

Student/Family Handbook
2024-2025



Principal:	Ms. Sandi Campbell
Assistant Principal:	Ms. Kari McKay
Assistant Principal:	Mr. John Salois
Secretary:	Ms. Melanie Heavy Runner
Assistant Secretary:	Ms. LaDean Racine
Receptionist:	Mrs. Fran Racine

Browning High School Staff

Nurse

Charlene Harrison (.5)

Student Activities

Kellen Hall
Josephine Wagner

Counselors

Sienna Speicher (12), Jack Parrent Jr. (11)
John Parente (10), Lynnel BullShoe (09)

Math

Lucy Muragin, Randall Rivas (.5)
Debra High (.5)
Rebecca Kennedy

Science

Abigail Marshall, Sonya Gobert
Melody Small, TBD

BNAS

Kevin Kicking Woman
Shaylea Tatsey

Music

June Matt (.5)
Adrien Wagner (.5)

Health/PE

Robert Miller
Ross DeRoche
Brian Harrell

GEAR UP

TBD
TBD

Custodians

Anson Cummins
Philip SureChief
Jenny WeaselHead
Brinlee Kipp
George Grandchamp

Instructional Coaches

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

Security/Home School Coordinator/TAs

Carl Little Dog, Sr., Jolene Vance,
John McClure, Angel DustyBull
Gail Oscar

Special Education/TAs/PCAs

Katherine Skunkcap, Zack Grigsby, Genevieve
Goudy, Edward Running Rabbit, Linda
Trombley, Serenity Sinclair, Teresa Reevis
TBD (2)

FLA

Johanna Johnson, Andrew Leite (Itutor)
Brenda Kramer, Victoria Boggs,
Rebecca Craig, Samantha Linke

Social Studies

Leo Bullchild, Glenn Castle (.5),
Colin Sibbernsen, Chase Nevarez

Family Consumer Science

Kami DeRoche

Library

Amy Conrey Andreas
Glenn Castle (.5)

Vo-Tech/Vo-Ag

Jimi Champ
Travis Blue
TBD

Art

Radium Woolf

Core Recovery

Brian Harrell

Business Ed/Tech

Elva Dorsey
TBD

TRIO

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

Cooks

(3)

SIGNATURE PAGE - sign & return

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

(these are the only two pages we require)



School District #9, Glacier County, Montana

Browning Public Schools

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

Student/Family Handbook Receipt Form

2024-25

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:



Oki! We are so grateful to welcome you to BHS! We look forward to meeting and seeing you during the 2024-25 school year!

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

We welcome you to visit BHS so you can meet the great staff we have here. At BHS, 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.

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.

It is our mission to provide a quality education for your child and we can't do that without you; become involved in all the activities here at BHS.

Sincerely - Your Partners in Education,
BHS Administrative Team

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Board Policies

The Browning Public Schools Policy manual contains the operational policies of the District. The policies are adopted by the Board to give the administration guidance it needs to implement the educational philosophy, mission and vision of the board and district. The manual is organized in nine areas. Throughout the manual, the term "the student's parent" is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student. In addition, the term "Superintendent" is used to the Superintendent or a designee appointed by the Superintendent.

The policies are continually reviewed and updated throughout the year as policy adoption and revision is an ongoing process.

If you would like to view BPS policies, please click the link below:

<https://www.mtsba.org/sdpolicymanuals>

District Mission 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 Vision Statement

Browning Public Schools is a safe environment that teaches personal and community wellness and provides 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"



HIGH SCHOOL INFORMATION

Academic Calendar 2024 - 25

Browning Public Schools 07/01/2024 through 06/30/2025	Browning High School 2024-2025 Calendar Year	Calendar Report 05/13/2024 // 01:43:31 PM
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Legend

