted one month prior to the newsletter in which the announcement is to go home and must advertise a youth-oriented activity.

It is the intent to post all notices and place flyers on the distribution table except those that are viewed by the principal as likely to be disruptive, libelous or obscene.

Any student who posts material without prior approval will be subject to disciplinary action.

Materials displayed without prior approval will be removed.

FUNDRAISING COLLECTION AND SALES (BPS Policy # 3533)

Any class or school-sponsored organization desiring to do fund-raising must first clear the project through the sponsor, the school principal, and superintendent's office. Funds raised by each organization must be maintained in the school activity fund. No collections of any type for any purpose may be made by the students without the approval of the principal. Students who collect money must turn in all collections to the club sponsor before the end of each day. Students/parents will be responsible for all merchandise and funds collected. All fund raising projects will be limited according to the principal's discretion.

SCHOOL PICTURES

Students are presented with the opportunity for school pictures during each school year. We encourage all students to have their picture taken at this time for the school yearbook and for use by the office.

FIRE DRILLS/EVACUATION PROCEDURES (BPS Policy # 3432)

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the fire alarm sounds, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible.

The teacher in each classroom will give the students instructions. When the students are outside of the building, they will go immediately to the predetermined designated area and line-up with their teacher. The classroom teacher will take attendance once the students are lined-up. Under no circumstance are students allowed to leave the group and exit school campus. If this occurs, the student will be marked as an unexcused absence, with disciplinary consequences to follow.

If buses arrive for the removal of students from campus, the students should board the buses in an orderly manner and stay with their teacher. Students cannot be checked out during any drill or evacuation procedure. For the safety of the students, parents or guardians must abide by school emergency procedures protocol until the situation is under control.

In the event that a building needs to be evacuated, a prearranged sheltering site will be chosen. However, for security reasons, if there is a bomb threat, alternate sites will be used on a random basis.

LOCK DOWN

In the event of a lock down, **no one will be allowed to enter or leave the school** until the lock down is completed. Signs will be placed on the exterior doors and no one will be allowed to enter or leave the school.

In the event of a fire, lockdown, or other security measures being taken for the safety of students, parents will be notified via the radio of the situation.

CHILD ABUSE REPORTING

Staff members are required by law to report any suspected abuse/assault to Child Protective Services, and will report the abuse to the counselor and/or principal. Police may also be notified. It is the responsibility of the police and Child Protective Services to investigate all allegations. Child Abuse Hotline- 1-866-820-5437

VOLUNTEERS

Browning Public Schools welcome and encourage volunteers in the school setting. However, we also place the highest of priorities on the safety and well-being of our students and staff members.

The volunteers, which may include parents and friends of the children, are a critical component in assisting the students and teachers. Every effort is greatly appreciated, and the total worth of the volunteer program in our school is priceless. Some examples of how volunteers may help the school are:

- » Working with small groups of students under the supervision of the classroom teacher.
- » Helping with student achievement by listening to students read, helping with math problems, assisting with research projects, drilling spelling words, correcting student work, and assisting with art projects.
- » Operating office machines and assisting in the office.
- » Sharing special talents or areas of interest.
- » Preparing student materials and display boards.

Please contact the school principal for more information regarding volunteering in your child's school.

III. HEALTH SERVICES AND MEDICATION

EMERGENCY MEDICAL TREATMENT (BPS Policy #3431r)

If a student is injured on the campus during the school day or during after-school activities, the accident should be reported to the teacher, coach, supervisor, or the office as soon as possible. If a student has a medical emergency at school or school-related activity when the parent cannot be reached, the school needs written parental consent to obtain emergency medical treatment. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.)

COMMUNICABLE DISEASES/CONDITIONS [Board Policy #3417]

To protect children from contagious illnesses, student infected with certain disease are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who may have been exposed to the disease can be alerted. Please refer to your school specific handbook or to the **Montana Department of Health and Human Services Communicable Disease Summary** at <http://www.dphhs.mt.gov/PHSD/epidemiology/documents/CommunicableDiseaseSummaryFINAL.pdf>.

SCHOOL INSURANCE

BPS provides membership in our school insurance for each student under a policy provided at no cost to the student. The coverage applies to some expenses incurred as a result of an accidental injury sustained while attending BPS during the school year. This plan may not cover all the costs of medical expenses and does not cover medical expenses that are payable by other insurance. Therefore, you must file a claim with your family insurance coverage or health provider. Address any concerns regarding this insurance to:

Browning Public Schools
Business Office
P.O. Box 610
Browning, MT 59417-0610

ADMINISTRATION OF MEDICATION (policy #3416)

Montana State Law and the Administrative Rules of the Board of Nursing (effective May 27, 1994) allow licensed nurses to delegate specific nursing tasks to unlicensed persons. In the school setting, this allows the school nurse to delegate administration of student medication to specific school personnel. At the beginning of each school year, the school nurse, in consultation with the building administrator, will delegate two to three school personnel to administer student medication.

Browning Public Schools requires all medications to be given at home whenever possible. However, under certain circumstances, it may be necessary for medication to be administered to a student during the school day. These circumstances may include, but are not limited to, treatment of chronic disabilities and/or illness. When a student requires medication to be administered at school, a parent may make arrangements to come to school to give the medication or the following procedures must be complied with regarding the administration of medication during the regular school day.

School personnel may not accept or supervise the administration of medication unless a completed "Physician Order-Permission for Medication to Be Given at School" form accompanies it. This form will specify:

- | | |
|--|---|
| » demographic information regarding the student diagnosis | » potential side affects |
| » type of medication | » signature of parent/guardian |
| » time indication for administration | » signature of physician/dentist or other health care professional authorized by statute(s) of the State of Montana to prescribe medication and provide treatment services. |
| » dosage prescribed | |
| » additional instruction for administering | |
| » starting and ending date of administration of medication | |

Note: Parent signature is required for school administration of *both* prescription and non-prescription medication. A physician's signature is a requirement for school administration of prescription medication only.

1. Students taking medication prescribed by a physician/dentist, or any over-the-counter medication must present the medication in its original container to the school nurse or delegate, with the required form signed by physician/dentist and parent/guardian. This may require the issuance of duplicate bottles of medication authorized by the physician, one for home and one for school. The original container must be provided to the school with a label indicating the name and telephone number of the pharmacy, the student's name, the physician's name, the name of the drug, the time/indication for administration, the dosage to be given and the date.
2. It is recommended that the initial dose be administered at home, in the physician's office or hospital to avoid adverse reactions from occurring at school.
3. Students must take medication in the presence of designated school personnel, and all administrations will be recorded and initialed.
4. Students may self-administer asthma, severe allergy, or anaphylaxis medication if the school has received written documentation filled out by a medical doctor and the parents/guardians. Forms are available from the school nurse.
5. All medication must be stored in a designated area that is to remain locked when not in use.
6. Browning Public Schools assumes no responsibility for the supply of any medications.
7. Permission to administer medication must be re-authorized at the start of the new school year by consent of parent/guardian and accompanying physician's order.

HIGH SCHOOL (9-12)

Senior High school students who are older and more mature should be responsible for the taking of their own medication. However, permission of parent/guardian and physician's authorization is still required. The District must be informed of pertinent information regarding the diagnosis, type of prescription, dosage, and time(s) to be administered. Additional information regarding possible side effects and cautions to the student who is self-administering must also be included. High school students are also permitted to self-administer non-prescription medications. *Permission for self-administration of non-prescription medication must be specified annually by parent instructions on the student enrollment form.*

STUDENT IMMUNIZATION (BPS Policy #3413)

No person may enter a Montana school, and no school may allow a person to begin attending, unless he/she meets the immunization requirements of the law. If students transfer from one school district to another, a photocopy of immunization records

shall be made by the school of origin and provided to the student who is transferring. The school to which the student is transferring shall accept photocopies as evidence of immunization. Within 30 days after a transferring pupil ceases attendance at the school of origin, the transferring school shall send the original immunization records for the pupil to the school district to which the pupil transfers. State law requires that all 6th through 12th grade students must have 2 MMRs prior to the start of the school year.

IV. PARENT SUPPORT AND INVOLVEMENT

At Browning Public Schools we encourage parents to be actively involved with their children's learning. We know that parental involvement in this process helps children to learn more effectively. We encourage parents to talk daily with their children about school, to support their efforts in completing assignments and meeting deadlines, to send their children to school well prepared and rested, and to make regular contact with their children's teachers. Through working together as a team, we can achieve our goals to provide the best learning opportunity for all students.

COMMUNICATION

Communication between home and school is an essential part of a successful educational experience. Because events at home can affect a student's behavior at school, we ask that parents/guardians notify the school if there is a problem so that staff members can work more effectively with the student. Students have the opportunity to talk with the guidance counselor or principal at any time. Progress reports will be sent home on a weekly or bi-weekly basis, and students are required to write their homework assignments in their planners on a daily basis. Please contact your child's teacher if you have any concerns about your child's performance in class.

PARENT RIGHTS AND RESPONSIBILITIES

Browning Public Schools recognizes and respects the positive impact that parents have on the education of their children. The District strives to create a positive and productive working relationship with all parents and families. Parents play a formative role in the development of their children's sense of justice, equity, and worth of all members of the school community. Parents also act as one of the most influential role models within their children's lives. Therefore, it is the expectation of the school that all parents model respectable behavior at all times within the school setting.

With respect to the school's obligations to the parents, the parents can expect:

- » To be treated with an attitude of professionalism from all staff members
- » To be listened to and clearly communicated with in regard to their child's education
- » To have confidentiality over sensitive issues respected by staff
- » To be treated in a caring and polite manner
- » To be respected by staff and students
- » To be assured that their child will be educated in a secure environment in which care, courtesy and respect for the rights of others are encouraged.
- » To be contacted with information concerning the academic achievement and behavior of their child.

With respect to their obligations to the school, a parent or guardian should:

- » Adhere to the school's policies, and endeavor to support in the home the work that is done in the school
- » Cooperate where the child's behavior has overstepped accepted school standards
- » Maintain respectful communication and behavior while visiting the school or attending school events
- » Support the school in its efforts to maintain a positive teaching and learning environment.

ABUSE OF TEACHERS

School Laws of Montana, 2007, 20-4-303: Abuse of teachers – Any parent, guardian, or other person who shall insult or abuse a teacher anywhere on the school grounds or school premises shall be deemed guilty of a misdemeanor, and upon conviction of such misdemeanor by a court of competent jurisdiction, shall be fined no less than \$25 or more than \$500.

PARENT INVOLVEMENT (BPS Policy #6000)

The amount of parent involvement in a child's education is significant in determining the child's success. For this reason, it is the goal of BPS that the parents of all students be involved in their children's education in and out of school. In an effort to reach this goal and the goal of high achievement for all students, the District agrees to provide parents with the following:

1. Notice providing parents with information regarding building School Improvement Plans, including opportunities for parents to serve on School Improvement Teams, which all require parent participation.
2. A public meeting in the first quarter of each school year to explain programs and activities, meet staff, and answer questions.
3. A public meeting in the last quarter of each school year to allow parents the opportunity to evaluate the School Improvement Plan and have input into modifying the plan.
4. The opportunity to coordinate and integrate parental involvement strategies with other programs such as Head Start, Even Start, Reading 1st, and other relevant preschool programs.
5. School-Parent Compacts at each building outlining how parents, students and staff will share responsibility for promoting high student achievement. (attached at beginning of handbook)

6. An annual report prepared by the superintendent summarizing school performance. Information regarding school performance will be reported regularly via the local media, fall parent meetings and an annual meeting of the Board of Trustees.
7. Quarterly reports informing parents of their children's progress and information regarding staff availability for conferences.
8. A minimum of two parent teacher conferences where parents will be informed about the district curriculum and given evidence of multiple ongoing assessment, and proficiency levels of their students.
9. Encouragement to meet with the staff and observe and/or volunteer in their children's classes.
10. A variety of parent training opportunities throughout the school year.
11. A minimum of one school-sponsored family literacy activity per month during the school year.
12. Access to a parent advocate, family support person, or home-school coordinator.
13. An opportunity to participate annually in an evaluation of parent involvement programs.
14. Assurance that the District will conduct, with the involvement of parents an annual evaluation of the content and effectiveness of the parent involvement policy and use the findings to revise the policy if necessary.
15. Assurance that all communication will be clear and understandable.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled two times yearly for the purpose of improving communication between the schools and home. At any other time, if you would like to meet with your child's teachers, please call a teacher, principal, or counselor to set up an appointment to do so.

SURVEYS

The District may occasionally choose to administer or allow the administration of a survey or evaluation that collects personal information about students. Such surveys will be approved by the Board before the survey is administered. Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation.

V. ACADEMIC INFORMATION

REPORT CARDS

Report cards will be issued to the students at the end of every nine (9) week period. At the high school credits will be earned at the end of each semester.

Parents will be kept informed during the nine weeks grading period on their child's academic progress. Parents are encouraged to contact the school if they have any questions or concerns about their child's performance in any class. Midterm reports are sent home four times during the school year.

Report cards will not be released if any fines are owed to the school for lost or damaged school property, including library fines, textbook fines, uniforms, and activity fines.

HOMEWORK (BPS Policy #4110)

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

A student's ability to read is strengthened by reading each day at home. Browning Public Schools strongly urges each student to spend time reading for pleasure or for information, in addition to other homework time.

At times, students may struggle in meeting their homework obligations. When students experience difficulties in completing homework assignments, teachers and parents will meet to discover the nature of the student's difficulties. The successful development of students' study habits is an important goal for the school. We know that the collaboration efforts can be effective in helping improve their study skills. Please contact the school with your questions/concerns when you believe your child is experiencing chronic problems.

MAKE UP WORK (BPS Policy #3010)

It is the responsibility of the student to request makeup work either in advance or on the day of returning to class, or parents may call or request homework during the absence. Teachers will provide makeup work within 24 hours of the request. Work may be made up for excused absences or if the student is on out of school suspension (OSS). Students will be allowed twice the amount of time absent to complete any assignments missed due to excused absences (example: If a student is absent for two days, he/she will have four days to complete make-up work). The practice recommended by administration is that make up work will not be accepted for credit after the time allowed.

RETENTION POLICY (BPS Policy #3020)

Students who are failing two or more core classes may be considered for retention. Parents will be kept informed of possible retention. Interventions tied to other services, such as summer school, tutoring, or alternative placement will be considered for each individual student. Retention of a student will be a cooperative decision made by the student, parents, counselor, and administrator, and will be made in the best interest of the student.

GUIDANCE AND COUNSELING

Counseling services are provided for each Browning Public Schools student. Counselors will assist students with scheduling, testing services, college applications, scholarships, and financial aid information (when applicable), appropriate placement, academic and social issues, as well as personal counseling.

Psychological testing

The school will not conduct a psychological examination, test, or treatment without first obtaining a parent's written consent, unless required by state or federal law for educational purposes.

TUTORING

Tutoring is available at each Browning Public School. Please contact the school for specific times and services.

