

Parent/Student Handbook



BABB ELEMENTARY

2019 -20

Billie Jo Juneau – Principal

JoAnn Powell – Lead Teacher

Parent/Guardians, and Students,

We are pleased to welcome you to a new and exciting year at Babb Elementary School – 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 read and review this handbook with your student as it contains important information regarding school policies and procedures. **Pay close attention to the BABB portion of the handbook – it outlines important information directly related to Babb Elementary.** If you have any questions, please contact us 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.

Please sign and return the student/parent signature page 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.

We look forward to seeing you during the 2019-20 school year! Have a wonderful year!

Sincerely,

Mrs. Billie Jo Juneau,
Principal

&

BABB ELEMENTARY SCHOOL STAFF

K-2/Lead Teacher: Jo Ann Powell

3-6 Teacher: Suzanne Weekes

Teacher Assistant: Jacky MakesColdWeather

Teacher Assistant: Jennifer Reed

Custodian: MaryAnn Flammond

Cook: Kimberly Walker



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 and read a copy of the Browning Public Schools Student/Parent Handbook). I understand that the policies and practices contained in the handbook 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 and read a copy of the Browning Public Schools Student/Parent Handbook. I understand that the policies and practices contained in the handbook govern student behavior and expectations while in attendance of Browning Public Schools.

Student's Signature _____

Date _____

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SCHOOL DISTRICT BOARD MEMBERS

- Y Donna Yellow Owl-Chairperson
- Y Wendy Bremner -Vice Chairperson
- Y Brian Gallup-Board of Trustees
- Y Jess Edwards-Board of Trustees
- Y Brenda Croff-Board of Trustees
- Y Kristy Salway-Bull Shoe-Board of Trustees
- Y James Evans-Board of Trustees
- Y Rae TallWhiteman-Armstrong– Board of Trustees

BROWNING PUBLIC SCHOOLS ADMINISTRATION

- Y Corrina Guardipee-Hall ED.S. - Superintendent of Browning Public Schools
- Y John Salois– Human Resources Director of Programs
- Y Jerci Matt – Director of Curriculum and Instruction
- Y Everett Holm – Director of Technology
- Y Stacy Edwards – Director of Finance
- Y Maureen Stott – Director of Special Services

DISTRICT MISSION STATEMENT

Browning Public Schools works with all stakeholders – families, students, staff, trustees and community – to provide a high quality, culturally diverse education for all our children using guidance, teaching, and support through collaboration and communication.

DISTRICT VISION STATEMENT

- Browning Public Schools is a safe environment that teaches personal and community wellness and provides support and strategies for overcoming adversity.
- In Browning Public Schools, we are free to teach and learn successfully. We instill and develop respect and pride for self, family, school, community, our environment and all cultures through service to others.
- We model hard work and personal accountability through humility and dedication – demonstrating that these values are the responsibility of all.
- We cultivate and nurture strong partnerships with the community to build citizens who have a sense of place, respect for Mother Earth, and an understanding of the rights and responsibilities of, and to, all people in all communities.

BABB ELEMENTARY SCHOOL INFORMATION

Safety Matters

Office hours are 8:00 A.M – 4:00 P.M Monday through Thursday and 8:00 A.M – 3:00 P.M on Fridays.

- Parents are advised that the school grounds are supervised from 7:45 A.M. – 3:30 P.M. Students are expected to arrive no earlier than 7:45 A.M. and leave no later than 3:30 p.m. unless involved in extra-curricular activities.
- Students can enter the building at 7:45 A.M through the front doors.
- Breakfast is served from 7:45 A.M – 8:15 A.M.

Classes begin at 8:15 A.M. each day. School dismissal is at 3:20 P.M. Monday through Thursday, and 2:20 P.M. on Fridays and early holiday dismissals.

Students **are not allowed** to be in the hallways, classrooms, or gym after school unless they are participating in an extra-curricular activity.

Student Visitors

Babb students are not permitted to have guests attend class with them throughout the school year. The principal will approve/disapprove circumstances where students may request a visit if they are transferring to Babb. Daily schedule will be created to allow for a visit under these circumstances.

Shoes

Babb students are expected to wear shoes at all times (NO EXCEPTIONS!). During winter/rainy season please plan on bringing an extra pair of dry shoes to wear indoors.