- Non-instructional day
- Non school day

Key Dates

- Mo, Aug 19..... Non-instructional Day, In Service
- Tu, Aug 20..... Non-instructional Day, In Service
- We, Aug 21..... Non-instructional Day, In Service
- Mo, Sep 2..... Non school Day, Labor Day
- Th, Oct 17..... Non-instructional Day, In Service
- Fr, Oct 18..... Non-instructional Day, In Service
- Fr, Oct 25..... Instructional Day, 1st quarter end
- Tu, Nov 5..... Instructional Day, Parent-Teacher Conference
- Th, Nov 7..... Instructional Day, Parent-Teacher Conference
- Fr, Nov 8..... Non school Day, Holiday - Other
- We, Nov 27..... Non school Day, Thanksgiving
- Th, Nov 28..... Non school Day, Thanksgiving
- Fr, Nov 29..... 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
- Fr, Jan 17..... Instructional Day, 2nd quarter/1st semester end
- Mo, Jan 20..... Non school Day, Holiday - Other
- Fr, Mar 7..... Non school Day, Holiday - Other
- Fr, Mar 14..... Non school Day, Holiday - Other
- We, Mar 26..... Instructional Day, 3rd quarter end
- Tu, Apr 8..... Instructional Day, Parent-Teacher Conference
- Th, Apr 10..... Instructional Day, Parent-Teacher Conference
- Fr, Apr 11..... Non school Day, Holiday - Other
- Mo, Apr 14..... Non school Day, Spring Break
- Tu, Apr 15..... Non school Day, Spring Break
- We, Apr 16..... Non school Day, Spring Break
- Th, Apr 17..... Non school Day, Spring Break
- Fr, Apr 18..... Non school Day, Spring Break
- Mo, May 26..... Non school Day, Memorial Day

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
October						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
November						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
December						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
February						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
March						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
April						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
May						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
June						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Total Instructional
Days: **180**
Minutes: **NaN**

Total Non-Instructional:
Days: **5**
Minutes: **NaN**

Total Non-School:
Days: **180**
Minutes: **NaN**

Academic BHS Happenings

***Dates subject to change

August

- 8/22/24 First day for Freshman
- 8/23/24 First day for all students

September

- 9/2/24 No school - Labor Day
- 9/16-20/24 Homecoming Week
- 9/17/24 Spring Honor Roll awards
- 9/18/24 Family Engagement Night:
Open House
- 9/20/24 Last day to register for ACT (Oct)
- 9/23-27/24 Blackfeet Heritage Week

October

- 10/2-13/24 Montana College Application Week
- 10/17-18/24 No School - MEA/PIR
- 10/23/24 Family Engagement Night - SS
- 10/23-31/24 Red Ribbon Week: *Life is a Movie, Film Drug-Free*
- 10/25/24 1st Quarter Ends
- 10/26/24 National ACT - Seniors

November

- 11/1-21/24 Advisory Food Drive
- 11/1/24 Student Remote Learning
- 11/1/24 Senior Toy Drive begins
- 11/5/24 Student/Family/Teacher Conferences
- 11/7/24 Student/Family/Teacher Conferences
- 11/8/24 No School
- 11/8/24 Last day to register for ACT (Dec)
- 11/22/24 Cat/Griz Day (represent)
- 11/26/24 Early Out
- 11/27-29/24 No School - Thanksgiving Break

December

- 12/12/24 Family Engagement Night:
Fine Arts Festival/Winter Concert
- 12/14/24 National ACT - Seniors
- 12/23-31/24 No School - Winter Break

January

- 1/1-3/25 No School - Winter Break
- 1/3/25 Last day to register for ACT (Feb)
- 1/17/25 2nd Quarter / 1st Semester Ends
- 1/20/25 No School - MLK Day
- 1/23/25 Family Literacy Night - Math
- 1/30/25 Awards Day

February

- 2/8/25 National ACT - Seniors
- 2/13/25 Family Engagement Night:
Health/PE/Wellness
- 2/27/25 National Honor Society Inductions
- 2/28/25 Last day to register for ACT (April)

March

- 3/7/25 No School
- 3/14/25 No School
- 3/20/25 Family Engagement Night:
Science Fair
- 3/26/25 3rd Quarter Ends