VI. ATTENDANCE POLICY AND PROCEDURES (BPS Policies # 3005, 3010, 3121, 3121r)

Our goal is to have 95% or better attendance at Browning Public Schools. To meet this goal, students should not miss more than nine (9) total days during the school year.

COMPULSORY ATTENDANCE POLICY

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

In accordance with MCA 20-5-102 (Montana Annotated Code) and/or Blackfeet Tribal Code and Resolution 71-2004 a student shall not voluntarily withdraw from school without having reached his/her 17th birthday and completed 8th grade.

Parents can give their child no greater help educationally than to assure their child's attendance at school every day. Regular attendance is necessary for success in school. The student who is frequently absent misses valuable class instruction and discussion and finds it difficult to keep up with the class, which can lead to frustration and failure. Perfect attendance should be the goal of every parent and child.

TARDY PROCEDURES

PRIMARY/ELEMENTARY (K-6) TARDY RULE: Students are expected to arrive at school on time. Students will be counted tardy to school if they arrive after the school day has begun, up to 9:00 a.m. After 9:00 a.m. those student tardies will be changed to absences for the morning session.

SECONDARY (7-12) CLASS TARDY RULE: Students are expected to arrive in their assigned class before the bell rings. A student who enters the classroom after the bell has rung may be required to sign the tardy log. Students who enter the class more than ten (10) minutes late may be marked absent.

ABSENCE NOTIFICATIONS

Absence Notification by Parent/Guardian: A student's parent/guardian (K-12) must contact the school secretary or attendance clerk on the morning of the absence to verify the reason for the absence. If this is not possible, verification must be given to the attendance office on the day of return.

ABSENCE NOTIFICATION TO PARENT/GUARDIAN: Attempts to notify parents or guardians of their child's absence, in the event the child has not been reported absent by the parent, will occur by the end of the school day to assure that parent, guardian, or legal custodian is aware of the child's absence from school (MCA 44-2-507).

TEN DAY ABSENCE RULE

All Browning Public Schools are responsible for contacting Blackfeet Family Court when a child misses more than ten (10) days of school during a semester.

CLASSIFICATION OF ABSENCES

The following absences count against the Ten Day Absence Rule:

- Illness: This is an absence involving students who stay at home due to an illness; however, they do not have a medical verification slip (A).
- Cultural Activities: This is an absence involving students who are excused from school by their parent/guardian to participate in non-school related cultural activities (A).
- Weather: This absence involves students whose parents feel it is unsafe for their children to come to school due to weather related issues (A).

The following absences do not count against the Ten Day Absence Rule:

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

All absences have make up privileges for the student class work. Students will receive 2 days to make up the class work for each day absent. Special considerations will be made for those students who have lengthy extended absences as provided through the Office of the Principal.

SECONDARY (GRADES 9-12) INCOMPLETE GRADE RECOVERY PROCESS

It is the District's belief that there is a strong relationship between student attendance and student achievement. Students are expected to be in attendance at school each day. Essential learning takes place in the classroom each day. Students who exceed ten (10) absences per semester in any course, therefore, will be considered as not meeting all requirements of that course, and will receive a grade of "Incomplete".

Process

Once a student has reached ten (10) absences in a course per semester, the student receives a grade of incomplete in that course. The student is expected to remain in the course for the semester and complete the curriculum.

The district approved credit recovery program will assign fifty (50) minutes of coursework in the specific subject area for each absence over the tenth (10th) absences to be completed at a passing level. Once a student completes the coursework, they will receive the original grade (A-D) that was earned in the class and it will replace the incomplete on their transcripts. A student who earns an "F" in any course, regardless of attendance, must follow the district credit recovery process to earn credit in that course.

- Students can attend night school or after school tutoring as soon as they exceed ten (10) absences in any class. Students do not have to wait until the end of the semester. Any student who does not have a passing grade in a minimum of 4 classes (not including Advisory) at the end of any semester will be ineligible to participate in any MHSA sport/activity during the following semester. A grade of "I" or incomplete is not a passing grade.

Students are expected to complete all requirements for each course in which they exceed 10 absences through a district approved credit recovery program within two (2) consecutive semesters after receiving the incomplete.

If a student does not complete all required coursework with two (2) consecutive semesters after receiving the incomplete, the grade will permanently remain an incomplete on the student's transcript and they will lose credit for the class. In order to receive credit the student will need to repeat the course.

In extreme cases, where attendance is due to extended illness or circumstances beyond the student's control, an appeal may be filed with the high school principal. Students must have a 60% or above in any class which they appeal. The appeal must be received by the principal within ten (10) school days after the end of the semester for which the appeal is being filed. The principal will have ten (10) school days to respond. If the appeal is denied, the student must complete the credit recovery process as stated above.

The appeal must contain:

- A letter from the student stating the reason that they exceeded ten (10) absences
- A letter from the student's parent(s)/Guardian(s)

Any relevant documentation. Example: Doctor's statements

EARLY CHECKOUTS (elementary)

Students checked out before 3:00 P.M. (Monday thru Thursday) or before 2:00 P.M. (Fridays and early outs) will be counted absent for the afternoon sessions.

VII. SAFE AND DRUG-FREE SCHOOLS

In order to provide an environment that enables students to learn and develop as young people preparing to make the transition from grade level to grade level, the school takes the obligation of providing a safe environment very seriously. The following information has been developed to keep our school safe for all.

Building administrators may call law enforcement for assistance in instances when students or visitors display unsafe or overt defiant behavior creating a hostile situation. Unsafe behavior may be verbal or physical in nature. Law enforcement may be contacted prior to contacting parents/guardians.

LAW ENFORCEMENT (BPS Policy #3220)

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

- 1) The principal will verify and document the identity of the official, will request an explanation of the need to question or interview the student, and will document that explanation.
- 2) The principal will attempt to notify the parent/ guardian prior to the interview, unless the law enforcement official or other authority objects to such action. In that event, the principal will document the specific basis for the objection.
- 3) The principal will be present for the interview, unless the law enforcement official or other authority objects to the principal's presence. In that event, the principal will document the specific basis for the objection.
- 4) The principal will cooperate fully regarding the conditions of the interview if the questioning or interview is part of a child abuse investigation.

Requests to Take Students into Custody

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

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

Before a student is released into the custody of a law enforcement officer or other lawful authority, the principal will contact the Superintendent. The Principal will also verify and document the identity of the official, will request documentation of and/or an explanation of the basis for the request to take the student into custody, and will retain a record of that documentation and/or explanation. The principal will attempt to notify the parent/ guardian of the request to take the student into custody, unless the officer or other lawful authority objects to such notification. Because the District does not have the authority to prevent or delay a custody action, such notification may not occur until after the student is taken into custody.

WEAPONS AND GUN-FREE SCHOOLS POLICY (BPS #3210)

In accordance with the provisions of the state and federal law, any student who brings a firearm onto school property shall be expelled for a period of not less than one calendar year unless modified by the Board of Trustees, upon a recommendation from the District Superintendent. As provided by state law, the student may be suspended up to twenty (20) days pending the School Board hearing for the expulsion.

Students are forbidden knowingly and voluntarily to possess, handle, transmit, or use any instrument in school or on school grounds that is ordinarily or generally considered a weapon. Any object which could be used to injure another person and which has no school-related purpose for being in school or on school grounds will be considered a weapon for purposes of this code. The following are examples of instruments ordinarily or generally considered weapons: knives of all types, guns, metal pipes, chains, wallet chains, chuck-sticks, throwing stars, darts, metal knuckles, black-jacks, unauthorized tools, fireworks, explosives, or other chemicals. Students may be out of school suspended up to ten days and may be recommended for expulsion to the Board of Trustees.

DRUG-FREE SCHOOL POLICY

BPS recognizes that the use of tobacco (including e-cigarettes), alcohol and other drugs is illegal and detrimental to students' education and other activities provided by the District (See BPS Board of Trustees Resolution approved on February 24, 1999). The

District will provide educational programs for prevention and intervention, establish standards of conduct and discipline for students in its schools (See BPS Policy #3200). Administrative rules and procedures will govern these programs.

GUIDELINES:

Substances covered under these rules include any alcoholic beverage, narcotic drug, hallucinogenic drug, inhalant, anabolic steroid, barbiturate, amphetamine, marijuana, Spice/K2 or other designer drugs, nicotine, any other stimulant such as phenylpropanolamine, depressant, intoxicant of any kind, substance purported to be one of the above, any dangerous drug as defined in Section 50-32-101 MCA or any imitation dangerous drug as defined in § 45-9-111 MCA. The proper use of medication prescribed by a medical doctor who is permitted by law to prescribe medication for that student does not violate this rule.

The following are prohibited in school buildings, on school grounds, in school vehicles, or at any school sponsored activities at any location at any time:

- a. Possessing, using or purchasing tobacco, alcohol, other drugs and drug paraphernalia or being under the influence.
- b. Selling, providing, distributing or manufacturing tobacco, alcohol, other drugs, or drug paraphernalia.

Students exhibiting evidence of intoxication, incapacitation, or a drug over-dose in school or at school-sponsored events may be transported immediately to a local hospital or facility designated to provide detoxification services. Law enforcement will be immediately notified. Following his/her return to school, the appropriate disciplinary procedures from the behavior management plan will be implemented.

BOMB THREATS/ FALSE FIRE ALARMS (BPS Policy #3770)

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

SEARCH AND SEIZURE (BPS Policy #3220)

The goal of search and seizure with respect to students is meeting the educational needs of children and ensuring their security. The objective of any search and/or seizure is not the eradication of crime in the community. Searches may be carried out to recover stolen property, to detect illegal substances or weapons or to uncover any matter reasonably believed to be a threat to the maintenance of an orderly educational environment. The Board authorizes school authorities to conduct reasonable searches of school property and equipment, as well as of students and their personal effects, to maintain order and security in the schools. Searches are conducted without a warrant and as permitted by law.

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

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

1. A "pat down" of the exterior of the student's clothing;
2. A search of the student's clothing, including pockets;
3. A search of any container or object used by, belonging to, or otherwise in the possession or control of a student; and/or
4. Devices or tools such as breath-test instruments, saliva test strips, etc.

School Property and Equipment and Personal Effects of Students

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

The Superintendent may request the assistance of law enforcement officials, including their use of specially trained dogs, to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or material.

Students

School authorities may search a student or a student's personal effects in a student's possession when reasonable grounds suggest a search will produce evidence that the particular student has violated or is violating a law or District student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of age and sex of a student and the nature of the suspected infraction.

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is a reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security of his or her vehicle and must make certain that it is locked and the keys are not given to others

DRUG DETECTION DOG

The District is taking action to keep illicit drugs out of our schools. One of the ways to assist school personnel in detecting drugs in the school is the use of specially trained dogs that are able to sniff out drugs. The dogs are highly specialized and certified

for this purpose. It is the intention of the School District officials to periodically use a drug-detection dog to check for drugs in our schools.

The procedure for these searches is as follows: on a day known only to administration the dog will be brought to the school to search lockers and common areas. This search may include lockers, gym lockers, classrooms, and the parking lot. It will not include sniffing any students. If the dog identifies a specific locker or bag; it will be noted, and searched by school personnel based on the reasonable suspicion created by the dog. If contraband is found, the police will be called in. If nothing is found, it is reasonable to suspect that at some prior time contraband may have been there. Students are assigned lockers and will be held responsible for any contraband found in their assigned lockers.

GANGS AND GANG ACTIVITY (BPS Policy# 3611)

Gang activities create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities. Groups of individuals which meet the definition of gangs, as defined below, shall be restricted from school grounds or school activities.

A gang is defined as any group of two (2) or more persons, whether formal or informal, who associate together to advocate, conspire, or commit one or more criminal acts; or acts which threaten the safety or well-being of property or persons, including, but not limited to, harassment and intimidation.

Students on school property or at any school-sponsored activity shall not:

- Wear, possess, use, distribute, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items which are evidence of membership in or affiliation with any gang and/or representative of any gang;
- Engage in any act, whether verbal or nonverbal, including gestures or handshakes, showing membership in or affiliation with any gang and/or that is representative of any gang; or
- Engage in any act furthering the interest of any gang or gang activity, including, but not limited to:
 - Soliciting membership in or affiliation with any gang;
 - Soliciting any person to pay for protection or threatening another person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
 - Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property;
 - Engaging in violence, extortion, or any other illegal act or other violation of school property.

Violations of this policy shall result in disciplinary action, up to and including suspension, expulsion, and/or notification of police.

HARASSMENT, BULLYING, INTIMIDATION, AND HAZING

Bullying is:

- Punching, shoving, and other acts that hurt (or could potentially hurt) people physically
- Spreading bad rumors about people
- Keeping certain people out of a "group"
- Teasing people in a mean way
- Making mean comments to or about a person
- Getting certain people to "gang up" on others

Bullying also can happen online or electronically. **Cyberbullying** is when children or teens bully each other using the Internet, mobile phones or other cyber technology. This can include:

- Sending mean text, email, or instant messages
- Posting nasty pictures or messages about others in blogs or on Web sites, or sending these types of pictures over a cell phone.
- Using someone else's user name to spread rumors or lies about someone

Bullying is prohibited in Browning Public Schools. If bullying occurs at school or while attending school functions or on school grounds, it will be dealt with as a severe violation of the behavior management plan.

SEXUAL HARASSMENT (BPS Policy # 3205)

(see appendix A for Title IX information)

SD #9 believes that each student has the right to attend school and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The District considers sexual harassment to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense. All students are expected to treat one another courteously, with respect for the person's feelings; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student or staff member. This prohibition applies whether the conduct is by word, gesture, or any other intimidating sexual conduct, including requests for sexual favors that the other student regards as offensive or provocative. Sending messages/pictures of a sexual nature by electronic means will be considered sexual harassment.

Any student who believes he/she have been subjected to sexual harassment, or any parent or guardians who believe his/her child has been subjected to sexual harassment, should report the incident to the building principal. If a parent or student is not comfortable with making a complaint to the principal, the complaint may be made to a teacher or guidance counselor, with the

understanding that the incidents must be reported to administration for review and action. The Title IX coordinator will conduct the investigation. The student will not be required to present a complaint to the person who is the subject of the complaint.

It is the intent of the Browning Public School District to create an atmosphere where complaints will be treated promptly and fairly. Third party witnesses are strongly encouraged to report observed incidents of sexual harassment to the building principal. Every effort will be made to maintain the confidentiality of witness identity.

Federal EEOC – Sexual harassment is illegal in two areas: in the workplace and in schools

Report all harassment to the Title IX Compliance Officer:

- » Browning School District #9 Compliance Officer (338-2715)
- » Browning High School : Assistant Principal
- » Buffalo Hide Academy: School Counselor
- » Browning Middle School: Principal
- » Napi Elementary: School Counselor
- » Browning Elementary: School Counselor
- » Vina Chattin/KW Bergan Elementary: School Counselor
- » Babb Elementary: Principal

VIII. STUDENT CONDUCT

APPLICABILITY OF SCHOOL RULES AND DISCIPLINE

To achieve the best possible learning environment for all our student, Browning public schools rules and discipline will apply:

- » On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group.
- » Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- » Traveling to and from school or a school activity, function or event; and
- » Anywhere, if the conduct may reasonably be considered to be threat or an attempted intimidation of a staff member, or an interference with school purposes of an educational function.