Book Bags/Purses

Students are asked to carry only necessary books and supplies to class. All bags/purses will be placed in lockers upon arrival to school and remain there until the end of the day. School authorities may conduct a search of the students bag that is based on a reasonable suspicion that the student has in his/her possession any item that he/she is forbidden to possess.

Toys, Trading cards, Electronics

In the interest of preserving instructional time on task, students are discouraged from bringing play items to school. Students who bring these items to school without permission will have the item confiscated and the parent will have to pick it up from the student's teacher.

Administration of medication

A student who **must** take prescription medicine during the school day must have the parent/guardian present to administer the medication.

Field Trip Expectations

Babb Elementary School students are expected to conduct themselves in an orderly and respectful manner whether on the school grounds or attending a school-sponsored function or trip off school grounds. Field trips and off-campus school-sponsored activities are a **privilege** and **not a right**. As such, Babb School reserves the right to disallow participation in field trips or other travel for those students who have demonstrated inappropriate behavior in the school setting or who have an excessive amount of absences from school.

Students who receive an **extreme** referral will not be allowed to attend field trips/extra-curricular activities for the entirety of the school year. Students who receive a **severe referral** will be put on a probationary period of at least one month in which to prove that they are capable of maintaining appropriate behavior. Students who have an excessive number of referrals may not be able to attend field trips or extra-curricular activities.

If a student has more than 5 absences per quarter, he/she will not be allowed to attend the field trips during that quarter.

Graduation Matters

Honor Roll

Students, in grades 4-5-6, whose quarterly report card reflects a proficient or higher in each of the core subjects, Reading, Math, Science, Social Studies, and Language (including Spelling, Writing, Punctuation, Grammar, and Speaking) will earn a place on the Honor Roll.

Grades

Grading scale and conversion system is as follows:

Grades 2-6

A – Advanced (A) 97%-100%

B - Proficient (P) 80%-96%

C – Nearing Proficient (NP) 70%-79%

D – Novice (N) 60%-69%

F - Below Novice (BN) 59% and below

Kindergarten-First Grade

A – Advanced (A) 97%-100%

B- Proficient (P) 80%-96%

C – Nearing Proficient (NP) 70%-79%

D – Novice (N) 69% and below

Athletics

Babb Sponsors activities in the area of basketball, flag football, volleyball and track (depending on the availability of coaches). Grade participation will be determined by the coach, teacher, and/or administration. All sports activities at the Babb School are instructional and geared toward fun. To be eligible the student must:

- Be academically eligible: Student cannot be failing any classes or have more than two missing homework assignments.
- Have attended school at least 4 hours the day of the activity/practice or have an appropriate excused absence.
- Have no missing or damaged library books, textbooks, or school equipment. Fines are to be paid.
- Any athlete with a behavior referral will be ineligible to play in the next scheduled game.
- Students who receive a referral considered to be severe or extreme, or accumulate referrals equaling severe will be ineligible for the rest of that particular extracurricular season.

Although students may not be eligible to participate in games, they will be responsible for attending practices and sitting behind the team during the game. We want students to be involved in the team, but want them to realize how much they miss when they do not complete assignments during school.

Attendance Matters

Attendance in school is essential for student growth and success. Our goal is to have 95% attendance which means that a student should not miss more than 9 days in a school year. Please help us by getting your child to school, on time, every day.

We will make every attempt to resolve attendance issues by the following means:

1. Parent/Guardian meeting
2. Home visit(s)
3. Implement an Attendance Plan
4. Blackfeet Tribal Court Referral

Students are celebrated for their attendance:

Perfect Attendance: Presented on a quarterly basis to those students who have 0 absences (excluding school related). All students who have perfect attendance for the entire year will be entered in a drawing for a major attendance prize at the end of the year.

Excellent Attendance: Presented on a quarterly basis to those students who have not missed more than 2 days.

If a student has more than 5 absences per quarter, he/she will not be allowed to attend the field trips during that quarter.

Culture Matters

Babb Elementary values family, culture and language; we strive to provide as much access to these as much as we can. We are working with the district BNAS program to provide language, native games, and Blackfeet History. We will have quarterly culture activities and we encourage parent participation.