April

- 4/2/25 ACT - Juniors
- 4/5/25 Prom (guest pass due 2 weeks prior)
- 4/8/25 Student/Family/Teacher Conferences
- 4/9/25 ACT Makeup - Juniors
- 4/10/25 Student/Family/Teacher Conferences
- 4/11/25 No School - Spring Break
- 4/14-18/25 No School - Spring Break
- 4/22/25 ACT Makeup - Juniors
- 4/23/25 ACT Makeup - Juniors
- 4/24/25 Family Engagement Night: ELA
- 4/26/25 Senior Portfolio Presentations

May

- TBD Decision Day/Week
- 5/4/25 Senior Scholarship Brunch
- 5/8/25 Family Engagement Night:
8th grade orientation / Fine Arts
Festival/Spring Concert
- 5/12-13/25 Senior Finals
- 5/14/25 Senior Finals Makeup
- 5/14/25 Senior Awards Banquet
- 5/15/25 Senior Grades Due
- 5/15-16/25 Senior Graduation practice
- 5/16/25 Core Recovery Grades Due
- 5/16/25 Senior Check Out
- 5/18/25 Graduation
- 5/26/25 No School - Memorial Day

June

- 6/2-3/25 Grades 9-11 Finals
- 6/4-5/25 Grades 9-11 Finals Makeup
- 6/5/25 Awards Day
- 6/6/25 Student Check Out / All Grades Due

❖ Attendance Matters

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.

Learning begins promptly at 8:20 a.m. every day; it is good practice to be in the building and ready to learn at 8:00 a.m. each day so your student can gain real world experience by preparing to be a responsible and productive member of society. Breakfast is served from 8:00 a.m. - 8:20 a.m. every morning in the cafeteria. 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/Truancy

Students who are chronically absent; miss 15 days of school or more 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.

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**.

If an attendance officer discovers a child is truant, the attendance officer may make a reasonable effort to notify the parent, guardian, or other person responsible for the care of the child that the continued truancy of the child may result in the prosecution of the parent, guardian, or other person responsible for the care of the child under the provisions of this section. If the child is discovered to be truant after the attendance officer has made a reasonable effort to notify the parent, guardian, or other person responsible for the care of the child, the attendance officer may require that the parent, guardian, or other person responsible for the care of the child and the child meet with an individual designated by the school district to formulate a truancy plan to address and resolve the truancy. If the parent, guardian, or other person responsible for the care of the child fails to meet with the designated individual or fails to uphold the responsibilities under the provisions of the truancy plan, the attendance officer may refer the matter to the prosecuting attorney in a court of competent jurisdiction for a determination regarding whether to prosecute the parent, guardian, or other person responsible for the care of the child.

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), 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.

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

Attendance Incentive Criteria

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

Perfect Attendance:

- Have no tardies in any class period.
- Have no checkouts during the day.
- Zero unexcused/excused absences.
- School Related absences will not count against students.
- Special Circumstance and Medical Absence (with documentation), including 504 absences, will not count against students up to 3 days this includes culture days.

Great Attendance:

- Student can have up to 1-3 absences
 - Per class, students are counted tardy after the bell rings for up to 10 minutes and counted absent after that.
 - Per day, students are counted tardy between 8:20 a.m. and 8:30 a.m., counted absent after 8:30 a.m.

- Students can be checked out during the day for no longer than 2 hours and must return before the end of the school day.
- School Related absences will not count against students.
- Special Circumstance and Medical Absence (with documentation), including 504 absences will not count against students up to 3 days this includes culture days.

96% Attendance:

- Students can have up to 8 absences per year.
- Per class, students are counted tardy after the bell rings for up to 10 minutes and counted absent after that.
- Per day, students are counted tardy between 8:20 a.m. and 8:30 a.m., counted absent after 8:30 a.m.
- School Related absences will not count against students.
- Special Circumstance and Medical Absence (with documentation), including 504 absences, will not count against students up to 3 days this includes culture days.

Improved Attendance:

- Selected by building Attendance Committee

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 put away until it is an appropriate time to use them (before school, lunch time, after school).