STUDENT EXPECTATIONS

Students are expected to behave appropriately. Unacceptable conduct, if occurring on the school grounds or while under the jurisdiction of the District, will not be tolerated. The statements of expectations listed below cannot hope to cover every situation that may arise, nor is it intended to be a long list of do's and don'ts. The purpose of the consequences imposed is to change behavior. The school administrative team has the authority to impose suspension of students for failure to comply with school regulations, and if it should become necessary, to recommend the expulsion of a student to the Superintendent of Schools and the Board of Trustees.

In order for students to take advantage of available learning opportunities and to be productive members of the Browning School Community, each student is expected to:

- » Use appropriate language at all times with all students, teachers, and other district staff.
- » Demonstrate courtesy-even when others do not.
- » Behave in a responsible manner, always exercising self-discipline.
- » Attend all classes, regularly and on time.
- » Prepare for each class; take appropriate material and assignments to class.
- » Meet district or building standards of grooming and dress.
- » Obey all building and classroom rules.
- » Respect the rights, feelings, privileges, and safety of other students, teachers and district staff.
- » Respect and obey the lawful requests of teachers and all school staff.
- » Not to start or participate in any physical or verbal altercations or confrontations.
- » Respect the property of others, including district property and facilities.
- » Cooperate with or assist the school staff in maintaining safety, order, and discipline.

FIGHTING

Fighting is a confrontation between two individuals in which each attempt to harm the other. **The purposeful instigation of a fight will also be considered fighting for discipline purposes. Watching a fight will also result in appropriate disciplinary consequences.**

Fighting will result in a severe referral.

ASSAULT (PHYSICAL, VERBAL, OR WRITTEN)

Browning Public Schools recognizes that our schools should be a safe learning environment for our staff and students. The District will not allow assault on its' school campus'. A physical assault is the intentional infliction of, or an attempt to inflict a harmful or offensive touching or contact upon a person. A student shall not intentionally cause or attempt to cause physical injury to any school employee or student. **Reasonable** self-defense against bodily harm is not to be considered an intentional act under

this rule. A student shall not intentionally cause or attempt to cause physical injury to any school employee or student. Students who engage in any kind of physical, written, or verbal activity which would result in or have the intent to injury will be subject to the following consequence(s):

- 1) Conference with victim(s) to obtain verbal and written documentation as to nature of assault.
- 2) Immediate removal of the individual from student or employee contact. Out-of-school suspension may occur. Length of suspension may be up to 10 days. For a serious infraction of this assault policy an immediate recommendation for expulsion may happen.
- 3) Police will be notified.
- 4) Prior to reinstatement, an in-person parent conference will be required.
- 5) If reinstatement occurs the student will be placed on an assault contract for the balance of the school year. Any additional instances of similar behavior will result in a disciplinary hearing before the Board of Education, which may result in the student's expulsion from school.
- 6) While the student is awaiting a disciplinary hearing, they may be suspended for an additional 10 days.

A student who engages in the physical assault of a staff member will be recommended for expulsion to the Board of Trustees.

All threats of violence, whether oral, written, or symbolic, against students, staff, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terrorist behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind, the circumstances surrounding the threat, the age of the student and the mental and emotional maturity of the student as well; cooperation of the student and his/her parent (s) or guardian (s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

School Laws of Montana, 2007, 20-4-303: Abuse of teachers – Any parent, guardian, or other person who shall insult or abuse a teacher anywhere on the school grounds or school premises shall be deemed guilty of a misdemeanor, and upon conviction of such misdemeanor by a court of competent jurisdiction, shall be fined no less than \$25 or more than \$500.

PROFANITY AND INAPPROPRIATE LANGUAGE

Using profanity or other inappropriate language, in either written or verbal form, will not be tolerated. Any violation will result in immediate, appropriate consequences, based upon the severity of the situation, as determined by the building administrator. Swearing at a teacher will result in a severe consequence.

CHEATING & PLAGIARISM

A student shall not cheat, plagiarize, lie, or forge any documents. Any violation will result in immediate, appropriate consequences, based upon the severity of the situation, as determined by the building administrator.

NOTES/ELECTRONIC COMMUNICATION

Notes or electronic communications are not to be written in class and are not to be passed/sent or received in the school setting, or on school sponsored events, unless authorized by the classroom teacher for specific educational purposes. Students are responsible for all content written in a note/electronic communication. Notes/electronic communications with inappropriate language, threats, or put downs will be confiscated and turned over to the principal, and the student will receive appropriate consequences.

ELECTRONIC DEVICES (BPS Policy #3630)

Student possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of District employees is a privilege which will be permitted only under the circumstances described herein. ***At no time will any student operate a cell phone or other electronic device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person. Electronically recording a fight will result in a severe referral.***

Students may use cellular phones, pagers, and other electronic signaling devices on campus *before school begins and after school ends*. IPODS and other musical devices are ***not allowed*** in classrooms or hallways during the school day unless authorized by the classroom teacher for specific educational purposes. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers.

Confiscated devices will be returned to the parent and guardian. Repeated unauthorized use of such devices will result in appropriate disciplinary action.

School District #9 is not responsible for any lost or stolen items.

USE & CARE OF SCHOOL PROPERTY/VANDALISM/THEFT

Students, please take pride in your school. If you see something happening that is inappropriate please be responsible and help correct it and/or report it immediately. If no action is taken on your part, you may be subject to disciplinary actions. Students are responsible for the proper care of all books, supplies and furniture supplied by the school.

Vandalism/Theft:

Students who damage or steal school property or equipment are required to pay in cash as restitution for the damage. Vandalism and theft will result in severe or extreme consequences and a report filed with law enforcement.

Fines:

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

DRESS/ATTIRE

School is a very important place of work. Students should come to their place of work with neat, clean, and adequate clothing that show they are proud Browning Public School students. All students will wear clothing that is conducive to an education atmosphere and is safe and appropriate for all school activities. The following guidelines should be followed in determining appropriate school attire:

- Clothing advertising or advocating drugs, alcohol, tobacco use or products, or promoting gang activity, sexual content, obscenity or antisocial behavior is not allowed. Students wearing or displaying offensive messages will be required to change or cover the disputed message.
- Hats may be worn to school and left on during breakfast or lunch time, but must be removed upon entering the hallway and left in the locker for the duration of the day.
- Gang-related apparel is not allowed
- Dresses must be of reasonable length: halter tops, tops with straps less than an inch in width, tops baring midriffs or cleavage, short shorts and short skirts are not allowed
- Sunglasses are not to be worn unless a certified medical reason is provided and a 504 plan is in place.
- Excessively baggy or saggy pants are not allowed: the waistband of pants should fit at the hipbone. Pants should not be worn so low that the undergarments are visible.
- Trench coats, spiked necklaces, bracelets or wallet chains are not allowed.

Students who are in violation of the dress code will be excluded from class until appropriately dressed for school.

FOOD AND DRINK:

Students are NOT allowed to consume food or liquid beverages in the hallways or in classrooms unless given permission by the classroom teacher or building administrator. Students are permitted with teacher permission to have water in a clear container.

Energy drinks are not allowed in Browning Public Schools.

FIELD TRIP EXPECTATIONS

Field trips are designed as an extension of the regular classroom, and all school and bus rules apply. When on a field trip, Browning Public School students are to conduct themselves in a respectful manner. When in public, BPS students must remember that they represent not only themselves, but also the school, the community, and their families. Parental permission and consent for emergency medical treatment is required for a student to participate.

Each school will set school expectations for eligibility to attend field trips.

HALLWAY/SIDEWALK EXPECTATIONS

Before school, after school, and between classes there may be a large number of students in the hallways or on school sidewalks. **It is important to be patient, courteous, and understanding of others at all times.**

- Be respectful of others.
- Talk in a quiet, calm voice. Help keep hallway noise to a minimum.
- No pushing, running or inappropriate language.
- Be on time and prepared for class
- Travel on the right side of the hallway/sidewalk.

ASSEMBLY EXPECTATIONS

Assemblies are a regularly scheduled part of the school day and are designed to promote pride and school spirit as well as to provide alternative educational and enrichment experiences. **Since they are part of the regular school day, it is expected that the students display appropriate assembly behavior.**

- Food, drink, coats, gum and backpacks are not allowed during assemblies.
- Show your appreciation by giving generous and appropriate applause.
- Yelling and/or booing will not be tolerated
- Once the assembly has started you are expected to remain seated until the assembly has concluded.
- Assemblies will be immediately stopped and students removed for inappropriate behavior.

BUS EXPECTATIONS AND SAFETY

Introduction

The transporting of children to school by school bus is not mandatory; it is the option of the local Board of Trustees. The service is provided in the Browning School District for those who wish to ride under the terms established. The following information for parents and students states the school transportation guidelines. Non-compliance may be met by refusal to transport.

School Transportation Guidelines

Busing to and from school is a privilege provided to students in grades K-12 beginning on the first day of school. A permanent bus plan, including one morning pick up and one afternoon drop off location will be established. **Daily changes to the child's bus schedule will be allowed prior to 2:00 pm M-Th, and prior to 1:00 pm on Fridays. Weekly changes to the bus schedule must be done on the Friday before the change is to go into effect.** Permanent bus changes, due to the family moving, etc., will be made through the Transportation Department.

Rules at the Bus Stop

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

While Riding the School Bus

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

Leaving the School Bus

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

Violation of School Bus Rules

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

1. The student will be given a verbal warning to stop the behavior.
2. If the behavior continues, the driver will ask the student to change seat positions at the next bus stop or pull the bus over in a safe place and require the student to change to a different seat for the remainder of the ride.

3. If the driver must change a student's seat position more than once, a seat assignment will be given to the student for a period of 5 bus days. (Bus days are defined as days in which the student actually rides the bus.)
4. If behavior persists, student will be suspended from riding the bus for a period of 5 bus days.

Major Offenses

Bullying & harassment will result in an automatic 5 day suspension from the bus. In addition a referral will be made to the school principal and considered a violation of school rules with accompanying school consequences.

Fighting and sexual harassment will result in a 10 day suspension from the bus. In addition a referral will be made to the school principal and/or Title IX coordinator and considered a violation of school rules with accompanying school consequences.

Possession of firearms, explosives, or paraphernalia designed to inflict bodily harm and use, possession, sale or being under the influence of drugs or alcohol are considered MAJOR OFFENSES and will be reported to law enforcement. . These offenses will be referred to the school principal and the offense will be considered a violation of school district policy and will be managed by the principal.

Parent/Guardian Responsibilities

Your support and assistance may prevent an accident

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

Emergency Weather Conditions

In the event that weather conditions create hazardous driving conditions information pertaining to closing school, bus cancellations, and sending buses home early will be broadcast over all local radio stations, KSEN, K96, KMON, and Thunder Radio KBWG.

Information regarding school bus service or other questions pertaining to transportation may be obtained by calling the school Bus Garage at 338-2952.

Video Surveillance

For the safety of all students and the driver, buses are equipped with video surveillance, which may include audio.

IX. BLACKFEET ALTERNATIVE EDUCATION WELCOMES YOU

The faculty at the Blackfeet Learning Academy would like to welcome our returning and new students and their families to the 2015-2016 academic year. We look forward to sharing many educational opportunities with you and assisting you in fulfilling your potential as a young adult learner. We strongly encourage you to get involved with your school and community by taking advantage of the many opportunities available through the Blackfeet Learning Academy.

Faculty:

Mr. Matthew Johnson, Alternative Education Director
Brenda Bird, Secretary/Tutor
Mr. Charlie Speicher –Counselor/Student Support
Vacant- Counselor Student Support

Mrs. Katie Boyce, Instructor
Mr. Nick Rink, Instructor
Mr. Jason Krane, Instructor
Mr. Greg Klauk, Instructor

BLACKFEET ALTERNATIVE EDUCATION VISION STATEMENT

The Blackfeet Learning Academy will provide a positive learning environment that encourages our students to become respectful and hard-working young adults who are willing and capable of making positive decisions to affect their own lives, families and our community.

BLACKFEET ALTERNATIVE EDUCATION MISSION STATEMENT

Upon your enrollment at the Blackfeet Learning Academy, our staff will provide the opportunity for you to have a fresh start. We will accept you as a new person, free from past judgments, so long as you are willing to see yourself as a new person too.

- Blackfeet Academy students will graduate high school with a strong backbone of Blackfeet Culture that will support within them the ability to carry out their lives as self-motivated, hard-working, responsible, positive role models.
- Blackfeet Academy students will be prepared for both the opportunities and the struggles of college, employment, and raising their own families.
- Blackfeet Academy students will gain the ability to make positive and healthy life choices so that they can avoid being pulled down by drugs, alcohol, unsupportive family/friends/community members or even negative images of themselves.
- Blackfeet Academy students will know that they always have a choice and that something as simple as their own attitude will affect the outcome of that choice.

GENERAL INFORMATION

The Blackfeet Learning Academy provides a unique educational opportunity to students who wish to attain their high school diploma but who feel that traditional high school does not accommodate their needs. There are 40 slots available which are filled by students who are committed to completing their high school education.

ADMISSIONS PROCEDURES

The Blackfeet Academy is an admissions-only school.

Admission Requirements

1. Referral from Browning High School counselor
2. Completed application
3. Student interview with selection committee
4. Successful completion of pre-orientation prior to enrollment

The Admissions Review Committee will review applications, interview students and make recommendations for students to be accepted into the Blackfeet Academy as slots become available.

The following factors will be considered when applications are reviewed:

1. Students who are within 5 credits of the state graduation requirements
2. Students whose credit status is most near that of their age and grade level of peers, yet who still qualify as “credit deficient”
3. Students who are pregnant or parenting
4. Students who have a history of non-violent, respectful behavior
5. Students who have been successful in another alternative school

NOTE: While the Admissions Review Committee will consider all of these criteria in the admission process, the order listed does not indicate the importance placed on each factor.

EXIT PROCEDURES

The Blackfeet Academy is an open-entry/open-exit program. Students can exit or be exited from the Academy at any time through the following:

1. Student Self Exit- Student can decide to leave the Academy at any time.
2. Parent/Guardian Exit- Parents/Guardians can exit their student at any time.
3. Academy Exit- Student can be exited from the Blackfeet Academy due to:

- a. Failure to Maintain Adequate Academic Progress (earn 1 full credit per academic mini-term)
- b. Failure to Maintain Acceptable Behavioral Performance
- c. Failure to Maintain Acceptable Attendance
- d. Students will be automatically exited from the Academy if they:
 - i. Physically assault an Academy staff member
 - ii. Violate the Drug/Alcohol Procedure (please see "Drug/Alcohol Procedure" in this handbook)
 - iii. Have progressed through the School Wide Behavioral Plan

Process for Exiting

NOTE: If a student is recommended for exiting due to failure to maintain acceptable performance, the staff member will have exhausted all other Behavior Management steps.