Family Activities

Open House (Fall)

Monthly Family Activities (ELA/Math)

Christmas Program

Easter Dinner

I Love to Read Month

Good Behavior Field Trips

End of Year Field Trip

Culture Activities

Awards Ceremonies

Attendance Incentives

Fall/Spring Data Meetings

Parent Teacher Conferences

Science Club

PTO

Please watch the Babb Facebook page for Babb Elementary School Activities

Behavior Expectations

| | B | A | B | B |
|------------------|---|---|--|---|
| Settings | Be Responsible | Always Be Respectful | Be a Learner | Be Safe |
| Classroom | <ul style="list-style-type: none"> -Use time wisely -Complete schoolwork/homework -Clean up after yourself -Tell the truth -Own behavior -Use positive language | <ul style="list-style-type: none"> -Appreciate differences -Listen while others talk -Control volume -Maintain personal space -Keep hands and feet to self -Comply with teacher requests | <ul style="list-style-type: none"> -Be on time and ready to learn -Give full effort -Stay on task -Participate -Ask for help if you need it | <ul style="list-style-type: none"> -Move appropriately in the classroom -Handle all classroom equipment and materials properly and carefully -Know and follow Emergency procedures |
| Cafeteria | <ul style="list-style-type: none"> -Be on time for meals -Wash hands before coming to the cafeteria -Be polite in line -Leave your area as clean as you found it, this includes the floor -Use your time to eat your food -Put all of your trash in the garbage -Follow the lunch room rules | <ul style="list-style-type: none"> -Follow the direction of all adults -Practice good listening skills -Practice good table manners (Please, thank you, mouth closed while chewing, no talking with food in mouth) -Keep personal utensils out of the community condiments -Visit quietly with your neighbor -Make sure no one eats alone | <ul style="list-style-type: none"> -Try new foods -Make healthy and nutritious choices -Learn proper etiquette and then practice it | <ul style="list-style-type: none"> -No running or pushing -Keep hands and feet to yourself -Know the procedure in case of emergency |
| Bathroom | <ul style="list-style-type: none"> -Wash hands with soap and water -Flush the toilet -Don't write on the walls -Keep floors and mirrors clean -Throw your trash in the garbage can | <ul style="list-style-type: none"> -Use restroom for intended purposes only -Do not pee on the seat, walls or floor -Report any problems -Use only what you need | <ul style="list-style-type: none"> -Clean up after yourself -Leave it like you would want it to be when you use it | <ul style="list-style-type: none"> -Don't get water on the floor or counter -Wash hands before you leave the bathroom |
| Hallway | <ul style="list-style-type: none"> -Get where you need to be in a timely manner -Keep halls clean | <ul style="list-style-type: none"> -Monitor voice level -Remove hat when entering building | <ul style="list-style-type: none"> -Travel hallway quietly so not to disrupt others | <ul style="list-style-type: none"> -Walk, don't run -Keep to the right side of the hallway when walking to your destination -Keep hands, feet and objects to self |
| Recess | <ul style="list-style-type: none"> -Put away anything you play with -Stay in designated areas | <ul style="list-style-type: none"> -Include others in activities -Take care of equipment -Share equipment -Take turns | <ul style="list-style-type: none"> -Be active, get some exercise -Try new games | <ul style="list-style-type: none"> -Avoid physical contact and rough play -Dress appropriate -Report any broken or unsafe equipment -Report anyone being unsafe |
| Specials | <ul style="list-style-type: none"> -Use time wisely -Clean up after yourself | <ul style="list-style-type: none"> -Use positive language -Listen when others are talking -Follow directions | <ul style="list-style-type: none"> -Participate -Try new things -Be creative | <ul style="list-style-type: none"> -Keep hands and feet to self -Use equipment and tools properly |

In addition to the expectations matrix our school will also follow the Olweus Program Plan.

