

Student/Family Handbook 2026 - 2027



AKKĀATTUPIITSINIKSSIN. NIITĀISSKSSKAATURYŌ'·P'· ISSOŌ~TSIK'

Our stories. Our strength. Our future.

Principal:	Ms. Sandi Campbell
Assistant Principal:	Ms. Kari McKay
Assistant Principal:	Ms. Cheryl Poitra
Lead Secretary:	Mrs. Genevieve Goudy
Assistant Secretary:	Ms. Kassandra Kennerly
Receptionist:	Mrs. Fran Racine

Attendance Clerk:

Ms. Sarah Gallagher Horn

***This handbook follows all our district policies. District Policies can be found at:

[School District Policies - Montana School Boards Association](#)

Browning High School Staff

Nurse

Charlene Harrison (.5)

Student Activities

Kellen Hall

Josephine Wagner

Jessie Salway

Counselors

Sienna Speicher (10)

Jennifer Tatsey (09)

Reevis

Chris Lewis (11)

John Parente (12)

Math

Randall Rivas (.5), Whitney Lucke

Rebecca Kennedy, Elizabeth Coleman

Margaret TailFeathers

Science

Sonya Gobert, Melody Small

Ervin Custodio Esperat,

Jonny Maglasang Daso

BNAS

Kevin Kicking Woman

Shaylea Tatsey

Music

June Matt (.5)

Adrien Wagner (.5)

Hensleigh

Health/PE

Robert Miller

Ross DeRoche

Library

Amy Conrey Andreas

Glenn Castle (.5)

Vo-Tech/Vo-Ag

Jimi Champ

Travis Blue

Instructional Coaches

Jason Krane (.5), Randall Rivas (.5)

Security/Home School Coordinator/TAs

Carl Little Dog, Sr., Jolene Vance,

John McClure, Angel DustyBull

Melanie Upham

Special Education/TAs/PCAs

Angie Pepion,

PCA's: Audrey CalfRobe, Teresa

Renee OldManChief, Mary Rutherford

Maggie Mountain Horse

Brittney Shooter,

TA's: Susan Racine, Makenna ScabbyRobe

Monina Albacite,

TA's: Gail Oscar, Donald ComesAtNight

ELA

Johanna Johnson, Andrew Leite (Itutor)

Brenda Kramer, Diane Horne

Shaira Mae Rubio

Social Studies

Leo Bullchild, Glenn Castle,

Colin Sibbernsen, Chase Nevarez

Family Consumer Science

TBD

Art

Radium Woolf

Business Ed/Tech

Elva Dorsey

Christine

Drivers Education

Angie Pepion

Brittney Shooter

GEAR UP

Joshlynn Snow
Taylee Ridesatthedeoor
Tamara Guardipee

Custodians

Anson Cummins
Philip SureChief
Yvonne DeRoche
Joseph BullChild
Carl SpottedBear

TRIO

Hannah SpottedEagle-Upward Bound
Joe Jessepe - Hopa Mountain
Annsley Pugh - Pre-College Advisor

Cooks

Carla Trombley
Tyleesha MadPlume
Brent StillSmoking
Marcus SlowBear

District Information

School Board Members:

Browning Public School District Administration:

District Vision Statement

Browning Public Schools works with “Kunnaattupii” all people—families, students, staff, trustees, and community—to provide a high-quality, culturally responsive education for all our children using whole child guidance, teaching, and support through collaboration and communication as we honor the unique identity of ALL.

District Mission Statement

Browning Public Schools is a safe environment that teaches personal and community wellness, providing support and strategies for overcoming adversity. “Safety Matters”

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. “Graduation Matters”

We model hard work and personal accountability through humility and dedication, demonstrating that these values are the responsibility of all. “Culture Matters”

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. “Attendance Matters”

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School District #9, Glacier County, Montana

Browning Public Schools

**P.O. Box 610
Browning, MT 59417**

SIGNATURE PAGE - sign & return

****PLEASE SIGN FRONT AND BACK OF THIS PAGE & RETURN****

(these are the only two pages we require)

Student/Family Handbook Receipt Form

2026-27

I acknowledge that I have received and reviewed a copy of the Browning Public Schools Student/Family Handbook in my advisory google classroom. Whether I sign or not, I understand that the policies and practices contained in the handbook govern student behavior and expectations while in attendance at Browning Public Schools. As the parent/guardian, whether I sign or not, I understand that my student is/I am accountable for their/my behavior.

Student Name (PLEASE PRINT): _____

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____

Family-Student-School Compact

Federal guidelines require that all schools receiving Title I funds develop a School-Student-Parent Compact. A compact is an agreement between participants working together for a common goal. Teachers, students and parents all have the responsibility to contribute to the effort to establish an effective climate for learning for our students.

As a school we promise to:

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

Administration

As a caring, supportive adult I promise to:

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

Parent/Caring Adult: _____

As a student, I promise to:

- ☐ Show respect for myself other students and all adults
- ☐ Attend school regularly and be on time
- ☐ To bring my materials to class daily
- ☐ Be responsible for my own actions
- ☐ Read at home
- ☐ Get homework done
- ☐ Try hard
- ☐ Respect the grounds and property of my school, realizing that I share it with others
- ☐ Do my part to make school a safe place

Student: _____

Welcome Letter

Dear Parents, Families &
Guardians of BHS students:



Ok! We look forward to the 2026-27 school year! We welcome you to BHS and hope to have you visit us to meet the great staff we have. At BHS our first priority is the students and we do our best to make everyone feel welcome, safe and comfortable. If at any point throughout the year you feel different, please bring your concerns to the school-staff, teacher or principal.

We encourage you to communicate with us; stay informed, attend meetings, read all correspondence and provide information to our office staff throughout the year. Keep in touch with us during the year to clarify any information presented.

Please read through the Student & Parent Handbook and familiarize yourself with our policies and procedures. Please pay close attention to the BHS addendum at the beginning of the handbook; this outlines some important information directly related to Browning High School logistics. It's important to understand that, even if you disagree with or do not sign the receipt page, your student is still expected to abide by the district and school policies and we hope you will assist us in ensuring the safety, responsibility, and respect of all students and staff at BHS. It is our mission to provide a quality education for your child and we can't do that without you.

Sincerely - Your Partners in Education,
BHS Administrative Team

HIGH SCHOOL INFORMATION

Academic Calendar 2026-27

Browning Public Schools 07/01/2026 through 06/30/2027	Browning High School 2026-2027 Calendar Year	Calendar Report 06/09/2026 // 09:41:06 AM

Academic BHS Happenings

Dates and/or events are subject to change

2026-27

August: "When the Choke Cherries Ripen"

- 20 First day of school 9th grade
- 21 First day of school all students
- 31 Aimsweb testing begins

February: "Tricky Moon"

- 1 Count Day - BE IN SCHOOL!
- 1-5 District Writing Assessment
- 10 Family Engagement - Health/PE/Wellness

BHS Portrait of a Graduate

Browning Public Schools

BPS STUDENT/PARENT HANDBOOK 2020-21

Graduation Matters

We believe that education is a lifelong

Graduate Profile

Culture Matters

*We embrace our cultural heritage as a source of
resilience, learning, and collective strength.*

❖ Attendance Matters

“Consistent participation and engagement directly impact learning opportunities and future success”

Good attendance pays off; The more school days a student attends the more likely they are to increase their academic success, improve their chances to earn a high school diploma and a college degree so they can earn higher pay in their careers. 80% of success is showing up! Each day your child is not in school is a missed opportunity to learn something they will need in order to understand more difficult material later. Help your child succeed in their future. Make sure they are in school every day.

Attendance matters, not just for grades, but for connection. Research consistently shows that students who attend school regularly build stronger relationships with teachers and peers, develop habits that carry them through life, and experience better outcomes academically and emotionally. Teachers also feel this directly: when students are absent regularly - especially from specific classes - it disrupts the flow of instruction and makes it harder for everyone to build the connections that make learning work.

It is good practice to be in the building and ready to learn at 8:00 a.m so your student can gain real world experience by preparing to be a responsible and productive member of society. Breakfast is served from 7:50 a.m. - 8:20 a.m. every morning in the cafeteria and learning begins promptly at 8:20am every day. Any student who arrives after 8:20 a.m. can get breakfast and report directly to their classroom. ***Students will not be allowed to leave their classroom after 8:25 a.m. to go get their breakfast.***

Absenteeism: Excused/Unexcused

Excused:

The following types of absences will **NOT** count against a student; These are grounded in BPS Policy 3122.