Conference between parent/guardian, student and Alternative Education Director

- Parent/guardian will be informed of circumstances resulting in recommendation for Exit
- Parent/guardian and student will be given information in regard to the student's other educational options outside of the Academy
- Appeals must be made within 10 days of the Exit Conference

APPEAL PROCESS FOR EXITING

- The Alternative Education Director will give verbal notice to all students and written notice to parents for reasons leading up to the decision to Exit.
- The Alternative Education Director will have available for students the Student Appeal Form with the due date.
- Students will have the opportunity to explain and validate their attendance/behavior/academic progress record on the remainder of the form, which then must be signed by the student and parent/guardian.
- The student will return the form to the Alternative Education Director prior to, or on the due date.
- The decision to not Exit students rests with the appeal committee.

STUDENT ROLES AND RESPONSIBILITIES

Blackfeet Alternative Education students *will be successful if*:

- Students use effective time management strategies
 - Attend class every day; arrive on time and stay entire class period
 - Remain on task; do not be distracted by others
 - When finished with a task, immediately request another to begin
 - *Remember- you are making up for lost time- every minute counts!*
- Students display self-discipline in their learning and interactions with their peers and staff
- By following their individualized schedule, students demonstrate trust worthiness, honesty, a commitment to their learning and respect for the relationship with their academic advisor
- Students demonstrate responsibility and accept consequences for the daily choices they make
- Students track their progress in all classes using their Graduation Plan and by communicating with their academic advisor
- Students ask for help when they don't understand materials

STUDENT SENATE

Blackfeet Alternative Education students are encouraged to create a Student Senate each academic year. It is recommended that students hold elections, complete with student campaigns, within the first three weeks of the new academic year. The following are recommended expectations for student senate members:

- Lead activities to support school spirit (ie. Decorate floats for parades, decorate for BLA Senior receptions)
- Serve on community and school district committees
- Serve as hosts for BLA guests (including the annual BLA School Board meeting)
- Serve as BLA student voice for other issues relevant to students

STUDENT SUPPORT SERVICES

A Student Support Coordinators will be available to provide referrals for counseling services, assistance with transportation and housing concerns, and address issues relating to parenting, domestic violence, drug and alcohol concerns, in addition to serving as a liaison between home and school. The Student Support Coordinator will also assist in all academic advising, career counseling and work study placements. Students are strongly encouraged to seek the assistance of the Student Support Coordinator if they have questions regarding any of these areas.

SCHOOL HOURS & CLASS SCHEDULE

Students are welcome to be in the building before class and stay after class *if they are engaged in a meaningful educational activity*. The following is the Academy's daily class schedule:

Monday-Thursday

8:15 AM – 10:00 AM	Morning Core Class
10:00 AM-10:10 AM	Morning Break
10:10 AM- 11:20 AM	Morning Core Class
11:20 AM- 11:55 AM	Lunch
11:55 AM – 1:35 PM	Afternoon Core Class
1:35 PM-1:45 PM	Afternoon Break
1:45 PM-3:25 PM	Afternoon Core Class
3:25 PM	Dismissal
3:25PM – 4:00 PM	Tutoring for students on academic probation

Friday

8:15 AM – 10:00 AM	Morning Core Class
10:00 AM-10:05 AM	Morning Break
10:05 AM-11:20 AM	Morning Core Class
11:20 AM- 11:55 AM	Lunch
11:55 AM-1:00 PM	Afternoon Core Class
1:00 PM-1:05 PM	Afternoon Break
1:05 PM-2:25 PM	Afternoon Core Class
2:25 PM	Dismissal
2:25 PM-3:00 PM	Independent Study

CLOSED CAMPUS

Blackfeet Alternative Education students will not be allowed to leave the campus during school hours without permission of the Blackfeet Alternative Education staff. The only exception to this expectation is for breakfast and lunch, which will be served across the street at Browning Elementary School. Students are allowed to take their breaks in the outdoor classroom on the East side of the building, or on the entrance steps on the North side of the building.

DRIVING TO SCHOOL

All student vehicles must be registered with the Academy Receptionist and be legally licensed, registered, and insured. Students are expected to abide by all traffic laws. Students who violate traffic laws will have their driving privileges suspended or terminated on school property. All vehicles in or around the school are subject to searches directed by the School District.

SCHEDULING

During the 2018-2019 academic year, scheduling of classes will be based on a four and a half week mini-term. This means that the student is formally enrolled in only one subject in the morning and one subject in the afternoon. Assuming that the student attends regularly and completes all assignments, the student will then earn ½ credits for each of the classes every four and a half weeks. The student will also have had opportunities to bank points from other subject areas.

BLACKFEET ALTERNATIVE EDUCATION ACADEMIC PHILOSOPHY

Students are given the freedom to approach their learning activities according to their unique needs and abilities. Students are expected to make continuous progress in all of their classes and yet they are allowed the time and help necessary to master each skill before moving on to the next learning opportunity. Students will measure their progress by how well they accomplish the objectives and benchmarks in each learning unit.

Continuous progress ensures that students will, normally, have access to the Blackfeet Academy all day every day throughout their school experience. Continuous progress has a profound impact on the structure and organization of programs in the various subject areas. Students can take courses in any sequence unless one course is a prerequisite to another course. In continuous progress, students gain a clearer sense of their strengths and weaknesses. They are given the power to plan their programs with these in mind.

The Student Support Coordinator will work with students to plan progress through all of their courses at all times. The individual teachers will lay out expectations for completion of objectives. These expectations are communicated with the full knowledge of the student's academic and personal cohort of service providers.

THE ACADEMIC COURSE

- Each course will be offered as a four and a half week mini-term;
- At the end of the mini-term, the student will have the opportunity to demonstrate Mastery of the course; if Mastery is obtained the student will earn a ½ credit for that course;
- Many courses have a supporting course packet for independent study;
- Interdisciplinary courses are offered so that students have the opportunity to earn multiple ½ credits through completing coursework in a single mini-term;
- Each course will have appropriate supporting presentations, workshops, field labs, and other learning experiences.

EARNING CREDIT

A credit is a unit used to measure the course of study that takes place in a learning environment. Each course has a course syllabus, in which the required work is outlined for each student. When a student masters the work outlined in the syllabus, the student will be awarded the credit for that course. Credit can be earned at any point during the semester. If a student fails to complete a course in during the scheduled mini-term, the student will have one week of academic probation. During this time, the student is required to stay until 4:00 PM for tutoring in order to complete the course. If all coursework is not complete by the end of the one week academic probation period, the student will receive an "F" and be required to make-up the course in night school or summer school.

STUDENT PROGRESS

The Blackfeet Academy is truly designed to help those students who are motivated to help themselves. This applies both to personal well-being and academic growth and success.

Student progress is evaluated and reported every four and a half weeks by the Academy teachers. The Student Support Coordinator then reviews each student's progress from the previous academic mini-term to determine whether or not that student is on pace to graduate. If the student is not on pace, the Student Support Team will meet to discuss the student's academic progress. The student will be placed on academic probation for one week to allow the student a chance to improve his/her progress. If a student does not make significant efforts to get on pace, he/she will be recommended for exiting at the conclusion of the probationary period. Students who fail to stay on pace and are placed on academic probation for two consecutive mini-terms will be recommended for Exit. NOTE: This lack of academic progress is indicative that the Blackfeet Academy is not the optimal learning environment for the student.

Attendance will have a direct effect on a student's progress and success at the Blackfeet Academy. If a student is not in class daily, their progress will be slowed and they may be recommended for exiting. If a student attends class daily, their chances of graduating on time are increased significantly.

PROGRESS REPORTS

Progress reports will be sent to the parent/guardian at the end of every quarter by the Student Support Coordinator. Parents/Guardians are strongly encouraged to contact the Student Support Coordinator if they have any questions or concerns about their student's progress in any class. Students can track their own progress by documenting each ½ credit earned on their graduation plan.

TESTING

The Blackfeet Academy participates with all standardized testing administered by School District # 9. This includes the MontCAS, ITED, LEP, and the quarterly Writing Assessments. Students also have the opportunity to take the ACT test and Compass Test at BCC. We strongly encourage Academy students to prepare themselves and demonstrate their very best skills on each of these tests.

HOMEWORK

Homework assignments are meaningful extensions of classroom activity designed to help the student reach Mastery level as well as develop responsibility and independent study skills. Homework assignments are required with the frequency and duration of assignments being flexible for teachers and students depending on the developmental appropriateness of the student in question. Homework may also function to increase parental understanding of curriculum objectives and provide a sample of student work.

MAKE UP WORK

It is the responsibilities of the student to request make up work either in advance or on the day of returning to class. Teachers will provide make up work within 24 hours of the request. Work may be made up for all *excused absences*. Make-up work will not be accepted two weeks beyond the conclusion of the academic mini-term to which the make-work applies. Make up work will not be accepted for credit after the time allowed.

TUTORING

Blackfeet Academy students are provided with an on-site tutor for additional one-to-one assistance with their academic studies during the school day. In addition, students can also receive tutoring services after school hours by making arrangements with the Secretary. Tutoring is available on-site at the Blackfeet Academy on Tuesday, Wednesday and Thursday from 3:30 PM- 4:45 PM. Students on probation are REQUIRED to attend tutoring in an effort to get caught up. NOTE: In most cases, students fall behind because of lack of attendance; therefore, tutoring is offered as a means to have more time and assistance to get caught up.

LEARNING OPPORTUNITIES BEYOND THE ACADEMIC DAY

Blackfeet Academy students may participate in a variety of supplemental educational opportunities to earn credit outside of the typical school day.

Night School

Blackfeet Academy students are welcome to attend night school at the Browning High School with the understanding that all Browning High School academic procedures for earning credit will apply and behavioral expectations will be followed.

Incompletes "1" (Credit Recovery)

Students from Browning High School who transfer to the Academy have the opportunity to make up Incomplete classes on their transcript. Incompletes occur when a student passes a class at the high school, but have exceeded the 10 day attendance policy for the district. The following guidelines will be used to make up these classes:

1. Students can only make up Incomplete classes they have actually passed.
2. Students are responsible for coordinating with BLA instructors to setup, complete, and pass the assignments.
3. In some cases, students may only be able to recover Incomplete classes through BHS night school.

Summer School

Blackfeet Academy students are welcome to attend summer school at the Browning High School with the understanding that all Browning High School academic procedures for earning credit will apply and behavioral expectations will be followed.

The Blackfeet Academy Wilderness Adventure Program (BAWAP) is a summer school program which consists of a series of experiential field labs that integrate several areas of academic study with mentoring and leadership skills for graduation credit.

Work Release Program

The administration and staff at Blackfeet Learning Academy have a strong commitment for our students to remain in school for the entire four years. However, we understand there are circumstances where a student may need to work. Because of these exceptions a Student Work Release program has been created with the following criteria:

- Student Support Coordinator must approve of student's acceptance into work release program.
- Student must maintain acceptable academic progress in all subject areas.
- Student must maintain acceptable attendance.
- Failure to adhere to these requirements may result in the student's termination from the work-release program.

Project Based Learning (PBL) Independent Study Program

Blackfeet Learning Academy provides a PBL independent study program to allow students the opportunities to earn extra credit outside the regular class/ curriculum schedule to meet minimum graduation requirements. Blackfeet Academy teachers may elect to work with a student independently on a course of study within that teacher's certification and that is being offered by the Blackfeet Academy during the current academic year. All PBL courses must be pre-approved by the Student Support Coordinator and follow these criteria:

- Student Support Coordinator will assist students in determining which independent study courses are needed to supplement their regular curriculum to meet graduation requirements and also set up the program plan for this extra credit work. This plan will need approval of Student Support Coordinator, parent, and student.
- The student is responsible for successfully completing requirements of the PBL independent study program and submitting documentation of completion at least two school days prior to graduation, or the student will not be allowed to participate in the graduation ceremony.

PLACEMENT

The goal of Browning Public Schools shall be to place students at levels and in settings that will enhance the probability of both individual and collective student success. Developmental testing, together with other relevant criteria including, but not limited to health, maturity, emotional stability, and developmental disabilities will be considered in the placement of all students. *Final disposition of all placement decisions rests with the Alternative Education Director based upon the recommendation of the faculty.*

EXTRACURRICULAR ACTIVITIES

We encourage all students to become actively involved in a student activity outside of their regular academic schedule. Membership in school clubs at the Blackfeet Academy is open to all students. We strongly encourage students to consult with the Student Support Coordinator if they are interested in developing and implementing new clubs. Blackfeet Academy students may also participate in extracurricular activities at the Browning High School.

Academic Eligibility Policy

(Montana High School Association Policies)

All students participating in extra-curricular activities at the Blackfeet Learning Academy must meet the academic eligibility requirements and enrollment requirements in Browning Public Schools in addition to the rules and regulations stated in the Montana High School Association (MHSA) Handbook. MHSA statements are as follows:

MHSA Handbook
Article 2, Section (2), Enrollment/Attendance

“To be eligible to participate in an Association Contest, a student must be regularly enrolled in school, must be in regular attendance from the enrollment date, and receive a passing grade in at least twenty periods of prepared class work or its equivalent in the last previous semester at the school where the student participates...”

Interpretation of the above Article is that students will be enrolled in at least two credits of classes while participating in Extra Curricular activities in the Blackfeet Learning Academy.

MHSA Handbook
Article 2, Section (3)

“To be eligible to participate in an Association Contest, a student must have received a passing grade in at least twenty periods of prepared work per week or its equivalent during the last preceding semester in which he/she was in attendance. If a student is assigned an “incomplete” or a “condition” in a subject, he/she has not received a passing grade in this subject. The record at the end of the semester is final and scholastic deficiencies may not be “made up” in any way. This section shall not apply to students committed to Pine Hills School or to students assigned to MHSA interscholastic activities as part of their Special Education Individual; Education Plan (I.E.P.)”

Interpretation of the above Article is that students must earn 2 credits during the semester prior to the sport season in order to participate in a particular sport. Passing four classes worth ½ credit per semester.

MHSA Handbook
Article 2, Section (18), Award Rule

No award exceeding twenty dollars (\$20.00) in value shall be given per event in any MHSA sanctioned sport or in any MHSA sanctioned interscholastic activity by a member school, by any person or by an organization to a student in recognition of that student’s achievement or participation in any interscholastic activity. An event is defined as a sports camp, an invitational tournament/meet, a post-season recognition function (i.e., sports banquet), or a fundraiser or similar function. Cash cannot be awarded.

Violation of this rule will render the student ineligible in the MHSA sponsored sport or activity for which the student received the award. The Board of Control will follow the same procedure for restoring the eligibility status as provided in the last paragraph of the Amateur Rule, Article II, Section (19) of the By-Laws.

Extra-curricular Activity Participation Guidelines

1. For a student to participate in practice or a contest/event, he/she must have been in attendance at school that day (Monday – Friday), or have a medical excuse or other pre-approved excuse prior to 4:30pm on the day of the activity.