DAILY SCHEDULE

Mon-Thurs		
Adv	8:20-8:52	32
1st	8:57-9:44	47
2nd	9:49-10:36	47
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

EARLY OUT FRIDAY'S

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

RESPONSIVE FRIDAY BLOCKS

Responsive Friday		
Advisory	8:20-8:40	20
1st Block	8:43-10:00	77
2nd Block	10:03-11:20	77
Lunch	11:20-12:05	45
3rd Block	12:08-1:25	77
4th Block	1:28-2:45	77

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.

Tardies

Students who are not in the classroom when the bell rings are considered tardy. Students who are 10 minutes late for class will be considered absent (refer to absences/truancy page 11).

❖ **Culture Matters**

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 also will 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.

Football
Golf

Cheerleading
Basketball

Softball
Track

Cross Country
Speech, Debate & Drama
Native American Week
Soccer

Volleyball
HomeComing
Red Ribbon Week
Tennis

Wrestling
Prom
Baseball

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

Academic Challenge
Science Club
Art Club
Hiking Club
Student Council
Human Rights Club
Coding Club
AVID/Chess Club
AIBL

Random Acts of Kindness
FCCLA
FFA
Speech, Debate & Drama
Pep Club
Rising Voices Poetry Club
Spirit of the Buffalo Club
Gardening Club
Close-Up

National Honor Society
Library Book Club
Shop Club
Rodeo Club
Weightlifting Club
Sewing Club
LGBTQ Club
Pikanii Cycling Club
Two is Better than One

Cafetorium / Outside Food

Browning High School will furnish breakfast and lunch to all students free of charge for the school year. 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.

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 being kind 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.

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.

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

Academic Information

Credits (School Board Policy #3020)

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 Recovery

If a student fails a course with 45% or higher they may participate in Credit Recovery. This percentage is subject to change at the discretion of the building principal/administration. Credit Recovery is completed through the use of computer based programs and will be scheduled based on student individual needs. 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 points:** are the numeric equivalent of a student's grade in a credit-bearing course according to the following scale: A = 4 B = 3 C = 2 D = 1 F = 0 I = 0
- **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.
- **Transcript:** is a report of final grades and credits indicated by course.
- **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 differentiate between regular courses and Advanced Placement courses (not including Honors courses). 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>Advanced Placement</u>
A	4	5
B	3	4
C	2	3
D	1	1
F	0	0
I	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.

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 student grade per week will be recorded in the Infinite Campus grade book.
- All grades will be "in progress" in the Infinite Campus grade book as percentages.
- All grades will be posted at midterm and semester.
- All grading systems are to 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 will have a final for each class. Grades will be available for students each semester.
- If a point system of grading is used, the maximum number of points possible for the term must be made known to the students and distributed at the beginning of the term in the course syllabus.
- An incomplete may be given with prior building administrator approval. 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.

Forging/Cheating/Plagiarism

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) without authorization to complete assigned coursework, and any other act designed to give unfair academic advantage will result in disciplinary action.

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.

- a. 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.
- b. Advanced level courses not taught in Browning High School, but in subject areas taught in Browning High school, are included.
- c. 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 8:20-8:50 am and on Responsive Friday from 8:20-8:40am. 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. There are appropriate times in the day to use your cellphone, 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. Students who wish to use a hall pass during class time must trade their phone in order to leave the classroom. Students who do not turn in their phone to use a hall pass will not be allowed to leave the classroom.

The **appropriate** times to use your cell phone during the school day are: Before class begins, during lunch, and after school. The **inappropriate/non negotiable** times are: During instructional time (lecture, class discussion, etc).

Students who continuously use their cell phone during class time will 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."

1st: Warning - put it away

2nd: Place phone/headphones in designated area - Student pick up after class

Repeat unauthorized use: Phone/Headphones taken by admin

1st offense: Student pick up after school

2nd offense: Parent picks up after school

3rd offense: Student must leave phone at office each morning; Cell phone contract

"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 [4500 Graduation Policy](#)

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

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 Superintendent of Schools 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 Program

Browning High School provides alternative independent study resources to allow students the opportunities to earn extra 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.