- **School-Related Leave:** School-sponsored activities, sports, field trips, clubs, and similar events.
- **Medical Absence:** Doctor's appointments and absences with a written note from a physician, PA, nurse, or community health nurse. Notices must be turned in immediately upon return to school; Changing attendance after the 10 day period requires a formal meeting with the building principal.
- **Cultural Activities:** Non-school related cultural activities excused by a parent or guardian, up to 3 days per year as set by BPS Policy 3122. If a student is going to or plans to attend cultural activities beyond the allowable 3 days, a meeting with the principal will be required in order for an extension of days. A parent/guardian must notify the office for cultural related absences prior to or immediately upon the student return to school; Changing attendance after the 10 day period requires a formal meeting with the building principal.
- **Special Circumstances:** Death of an extended family member (parent, legal guardian, sibling, aunt, uncle, or grandparent), hospitalization of a family member, or other serious situations beyond the student's control. A parent/guardian must notify the principal for special circumstance related absences prior to, during the absence period, or immediately upon the student return; Changing attendance after the 10 day period requires a formal meeting with the building principal.
- **Parent Call-In:** parent or guardian call-ins will be accepted as excused absences as long as the call-in occurs:
 - Prior to the absence
 - The day of the absence, or
 - By the end of the school day; parent calls will not be accepted after the school day ends for an absence that day.

****Once a student reaches 15 excused absences in a class per semester (excluding school-related absences), the school will request a family meeting. This is a check-in to make sure we understand what's going on, and to connect students and families with any support(s) that might help or be needed.**

Absences are tracked per class period - not per school day. A student could miss a specific class regularly while attending others.

Unexcused:

An unexcused absence means:

- The student is not in class/school and the school has not received any contact from a parent or guardian

- The student is in school but not in the class that he/she is assigned to be in (skipping a class while remaining in the building).

Absenteeism/Grading/Credits

Credit withheld after 20 unexcused absences

At 20+ unexcused absences in a class, the student will receive an Incomplete for that class until absences are made up through tutoring or a proficiency exam. This option recognizes that some students face real barriers but sets a firm midpoint - missing class once a week for an entire semester is a significant pattern that needs to be addressed.

Tutor back for absences

Attendance in class is required of all students; however we recognize there are extenuating circumstances when a student may have to miss. Students will have the opportunity to attend tutoring during lunch or after school for absences missed in any class; guidelines will be put in place for students who wish to make up an absence during tutoring.

Note: If a student receives an incomplete, has not attended the necessary number of tutoring sessions during the semester, does not pass the proficiency exam, OR does not take the proficiency exam, the credit results in an F.

Absenteeism: Tardies

Students who arrive at school after the first bell (8:20am) will need to stop at the front office to receive a tardy slip and will be permitted into their class; However, students who are more than 10 minutes late for class will be considered absent (refer to Absenteeism: Truancy).

Students who are not in the classroom when the bell rings from 2nd period through 7th period are considered tardy and will be brought to the ISS room for the class period which results in an unexcused absence for the class.

Absenteeism: Truancy

Students who are chronically absent, miss 15 or more days of school/class for any reason, including excused and unexcused absences are at serious risk of poor academic performance, dropping out of school (which has its own impacts), and social disengagement and/or mental health risks (US Department of Education). Students who miss up to 5 minutes of any class period daily, is equivalent to missing at least/up to one month of instruction.

Every effort will be made by school personnel to make contact with the parent/guardian of the student. The following protocols are in place to ensure enrollment/attendance in school:

- 3 day absence - attendance letter
- 5 day absence - attendance letter/Home visit
- 7 day absence - attendance letter/Home visit from counselor and/or administrator
- 10 day absence - attendance letter/Attendance contract/Child Abuse Hotline report and/or TANF report

Pursuant to MCA 20-5-106, truancy is defined as persistent nonattendance without excuse, as defined by district policy, for all or any part of a school day equivalent to the length of one class period of a child required to attend a school under **20-5-103**.

Students are expected to arrive at school on time and stay the entire day. Any student who leaves campus without permission, or gets off the bus at another school will be considered truant, and are subject to discipline. Students who are 10 minutes late for any class will be marked absent in that class. ****ALL ATTENDANCE SLIPS – MEDICAL, DENTAL, SPECIAL CIRCUMSTANCE (Counseling Center/504), CULTURAL, ETC., MUST BE TURNED IN TO THE OFFICE IMMEDIATELY UPON RETURNING TO SCHOOL IN ORDER TO VERIFY AND MEET THE ATTENDANCE POLICY REQUIREMENTS.** Changing attendance after the 10 day period requires a formal meeting with the building principal. Any student who is dropped will be required to meet with the parent, building administrator and/or counselor to complete an attendance contract.

Attendance Incentive Procedures

Students who meet any of the following criteria for attendance may be eligible to receive an incentive monthly, quarterly, per semester, yearly.

100% Exemplar Attendance

- ✓ At school everyday (no absences, tardy absences, tardies)

Perfect Attendance with Documentation

- ✓ Have no tardies-attendance is taken within 10 minutes of the tardy bell
- ✓ Have no check outs before 2:00 pm (M-Th) and 1:00 pm (F or any early out)
- ✓ School Related absences will not count against student
- ✓ Medical absence will not count against student (with proper verification)
- ✓ Special Circumstance and Culture Activity absences will not count against student up to 3 days

98% Excellent Attendance

- ✓ Student can have up to 4 absences
- ✓ Can be checked out during the day for no longer than 2 hours & must return before end of day
- ✓ School Related absences will not count against student
- ✓ Medical absence will not count against student (with proper verification)
- ✓ Special Circumstance and Culture Activity absences will not count against student up to 3 days

95% Great Attendance

- ✓ Student can have up to 9 absences
- ✓ Can be checked out during the day for no longer than 2 hours & must return before end of day
- ✓ School Related absences will not count against student
- ✓ Medical absence will not count against student (with proper verification)
- ✓ Special Circumstance and Culture Activity absences will not count against student up to 3 days

90% Good Attendance

- ✓ Student can have up to 18 absences
- ✓ Can be checked out during the day for no longer than 2 hours & must return before end of day
- ✓ School Related absences will not count against student
- ✓ Medical absence will not count against student (with proper verification)
- ✓ Special Circumstance and Culture Activity absences will not count against student up to 3 days

Most Improved Attendance

- ✓ Selected by building Attendance Committee-weekly, monthly, quarter, semester and year end

Bell Schedule

Browning High School has set hours for instruction; it is during these designated times that students should be focused on their learning and teacher instruction. As such, **students' cell phones should be turned off and kept in their locker or with their classroom teacher** until it is an appropriate time to use them (before school, lunch time, after school).

Parents/Guardians/Family members should refrain from taking student learning time away from all students. Please call the front office if you need to get a message to your student.

DAILY SCHEDULE

Mon-Thurs	
1st	8:20-9:07 (47)
2nd	9:12-9:59 (47)
Adv	10:04-10:36 (32)
3rd	10:41-11:28 (47)
4th	11:33-12:20 (47)
Lunch	12:20-1:05 (45)
5th	1:09-1:56 (47)
6th	2:01-2:48 (47)
7th	2:53-3:40 (47)

FRIDAY / EARLY OUT

Friday	
1st	8:20-9:10 (50)
2nd	9:13-9:58 (45)
3rd	10:01-10:46 (45)
4th	10:49-11:34 (45)
Lunch	11:34-12:19 (45)
5th	12:24-1:09 (45)
6th	1:12-1:57 (45)
7th	2:00-2:45 (45)

Hall Pass Expectations

The use of a hall pass is considered a privilege and is intended for use only when absolutely necessary. Students are expected to follow all directions associated with the hall pass and use it responsibly.

Students must proceed directly to their approved destination and return promptly to class to ensure the pass remains available for others. To maintain a safe, respectful, and orderly school environment, the following expectations are in place:

- Only one student may use a hall pass at a time.
- Hall passes may not be used to visit other classrooms or to disrupt instruction.
- Students in the hallway are expected to remain quiet and move with purpose.
- The use of cell phones is strictly prohibited while using a hall pass.

Failure to follow these expectations may result in loss of hall pass privileges or additional disciplinary action.

ISS: In School Suspension

BHS teachers are working hard to provide quality education to all students. In an effort to curb behaviors that distract from the learning environment, behaviors that are disrespectful and behaviors that are not safe, students may be sent to an in school suspension room for a period of time throughout the day until he/she can return to the classroom and/or hallways responsibly.

Students may end up in ISS for various reasons throughout the day; tardiness, vandalism, vaping, unauthorized hall pass, in the hallway without a hall pass, rough housing, disturbing classes, having their cell phone and/or other personal technology out, and other behaviors that distract from the learning environment.

School Office Hours

Browning High School office hours are Monday - Thursday 7:00 a.m. - 5:00 p.m. and Friday 7:00 a.m. to 4:00 p.m.