2. Students who transfer to Browning Public Schools during a sports season, but prior to the divisional tournament or first playoff game date, will be considered eligible to participate if they are eligible according to Montana High School Association (MHSA) standards. The grades that transfer in with the student must meet the eligibility criteria of Browning Public Schools. The student must also meeting MHSA 10 day practice requirements before participating in a contest/event.
3. A student must have passed two (2) credits of instruction from the previous term (semester) to be eligible for participation in MHSA sanctioned activities. (A previous semester is defined in the current MHSA Handbook) If a student is academically ineligible at the beginning of a MHSA sanctioned competitive sport or activity during the entire season, that student may not try out or participate in that sport or activity during the entire season, even if the season includes more than one semester.

Browning Public Schools

Policy # 4500

Policy Name: *Graduation*

Regulation: -----

Graduation Requirements shall reflect high expectations and appropriate standards. Students graduating from Browning Public Schools will enter society as adults who are prepared to participate actively and knowledgeably as citizens in their community, tribe, state and federal government. Students will graduate with prerequisite skills that allow successful entry into and completion of post-secondary education or vocational training opportunities.

No student will be permitted to graduate from Browning High School unless he/she has completed the course requirements prescribed by District #9 Board of Trustees and meets the prescribed course of study for the State of Montana. All graduation requirements must be completed 48 hours prior to the graduation day and certified by the high school principal in order to participate in the graduation ceremony. Effective with the graduating class of 2016, all students will enter Browning High School on a "Distinguished Diploma" track; students must opt out in order to graduate according to the "Foundational Diploma" track requirements.

Course requirements for graduation from Browning High School:

Foundational Diploma

	<i>Effective Beginning with Class of 2016</i>
English.....	4
Mathematics.....	2
Science	2
Social Studies	3.5
..... World Geography	(.5)
..... Blackfeet Studies	(.5)
..... World History	(.5)
..... American History	(1)
..... Government	(1)
..... Tribal	
..... State	
..... U.S.	
Physical Education 2 Semesters.....	1

Health Enhancement	(.5)
Fine Arts	1
Vocational Practical Arts	1
Computer Technology	(.5)
Electives	5 (minimum)

Total Required for Graduation **20.5**

Distinguished Diploma

*Effective Beginning
with Class of 2018*

English.....	4	
Mathematics.....	4	
Science	3	
Social Studies	3.5	
.....	World Geography	(.5)
.....	Blackfeet Studies	(.5)
.....	World History	(.5)
.....	American History	1
.....	Government 1	
.....	Tribal	
.....	State	
.....	U.S.	
Physical Education 2 Semesters.....	1	
Health Enhancement	(.5)	
Fine Arts	1	
Vocational Practical Arts	1	
Computer Technology	1	
College Prep Electives*	2	
Other Electives	3	

Total Required for Graduation **24**

*College Prep Electives can include world language, computer science, music, fine arts, career and technical education, dual-enrollment courses

Total Required for Graduation

In addition, beginning with the graduating class of 2003 shall be required to satisfactorily engage in a public Senior Portfolio presentation and provide documentation of 20 hours of community service.

Waiver of Requirements/Academic Variance

The principal will establish an academic variance committee comprised of staff representing both the traditional high school and alternative education program to review all petitions for waiver. This petition will include a detailed request documenting extenuating circumstances that warrant the waiver. It will also include an information packet regarding the student’s school history and performance as documented by a transcript, graduation plan, detailed attendance and enrollment history. This information packet will also include a projected course plan for the remainder of the student’s high school career and a transition plan for the first year beyond high school.

At minimum, all students will have met the basic graduation requirements as specified in A.R.M. 10.55.905. Under special circumstances, the Principal may recommend modification to local graduation requirements to the District Superintendent. The Superintendent will have the authority to approve or deny the recommendation. In accordance with A.R.M. 10.55.906 (3), the Superintendent will then make the recommendation to the local board of trustees to accept the waiver.

Diplomas

- a. All graduating students shall receive diplomas.
- b. Diplomas may be earned through completing either required credits or criteria identified in an approved IEP.
- c. Diplomas may be received prior to four (4) years of high school attendance in accordance with District #9 Early Graduation Policy which requires the expressed recommendation of the Superintendent and permission of the Board of Trustees.
- d. The high school principal shall approve of independent study alternative curriculum offerings prior to credit being applied to the core graduation requirements.

Transfer Student Graduation Requirements

Transfer students must meet the prescribed course of study for the State of Montana and Browning School District #9 in order to graduate. Transfer credits must be congruent with BHS core class requirements as determined by the high school principal.

Graduation

The graduation ceremony is an activity of the Board of Trustees to honor graduating seniors from Browning High School each year.

- a. The Superintendent of Schools shall set the date for the graduation ceremony each year.
- b. Only students who have met all credit requirements, both state and local, may be allowed to participate in the graduation ceremonies.
- c. The Board of Trustees may deny any student the honor of participating in graduation ceremonies for infractions of federal, state, or local laws, district policies or school rules.
- d. All graduation requirements must be completed forty-eight (48) hours prior to and approved by the high school principal before a student is allowed to participate in the graduation ceremony.

Cross Reference: #4510 Early Graduation
Former Policy #710.4, 710.5, 710.6, 710.7

Legal Reference: MCA 20-5-201 Graduation Participation Denied
MCA 20-1-301 Graduating Seniors Requirement
A.R.M. 10.55.905
A.R.M. 10.55.906 (3)

Policy History:

Adopted on: 8/96

Revised on: 4/99, 4/26/06, 8/14/07, 1/8/08, 5/29/13, 8/3/15

CLASS STANDING

Students must have the following earned credits to obtain the grade level:

Freshman = 0-5.5	Junior= 12- 18.5
Sophomore = 6-11.5	Senior = 18.5- 23

SENIOR PORTFOLIO REQUIRMENTS

- Title Page
- Table of Contents
- Academic Reports
 - 7th Semester Transcript
 - Detailed Attendance Report
 - 2 copies of Standardized Tests: ACT, SAT, ASVAB, ITBS, CAPS, COPS, and COPES, SDS.
 - Montana Career Information System
- Financial Literacy
 - Financial Literacy Workshop Certificate
 - Pledge Sheet
- Career/College Prep
 - 2 Letters of reference
 - Resume – **MUST** be in “Resume” format
 - Copy of 2 ID’s – One **MUST** be your Social Security card
 - Job Application
 - 1 page Life Goal Essay/Scholarship Letter
 - College and Financial Aid application (optional)
 - Immunization
 - 1 page Montana Career Information System Overview
- Community Service
 - 20 hours documented community service
 - 1 page explanation of community service
- Academic Performance/Work Samples
 - Writing Samples: minimum of two; I.E. Term Paper, Writing Assessment
 - Math Samples: one sample from each math taken, STAR math may be substituted.
 - Science Samples: a minimum of one sample from each science taken.
 - Social Studies: minimum of two: Blackfeet Studies, World History, World Geography, U.S. History, Economics, Government.
 - Physical Education/Vocational Ed./Fine Arts: minimum of one sample
- Clubs/Activities

COLLEGE PREP REQUIREMENTS

4 credits - English
3 credits - Math (Algebra, Geometry, and Algebra II)
3 credits - Social Studies including World History
2 credits - Laboratory Sciences
2 credits chosen from the following: - foreign language (preferably 2 years)
computer technology, fine arts, or vocational education units which
meet OPI guidelines

COMMENCEMENT

Upon successful completion of all academic graduation requirements, community service and the senior portfolio presentation, Blackfeet Academy students have the opportunity to participate with the Browning High School commencement ceremony. Blackfeet Academy students are expected to participate in all graduation practices and wear the same colors as the Browning High School students at commencement.

Additionally, the Blackfeet Academy celebrates commencement by honoring graduating seniors at our annual spring Senior Reception.

PARENT ORIENTATION

Before a student is officially enrolled at the Blackfeet Academy, his/her parent/guardian must attend the parent/student orientation. This orientation is designed to welcome the parent and student into the Blackfeet Academy with a thorough introduction of our academic and behavioral policies, procedures, and expectations. It is also designed to introduce the parents and students to the support network built into the Academy to ensure student success.

STUDENT-LED-PARENT-TEACHER CONFERENCES

Blackfeet Alternative Education believes that the best educational result for each student occurs when the staff, parents/guardians and student are working towards the same goal. Such a partnership requires trust and extensive communication between home and school. Student-Led-Parent-Teacher conferences are scheduled two times yearly for the purpose of improving communication between the schools and home. If parents/guardians wish for their students to succeed at the Blackfeet Academy, it is highly recommended that parents/guardians visit with their student's instructors to discuss the student's progress in the various subject areas.

STUDENT SUPPORT TEAM

The student support team (SST) will include the student, the student's parent/guardian, the staff and any other agencies currently working with the student. The purpose of these meetings will be to allow all members of the SST to immediately address concerns regarding the student's academic progress, attendance or behavior. These meetings may be requested by any of the SST members to ensure the individual student's success at the Blackfeet Academy.

ADDITIONAL FAMILY ACTIVITIES

Blackfeet Alternative Education strongly encourages parents/guardians to participate in our various family activities. Activities will incorporate positive parenting skills, conflict resolution skills and problem-solving skills.

ATTENDANCE OUTREACH

Blackfeet Alternative Education staff is committed to providing our students with a quality education; however, in order to accomplish this, we expect our students to maintain 95% attendance. In an effort to support student attendance, the Blackfeet Alternative Education staff has adopted the following outreach procedures:

Parents/guardians are expected to call in to excuse their student by 8:45 AM. If this is not done, the student will be considered "Unexcused" and we will begin the following attendance outreach procedures:

- 1st Absence- BLA staff member will call parent/guardian and emergency contacts
(This will occur EVERY time your student is late or absent)
- 3rd Consecutive absence- BLA staff member will do a home visit
- 5th Consecutive absence- Letter will be sent home and a home visit will be conducted.
- 10th Consecutive absence- Student will be exited from Blackfeet Alternative Education and referred to the Blackfeet Tribal Court in compliance with tribal policy.

BUILDING A FOUNDATION OF RESPECT

Blackfeet Alternative Education is founded on the concept that we are "creating a culture of respect" within our school and community. Respect is defined as an attitude of caring about ourselves and other people and treating ourselves and others with dignity. Blackfeet Alternative Education's behavioral expectations are based on respect.

Therefore, a student shall:

- Demonstrate courtesy – even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or building standards of grooming and dress.
- Obey all building and classroom rules.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.

To further demonstrate a culture of respect, a student shall NOT:

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

- Exhibit hostile, physical or verbal action against another individual
- Engage in any behavior that would be considered sexual harassment
- Fight
- Use profane, obscene, indecent, immoral or offensive language and/or gestures
- Gamble
- Cheat on academic assignments
- Defy the reasonable request or direction of school personnel
- Damage, destroy or steal property belonging to the school or others
- Be in possession of dangerous chemicals (i.e., mace, pepper spray)
- Operate a motor vehicle in an unsafe manner, including the parking area around the school
- Possess, handle, transmit, or use any instrument in school or on school grounds that is ordinarily or generally considered a weapon
- Possess, use, sell or purchase alcohol or drugs and/or drug paraphernalia, or being under the influence of drugs or alcohol

STUDENT RIGHTS

Blackfeet Alternative Education students shall also demonstrate respect by honoring the fact that other students have the right:

- To be respected and to treat others with respect
- To a safe learning environment
- To express beliefs and feelings
- To learn at a pace and in a way in which they are most comfortable
- To leave class after receiving permission
- To question authority in a respectful manner
- To be free from:
 - Any form of abuse or harassment
 - Any form of discrimination
 - Disrespectful behavior that interrupts learning

As a student in the Browning School District it is expected that you will want to take full advantage of your right to an education. You come to school with a positive attitude to learn and to take part in school activities. An important part of your education is the right to make decisions and the responsibility to accept the results of these choices. To make you aware of your rights and responsibilities as a student this Bill of Students' Rights and Responsibilities has been established. No student shall be deprived of the right to an equal educational opportunity in whole or in part by the Browning School District without due process.

Students also have the rights to privileges such as PE, Field Trips, Ee-min-ee, etc., by demonstrating they are hardworking, respectful, and self-motivated adults.

BLACKFEET ALTERNATIVE EDUCATION BEHAVIOR MANAGEMENT PLAN

Inside Building

1. BE RESPECTFUL
 - a. Use appropriate language
 - i. No slang, swearing or put-downs
 - ii. No "gossiping" of oneself or others
 - b. Avoid being disruptive
 - i. If tardy, enter your classroom quietly and immediately engage in the lesson
 - ii. Wait until break to enter the other classroom
 - iii. Stay in assigned classroom for the entire class period
 - iv. Do not encourage/invite other students to leave the building with you during the school day
 - v. The use of cell phones during school hours is restricted per policy #3630
 - c. Take care of our building
 - i. Clean-up after yourself
2. Be prepared and ready to learn
 - a. Bring a positive attitude to class
 - b. Bring pen/ pencil, notebook, assignment
 - c. Put forth your best effort and do your own work
 - i. Cheating will NOT be tolerated
 - d. Use your time effectively
 - e. Use technology (ie. Chromebooks) for academic purposes ONLY

Outside Building

1. BE RESPECTFUL
 - a. Follow same expectations as "Inside Academy"
 - b. Use appropriate language
 - c. No tobacco (chewing or smoking, including electronic cigarettes)
 - d. No horseplay
 - e. Drive and park responsibly

BHS campus

1. BE RESPECTFUL as outlined above
2. You MUST be accompanied by an Academy staff member if you are on the BHS campus during school hours (8:00 AM-4:00 PM)
 - a. Loitering is not allowed during school hours (including lunch!)
 - b. If you are on the BHS campus before or after school hours it must be for activities pre-approved of by the Alternative Education Director and BHS principal
 - i. This applies to joining sports, tutoring, night school, dances, clubs and other school-related activities
3. Follow all BHS guidelines for appropriate behavior

Specific Positives

1. Be treated with respect and as an adult
2. Be admired as a positive role model
3. Receive verbal praise
4. Receive positive note/phone call home
5. Participation with incentive field labs

Specific Consequences

Step 1	Verbal Warning by Academy staff member Staff member option
Step 2	Last Out Staff member option
Step 3	Conference with Director Parent contact by phone and/or letter Director option
Severe 1	Conference with Student Support Team Behavior contract effective for one month Director option
Severe 2	Conference with Student Support Team Behavior contract effective for remainder of academic year Director option
Severe 3	Student is exited from Blackfeet Alternative Education.

- The following behaviors begin at step # 2 Severe:

Insubordination and/or Verbal Assault- The refusal to comply with reasonable requests of staff is an act of insubordination and will not be tolerated. Insubordination accompanied by profanity or profane gesture will not be tolerated.

Fighting: A confrontation between two individuals in which each attempts to harm the other.

Sexual Harassment- Repeated unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature (verbal, physical and visual)

Harassment/Intimidation/Bullying/Menacing/Hazing- defined as per school district policy #3205

- All harassment and sexual harassment will be reported to the Title IX coordinator, School District # 9, at 338-2715.