Responsive Scheduling- Friday Schedule

Responsive Scheduling takes place on various scheduled Fridays; it is **not** optional. All students must attend Responsive Friday; attendance is taken/monitored. Responsive Friday is comprised of four blocks (English, Math, Science, Social Studies/History) and is designed to allow students who are passing their classes with a C or better attend enrichment classes while students who have a D or lower attend intervention/tutoring for whichever core class he/she is failing.

INCENTIVE

Students who maintain a 3.0 GPA, have perfect attendance (see criteria page 11) for the month, and zero behavior instances may be rewarded with one remote responsive Friday per month.

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.

https://docs.google.com/document/d/1wnqX_D2YaOfKRsbYadAj6LSct3REUhnAwwOeHrUJVLoc/edit

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.

Senior Portfolio Requirements*

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

Title Page

Table of Contents

Academic Reports

- HS transcript through 1st semester of Senior year
- Detailed Attendance Report through March
- 1 copy of Standardized Tests: ACT, ASVAB, ITBS,
- MCIS Career Assessment from Senior year

Financial Literacy

- BHS will offer Financial Literacy within the regular curriculum; you will receive a certificate upon completion.

Career/College Prep

- 2 Letters of reference ****Ask Early****

- Resume – MUST be in “Resume” format
- Copy of 2 ID’s – One MUST be your Social Security card
- Job Application
- Career Profile
- 2 page Life Goal Essay/Scholarship Letter
- College and Financial Aid application (optional, extra points granted)
- Immunization (from the school nurse)

Community Service

- 20 hours documented community service **Must be pre-approved by counselor**
- 1-page explanation of community service

Academic Highlights

- Writing Samples: (minimum of two) i.e. Term Paper, Writing Assessment
- Math Samples: (a minimum of one) i.e. assignment, test, quiz
- Science Samples: (a minimum of one) from each science taken
- Social Studies Samples: (minimum of two) Blackfeet Studies, World History, World Geography, U.S. History, Government.
- Physical Education/Vocational Ed./Fine Arts: (minimum of one sample) Project, Song, Artwork, etc.

Clubs/Activities/Awards

Include all (optional, extra points granted)

Oral presentation of this portfolio is required for all students

***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.**

https://docs.google.com/document/d/1R_JMxxJAmBRiVnP30JqHsqhSlm00raynahCcYcWBm24/edit

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. The student body will elect members in the fall. In addition, each class and club will hold elections prior to Homecoming 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:

Behavior Referrals

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.

The behavior response plan is to be used as a guide to track student behavior and assign appropriate consequences based on the severity of the student behavior.

Behavior Management Plan

Browning High School BEHAVIOR Management Plan (Policy #3310)

STUDENT: _____ GRADE: _____

****MINOR OFFENSE****
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.*

1st Offense: _____ (date)
 Conference with student
 Parent Contact (phone/letter)
 Administrator option: _____

2nd Offense: _____ (date)
 Conference with student
 Parent Contact (phone/letter)
 Administrator option: _____

3rd Offense: _____ (date)
 Conference with student
 Parent Contact (phone/letter)
 Solutions Team meeting
 Administrator option: _____

4th Offense: _____ (date)
 Conference with student
 Parent Contact (phone/letter)
 1/2 day Asynchronous Learning
 No activities while AL
 Tier 1 Services Referral
 Administrator option: _____

5th Offense: _____ (date)
 Conference with student
 Parent Contact (phone/letter)
 1 day Asynchronous Learning
 No activities while AL
 Administrator option: _____

6th Offense: _____ (date)
 Move to Severe 1

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

1st Offense: _____ (date)
 Conference with student
 Parent Contact (phone/letter)
 1 day Asynchronous Learning
 No activities while AL
 Administrator option: _____

2nd Offense: _____ (date)
 Conference with student
 Parent Contact (phone/letter)
 2 days Asynchronous Learning
 No activities while AL
 Solutions Team Meeting
 Administrator option: _____

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

4th Offense: _____ (date)
 Move to Extreme 1

****TOBACCO / VAPE / E-CIGARETTE / ENERGY DRINK****

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 45-5-637(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.