❖ Culture Matters

“BHS emphasizes embracing Blackfeet cultural heritage as a source of resilience while connecting traditional knowledge with contemporary experiences”

Land Acknowledgement: BHS is located on tribal ancestral lands of the Blackfeet Tribe also known as Aamskapii Piikani. BHS follows the law of the Blackfeet Tribe as well as Glacier County and the USA.

As much as possible students will learn about the culture, heritage and language of the Blackfeet/Aamskapii Piikani.

Indian Education for All which can be inclusive of all Indigenous cultures, heritages and languages can be taught through all content. Culture Day and Field day are whole school activities held in the fall and spring. Community volunteers will be invited to come in and assist with cultural activities. Enhancement activities every Friday may also use community volunteers.

Activities/Student Involvement

We encourage BHS students to become actively involved in a school activity outside of their regular academic schedule. Membership in school clubs is open to everyone. Please refer to the Activities Handbook for student activities/athletics policies and guidelines. For some activities you may be required to show valid student identification (BHS School ID).

Football	Cheerleading	Softball
Golf	Basketball	Track
Cross Country	Volleyball	Wrestling
Speech, Debate & Drama	HomeComing	Prom**
Native American Week	Red Ribbon Week	Baseball
Soccer	Tennis	

*****Students wishing to invite a guest for prom will be required to complete a guest pass form. Guests must be enrolled high school students and they must be approved by the building administrator at least two weeks prior to attending. Any student without appropriate documentation will be asked to leave the building immediately. Any student who does not complete the proper procedures will not be allowed a guest pass. [BHS Prom Guest Pass.doc](#)***

This list of clubs may change at any time based on student participation/interest.

Academic Challenge	Random Acts of Kindness	National Honor Society
Science Club	FCCLA	Library Book Club
Art Club	FFA	Shop Club
Hiking Club	Speech, Debate & Drama	Rodeo Club
Student Council	Pep Club	Weightlifting Club
Human Rights Club	Rising Voices Poetry Club	Sewing Club
Coding Club	Spirit of the Buffalo Club	LGBTQ Club
AVID/Chess Club	Gardening Club	Pikani Cycling Club
AIBL	Close-Up	Two is Better than One
Paleontology Club	Random Acts of Kindness	

Cafetorium / Outside Food

Browning High School will furnish breakfast and lunch to all students free of charge for the school year. We encourage all students to take advantage of the meals that the school provides. Students are expected to display appropriate behavior while in the cafetorium. If a parent/student chooses to drop off/bring lunch to the school, that is their choice. **Students will not be called out of class to receive the outside food or drinks during class time;** it is recommended that food be dropped off prior to lunch being served to ensure it is eaten during lunch time. We encourage all students to take advantage of the meals provided by our school.

Food Pantry/PCOP (Parent Community Outreach Program)

Browning High School houses a food pantry for students/families who are identified based on specific needs and monitored by PCOP; this service is not available to all students, nor should it be considered a “snack” room. Students are provided breakfast and lunch at no cost and we encourage our students to utilize the free meals that are provided so they are not hungry throughout the day. Hours to access the food pantry are Monday through Friday 3:00-4:00 or by calling the school office to make arrangements; it will not be open/available to students during the school day as a grab and go.

Kindness Campaign

Browning Public Schools has adopted a Kindness Campaign; Browning High School staff and students support this by showing kindness to one another; be sincere and voluntary in bettering the lives of everyone around you, including yourself, through genuine acts of compassion, generosity, and service. It is our expectation that everyone is treated with and treats others with dignity and respect.

If you would like to learn more about ways you can promote the Kindness campaign at BHS please see your counselor and/or an administrator.

Compassion	Generosity	Service
Recognizing hurt/pain of others and taking action to help	Giving support to others as a means of improving the situation without the expectation of something in return	Work/activity that is done for others

Students will refrain from being rude, mean, and/or bullying. If someone does or says something that is intentionally hurtful and you respond with something intentionally hurtful back, it becomes a mutual disagreement which does have consequences for both parties.

RUDE	MEAN	BULLYING
When someone says or does something unintentionally hurtful once	When someone says or does something intentionally hurtful once	When someone says or does something intentionally hurtful and they keep doing it even when you tell them to stop or show them that you're upset. (Responding or doing it back voids the bullying report; it then becomes a mutual disagreement).

❖ Graduation Matters

“BHS focuses on lifelong learning and strategic exploration of college and career pathways that align with individual goals and potential.”

Academic Information

Credits

Grade level attainment or class status is recognized through credit accumulation. The purpose of class status is to inform the student, parents, administrators and instructors of the prospective graduation year of the student. High school students must have earned the following credits to be affiliated with the appropriate class:

Freshman	0-6 credits
Sophomore	6-12 credits
Junior	13 credit minimum
Senior	18 credit minimum

Credit status will be reviewed at least quarterly by students and their advisors. Credit status for each class will be reviewed by the counseling department and students identified as failing to obtain the next class status will receive individual support from a school counselor which will outline individual intervention/support available to the student.

Credit / Core Recovery

If a student fails a course with 45% or higher they may participate in credit/core recovery; students can earn credit in multiple core classes. This percentage is subject to change at the discretion of the building principal/administration. Credit / Core Recovery is offered through the use of a computer based program (Edgenuity) and can only be completed on the students time (after school). Students will take a pre-test and then have lessons/units assigned based on the results. Students must complete all lessons assigned, and pass the Unit Assessments with a minimum of 70% in order to recover credit. Students who complete Credit Recovery courses will receive credit and a grade of “C” for that course. If a student wishes to try and raise their grade higher than a “C” they must repeat the entire course as part of their regular course schedule. Should the student repeat the entire course, the lower grade of the two would be considered/documented as an elective credit.

Definitions

- **Advanced Placement:** When offered, AP courses are those that are approved through the College Board Audit Process. Advanced Placement courses are designated in the Browning High School Course Description Catalog.
- **Grade Point Average (GPA):** is the average number of grade points earned per course in Grades 9 through 12. The cumulative GPA is shown on the student’s transcript.
- **Cumulative GPA** is calculated by dividing the total number of grade points earned by the total number of course credits included in the computation.
- **Incomplete:** Must be approved by the Principal; Student has a specified amount of time (to be determined by principal) to complete the coursework. If the coursework is not complete in the allotted time, the grade will be changed to an F
- **Weighted grade points:** are similar to grade points except that weighted grade points recognize the increased rigor of honors, dual credit and AP classes. Weighted grade points are the numeric equivalent of a student’s grade in a credit-bearing course according to the following scale:

<u>Grade</u>	<u>Grade Point Regular</u>	<u>Honors/Dual Credit</u>	<u>Advanced Placement</u>
A	4	4.5	5
B	3	3.5	4
C	2	2.5	3
D	1	1.5	1
F	0	0	0
I	0	0	0

- **The weighted grade point average (WGPA):** is a recalculation of the GPA substituting weighted grade points for regular grade points earned in courses designated advanced placement. The WGPA is computed by dividing the total number of grade points earned by the total number of course credits included in the computation. The order of class rank for students above a four point will be determined by an inverse analysis.

Due Dates/Late work

In preparation for college and or work life, where late is unacceptable, we have put in place the following guidelines:

- All assignments have a clearly communicated **due date**.
- Students may submit late work **up to one week (7 calendar days)** after the original due date with **no automatic penalty**.
- After one week, the assignment **may no longer be accepted**, unless under extenuating circumstances (see below).
- In accordance with district policy, students who are **excused (SC, SR, and MA) absent** will have **two (2) school days per day of absence** after the due date to make up for missed work.
- It is the **student's responsibility** to check in with each teacher and arrange for make-up work within this window.
- Severe or extended circumstances (e.g., family emergency, illness, crisis) **may be considered on a case-by-case basis**.
- **Teachers have full discretion** to grant extended deadlines or make individualized arrangements in these cases.
- Students or families are encouraged to **communicate proactively** if they believe such circumstances apply.

No late work will be accepted after the end of the quarter unless prior arrangements have been made with the teacher.

This policy is intended to promote **responsibility, consistency, and fairness**, while also allowing for **flexibility and compassion** when needed.

Grades

The evaluation of student achievement is one of the important functions of the teacher. The accepted marking system is as follows:

- At least one new student grade per week will be recorded in the Infinite Campus grade book.
- All grades will be posted once per week in the Infinite Campus grade book.
- All grading systems include points for participation, daily assignments, testing, and attendance. Grades are cumulative over the semester.
- The semester exam is to evaluate student competence for the semester. Each semester, there will be a final for each class. Grades will be available for students each semester.
- An incomplete may be given with prior approval from the building administrator. The work that must be completed and the final due date must be shared with the student, their parent/guardian, and the building principal.