All students will follow these four anti-bullying rules:

- 1. We will not bully others**
- 2. We will try to help students who are bullied**
- 3. We will try to include students who are left out**
- 4. If we know somebody is being bullied, we will tell an adult at school and an adult at home**

Babb Elementary MBI/MTSS (Multi-Tiered System of Support) for Behavior

| TIER I: Classroom Referrals | TIER II: Severe Behaviors | TIER III: Extreme Behavior |
|--|--|---|
| <p>Step 1</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 lunch detention <input type="checkbox"/> Parent/Guardian Contact <input type="checkbox"/> Principal option | <p>Severe 1</p> <ul style="list-style-type: none"> <input type="checkbox"/> OSS for the rest of the day <input type="checkbox"/> ISS for ½ day <input type="checkbox"/> Re-entry Meeting <input type="checkbox"/> Principal's option | <p>Extreme 1</p> <ul style="list-style-type: none"> <input type="checkbox"/> OSS for up to 5 days <input type="checkbox"/> Parent/Guardian Contact <input type="checkbox"/> Possible recommendation for expulsion. |
| <p>Step 2</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 lunch plus 1 recess detention <input type="checkbox"/> Parent/Guardian Contact <input type="checkbox"/> Principal option | <p>Severe 2</p> <ul style="list-style-type: none"> <input type="checkbox"/> OSS for the rest of the day <input type="checkbox"/> ISS for 1 day <input type="checkbox"/> Re-entry meeting <input type="checkbox"/> Principal's option | <p>Extreme 2</p> <ul style="list-style-type: none"> <input type="checkbox"/> OSS for up to 10 days <input type="checkbox"/> Parent/guardian meeting with principal <input type="checkbox"/> Principal's option <input type="checkbox"/> Possible recommendation for expulsion |
| <p>Step 3</p> <ul style="list-style-type: none"> <input type="checkbox"/> 2 lunches plus 2 recess detention <input type="checkbox"/> Parent/Guardian Contact <input type="checkbox"/> Re-entry Meeting <input type="checkbox"/> Principal option | <p>Severe 3</p> <ul style="list-style-type: none"> <input type="checkbox"/> OSS for rest of the day <input type="checkbox"/> ISS for 2 days <input type="checkbox"/> Re-entry Meeting <input type="checkbox"/> Principal's option | <p>Extreme 3</p> <ul style="list-style-type: none"> <input type="checkbox"/> Principal's option <input type="checkbox"/> Recommendation for expulsion |
| <p>Step 4</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 week detention at lunch <input type="checkbox"/> Parent/Guardian Contact <input type="checkbox"/> Re-entry Meeting <input type="checkbox"/> Principal option | <p>Severe 4</p> <ul style="list-style-type: none"> <input type="checkbox"/> OSS for 5 days <input type="checkbox"/> Parent/Guardian contact <input type="checkbox"/> Principal's option | <p>*Principal Option includes, but not limited to: modify consequence, OSS, homebound w/homework, loss of school privileges, inability to attend field trips, letter of apology</p> |
| | <p>Includes but not limited to: bullying, Insubordination, Overt defiance, Fighting, Harassment (any), Cussing, Instigating a fight, Vandalism</p> | <p>Includes but not limited to: Failure to comply with lead teacher/administrator request, Assault on student or staff, Selling, possession, use, or distribution of drugs, alcohol, or tobacco, Weapons</p> |

Physical assault of a staff member will not be tolerated. Students who assault a staff member will be placed on the TIER III - Extreme Level on the BEHAVIOR ACTION Plan and may be recommended for expulsion

IN ACCORDANCE WITH THE PROVISIONS OF THE STATE AND FEDERAL LAW AND THE GUN FREE SCHOOLS ACT ANY STUDENT WHO BRINGS A FIREARM ONTO SCHOOL PROPERTY SHALL BE EXPELLED FOR A PERIOD OF NOT LESS THAN ONE CALENDAR YEAR UNLESS MODIFIED BY THE BOARD OF TRUSTEES, UPON A RECOMMENDATION FROM THE SCHOOL DISTRICT SUPERINTENDENT.

MTSS TIER PLACEMENT: Levels on the Behavior Management Plan:

Steps 1-4 Classroom Referral – A student may be placed at these levels for the following:

- Reached Step 5 in the classroom behavior log and/or was sent out of the buddy room
- Disrupted the teaching/learning process to the point that he/she kept the class from functioning
- Misbehaved in the hallway, lunchroom, outside, etc. where following the step plan would not be appropriate
- Any other misbehavior that disrupted the teaching/learning process
- Non-compliance with safety rules in classroom and/or school
- Disrespect of any adult in the building

Severe 1-4 – A student may be placed at these levels for the following:

- Five or more classroom referrals
- Fighting
- Bullying
- Cussing
- Instigating a fight
- Harassment (any)
- Vandalism or theft
- Overt Defiance, severe disrespect of any adult in the building
- Non-compliance with safety rules in classroom and/or school
- Other offences that fall between the misbehavior and extreme columns as determined by the administrator

Extreme Level

Students are placed at these levels for extreme behaviors that endanger himself or herself or the school community. Parents will be immediately contacted for referrals at this level, and police/proper authorities may also be contacted.