Drugs/Alcohol: Possessing, using or purchasing tobacco, tobacco-related products, alcohol, other drugs and drug paraphernalia or being under the influence. Please refer to the Drug/Alcohol Procedure for additional actions.

- The following behaviors immediately qualify as step # 3 Severe:

Drugs/Alcohol: Selling, providing, distributing or manufacturing tobacco, tobacco-related products, alcohol, other drugs, or drug paraphernalia.

Assault: The intentional infliction of, or an attempt to inflict a harmful or offensive touching or contact upon a person. A student shall not intentionally cause or attempt to cause physical injury to any school employee or student. Reasonable self-defense against bodily harm is not to be considered an intentional act under this rule. **A student who engages in the physical assault of a staff member will be recommended for expulsion to the Board of Trustees**

Appendix

- A. Title IX
- B. Board Policy #3010 – Student Attendance/Tardy Policy
- C. FERPA notification
- D. Asbestos Notification
- E. Board Policy #3125 – Education of Homeless Children
- F. Acceptable Use of Electronic Networks Use Agreement
- G. Blackfeet Language

APPENDIX A: TITLE IX information

1 **Browning Public Schools**

2

3 Policy -----

4 Policy Name: *Student Grievance Process*

5 Regulation: **3205R**

6

7 The Board of Trustees supports creating a school environment that is free from discrimination and affords
8 students and their families an opportunity for due process. The grievance process provides the
9 Superintendent and Trustees with opportunities to identify barriers to a discrimination free learning and
10 working environment in our schools. The appeal process facilitates identifying inconsistencies in practice
11 and interpretation of the Board of Trustee's policy.

12

13 ***Public Notice of Process***

14 In order to address potential concerns, the Superintendent shall identify a Title IX and Section 504
15 Coordinators for the District. District coordinators and building-based representatives will be identified
16 in Student Handbooks annually. The grievance and the appeal process will be included in district policy
17 and Student Handbooks.

18

19 ***Grievance Process***

20 A grievance will consist of any complaint alleging discrimination.

21

22 **Level 1: Informal Resolution**

23 The grievant is encouraged to promptly discuss the concern with the teacher, counselor, Principal or
24 building administrator with whom the issue could be resolved informally. However, in the case of alleged
25 sexual harassment, the matter should be discussed with the first line administrator that is not involved in
26 the alleged harassment. This level is optional.

27

28 **Level 2: Coordinator**

29 If the complaint is not resolved at Level 1, the grievant may file a written grievance stating:

- 30 1. The nature of the grievance.
- 31 2. The remedy requested.
- 32 3. Signature and Date

33

34 The Level 2 grievance shall be filed within 60 days of the event or incident, or from the date the grievant
35 could have reasonably become aware of the occurrence. The District may investigate and take action
36 when a student refuses or is unable to file a written grievance.

37

38 The Coordinator has the authority to investigate all grievances and if possible will resolve the grievance.
39 A written report regarding the investigation shall include the following:

40

- 41 1. Clear statement of the allegations of the grievance and the remedy sought by the grievant.
- 42 2. Statement of the facts as contended by each of the parties.
- 43 3. Statement of the facts as found by the coordinator and identification of evidence to support each fact.
- 44 4. List of witnesses interviewed and documents reviewed during the investigation.
- 45 5. Narrative describing attempts to resolve the grievance.
- 46 6. Coordinator's conclusions as to whether the allegations in the grievance are with merit.
- 47 7. If the Coordinator believes the grievance is valid, the Coordinator will recommend appropriate action
48 to the Superintendent.

49

1 The Coordinator will complete the investigation and file the report with the Superintendent within thirty
2 (30) days after receipt of the written grievance. The Coordinator will provide a copy of the report to the
3 grievant.

4
5 If the Superintendent agrees with the recommendation of the Coordinator, the recommendation will be
6 implemented.

7
8 The Coordinator and the Superintendent may appoint an outside investigator.

9
10 **Level 3: The Board of Trustees**

11 If the Superintendent rejects the recommendation of the Coordinator, and/or either party is not satisfied
12 with the recommendations from Level 2, either party may make a written appeal within 15 days of
13 receiving the report of the Coordinator to the Board of Trustees for a full contested case hearing. On
14 receipt of the written appeal, the matter shall be placed on the agenda of the Board of Trustees for
15 consideration not later than their next regularly scheduled meeting. A decision shall be made and
16 reported to all parties within thirty (30) days of that meeting. The decision of the Board of Trustees will
17 be final, unless appealed within the period provided by law.

18
19 **Level 4: The County Superintendent**

20 If the case falls within the jurisdiction of the county superintendent of schools, the decision of the Board
21 of Trustees may be appealed to the County Superintendent by filing a written appeal within thirty (30)
22 days after the final decision pursuant to the Rules of School Controversy (10.6.103, et seq. ARM).

23
24
25
26 **Cross Reference:** 3002 Student Handbook Policy
27 2112 Duties of the Superintendent
28 1240 Member Authority/Responsibility
29 3000 Equal Education Nondiscrimination
30 3205 Sexual Harassment/Intimidation

31
32 **Legal Reference:** 20-USC-24.9.1001-1011 Sex Discrimination in Education
33 10.6.103, et seq. ARM Rules of School Controversy
34 MCA 20-5-201 Appeals by pupil or pupil's parent or guardian
35 MCA 20-3-210 Controversy appeals and hearings
36 MCA 20-3-324 Powers and duties (Trustees)

37
38
39 **Policy History:**

40 Proposed: 3/00

41 Adopted on: 7/27/05

42

SEXUAL HARASSMENT

A Continuum of Unwanted Sexual and Gender-directed Behavior Patterns

VISUAL	VERBAL	WRITTEN	TOUCHING	POWER	THREATS	FORCE
Ogling, Leering Staring Posters, Cartoons Graphics Magazines, Flyers Pin-ups Gestures Extreme Forms (could be criminal) Mooning* Flashing*	Requests for Dates Very Personal Questions Lewd Comments Dirty/Sexual Jokes Whistling, Cat- Calling Obscene Calls Sexual Rumors	Love Letters or Poems Obscene Letters Cards, Notes Graphics	Violation of Space Patting, Rubbing Pinching Bra-snapping Caressing Blocking of Movement Kissing Groping Grabbing	Retaliation Using Position to Request Dates or Sexual Favors Gender-directed Favoritism or Disparate Treatment Hazing Rituals	Quid Pro Quo Demands Conditioning of Grades or References for Sexual Favors Retaliation for Refusal to Comply with Requests Loss of Job or School Position Loss of Promotion	Attempted or Actual Rape Attempted or Actual Assault Panting Stripping Extreme Forms of Hazing Stalking Indecent Exposure* Mooning Flashing

OFFENSIVE CONDUCT (may be illegal).....DEMANDS (illegal in all cases)
HOSTILE ENVIRONMENT (if severe and pervasive).....QUID PRO QUO (once is enough)
Axioms from Susan Webb: The less severe the form, usually the more it needs to be repeated before it is illegal sexual harassment. The more severe the form, the less it needs to be repeated before it rises to illegal sexual harassment from the perspective of a reasonable victim.

1995 Handout adaptation for educational settings by The Harper Consulting Group from sexual harassment training materials developed by GENERAL ELECTRIC in "Sexual Harassment: It's No Game" by the Center for Women in Government, Albany, NY, 1992.
 Catalyst Resources, 301 South Onkes Street, Helena, MT 59601-4638

APPENDIX B – Board Policy 3010 Attendance/Tardy

Browning Public Schools

Policy #3010

Policy Name: *Student Tardy/Attendance*

Regulation:

Regular attendance in school promotes student success and positively influences academic achievement. Parents and guardians provide the necessary support for student commitment to attend school regularly and therefore will be informed of each absence. Regular attendance and demonstrating having met course objectives are requirements for receiving credit in any class.

PRIMARY/ELEMENTARY (K-6) TARDY RULE: Students are expected to arrive at school on time. Students will be counted tardy to school if they arrive after the school day has begun, up to 9:00 a.m. After 9:00 a.m. those student tardies will be changed to absences for the morning session.

SECONDARY (7-12) CLASS TARDY RULE: Students are expected to arrive in their assigned class before the bell rings. A student who enters the classroom after the bell has rung will be required to sign the tardy log. Students will receive detention from the school office for class tardiness. Students who enter the class more than ten (10) minutes late will be marked absent.

Absence Notification by Parent/Guardian: A student's parent/guardian (K-12) must contact the school secretary or attendance clerk on the morning of the absence to verify the reason for the absence. If this is not possible, verification must be given to the attendance office on the day of return.

ABSENCE NOTIFICATION TO PARENT/GUARDIAN: Attempts to notify parents or guardians of their child's absence, in the event the child has not been reported absent by the parent, will occur by the end of the school day to assure that parent, guardian, or legal custodian is aware of the child's absence from school (MCA 44-2-507).

TEN DAY ABSENCE RULE: All Browning Public Schools are responsible for contacting Blackfeet Family Court when a child misses more than ten (10) days of school during a semester.

GRADES 9-12: A student will receive *an incomplete in any class in which absences exceed 10 per semester and will have two (2) consecutive semesters to complete the class requirements in a district credit recovery program to regain the earned grade and credit.*

CLASSIFICATION OF ABSENCES

The following absences count against the Ten Day Absence Rule:

Illness: This is an absence involving students who stay at home due to an illness; however, they do not have a medical verification slip (A).

Cultural Activities: This is an absence involving students who are excused from school by their parent/guardian to participate in non-school related cultural activities (A).

Weather: This absence involves students whose parents feel it is unsafe for their children to come to school due to weather related issues (A).

The following absences do not count against the Ten Day Absence Rule:

School Related: This is an absence involving participation in school sponsored activities away from school. Students under school sponsorship are automatically excused and have full make-up privileges (SR).

Medical Absence: Absences caused by a student's medical or dental treatment or emergency illnesses are considered medical absences. These absences must be verified in writing by an attending physician,

physician's assistant, nurse or community health nurse and be provided to the building secretary or attendance clerk (MA).

Special Circumstances: This class of absence may be the result of a death of an extended family member (student's parent, legal guardian, brother, sister, aunt, uncle, and grandparent). Special circumstances may also include hospitalization of extended family or other family emergencies. Verified special circumstances will result in excused absences and full make up privileges. Length of special circumstance absence determined at the discretion of the building principal (SC).

All absences have make up privileges for the student class work. Students will receive 2 days to make up the class work for each day absent. Special considerations will be made for those students who have lengthy extended absences as provided through the Office of the Principal.

SECONDARY INCOMPLETE GRADE RECOVERY PROCESS:

It is the District's belief that there is a strong relationship between student attendance and student achievement. Students are expected to be in attendance at school each day. Essential learning takes place in the classroom each day. Students who exceed ten (10) absences per semester in any course, therefore, will be considered as not meeting all requirements of that course, and will receive an grade of "Incomplete."

Process:

- Once a student has reached ten (10) absences in a course per semester, the student receives *a grade of incomplete in that course*. The student is expected to remain in the course for the semester and complete the curriculum.
- *At the end of the semester, the student is expected to complete all requirements for each course in which they exceed 10 absences through a district approved credit recovery program within two (2) consecutive semesters after receiving the incomplete.*
- *The district approved credit recovery program will assign fifty (50) minutes of coursework in the specific subject area for each absence over the tenth (10th) absences to be completed at a passing level. Once a student completes the coursework, they will receive the original grade (A-D) that was earned in the class and it will replace the incomplete on their transcripts. A student who earns an "F" in any course, regardless of attendance, must follow the district credit recovery process to earn credit in that course.*
- *If a student does not complete all required coursework with two (2) consecutive semesters after receiving the incomplete, the grade will permanently remain an incomplete on the student's transcript and they will lose credit for the class. In order to receive credit the student will need to repeat the course.*

Cross Reference: #3002 Student Handbook Policy
#3020 Retention Policy
#3200 Student Conduct and Discipline Policy
#3900 Student Appeal Policy
#3005 Compulsory Attendance-Admittance

Legal Reference: MCA 20-5-103 Compulsory Attendance and Excuses
MCA 20-5-104 Attendance Officer
MCA 20-5-105 Attendance Officer-Powers and Duties
MCA 44-2-507 Notice to Parents of Children Absent From School

Policy History:

Adopted on: 8/28/96

Amended on: 3/13/98, 4/13/00, 4/26/06, 8/14/07, 6/8/10

**Family Educational Rights and Privacy Act (FERPA)
Annual Notice of Student Education Record Privacy**

Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

- 1) To inspect and review the student's education records maintained by the school within 45 days of the school's receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested. The following staff person may be contacted to seek access to your child's record:

Name of Staff: _____ Telephone: _____

Email Address: _____

You will be notified of the place and time the record(s) may be available for review.

- 2) To request that a school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. The following staff person may be contacted to request an amendment to your child's record:

Name of Staff: _____ Telephone: _____

Email Address: _____

- 3) To control the disclosure of their child's personally identifiable information from their education record. The school or district must, with certain exceptions, obtain parent written consent prior to the disclosure of personally identifiable information from education records. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the district; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist); or a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility. A school district may also disclose personally identifiable information from education records without prior written consent to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Student directory information may also be disclosed without prior consent if the categories to be disclosed are designated and parents are given the opportunity to opt out prior to disclosure.

You have the right to file a complaint with the U.S. Department of Education at the following address if you feel the school district has failed to comply with the requirements of FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

APPENDIX D: ASBESTOS NOTIFICATION

ANNUAL ASBESTOS NOTIFICATION TO PARENTS, STUDENTS, AND EMPLOYEES OF THE BROWNING PUBLIC SCHOOL DISTRICT

(Required by the *Asbestos-Containing Materials in Schools Rule* §§ 763.84© and 763.93(g)(4))

Asbestos is a naturally occurring fibrous mineral, which, until about 1980, was commonly used in building construction. Asbestos will not burn, is an excellent insulator, has great tensile strength, is resistant to chemicals, is nonconductor of electricity, and absorbs sound. Examples of *asbestos-containing building material (ACBM)* are vinyl floor tile, sprayed-on acoustical ceiling material, pipe and boiler insulation, and roofing felt. As ACBM deteriorates over time, or is disturbed by maintenance, renovation, or demolition activities, it may become friable, i.e., it is capable of being reduced to powder by hand pressure. When ACBM becomes friable, asbestos fibers are released into the air. Inhalation of these airborne, microscopic asbestos fibers has been proven to cause such fatal diseases as lung cancer, mesothelioma (cancer of the lining of the lung or abdominal cavity), and asbestosis (scarring of lung tissues). Uncontrolled asbestos contamination in buildings has been, and remains, a significant environmental and public health issue. In 1986, Congress enacted the *Asbestos Hazard Emergency Response Act (AHERA)* to require public and private, secondary and elementary schools to identify ACBM in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the US Environmental Protection Agency finalized a regulatory program, which enforces the AHERA mandate. These regulations are incorporated within the *Asbestos-Containing materials in Schools Rule* (40 C.F.R. Part 763, Subpart E).