A: 100-90 % B: 89-80 % C: 79-70 % D: 69-60 % F: 59 % OR BELOW I: Incomplete

Grade Point Average / Weighted Grade Point Average Computations

All credit-bearing courses for which the student is assigned a grade of A, B, C, D, F, or I will be used for GPA and WGPA computations. The grade earned in a course initially taken in high school and subsequently repeated is included in the computation each time it is taken. Credits granted for approved courses offered by institutions other than Browning High School (classroom, correspondence, or online courses), work study, and transfer courses, if used for graduation credit, are included in the GPA/WGPA computations.

1. Grades and credits for dropped or incomplete courses will be treated for computing the GPA and WGPA as follows:
 - a. Courses which a student does not complete all requirements:
If the student does not complete all course requirements a notation of "I," or "Incomplete," will be entered on the transcript, and report card. The student can follow procedures as per the Student-Parent Handbook to complete courses and have the "I" replaced with a letter grade. Any student who receives an "I" and does not complete all course requirements within the allowed time period, as per the Student-Parent Handbook, will have that grade replaced with an "F".
 - b. Should the student, with prior approval, transfer to a course in the same subject area, appropriate credit is awarded for those courses completed successfully.

To encourage and reward academic rigor, Browning High School utilizes a weighted GPA scale for Honors, Dual Credit, and Advanced Placement (AP) courses.

- **Regular courses** are calculated on a 4.0 scale.

- **Honors and Dual Credit courses** receive an additional 0.5 weight per course. For example, an A in an Honors or Dual Credit course is calculated as 4.5 instead of 4.0.
- **Advanced Placement (AP) courses** receive an additional 1.0 weight per course. An A in an AP course is calculated as 5.0.

Weighted GPAs are used for class ranking, valedictorian and salutatorian honors, and certain scholarship considerations. Both unweighted and weighted GPAs are included on student transcripts.

** Note: The weighting applies only to courses that meet approved criteria as outlined by the school district.*

Forging/Cheating/Plagiarism/Artificial Intelligence/Chat GPT/etc.

Student(s) caught forging or attempting to forge any signature or attempting to authorize any document used, or intended to be used, in connection with the operation of school is cause for disciplinary action which includes the teacher notifying the parent and administrator.

Engaging in academic misconduct which includes, but not limited to; cheating, unauthorized sharing of exam responses or graded assignment work, plagiarism, accessing websites or electronic resources (including AI - Artificial Intelligence, ChatGPT and other computer programs similar to ChatGPT) without authorization to complete assigned coursework, and any other act designed to give unfair academic advantage will result in disciplinary action.

Guidelines for AI Use/Chat GPT/etc.

1. Privacy and Data Protection

- Do not share confidential or personally identifiable information (names, addresses, ID numbers) with AI systems.
- For students under 13, AI tool usage requires parental permission.
- BPS will adhere to local data protection regulations.
- Data will be transparently communicated to parents/guardians.

2. Academic Integrity

- AI is a learning tool, not a substitute for original work.
- Appropriate uses of AI include, but are not limited to:
 - AI as a thought partner
 - AI as an editor
 - AI as an analyst
 - AI as a co-creator
- See “AI Acceptable Usage Menu” below
- Inappropriate use includes:
 - Completing exams or assignments without explicit permission
 - Submitting AI-generated content as original work without proper disclosure.

3. Plagiarism and Attribution

- Any AI-generated content used in assignments must be:
 - Appropriately cited
 - Disclosed to the instructor
- Copying from AI sources without permission is considered plagiarism.

4. Accountability and Critical Thinking

- Users are responsible for:
 - Critically reviewing AI-generated content
 - Verifying information from multiple sources
 - Preventing misuse and misinformation

5. Safety and Ethical Use

- AI tools must not be used to create or spread:
 - Harmful content
 - Misleading information
 - Inappropriate materials
- Respect digital citizenship principles found in [Common Sense Education](#).

6. Monitoring and Oversight

- Summative evaluations will not be solely made by AI.
- Human judgment and oversight remain paramount.

Consequences of Misuse

- See the [Student](#) and [Staff](#) AUPs for a more detailed description of the consequences of misuse.

Transfer credits/grades

Transfer credits and/or grades from other school systems shall be converted by the building administrator/designee into appropriate Browning High School credits and are included in the computations.

- Courses in subject areas not traditionally taught in Browning High School, such as religion, will be included in the computations if grades are earned through an accredited school or program.
- Advanced level courses not taught in Browning High School, but in subject areas taught in Browning High School, are included.
- For transferred credits (non-Browning High School courses) to which marks such as “O” (Outstanding), “S” (Satisfactory), and “U” (Unsatisfactory) or numeric grades or percentages have been assigned, the school must secure or translate such marks to a scale of A, B, C, D, and F. These courses must be entered into the computerized student database separately.

Advisory Class

All students at BHS are placed in an Advisory class. The advisory class takes place Monday through Thursday from 10:04-10:36am. Attendance in this class is a part of the regular student schedule (i.e not an option); and students receive a pass/fail grade as well as .25 credit per semester. This is not an optional class; students are learning valuable information and skills in their advisory classes which include, but not limited to, social emotional skills, relationship building, academic information, college/career preparatory work, ACT skills, culture/language, etc.

Cell Phones (Policy #3630)

Cell phones are a distraction to the learning environment and therefore **will not be allowed in the school hallways or classrooms at any time**. If a student needs to call, or in case of emergency he/she can ask the teacher for the hall pass and go to their counselors office/main office to use the phone. If a parent/guardian needs to get hold of their student, call the office and a message will be delivered to the student so he/she can use the counselors/office phone.

There are appropriate times in the day to use your cell phone, and inappropriate/non negotiable times in the day to use your cell phones. Please refer to the building bell schedule to know when it's appropriate and inappropriate to be on your cell phone.

****Parent/Guardians - Please refrain from texting/calling your child's personal device during school hours because you risk your child being subject to disciplinary consequences.**

The **appropriate** times to use your cell phone during the school day are: Before school (8:20am), during lunch, and after school (3:45pm). Student cell phones (and other technology devices associated with the student cell phone i.e headphones, airpods, smartwatch, etc.) should be placed in student lockers during class time or with the classroom teacher. Student cell phones or devices should not be visible at any other time of the day, including passing time. Any cell phone or device that is visible to any adult in the school, is subject to confiscation and may result in disciplinary action.

The **inappropriate/non negotiable** times are: During instructional time (lecture, class discussion, etc), when using the hall pass during class time, and during passing time.

Students who bring their phone (and other technology devices associated with their cell phone) to class may be subject to disciplinary action. Unauthorized use is grounds for confiscation of the device by any school official, including classroom teachers. Confiscated devices will be returned to the parent or guardian. Repeated unauthorized use of such devices will result in disciplinary action.

Repeat unauthorized use: Phone/Headphones taken by admin

1st offense: Parent/guardian picks up device(s)

2nd offense: Referral, parent/guardian meeting, ISS for the day

3rd offense: Referral, ISS, suspension from extracurricular activities for the day

Offense beyond the 3rd offense may result in severe referral.

“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 [on BPS school grounds] including extracurricular activities, where such operation may violate the privacy right of another person [including videoing a fight]. Unauthorized use is grounds for confiscation of

the device by any school official, including classroom teachers. Confiscated devices will be returned to the parent or guardian. Repeated unauthorized use of such devices will result in disciplinary action."

Graduation Requirements (Policy #2410)

Graduation requirements shall reflect high expectations and appropriate standards. Students graduating from Browning High School will enter society as adults who are prepared to participate responsibly, productively, 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 ceremony. All students will enter Browning High School on a "Distinguished Diploma" track; students must opt out in order to graduate according to the Montana Graduation requirements and/or the Foundational Diploma requirements. **You must contact the school principal if you wish to opt out of the Distinguished Diploma.**

Diplomas*

All graduating students shall receive a diploma. Diplomas may be earned through completing either required credits or criteria identified in an approved IEP. Diplomas may be received prior to completing the 4 years of high school attendance in accordance with District #9 Early Graduation Policy, which requires the expressed recommendation of the Superintendent and the permission of the Board of Trustees. The high school building administrator shall approve of independent study alternative curriculum offerings prior to credit being applied to the core graduation requirements. *The type of diplomas are subject to change upon approval of the Board of Trustees and/or Montana graduation requirements change.