Although we cannot possibly name every behavior that may occur at this level, failure to comply with lead teacher/administrator request, use/possession of illegal substances (tobacco, drugs, and alcohol), weapons, and assaults are some of the behaviors that will be dealt with at the extreme level.

BULLYING / HARASSMENT

Bullying / Harassment will be treated in the same manner as a fight and will begin on the TIER II - Severe Level of the Behavior Action Plan.

Bullying is when someone **repeatedly and over time** says or does mean or hurtful things to another person who has a hard time defending him/her self.

Bullying can take many forms including:

- Verbal bullying such as name calling and verbal harassment
- Leaving another person out of a group
- Physical bullying such as pushing, hitting, kicking
- Telling lies and spreading false rumors
- Taking away money or other things or damaging personal property
- Threatening or forcing another person to do things they don't want to do
- Racial bullying
- Cyber bullying (social media)

Students are encouraged to report the bullying to the teacher and/or administrator immediately or in a reasonable amount of time.

Students are also encouraged to report the bullying to an adult at home to allow parent/guardian participation to take place.

Reports will be handled on an individual basis and investigated thoroughly.

Babb School Calendar:

| | | |
|---|---|---|
| Browning Public Schools 07/01/2019 through 06/30/2020 | Babb School 2019-2020 Calendar Year | Calendar Report 06/04/2019 // 04:48:07 PM |
|---|---|---|

Legend

Non-instructional day
 Non school day

Key Dates

Tu, Aug 20 Non school Day, Teacher Orientation
 We, Aug 21..... Non school Day, Teacher Orientation
 Th, Aug 22 Non school Day, Teacher Orientation
 Mo, Sep 2 Non school Day, Labor Day
 Mo, Sep 18..... Non school Day, In Service
 Th, Oct 17 Non school Day, Teacher Convention
 Fr, Oct 18 Non school Day, Teacher Convention
 Th, Oct 31 Instructional Day, 1st quarter end
 Tu, Nov 5 Instructional Day, Parent-Teacher Conference
 Th, Nov 7 Instructional Day, Parent-Teacher Conference
 We, Nov 20..... Non school Day, Thanksgiving
 Th, Nov 21 Non school Day, Thanksgiving
 Fr, Nov 22 Non school Day, Thanksgiving
 Mo, Dec 23..... Non school Day, Winter Break
 Tu, Dec 24..... Non school Day, Winter Break
 We, Dec 25..... Non school Day, Winter Break
 Th, Dec 26..... Non school Day, Winter Break
 Fr, Dec 27 Non school Day, Winter Break
 Mo, Dec 30..... Non school Day, Winter Break
 Tu, Dec 31..... Non school Day, Winter Break
 We, Jan 1 Non school Day, Winter Break
 Th, Jan 2 Non school Day, Winter Break
 Fr, Jan 3 Non school Day, Winter Break
 Mo, Jan 13..... Instructional Day, In Service
 Mo, Jan 20..... Non school Day, In Service
 Tu, Jan 21..... Instructional Day, 2nd quarter/1st semester end
 Fr, Feb 28 Non school Day, No School (Make up day if needed)
 Fr, Mar 13 Non school Day, No School (Make up day if needed)
 Fr, Mar 27 Instructional Day, 3rd quarter end
 Tu, Mar 31..... Instructional Day, Parent-Teacher Conference
 Th, Apr 2 Instructional Day, Parent-Teacher Conference
 Fr, Apr 10 Non school Day, No School (Make up day if needed)
 Mo, Apr 13 Non school Day, No School (Make up day if needed)
 Fr, Apr 17 Instructional Day, Spring Break
 Mo, May 25..... Non school Day, Memorial Day
 Fr, May 29 Instructional Day, In Service
 We, Jun 3 Instructional Day, In Service, 4th quarter/2nd semester end

| July | | | | | | |
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Total Instructional
Days: 180
Minutes: NaN

Total Non-Instructional:
Days: 0
Minutes: NaN

Total Non-School:
Days: 186
Minutes: NaN