In compliance with the *Asbestos-Containing Materials in Schools Rule*, the school had its school building inspected by an asbestos inspector, accredited by the State of Montana. During that inspection, areas of suspect ACBM were identified. The type, condition, and location of this ACBM were noted. Samples were taken of some or all of the suspect ACBM. Laboratory analysis of these samples confirmed the presence or absence of ACBM. Suspect ACBM not sampled and analyzed were assumed to contain asbestos. Confirmed and/or assumed ACBM currently remain in certain locations in our school building (pipe chase for waterlines located between kitchen and boiler room in crawl space)

Upon confirmation of the presence of ACBM, an Asbestos Management Plan was developed for each of the school buildings in the School District by an asbestos management planner, accredited by the State of Montana. The *Asbestos Management Plans* shows that there is ACBM in the pipe chase but poses no threat to staff or students. These Plans describe past response actions taken to abate ACBM, as well as response actions planned for the future. The pipe chase is sealed and therefore safe. The Asbestos Management Plans provide information on the periodic monitoring of the condition of ACBM remaining in our school buildings through triennial reinspections, conducted by accredited asbestos inspectors, and through triennial reinspections, conducted by accredited asbestos inspectors, and through semiannual surveillance, conducted by trained school maintenance staff.

A copy of the Asbestos Management Plan is available for your review in the School District administration office during regular office hours. Leslie Munro, Director of Facilities, is the designated Asbestos Program Coordinator for the School District. Please direct all inquiries regarding the Asbestos Management Plan(s) to him at telephone 406-338-2715 ext. 203.

Browning Public Schools

Policy # **3125**

Policy Name: *Education of Homeless Children*

Regulation: -----

Each child of a homeless individual and each homeless child has equal access to the same free, appropriate public education as provided to other students. The trustees must assign and admit a child who is homeless to a school in the District regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The trustees may not require an out-of-District attendance agreement and tuition for a homeless child.

The superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residence, birth certificates, school records and other documentation.

Homeless students shall have access to services comparable to services offered to other students, including but not limited to:

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

The superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths not currently attending school. The superintendent shall appoint a liaison for homeless children.

A “homeless child” is defined as provided in the McKinney Homeless Assistance Act.

A complaint regarding the placement or education of a homeless child shall first be presented orally and informally to the District’s homeless liaison/coordinator. Thereafter a written complaint must be filed in accordance with the District’s Uniform Grievance Procedure.

Cross Reference: #3215 Uniform Grievance Procedure

Legal Reference: 42 U.S.C. § 11431, et seq. McKinney Homeless Assistance Act
§ 20-5-101, MCA Admittance of Child to School

Policy History

Adopted on: 4/28/04

Amended on:

APPENDIX F: Acceptable Use of Electronic Networks

Browning Public Schools

Policy #

Policy Name: *Acceptable Use of Electronic Networks*

Regulation: #3612F Regulation

At Browning School District #9, we believe that technology can be a powerful tool to enhance learning, enabling students to access information and collaborate with others across the school, community, and the Internet. We believe that all students, staff and parents must be good digital citizens by following standards of *acceptable use* when using either school-owned technology (software, hardware, school network, Internet) or their own personal electronic device*¹ for school purposes while enrolled at Browning School District #9. The declaration below outlines these standards of acceptable use. Once signed, it will act as an agreement between Browning School District # 9 and

Student's name (printed)

Student's parent/guardian's name (printed)

This declaration must be reviewed and signed by both the student and their parent/guardian in order for any student to use a *school technology* (including computers, cameras, tablet devices, iPads, etc.) while on or off campus or to use their own *personal electronic device* while on campus.

Section A: Student Declaration

As a student at Browning School District #9, I value having access to technology to support my learning. I know that along with this privilege goes great responsibility. To demonstrate my commitment and understanding of the level of responsibility that is required, I agree to each of the expectations and guidelines listed below.

- I understand that having access to technology in school is a privilege and that this privilege may be revoked if I fail to fulfill my responsibilities as a user of this technology. I will comply with all the policies and rules pertaining to the use of technology, which the district has established or may establish in the future.
- When connected to the Internet, I will not reveal personal information such as my age, address or phone number, or those of other students or persons to anyone or any service.
- I will take full responsibility for, and respectfully use, the technology available to me at school. For example, this means I will use proper care if transporting, handling or operating any electronic device (e.g. computer, camera, etc.) while in school, whether it belongs to the school, another student, or myself.
- I understand that the district uses a content filter on its Internet access, yet I know it is possible that I may encounter inappropriate material. I will immediately close the application that depicts this material. I will then inform my teacher. I further understand that attempting to circumvent filtering solutions the district has in place is inappropriate and may result in disciplinary action.
- I understand that personnel from the school and District Technology have access to information about every web page I visit and file I create on school computers. I am aware that this information may be monitored and viewed by my teachers or other district personnel. I understand that this limits privacy as it pertains to the use of the technology that is assigned to me and information that is stored on school-provided (local and web-based) file storage spaces.
- I will not download or install any software, music, movies, or files of any nature unless I have been granted specific permission to do so by my teacher and the copyright holder grants permission.*²

- I will always log out of the computer when finished using it, or when moving out of sight of the computer. (Any actions done on a computer when YOU are logged in are directly traceable to you.) I will not access or use the account of another student or teacher. If I notice another student or teacher has not logged out of a computer I am using, I will notify them (if possible) and log out.
- I will use a camera (or any device with a camera, e.g. cell phone, netbook, laptop, etc.) to take photos during school in an appropriate and responsible way both in school and on school supported field trips. School Administration may search my camera/phone/netbook memory if they feel school rules have been violated.
- I will not create, use, display, or store any offensive, obscene, inflammatory or defamatory language or images. I will not use the technology in any way that negatively affects any other student or persons.
- I will complete Internet Safety activities if prescribed by my teacher to learn about online safety and ethical online behavior.

Section B: Students bringing their own personal electronic device to school

Students at Browning School District 9 may bring their own personal electronic devices (*including digital cameras, computers, web-enabled phones or personal devices (e.g. iPads, iPod touches, Kindle Fires, Android Tablets, laptops, etc.)*) which may or may not be able to connect to the school wireless network at the discretion of the buildings administration. When at school, all of the above conditions apply to these student-owned, personal electronic devices, in addition to the following:

- I will only connect to the school wireless network, and NOT to the school's wired network, nor any other (external) wireless network. This includes NOT connecting to 3G/4G or cellular type networks while on school campus.
- The device I am using will have virus protection software which is up-to-date.
- I will turn off all peer-to-peer (music/video/file-sharing) software or web-hosting services on my device while connected to the school wireless network.
- I will use the student owned device in class *only with the teacher's expressed permission.*
- I will use the student owned device outside the class (i.e. lunchroom) *only with the building administration's expressed permission.*
- I understand the security, care and maintenance of my device is my responsibility. I will securely store and charge my device when not in use.
- I understand that the school is not responsible for the loss, theft or damage of my device. I am fully responsible for my property while it is at school. I understand that should I leave my device in the custody of a staff member that they are not responsible for the loss, theft or damage of my device.
- I understand that personnel from the school and district technology may access my personal electronic device if there are reasonable grounds to believe that there has been a breach of school rules or discipline policies and that a search of the device would reveal evidence of that breach whether that search does or does not reveal a breach. This may include, but not limited to, audio and video recording, photographs taken on school property that violates the privacy of others, issues regarding bullying, verification that the students device is connected to the school network, etc. Students will provide appropriate login credentials to the device if required. Failure to provide access will be deemed satisfactory evidence and notify district/school administrators that the student device contains content that violates this section.
- I will not use an audio/video recording device, to record media or take photos during school unless I have permission from both a staff member, and those I'm recording. School Administration may search my device memory if they feel school rules have been violated.

Browning School District No. 9
Acceptable Use of Technology Agreement and Student Declaration:

This is to certify that _____, has read, understands, and will abide by all the acceptable use requirements on all pages as set forth in this agreement.

I agree that if I fail to keep my commitment to doing those things listed above that I will have my school network and/or school computer privileges revoked either temporarily or permanently. I understand that there may be other disciplinary consequences (up to and including expulsion) if there has been a breach of school rules or district policy and that those consequences may have adverse affects on my academic performance including lower grades or course failure.

Student signature

Date

Parent/Guardian Endorsement:

I have reviewed this all pages of this document with my child. I have discussed the importance of this agreement with my child who understands the expectations and responsibilities associated with the proper care and handling of the school computers as well as the appropriate and ethical use of the technology at Browning School District 9. My child and I are clear that the consequences of not upholding their responsibilities will result in their technology privileges being withdrawn and have adverse affects such as lower grades or course failure.

Parent/Guardian signature

Date

Notes:

¹ A personal electronic device includes any of the following that is owned by the student: laptop computer, netbook, iPhone, iPads, tablet computers (or other devices with Internet access – e.g. BlackBerry, Cell Phone, iPod Touch, PDA, Nintendo DSi, etc.) This list is meant to only list possible examples and to include devices with similar type capabilities as they come to market.

² Sites like creativecommons.org and jamendo.com offer content which can be used legally and for free.

I choose to **not accept** this agreement, with the understanding that my child **will not** be allowed computer or Internet access at Browning Public Schools except for required assessment testing.

Parent/Guardian signature

Date

Adopted on: 4/25/12

Revised on: 6/26/13

APPENDIX G: Blackfeet Language

KINSHIP WORDS

MY MOTHER	NIKSISTA	NEE - KSIS - DA
YOUR MOTHER	KIKSISSTA	GEE - KSIS - DA
MY FATHER	NINNA	NEE - NA
YOUR FATHER	KINNA	GEEN - NA
MY WIFE	NITOHKIIMAAN	NI - DOH - GEE - MA - NA
YOUR WIFE	KITOHKIIMAAN	GEE - DOH - GEE - MA - NA
MY HUSBAND	NOOMA	NOO - MA
YOUR HUSBAND	KOOMA	GOO - MA
MY OLDER BROTHER	NISA	NEE - SA
MY OLDER SISTER	NINSSTA	NEEN - STA
MY CHILDREN	NOKO` SISKSI	NOO - GOO` SEE - KEE
YOUR CHILDREN	KOKO` SISKSI	GOO - GOO` - SEE - KEE
MY BABY	NISSITSIMAAN	NIT- SIT - TSEE - MA - NA
YOUR BABY	ISSITSIMAAN	GIT - SIT - TSEE - MA - NA
MY SON	NOHKOWA	NOO - GOO - WA
YOUR SON	KOHKOWA	GOO - GOO - WA
MY DAUGHTER	NITANA	NEE - DA - NA
MY YOUNGER SISTER	NISSISSA	NEE - SIS SA (female speaking)
MY YOUNGER BROTHER	NISKANA	NEE- SKA-NA (male speaking)
MY GRANDPARENT	NAAAHS A	NAA - AH - SA
YOUR GRANDPARENT	KAAHS A	GAA - AH - SA
MY FRIEND	NITAKKAA	NEE - DA - GAA
GIRL FRIEND	NITAAKIIKOAM	NEE- DA - GEE - GOO - AAM - A
BOY FRIEND	KISSAHKOAMAPEMA	GEE-SA-GOOM-MAA -BEE -A
MY GRANDSON	NISSOHKOWA	NIIS - SOO - GOO - WA
YOUR GRANDDAUGHTER	KISOTANA	GEE - SOO - DA - NA

COLORS

BLACK	SIKKSINATSI	Sik-ksii-naat-tsi
GRAY	IKKITSINAATTSI	E'kit-tsii-naat-tsi
BLUE	OTSSKOINAATTSI	Ooh-tsi-skuee-naat-tsi
RED	MOAHKSINATSI	Moah-ksin-naat-tsi
BROWN	APOYIINAATTSI	Aah-bo-yii-naat-tsi
YELLOW	OTAHKOINATSI	Oo-daah-kuee-naat-tsi
PINK	I'KINATSI	E'kii-naat-tsi

GREETING WORDS

HELLO	Okí	
My name is.	Nitaniko	Ni-tan-nik-ko
What is your name?	Tsakitanikowa	Tsa-ki-tan-nik-ko-wa
You, what is your name?	Kistotsakitaniko	Ki-sto' tsa-ki-tan-nik-ko-wa
Me, my name is.	Nisto' nitaniko	Ni-sto' ni-tan-nik-ko
How is every thing ?	Tsanitapiwa	Tsa-ni-ta-pi-wa
Every thing is good.	Soka'pii	Soo-ga-bii
Yes, I'll see you later.	Aa kitakitamattsin	Aa ki-ta-ki-taam-mat-tsin (noh-po-wa)

COMMANDS

Where	Tsee-ma	Tsima
Who	Da-ga	Taka
Who is it?	Da-ga-tsi	Takaatsiksi
What / How	Tsa	Tsa
Here	Maa-h	Mah (Your giving something)
Things / That	A-mo	Amo (Your giving things to someone)
When	Tsa ni-tsi-si	Tsa
Yes	Aah	Aa
No	Saah	Saa
Why	Tsee-ga	Tsii-ka
Take this	Ma-tsi A-mo	Ma'tsi Amo
Give it to me.	Goo-git	Ko-kit
Give it to (more than one person).	Goo-tsi-sa	Kotsissa

NUMBERS 1 - 20

One	Nitokska	Nee - dooks - ga
Two	Naato' ka	Naa- doo - ga
Three	Niokska	Nee - ooks - ga
Four	Niisowo	Nee - soo - woo
Five	Niisito	Nee - see - doo
Six	Noi	No - ye
Seven	Ihkitsika	Eeh-gee - tsee - ga
Eight	Naanisoyo	Naan - nee - soo - wo
Nine	Piihkssso	Be~ihk ' - soo
Ten	Kiipo	Gee - boo
Eleven	Nitsikopoto	Nee - tsee goo - boo - do
Twelve	Naatsikopoto	Na - tsee - goo - boo - do
Thirteen	Nikopoto	Nee - goo - boo - do
Fourteen	Nisiikopoto	Nee - see - goo - boo - do
Fifteen	Nisitsikopoto	Nee - see - tsee - goo - boo - do
Sixteen	Naikopoto	Nay - goo - boo - do
Seventeen	Ihkitsikikopoto	Ee~ik ' gee - tsee - gee - goo - boo - do
Eighteen	Nanisoikopoto	Naan -nee - see - goo - boo - do
Nineteen	Piihksikopoto	Be~ik ' see goo - boo - do
Twenty	Natsipo	Naa - tsee - boo

CARDINAL IN TENS

Ten	(10) Kiipo	Gee - boo
Twenty	(20) Naatsipo	Naa - tsee - boo
Thirty	(30) Niiyipo	Nee - yee - boo
Forty	(40) Niisipo	Nee - siip - boo
Fifty	(50) Nisitsipo	Nee - see - tsee -boo
Sixty	(60) Naiipo	Nay - yip - boo
Seventy	(70) Ihkitsikipo	Ee~ik' gee - tsee - gee - boo
Eighty	(80) Naanisipo	Naan - nee - see - boo
Ninety	(90) Piihksipo	Be~ik ' see - boo
One Hundred	(100) Kiipipo	Gee - biip - boo

BROWNING PUBLIC SCHOOLS

Volunteer handbook



BPS

Vision Statement

Browning Public Schools is a community of families, students, staff and school board members who work to provide the very best education for all our children through guidance, teaching, support, and appropriate rules and policies.