*All students who graduate in 2026 and beyond will be required to complete ½ unit of civics/government and ½ unit of financial literacy. Changes will be made to reflect this update (ARM 10.55.905)

Course Requirements for graduation from Browning High School

* Beginning with the graduating class of **2026**, students will be required to complete the following which can be included in Social Studies, Mathematics, or Career/Technical Education:
Economics/Financial Literacy..... (.5)

Montana Graduation Requirements

(Established by the Montana Board of Public Education/ARM 10.55.905)

English.....	4
Mathematics.....	2
Social Studies.....	2
including .5 of Government	
Science.....	2
Health/PE.....	1
Fine Arts.....	1
Career/Technical Education.....	1
Electives/Other.....	7
Total Required for Graduation.....	20

Foundational Diploma

English.....	4
Mathematics (Algebra and up).....	2
Social Studies.....	3.5
including Government	
Science.....	2
Health.....	.5
PE.....	1
Fine Arts.....	1
Vocational Arts.....	1
Computer Technology.....	.5
Electives/Other.....	5
Total Required for Graduation.....	20.5

Distinguished Diploma

English.....	4
Mathematics (Algebra and up).....	3/4
Social Studies.....	3.5
including Government	
Science.....	3/4
Health.....	.5
PE.....	1
Fine Arts.....	1
Vocational Arts.....	1
Computer Technology.....	1
Electives/Other.....	3
College Prep Electives*	2
Total Required for Graduation.....	24

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

College Prep Requirements

if you plan on attending a 4-year college)

- English 4
- Mathematics 3
- Social Studies 3
(including World History)
- Lab Sciences 2
- Electives 2
 chosen from the following:
 - Foreign language
 - Computer Technology
 - Fine Arts/VoEd which must meet OPI guidelines

Diploma - Honorary

Our school community values the lasting impact each student has on our campus. In the event that a member of the graduating class has passed away prior to commencement, the school may recognize the student's place in the class through a respectful tribute during the graduation ceremony.

An honorary diploma will be prepared and presented in a diploma case to the student's family. In addition, a chair will be reserved during the ceremony in the graduate's honor and will be draped with a blanket as a symbol of remembrance.

Families will be invited to participate in this recognition. At their discretion, families may provide a photograph of their student for display and may choose to include a graduation cap and gown to be placed with the reserved chair.

All recognitions will be conducted with dignity and sensitivity, in alignment with the wishes of the family and the values of our school community.

Graduation

The graduation ceremony is an activity of the Board of Trustees and Browning School District #9 to honor graduating seniors from Browning High School each year.

- A. The Board of Trustees in cooperation with the Superintendent of Schools and the BHS Principal shall set/approve 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 building administrator before a student is allowed to participate in the graduation ceremony.
 - Graduation requirements require the student to complete 20/20.5/24 credits. These students are also required to complete 20 hours of community service and a senior oral examination based on a four-year portfolio.
 - Students receive $\frac{1}{4}$ and or $\frac{1}{2}$ credit for courses completed during the eighteen-week (semester) period.
 - All students must be enrolled for eight periods per day. Exceptions to this rule for students may be made if approved by the Administrator. Exceptions include 504 plan, IEP, college, work release, or parenting responsibilities.
 - Students will complete graduation plans with their counselor each year. Students are responsible for the timely completion of their plan. Documentation of credit earned from an agency other than Browning High School must be provided to the building administrator at least 5 school days prior to the scheduled graduation date for the student to participate in the graduation ceremony. Documentation of completion of all graduation requirements must be provided to the High School building administrator two days prior to the scheduled graduation date in order for the student to participate in the graduation ceremony.
 - Maintaining tradition and pride in our school is very important. One way this can be accomplished is by using our school colors in school ceremonies. Therefore, graduating seniors will choose graduation caps and gowns that are black, white and/or red in color. Valedictorian and salutatorian will be determined after completion of eight semesters of grades earned with attendance at Browning High School for the last two full years.

Waiver of Requirements/Academic Variance

The building administrator will establish an academic variance committee composed of staff representing both the traditional high school and alternative education program to review all petitions for a 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 building administrator 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.

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 building administrator.

Honor Roll/National Honor Society

The Browning High School honor roll is published at the end of each 18-week period. In order to be on the Honor Roll, a student must earn at least a 3.0 Grade Point Average (GPA).

Students may earn the right to apply for Browning High School National Honor Society by receiving a cumulative GPA of 3.0 or better for a minimum of three semesters, consecutively, in high school. (Grades are not weighted when determining GPA for the National Honor Society, all grades are on a 4.0 grade scale) Students must maintain a 3.0 every semester thereafter to continue their status. A student who falls below 3.0 may be placed on academic probation for one semester; failure to meet the requirement will result in removal from National Honor Society and will have to begin the process over.

Independent Study/Remote Learning Program

Browning High School provides alternative independent study resources and remote learning options to allow students the opportunities to earn credit outside the regular class/curriculum schedule to meet minimum graduation requirements at Browning High School. 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 high school during the current semester. All independent courses must be pre-approved by the High School building administrator.

CONDITIONS OF INDEPENDENT STUDY

- Counselors will assist students in determining the need for any independent study courses needed to supplement their regular curriculum to meet graduation requirements and set up the program plan for this extra credit work. This plan will need approval of the counselor, parent, student, and building administrator with a copy sent to the parents/guardians.
- The student is responsible for successfully completing requirements of the independent study program and submitting documentation of completion at least 5 school days prior to graduation, or will not be allowed to participate in the graduation ceremony.
- After successfully completing the independent study courses, grades will be entered on the student's transcript at BHS.
- Before the building administrator will approve a course of independent study, a Browning High School cooperating teacher must sign the application to confirm that the course meets curriculum goals and objectives.

Scheduling

Students may be pre-registered for classes each year. Pre-scheduling for the following year may take place each year between February-August. All students are expected to carry a full schedule of classes (8 classes) with the exception of students who qualify and have applied for the Student Employment program in the a.m. or p.m.

If a student wishes to drop/change a class, counselors will have the ability to make changes to student schedules as needed for up to two weeks (beginning the first official day of school). After two weeks, any/all changes to student schedules will require a meeting with the building principal, grade level counselor, student, and parent/guardian and will only be permitted per principal discretion up to an additional two weeks. After the aforementioned four week period, student schedule changes will not be permitted.

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 successes. 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 building administrator.

CRITERIA FOR STUDENT AIDE: OFFICE AND LIBRARY ONLY

- Student(s) must be a Junior or Senior.
- A student aide may not be in credit deficient status.
- Supervisors will have “Duties and Expectations of a Student Aide” available for the student and parent. Duties and expectations will be pre-approved by the building administrator.

[BHS Office: Office Aide Job Description/Contract](#)

Semester Exams

All students take semester exams as scheduled by the high school administration. Semester exams will be held the last week of each semester, and senior finals will be held the last week before graduation.

Student Portfolio Requirements*

The portfolio is a working document which begins when students enroll as 9th grade. Students have opportunities to build on their portfolio throughout their four years of high school. This is a graduation requirement therefore all students are expected to complete this process.

Students have the option of presenting a hard copy of the portfolio (binder) or a digital presentation. The portfolio must have the following items:

- I. **Title Page/ Table of Contents**
- II. **Academic Reports:**
 - High School Transcripts
 - Attendance Report (up to date of presentation)
 - Standardized Test Results (Aimsweb, ACT, ASVAB)
 - MCIS Career Assessments (Senior Year)
- III. **Career and College Preparation:**
 - Two Letters of Recommendation minimum (**Request early**)
 - Resume (Professional format)
 - Copies of two IDs (one must be Social Security card)
 - Completed Job Application (a real application you have completed)
 - [MCIS Self-Surveys](#) (ALL 9 Surveys) Export PDF results then print and place in portfolio. Reflect on results and prepare to discuss during your presentation.
 - [Portfolio Essay \(select one topic from the list\)](#)
 - If attending college or trade school include a print out of your college application(s) confirmation(s) and any acceptance letters.
 - If attending college or trade school print out the confirmation of your Financial Aid Application submission and SAR (Student Aid Report).
 - Immunization Record (from the school nurse)
- IV. **Community Service:**
 - 20 hours of documented, counselor-approved community service
 - One-page reflection explaining your community service (impact on community and yourself)
- V. **Academic Highlights:**
 - Writing Samples: Minimum two (e.g., essay, writing assessments, printed Aimsweb essay)
 - Math Sample: Minimum one (e.g., test, assignment, quiz)
 - Science Samples: Minimum one from each science course completed
 - Social Studies Samples: Minimum two (e.g., Blackfeet Studies, World History, Geography, U.S. History, Government)
 - Physical Education/Vocational Ed./Fine Arts Sample: Minimum one (e.g., project, song, artwork or pictures of)
 - Feel free to include other items that you feel reflect your growth as a student...things you are particularly proud of
- VI. **Clubs, Activities, and Awards, Certifications:**
 - Optional inclusion for extra points, include activities that have been impactful for you even if it was outside of regular school hours, for example: details about any hobbies or favorite pastimes, ranch work, summer jobs or experiences, travel, summer rodeo, etc.

**Subject to change*

Student Employment Program Guidelines

The administration and staff at Browning High School 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. This program is for students who meet the following criteria:

CRITERIA FOR THE PROGRAM

- Students must be enrolled in four classes at the high school. Students must be in good academic and attendance standing to be eligible for this program.
- **Students must submit a Student Employment Program Application prior to the first day of the semester in which they wish to work.**

[Employment Application](#)

The request must include:

- A letter from the student explaining why they wish to work, who they will be working for, and who their direct supervisor will be.
- A letter from the parents requesting their student be allowed to work, and stating that they have met with the student's counselor to discuss how the student may be affected academically by participating in the program.
- A letter from the student's prospective employer stating the work hours, and that they understand that they will be required to complete a bi-weekly evaluation form.
- A copy of their current transcript.
- A Student Employment Program Checklist signed by their counselor
- The building administrator will approve or disapprove the student's acceptance into the program.
- Failure to adhere to these requirements may result in the student's termination from this program.
- When the student is out of school on work release, he/she will not be allowed to be on the school grounds during his/her work release period.

Student Government

Student Council is the organization which enables the students to express their opinions, assist in the administration of the school, promote/encourage/model respect, responsibility, safety, act as a clearing-house for student activities, and participate in the management of the school. The Student Council promotes leadership, responsibility, initiative, and self-discipline among its members. Each class and club will hold elections to elect their officers and representatives to the Student Council. Student Government follows the activities policies.

Student Transcripts

Transcripts shall include the following:

- Any Browning High School course completed, or in which the student earned an "I" Incomplete, and has not exceeded the time limit set by the building principal to complete the requirements as per the Student-Parent Handbook
- Designation of advanced level courses (Distinguished) and assessment (ACT)
- Grades and credits earned for each course;
- Cumulative grade point average and the weighted grade point average; and
- Graduation date.

The building administrator/designee is responsible for the following:

- Ensuring that each student's grades have been verified and accurately reflect the record of the student, including approved courses offered by institutions other than Browning High School (classroom, correspondence, or online courses), and transfer courses
- Furnishing transcripts to schools to which the student seeks enrollment, including high schools and institutions of higher learning; and
- Furnishing transcripts to scholarship foundations, technical institutions, and current or prospective employers provided that the release of this information is approved by the student's parents or by the student if the student is 18 years of age or older or married.

Transfer/New Students

School District policies regulating pupil enrollment from other elementary and secondary schools are designed to protect the educational welfare of the child and of other children enrolled in the Browning School System.

Secondary Grades (9-12), Credit Transfer. Requests for transfer of credits from any secondary school shall be subject to a satisfactory examination of the following:

- Appropriate certificates of accreditation
- Length of course, school day and school year.
- Content of applicable courses.
- The school facility as it relates to credit earned (i.e., lab areas for appropriate science or vocational instruction).
- An appropriate evaluation of student performance leading toward credit issuance.
- Final approval of transfer credits will be determined by the high school building administrator, subject to review upon approval by the Superintendent and Board of Trustees.
- Montana Accreditation Rules and Standards, in accordance with local alternate procedures for earning credit, shall be applied to all credit transfer review.

****Any new, dropped, and/or transfer students must be enrolled students at BHS at least two weeks prior to prom in order to attend.**

Tutoring/Night School

Students can receive tutoring services and/or night school, and are encouraged to participate in these programs throughout the year. Hours for tutoring are scheduled and posted at the beginning of each school year.

Students may have an opportunity to “tutor back” hours for their attendance; procedures are set in place for this incentive and will be shared with students throughout the school year.

Students can recover their percentage or receive an entire class through night school.

504 plans

Plans are individualized to meet the needs of each individual student with special considerations; it is not a “one size fits all” because we recognize that no two students are the same. Implementation of a 504 plan does not guarantee that a student will receive a passing grade for any class; students will receive “reasonable” accommodations (accommodations cannot/will not give the student an advantage over any other student nor will any rules/policies be re-written to meet the students needs) within the current academic year to meet his/her needs. The expectation is the student will attend all classes and complete all assignments for every class. Review/eligibility takes place annually and includes a team consisting of administrator, counselor, teacher, nurse, etc. Browning High School counselors are in charge of their respective grade level. Please contact your students’ counselor if you have any questions about identification, evaluation, or placement of a 504 plan.

❖ Safety Matters

“BHS promotes holistic well-being encompassing mental, physical, spiritual, and community health, empowering students to make choices that support their overall wellness.”

Behavior Expectations

	RESPECT İĩnāākoōtsiissin	RESPONSIBLE İssksskāatūkssin	SAFE Kāamoōtsiipii
Hallways	- Honor others - Be aware of personal space - Greet others positively - Use inside voice - Refrain from cursing	- Carry a valid hall pass - Visible to staff 1 student at a time - Don't disturb classes - Honor Time - Go directly to destination/ refrain from doing laps - Take pride in BHS - Use the trash can - All personal technology is in your locker - Cell phones, airpods, earbuds, headphones, smartwatch, etc.	- Walk / don't run - Avoid bumping into others - apologize if you do - Keep hands/feet to self - Avoid harmful behavior - Report incidents - You are not a "snitch" - Refrain from fighting/bullying
Cafeteria	- Exhibit good manners - Say "Please" and "Thank You" - Put tray/silverware in dishwashing area - Refrain from throwing food or other items - Clean area; don't leave food/trays on the table - Allow elderly to eat first - Assist our elders	- Clean area - Pick up after yourself - Use the trash can - Put tray/silverware in dishwashing area - Remain in designated area - Do not enter wings/ classrooms	- Follow safety guidelines - Wash hands before/after eating - Wait in line - Join at the end of the line - Refrain from pushing/showing - Report incidents - You are not a "snitch" - Refrain from fighting/bullying
Restroom	- Respect privacy - Stay in your own area - Do not vandalize/deface property - Refrain from writing on walls/stalls - Refrain from damaging property	- Honor Time - Get in/Get out quickly - No time to fix hair/ makeup - Keep facility clean - Flush as needed - Use the trash can - Take pride in BHS - Leave items in the area as is - Be cognizant of others - All personal technology is in your locker - Cell phones, airpods, earbuds, headphones, smartwatch, etc.	- Follow safety guidelines - Wash your hands with soap and water - Report incidents - You are not a "snitch" - Refrain from illegal activity - Refrain from fighting/bullying - Remove yourself from an unsafe incident

	RESPECT İĩnāākoōtsiissin	RESPONSIBLE İssksskāatūkssin	SAFE Kāamoōtsiipii
Classroom Library Offices	- Allow teacher to teach - Listen and learn - Do not stop the class from functioning - Participate actively - All personal technology is in your locker - Cell phones, earbuds, headphones off/put away - Use appropriate language - Talk to adults/peers positively "If you can't say anything nice..." - Use your manners - Refrain from cursing	- Be Prepared - Bring materials to class - lpad charged, paper, pencil, etc. - Be on Time - Monitor your time - Walk immediately to class - Refrain from walking laps - One hall pass - One at a time - Leave something of value - Return the hall pass - Stay in class until the bell rings - Monitor the bell schedule - Take pride in BHS - Use the trash cans	- Enter/Exit Safely - Walk in/out quietly - Go directly to seat - Stay seated - Face forward - Feet under desk/table - Hands/feet to self - Clean area - Put desk/chairs away - Use trash can
School Sponsored Activities	- Honor others - Welcome our visitors and guests - Refrain from booing/hectling the opposing team & referees - Stand when appropriate - Flag song, National anthem, Honor song, School song - Remove headgear - Use appropriate language - Talk to adults/peers positively - Use your manners - Refrain from cursing	- Carry your school ID - Show at door and security if asked - Parents will keep their children with them at all times - Children will remain with adult - Children will be sent back to seat when no adult is present - Take pride in BHS - Use the trash can	- Children (not in high school) are not permitted without a parent - Parents are responsible for their children/students - Keep hands/feet to self - Refrain from harmful behavior - Walk, don't run - Be aware of others - Avoid bumping into others - apologize if you do - Remain seated - It's the safest place - Utilize time between games, halftime to get up and move - Report incidents - You are not a "snitch" - Refrain from fighting/bullying
Assembly	- Use your listening skills - Listen to the person with the microphone - There should be no talking/visiting - Stand up during honoring - Feet together, hands at side / on heart	- Sit in your grade specific spot 9th - 1st section 10th - 2nd section 11th - 3rd section 12th - 4th section Advisory teachers will sit with their students - Stay seated until you are released - You will be released by an administrator	- Enter/Exit safely - Walk in/out quietly - Go directly to your seat - Stay seated - Feet on the floor, hands to self - Report incidents - You are not a "snitch" - Refrain from fighting/bullying

Behavior referrals typically occur when student misbehavior in the classroom has progressed through the steps in the teachers classroom management plan and/or the misbehavior is beyond the scope of the classroom. At Browning High School we strive to keep students in school but because a major responsibility of the administrator is the safety and well-being of **all** students and staff, there are circumstances in which the removal of a student from the school property is necessary. In these instances, the administrator is charged with protecting all of the persons involved, seeking appropriate consequences and working to reduce the possibility of a recurrence of the problem.