"Volunteers are more than a pair of helping hands; they contribute to the social life of the school. They engage in the moral development of our children by teaching them that education is important and people are worth supporting with a donation of time."

Dan Brown

Volunteer Handbook Introduction

Browning Public Schools welcomes parents and community members to volunteer in our schools. The District recognizes the valuable contributions made by parents and community members who volunteer.

Everybody has skills and talents that are valuable to a student. Some of the ways you can contribute are to tutor or be a mentor, help students with homework, listen to children read, play educational games with students, assist with math or science, help on playground duty, monitor lunchrooms, share information about local history, help students learn the Blackfeet Language, support special projects, activities, or field trips, assist with after-school programs, help at athletic events, or become involved with school leadership by serving on committees.

Thank you for your interest in volunteering. We sincerely hope you have a rewarding experience.

Questions? Concerns? Let us know!

As we move forward with changes to our volunteer program, please feel free to offer your feedback and experiences so we can better prepare materials and procedures for our volunteers. If you have any questions, comments or concerns, contact the building principals.

Policies and Procedures

Browning Volunteers:

- Complete a volunteer registration
- Turn in a signed confidentiality agreement
- Complete a criminal background check and drug test, *if necessary*
- Adhere to District sign-in/sign-out procedures
- Wear appropriate attire for service and working with students
- Wear a visible nametag at all times during service
- Maintain communication with teacher/supervisor
- Adhere to District policies

Check-in Procedures

All B.P.S. volunteers are required to sign in and out at the front desk of their school every time they volunteer. This procedure helps us keep track of volunteer numbers and hours and also covers you under the district's worker's compensation plan while you are at the school.

Sign-in procedures should be explained to you prior to or on your first day as a volunteer. School office staff can answer any questions you have about the sign-in/sign-out procedures.

Identification

B.P.S. volunteers are required to wear a nametag or identification when in schools, just like B.P.S. staff. Each school has different forms of volunteer nametags, and the school secretary can help you determine how to identify yourself. When filling out the nametag, use the name students and staff call you (i.e. "Grandma Beth" or "Mr. Jones").

Attire

B.P.S. volunteers should wear attire that is appropriate for working with students. T-shirts with logos depicting tobacco, profanity, alcohol, or firearms are prohibited for volunteers as well as for students. As a general guideline, if a shirt shows your stomach when you raise your hands over your head, it is too short. Skirts, dresses or shorts should extend below your fingers when your arms are held at your side.

If you know that you will be doing a lot of walking or outdoor work during your service, please remember to bring sufficient shoes and a jacket, as the school will not have extras to provide. Please dress for the weather conditions.

BPS #9 Board Policies

Volunteers should review the following policies before working with students in any school:

- Fingerprint and Criminal Background Investigations Policy #5122
- Sexual Harassment/Bullying/Hazing Policy#3205
- Tobacco Free Schools Policy

Copies are attached for your convenience. Copies of all of the policies are also available at each school.

Fingerprint and Criminal Background Investigations

District policy #5122 requires all volunteers who will have **unsupervised contact with students** to pass a fingerprint background check and drug test. This policy helps ensure the safety of all Browning students and is not intended to discriminate based on criminal history. Background checks/drug tests do not include any financial information, such as credit history, taxes or income.

If a volunteer chooses to decline a criminal background check or is unable to work with students in an unsupervised setting due to a certain conviction, they may still be eligible to volunteer with Browning schools in a supervised capacity.

Any questions regarding the classification of your volunteer assignment or specific restrictions that will apply as a supervised volunteer may be directed to the administrator of the school at which you are volunteering.

Before you can begin to volunteer in an unsupervised capacity, you must complete the fingerprint background check, and the results must be received by the school district. To obtain the proper forms please contact Human Resources in the Administration Building located at 129 1st Ave SE, Browning, MT.
406-338-2715.

To read more District policies, visit www.bps.k12.mt.us

Special Volunteer Positions

Chaperone Guidelines

Often, the district seeks parents and community members to chaperone day or overnight field trips. To ensure a quality educational experience and the safety of children, there are certain guidelines that must be followed by district staff and volunteers.

The following guidelines apply to all chaperones, staff or volunteers, on all trips

- Follow all school policies and procedures
- All adults are subject to policy regarding unsupervised access to students and background checks and drug tests
- A school employee will serve as designated group leader, all participants, students and adults take direction from the group leader
- A roster of everyone on the bus is to be left with the school secretary for any and all trips, or in the mailbox at transportation if school is not in session
- Adults are to sit throughout the bus for better student supervision
- Adults are served the same meals as students.
- Students are not to be left unattended on field trips
- Upon return, stay until every student has been picked up

The following guidelines apply to all chaperones, staff or volunteers, on overnight trips.

- Must have fingerprint- background check and drug tests
- Must be at least 21 years of age
- Dress appropriately as you represent Browning Public Schools
- Make certain students are on their best behavior in motels and restaurants
- All District policies and rules apply, including those prohibiting violence, tobacco and substance use, public displays of affection, and theft

After School Programs and Outside Organizations

If you are a volunteer for an after school program that serves students in Browning Public Schools as a coach, tutor, club sponsor, crowd control, and non-instructional supervision, you must adhere to board policies, including: activities handbook and/or coaches/sponsor handbook.

You must meet the screening requirements for B.P.S. before you may begin your volunteer service with students.

Parent/Teacher Organizations

- Parents are the strongest source of volunteers in our school district's PTOs. Volunteer work with these organizations does not necessarily fall under the requirements of other B.P.S. volunteer positions.
- If you only volunteer with a parent organization and do not have contact with students, you **do not** need to register as a B.P.S. volunteer.
- If you will have contact with students as a member of a parent organization, you **do** need to register as a B.P.S. volunteer.
- If you are a member of a parent organization and also volunteer in your child's classroom, you **do** need to register as a B.P.S. volunteer.
- If you are an extended family member and sometimes help with parent organization events, the same standards apply. If you will have contact with students, you need to register as a B.P.S. volunteer.
- The District administration understands that sometimes volunteers arrive at the last minute to help with large events. We ask parent organization leadership and school administrators to keep student safety in mind when assigning last-minute volunteers to duties.

Emergency Procedures in case of accident or injury

The group leader should be in possession of the district permission forms and medical attention release form complete with contact information on each student.

- Make yourself aware of the location of emergency equipment and have emergency phone numbers readily available.
- Assess the situation: Check for vital signs, consciousness, numbness, etc., and move the student as little as possible, especially if a head or neck injury is suspected.
- Act: Take life-saving measures if necessary, do not go beyond the limits of your training, decide if an ambulance transport is necessary and call promptly if needed.
- Notify: Notify parents or guardians immediately and identify a chaperone to accompany the injured student to the hospital.
- Report: Complete an injury report from immediately and report the injury and circumstance to the group leader as soon as possible.

- **Follow Up:** Call to check on the student or visit the student in the hospital if applicable. Contact the parents or guardians, letting them know you care and would appreciate any updates on their child’s condition. Require written clearance from the physician prior to their return to participation in the activity.

EMERGENCY PHONE NUMBERS

- Ambulance.....911**
- Fire.....911**
- Police.....911 or 338-4000**
- Sheriff.....911**
- Poison Control.....1-800-525-5042**
- BPS District Office.....(406) 338-2715**
- Vina Chattin.....(406) 338-2758**
- KW Bergan Elementary.....(406) 338-2756**
- Browning Elementary.....(406) 338-2740**
- Napi Elementary.....(406) 338-2735**
- Babb Elementary.....(406) 732-5539**
- Browning Middle School.....(406) 338-2725**
- Browning High School.....(406) 338-2745**
- Blackfeet Academy.....(406) 338-4380**
- Project Choices.....(406) 338-2841**
- BPS Transportation.....(406) 338-2952**

If there is an emergency, give the following information:

- 1. Your name**
- 2. Site where help is needed**
- 3. Give type of injury or emergency**

If the injured party is covered by Indian Health Service, they have to be notified within 72 hours of the injury. Call Contract Health Services @ Blackfeet Community Hospital – 338-6236. If no answer, leave message.

*Report all accidents and injuries to District Business Office at first opportunity. *

Appropriate Physical Contact With Youth

Everyone has a different comfort level with physical contact and touch, and it's no different with students. Here are some safe-touch guidelines.

Safe touch:

- Child has control of touch
- Limit touching to avoid confusion

Appropriate touch:

- Shoulder-to-shoulder or side hugs
- Handshakes, high fives
- Get permission before touching

Inappropriate touch:

- Stroking the hair or head
- Piggyback rides
- Sitting on laps
- Full-frontal hugs
- Tickling, wrestling or any action that immobilizes or compromises the child's movements
- Contact with the child's private areas
- Any other action that could be construed to be sexual (massage, etc.)

Things to keep in mind:

- No exchange of phone numbers or emails without parent permission.
- No exchange of gifts without permission from school staff and the parent/legal guardian.

Some students may be comfortable with touch and want to sit in your lap or give you a full-front hug. As the adult and role model, you can direct that affection into a physically appropriate action like a side hug or sitting without frontal contact.

By modeling appropriate touch, you are building trust with the student and helping them understand the ways it is safe and appropriate for a non-relative adult to touch them.



BPS Volunteer Registration

Thank you for your interest in volunteering with Browning Public Schools. Please complete the registration form using ink. If you have any questions please contact the secretary of the school in which you will be volunteering. You may submit the completed and signed form to the school where you volunteer.

Basic Information (required)

Name: _____

Date of Birth (mm/dd/yyyy): _____/_____/_____

Address: _____

City, State, ZIP Code: _____

Phone: _____

Email: _____

CPR Certified? Yes No

Emergency contact (Name, phone): _____

How are you affiliated with the school district?

Parent Other Relative Community member BCC Student Volunteer through outside organization

If applicable, identify the outside organization you volunteer through:

Please specify organization: _____

Volunteer Location(s)

Please check the school(s) in which you are interested in volunteering

Vina Chattin KW Bergen Browning Elementary Babb Elementary Napi Elementary
Browning Middle School Browning High School Project Choices Blackfeet Academy

Please check any areas of special interest(s)

Instructional

Classroom Library Tutoring Other(s) please specify _____

Non-Instructional

Breakfast/Lunch Recess Fieldtrips Awards
 Programs Committees (attendance, School Improvement) Clubs Sports
 Office/School (ie. Bulletin Boards-school grounds) Other(s) please specify _____



Confidentiality Agreement

Thank you for your interest in volunteering with Browning Public Schools. Please read and sign the following confidentiality agreement that all volunteers and employees must submit to serve at BPS. If you have any questions, contact the school you will be volunteering in for more information. This form may be submitted with the Volunteer Registration Form at the school where you volunteer.

Students in Browning Public Schools have the right to expect that information about them will be kept confidential by all volunteers, student interns, practicum students and student job shadows observers. Additionally, the U.S. Congress has addressed the privacy-related concerns of educators, parents, and students by enacting the Family Educational Rights and Privacy act (known more commonly as “FERPA” or the “Buckely Amendment”). Among other provisions, FERPA allows the government to withdraw federal funds from any educational institution, including Browning Public Schools, which disseminates a student’s education records without his or her parent’s consent.

Each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school department employees, as designated by the administrators at your school. Even when discussing a student with those who are directly involved in a student’s education, such as a teacher, principal, or guidance counselor, you may not share otherwise confidential information with them unless it is relevant to the student’s educational growth, safety, or well-being.

You may not share information about a student even with others who are genuinely interested in the student’s welfare, such as social workers, scout leaders, clergy, or nurses/physicians (a grave medical emergency, in which confidential information may be necessary for a student’s care, is the only exception). Thus, you must refer all such questions to the school employees so authorized and indicated to you, typically the student’s teacher or principal.

Parents, friends, or community members may in good faith ask you questions about a student’s problem or progress. Again, you must refer all such questions to the authorized school employees. You may not share information about a student even with members of your own family or the student’s family. Before you speak, always remember that violating a student’s confidentiality isn’t just impolite, it’s against the law.

Agreement

I, (print name) _____, as a volunteer, student intern, practicum student, student job shadow observers, for Browning Public Schools agree never to disclose information about a student’s records to anyone other than an authorized school department employee. I will refer all requests for such information from those not directly involved in the student’s education to authorized school department employees.

Signature: _____ Date: _____



Volunteer Background Check

Name: _____ Date Birth (mm/dd/yyyy): ____/____/____

Previous Names (if applicable): _____ Sex: ___ Male ___ Female

SSN: ____ - ____ - ____ Drivers License # _____ State: _____

Address: _____
Street City State ZIP

The following are my responses to questions about my criminal record history (if any), with descriptions to any question with a YES answer:

Have you ever been convicted, plead guilty or been adjudicated before a court of any federal, state, municipal or tribal criminal offense? (Excluding minor traffic violations)

___ YES ___ NO

If YES, please provide an explanation:

Have you ever received deferred or similar disposition for any federal, state, municipal or tribal criminal offense?

___ YES ___ NO

If YES, please provide an explanation:

Have you ever received probation of any community supervision for any federal, state, municipal or tribal criminal offense?

___ YES ___ NO

If YES, please provide an explanation:

Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States?

___ YES ___ NO

If YES, please provide an explanation:

As of the date of this authorization, do you have any pending criminal charges against you?

___ YES ___ NO

If YES, please provide an explanation:

LIST ALL COUNTIES AND STATES OF RESIDENCE SINCE AGE 18 OR HIGH SCHOOL GRADUATION. YOU MUST BE SPECIFIC ABOUT DATES OR RESIDENCE.

CITY/TOWN	COUNTY	STATE	DATES FROM	TO

This authorization and consent for release of personal information acknowledges that Browning Public Schools may now at any time conduct investigations including National Criminal search, National Sex Offender Registry Search and Social Security Number Verification.

I understand this investigation will be used to determine volunteer eligibility and assignment according to Browning Public Schools policy 5122. Therefore, I authorize and consent for full release of records (either orally or in writing) to the authorized representative of the district. In addition, I release and discharge the district and its agent and associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs expenses or any other charge or complaint filed with any agency arising from retrieving and reporting information.

Further, I understand the selective reporting or nondisclosure of any prior convictions (excluding minor traffic violations) or any new convictions within three school years of my approved background check may result in termination of my volunteer eligibility with Browning Public Schools.

I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS AUTHORIZATION IS TRUE, CORRECT AND COMPLETE. I UNDERSTAND THAT IF ANY INFORMATION PROVES TO BE INCORRECT OR INCOMPLETE THAT GROUNDS FOR THE CANCELING OF ANY AND ALL OFFERS OF VOLUNTEER POSITIONS WILL EXIST AND MAY BE USED AT THE DISCRETION OF BROWNING PUBLIC SCHOOLS.

Applicant Name (Printed): _____

Applicant Signature: _____ **Date:** _____