Behavior Management Plan

Students are placed on this level when misbehavior in the classroom has progressed through the steps in the teacher's classroom management plan. This level is for less severe but consistent infractions. It includes, but is not limited to: *Rough-housing, leaving campus, repeated use of electronic devices (policy 3630), etc.*

Students are placed on this level when the minor level has been completed or serious misbehavior has occurred. Severe misbehavior includes but is not limited to:

- Bullying
- Harassment (any)
- Instigating a fight
- Overt defiance
- Stopping class from functioning
- Hazing
- Cursing/Profanity
- Insubordination

Use/Possession of any kind of tobacco, nicotine, e-cigarette/vape, energy drinks is in violation of Montana State Law (MCA 16-11-306(1) & MCA 45-637(1)) and Blackfeet Tribal Ordinances 111 & 119. As such, Browning High School does not allow any student to be in possession of the aforementioned items. It is Browning High School's procedure to enforce disciplinary action upon any student who violates this. Any student who does not meet or fulfill the requirements set forth by the administrative team will not be allowed to participate in or attend any extracurricular activities affiliated with Browning High School including, but not limited to, sports, events, field trips, clubs, and dances including homecoming and prom.

4th Offense: _____ (date)
 _____ Solutions meeting w/student/parent
 _____ Student will sit in ISS until parent
 comes in to meet w/admin & counselor
 _____ Team determines next steps via admin
 option or Tier 3

_____ Date of 1st offense:	Student pick up after school
_____ Date of 2nd offense:	Parent/guardian picks up device(s)
_____ Date of 3rd offense:	Referral, parent/guardian meeting, ISS for the day
_____ Date of 4th offense:	Referral, ISS, suspension from all activities for the day

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****EXTREME OFFENSE****

Students are placed on this level when the severe level has been completed or extreme misbehavior has occurred. Extreme misbehavior includes but is not limited to: *fighting, videoing a fight (policy 3630), theft, vandalism, anything that disrupts the functioning of the school day, etc.*

1st Offense: _____ (date)

 Conference with student
 Parent Contact (phone/letter)
 3 days Asynchronous Learning
 No activities while AL
 Tier 2 Services Referral
 Administrator option:

2nd Offense: _____ (date)

 Conference with student
 Parent Contact (phone/letter)
 4 days Asynchronous Learning
 No activities while AL
 Review for Tier 3 Services Referral
 Administrator option:

3rd Offense: _____ (date)

 Conference with student
 Parent Contact (phone/letter)
 10 days Asynchronous Learning
 No activities while AL
 Recommend for expulsion (possible)
 Administrator option:

****ASSAULT****

PHYSICAL, VERBAL, WRITTEN assault is intentional infliction of, or an attempt to inflict harmful/offensive touching or contact upon a person. A student shall not intentionally cause/attempt to cause injury to any school employee or student.

1st Offense: _____ (date)

 Conference with student
 Notify law enforcement
 Parent Contact (phone/letter)
 (up to) 10 days Asynchronous Learning
 No activities while AL
 Recommend for expulsion (possible)
 Administrator option:

2nd Offense: _____ (date)

 Notify law enforcement
 Parent Contact (phone/letter)
 10 days Asynchronous Learning
 No activities while AL
 Recommend for expulsion (possible)
 Administrator option:

****ALCOHOL/DRUGS****

Students who are in possession of, using, or with another student who is using and/or in possession of any alcohol, drug or paraphernalia and does not immediately report it (can't report after you are caught)

1st Offense: _____ (date)

 Notify law enforcement
 Parent Contact (phone/letter)
 3 day Asynchronous Learning
 No activities while AL
 Online Substance Education/ISS until Complete
 Administrator option:

2nd Offense: _____ (date)

 Notify law enforcement
 Parent Contact (phone/letter)
 4 day Asynchronous Learning
 No activities while AL
 Insight class
 Administrator option:

3rd Offense: _____ (date)

 Notify law enforcement
 Parent Contact (phone/letter)
 5 day Asynchronous Learning
 No activities/clubs/dances remainder of semester
 Tier 2 referral for Assessment (THIP)
 (Verification of follow up needed)
 Administrator option:

4th Offense: _____ (date)

 Notify law enforcement
 Parent Contact (phone/letter)
 (up to) 10 days Asynchronous Learning
 No activities/clubs/dances remainder of school year
 Citation
 Administrator option:

Any student who does or is with a student who is selling, providing, distributing, manufacturing alcohol and other drugs or drug paraphernalia are subject to the following:

 Notify law enforcement
 Parent Contact (phone/letter)
 (up to) 10 days Asynchronous Learning
 No activities/clubs/dances remainder of school year
 Recommend expulsion

****WEAPONS****

Students are forbidden to knowingly and voluntarily possess, handle, transmit, or use any instrument in school or on school grounds that is or could be considered a weapon. Any object which could be used to injure another person which has no school related purpose for being in school or on school grounds will be considered a weapon for the purpose of this code.

1st Offense: _____ (date)

 Notify law enforcement
 Parent Contact (phone/letter)
 10 day Asynchronous Learning
 No activities/clubs/dances remainder of the school year
 Recommend expulsion
 Administrator option:

*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 20 days pending the school board hearing for the expulsion.*

Offense: _____ (date)

****OTHER****

Includes but is not limited to: *Forgery, plagiarism including AI, cheating, bomb threat, false fire alarm, gang activity, breaking and entering school property, damaging school property intentionally, being in an area of school unsupervised, verbal threat against any staff member or student, arson, etc.*

1st Offense: _____ (date)
 What: _____
 Administrator option:

2nd Offense: _____ (date)
 What: _____
 Administrator option:

3rd Offense: _____ (date)
 What: _____
 Administrator option:

Bikers/Walkers/Skateboards/Hoverboards

Students are to abide by all school rules whether they are walking, riding their bikes, skateboards, or hoverboards to and from school. Skateboards/hover boards are to be checked in to the office in the morning when the student arrives and may be picked up after school. Bikes should be placed in the bike racks outside. Bikes/skateboards/hover boards may not be used on campus during the course of a school day, except during lunch and must be outside within school grounds. Students caught using these items inside the school building may be subject to disciplinary action.

Building Passes / Prom guest pass

Students are not permitted to leave the school building or school grounds without an authorized pass to leave the building from the attendance office during the school day. Students who leave the school grounds without a pass will be subject to disciplinary action.

No guest passes will be given for students wishing to bring a guest to school during a regular school day, including Buffalo Hide Academy students. Middle School students are not allowed to attend dances at BHS, nor are BHS students allowed to attend dances at BMS.

Students wishing to invite a guest for prom will be required to complete a guest pass form. Guests must be enrolled high school students and they must be approved by the building administrator at least two weeks prior to attending. Any student without appropriate documentation will be asked to leave the building immediately. Any student who does not complete the proper procedures will not be allowed a guest pass. [BHS Prom Guest Pass.doc](#)

Building Use After School Hours

Areas of the building may be used after school hours when a faculty member is in attendance and in charge. Students will be asked to report to the most convenient entrance at a definite time. An authorized adult must be with the students at all times and is responsible for the securing of the area/facility.

The following activities may have after school hour activities; Tutoring, night school, open gym, open weight room. Hours and places of the activities will be posted in those areas. Any student caught in areas of the building not identified or unsupervised will be asked to leave and expected to do so. Any student caught in unauthorized areas without supervision after school hours, regardless of the circumstances, will be subject to disciplinary action.

Driving/Parking

Students are expected to abide by all traffic laws which means following the speed limit on school grounds. Students who violate traffic laws or are caught speeding or driving reckless on school grounds may have their driving privileges suspended or terminated on school property.

Any student driving to/from school must obtain a parking permit from the school office.

STUDENT PERMIT PARKING

All vehicles must be registered with the high school office and a sticker/decal will be issued; vehicles that are not registered will be subject to school discipline and can be subject to consequences by the local law enforcement.

Students will be expected to park in the designated parking areas which are clearly marked with yellow paint. Vehicles who are parked illegally will be required to move; Blocking through traffic is prohibited.

Student parking is located in the South parking lot in the upper parking lot; all other areas of parking are for staff and/or visitors. Students are **NOT** allowed to park in the staff parking area. Any student who knowingly and willingly parks in unauthorized areas may have their driving privileges suspended.

Violations

Students who are in violation of the driving/parking policy will be cited. Vehicles that are illegally or improperly parked for one or more of the following reasons will be subject to disciplinary action, which may include loss of parking privilege, loss of driving privileges, and/or being towed at your/your parent expense:

No parking permit	Parked in a NO PARKING zone	Parked in a handicap space
Student parked in staff parking	Parked in an invalid space (no yellow lines)	Parked in visitor parking
Blocking through access	Parked in two spaces	Reckless driving/speeding

Policy #3310 / Student Drivers

Students may drive their own vehicle or family vehicles to building school sites. Student drivers are to be **fully licensed and their vehicles insured**. All vehicles in or around the school are subject to search if school officials determine that there is reasonable suspicion regarding the existence of possible contraband in the vehicle.

Entrance/Exit for Students

The student entrance/exit is the gym/breezeway doors; Students will be expected to enter the building through the gym/breezeway doors each morning before 8:30 a.m. Any student who attempts to enter through the main entrance before 8:30 a.m. will be redirected to the breezeway entrance. After 8:30 a.m. students can enter through the main entrance.

When the bell rings to exit the building at the end of the day students will exit the building through the gym/breezeway doors. Parents should be advised that they can pick up their student in the upper south parking lot.

Energy Drinks

Pursuant to the Blackfeet Tribal Ordinance 111 which prohibits the sale of energy drinks or high energy substances to anyone under the age of 18, Browning High School does not allow students to be in possession of these drinks/substances on school property. Any student who is in possession of an open container, it will be confiscated. Any student who is in possession of an unopened container will have it confiscated and returned at lunch or end of day with a warning. Energy drinks/substances is anything that contains the word "energy", and/or any added substances and stimulants such as (not limited to) ginseng, guarana, bitter orange, taurine, and L-carnitine and/or include (not limited to) Red Bull, Monster, Rock Star, Full Throttle, Amp, NOS, Celsius, Bang, C4, Ghost, Alani, Zevia, Prime, Xyience, Ryse, Reign, Uptime, Zoa, 5-hour energy, Etc.

Gym Floor

Street shoes are not allowed on the gym floor. Students must wear clean gym shoes used only for P.E., athletics or play in their stocking feet.

ISS: In School Suspension

BHS teachers are working hard to provide quality education to all students. In an effort to curb behaviors that distract from the learning environment, behaviors that are disrespectful and behaviors that are not safe, students may be sent to an in school suspension room for a period of time throughout the day until he/she can return to the hallways responsibly.

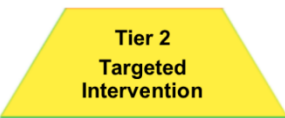
Students may end up in ISS for various reasons throughout the day; tardiness, vandalism, vaping, rough housing, disturbing classes, and other behaviors that distract from the learning environment.

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.

MTSS (Multi-Tiered Systems of Support)

Browning High School functions under the MTSS for the benefit of all students that focuses on system level change across the classroom, school, and district to provide all students with the best opportunities to maximize achievement, both academically and behaviorally. MTSS focuses on providing support and/or interventions matched to student needs. Examples of these systems include but are not limited to:

Multi-Tiered System of Support	Academic Supports	SEL Supports	Behavior Supports	Attendance Supports
	- BHA - Remote/Edgenuity - IEP/504 Plan - Mio'pokoiksi/Healing to Wellness	- Behavioral Health - THIP - Fast Blackfeet - 504 Plan - Mio'pokoiksi/HTW	- Crystal Creek Lodge - 504 Plan - Mio'pokoiksi/HTW	- Hotline - Tribal Court - Mio'pokoiksi/HTW
	- Upward Bound - Credit Recovery - Night School - Summer School - MTDA (Montana Digital Academy)	- PCOP (Parent Community Outreach Program) - Food Pantry - DESSA Student Self Report - YAM (Youth Aware	- Tobacco Use Prevention Program - Insight Class - Everfi - Behavior Contract	- PCOP - Support Plan/Contract - Home visits

Open Campus

We are an open campus environment which means that students are allowed to leave campus during lunch time only, without a pass; please refer to the bell schedule for the approved lunch time schedule. Students who are late returning to campus will be marked tardy; students who arrive 10 minutes or more after the bell rings will be marked absent; multiple offenses will result in suitable disciplinary action by administration.

Prom Guest Pass

Students wishing to invite a guest for prom will be required to complete a guest pass form. Guests must be enrolled high school students and they must be approved by the building administrator at least two weeks prior to attending. Any student without appropriate documentation will be asked to leave the building immediately. Any student who does not complete the proper procedures will not be allowed a guest pass. [BHS Prom Guest Pass.doc](#)

New/transfer students must be enrolled at BHS at least 2 weeks prior to prom

School Security/Visitors

Staff and visitors (including all BPS staff who are not employed at BHS) will enter Browning High School through the main entrance doors from 7:00 a.m - 5:00 p.m; Visitors to the school must sign in at the office and have a visitor badge visible to others in the building. If you are in the building without a pass or a school ID visible, you will be redirected to the office to follow through with the procedure.

Students will utilize the breezeway doors from 7:00 a.m. - 8:20 a.m; after 8:20 a.m. students will enter through the main entrance. Both entrances are equipped with a security system that everyone must walk through; no exceptions.

In an effort to keep our staff and students safe, doors can not be held or propped open for any reason. Anyone found to be propping the doors or opening the doors for others will be subject to disciplinary action.

Community programs/college incentives, prizes

On occasion, Browning High School will host outside entities/programs (tribal programs, colleges, physical and/or mental health programs, etc). Any program wishing to give incentives, prizes, freebies, etc. should be approved prior to, to the building principal; We have to be considerate of student allergies (food, latex, etc.), safety, and privacy.

Senior/Student pranks

Any student who engages (knowingly or unknowingly) in a prank where bodily harm, injury, and/or damage to school property and/or any personal property that is on school grounds at the time of the prank will be subject to disciplinary action and/or monetary restitution.

Students who are involved in any type of prank will be required to clean the location where the prank occurred and/or make restitution prior to the first scheduled graduation practice. Failure to do so may result in withholding of graduation diploma until proof of restitution is complete.

Students should not engage in pranks where the use of weapons or any item that can be mistaken as a weapon (toy guns, water guns, toy knives, toy swords, toy grenades, etc.) are used.

Student/Parent Due Process (Chain of command when filing a complaint)

The school district recognizes the rights of all students without regard to race, sex, religion, creed or national origin. The exercise of these rights may not interfere with the rights of others. Students/parents may present complaints to a teacher

or the building Administrator. Opportunities shall be provided for students/parents to exercise this right through channels established for consideration of complaints. The following student/parent appeals procedures will be provided:

- 1st- The complaint shall be brought to the attention of either the teacher or administrator in a scheduled meeting.
- 2nd- If satisfaction is not reached the student/parent shall be referred to the building administrator.
- 3rd- If satisfaction is not reached at the building level, the building administrator shall refer the student/parent to the Superintendent.
- 4th- If satisfaction is not reached at the Superintendent level the matter may be referred to the board of trustees if a violation of law or written School Board policy is alleged.

Suspensions

A major responsibility of the administrator is the safety and well-being of all students and staff. There are circumstances in which the removal of a student from the school property is necessary. In these instances, the administrator is charged with protecting all of the persons involved, seeking appropriate consequences and working to reduce the possibility of a recurrence of the problem. Suspensions occur for severe/extreme instances which are outlined in the behavior response plan (page 21). While out of school the student is still responsible for completing work on time and submitting it electronically or in person when he/she returns to school. Upon return to school for any suspension the parent must accompany the student for a re-entry meeting where a restorative justice meeting will occur.

Use of Illegal Substances; Vape, tobacco, drug, alcohol, energy drink

Browning High School is a tobacco/e-cigarette/vape/nicotine/drug/alcohol/energy drink free school. Use/Possession of any of these substances is in violation of Montana State Law (MCA 16-11-305(1), MCA 45-5-637(1) and Blackfeet Tribal Ordinance 111 & 119. Any student who knowingly or willingly brings, uses, provides, or is caught (including being within the vicinity - guilty by association) with any of these items is subject to discipline. As such, it is the Browning High School's procedure to enforce disciplinary action upon any student who violates this, including notifying law enforcement when necessary. Any student who does not meet or fulfill the requirements set forth by the administrative team will not be allowed to participate in or attend any extracurricular activities affiliated with Browning High School including but not limited to sports, events, field trips, clubs, Homecoming, and Prom. (see lists pg.12).