1st Offense: _____ (date)
 Conference with student
 Parent Contact (phone/letter)
 Tier 2 Restorative Activity
 No Activities until RA complete
 Administrator option: _____

2nd Offense: _____ (date)
 Conference with student
 Parent Contact (phone/letter)
 Tier 2 Referral to Tobacco Use Prev.
 No Activities until RA complete
 Administrator option: _____

3rd Offense: _____ (date)
 Conference with student
 Parent Contact (phone/letter)
 Move to Severe Offense
 Administrator option: _____

Administrator option can include, but not limited to:

- School Community Service	- Detention with administrator	- Counseling
- Reverse suspension	- Activity/sport suspension	- Research topic
- Restitution (financial or social - apology letter)	- Alternative placement	

****Services include but are not limited to:**

TIER 1 SERVICES	TIER 2 SERVICES	TIER 3 SERVICES
- Academic Counseling	- Tobacco Use Prevention	- Behavioral Health
- Advisory Class	- Insight Class	- Crystal Creek Lodge
- GEAR UP	- Upward Bound	- Tribal Health Improvement Program
- Free/Reduced Meals	- PCDP (Parent/Community Outreach Program)	- FAST Blackfeet
- Tutoring	- Night School	- Buffalo Hide Academy
- Community Service	- Credit Recovery	- Telehealth Services
- Detention/Calming Break	- Summer School	- Resource outside BHS
- Responsive Friday	- Restorative Interventions	
	- Everfi Modules	
	- Research Article	

****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: _____

****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
 Insight class
 Administrator option: _____

2nd Offense: _____ (date)
 Notify law enforcement
 Parent Contact (phone/letter)
 4 day Asynchronous Learning
 No activities while AL
 Insight class
 Tier 3 Services referral
 Administrator option: _____

3rd Offense: _____ (date)
 Notify law enforcement
 Parent Contact (phone/letter)
 5 day Asynchronous Learning
 No activities/clubs/dances remainder of semester
 Insight class
 Tier 3 Services in place
 Administrator option: _____

4th Offense: _____ (date)
 Notify law enforcement
 Parent Contact (phone/letter)
 (up to) 10 day Asynchronous Learning
 No activities/clubs/dances remainder of school year
 Recommend expulsion (possible)
 Administrator option: _____

****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)

****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: _____

****OTHER****
Includes but is not limited to: *Forgery, plagiarism, 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: _____

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

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 / Guest Passes

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 (licensed and unlicensed) to/from school must obtain a parking permit from the school office.

https://docs.google.com/document/d/1_zp_zL776ovun317yAfSo9LRqLvagNcVoS96so9N8YI/edit

All vehicles must be registered with the high school office and a sticker/decals 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 #3230 / 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 8:40 a.m. Any student who attempts to enter through the main entrance before 8:40 a.m. will be redirected to the breezeway entrance. After 8:40 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


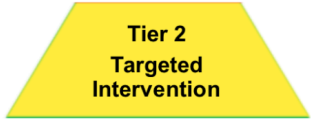
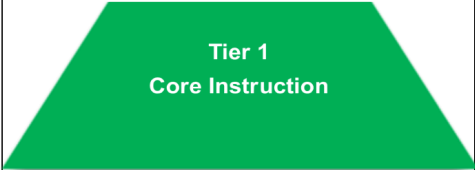
Street shoes are not allowed on the gym floor. Students must wear clean gym shoes used only for P.E., athletics or play in their stocking feet.

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
 <p>Tier 3 Intensive Intervention</p>	<ul style="list-style-type: none"> - BHA - Remote/Edgenuity - IEP/504 Plan - Mio'pokoiksi/Healing to Wellness 	<ul style="list-style-type: none"> - Behavioral Health - THIP - Fast Blackfeet - 504 Plan - Mio'pokoiksi/HTW 	<ul style="list-style-type: none"> - Crystal Creek Lodge - 504 Plan - Mio'pokoiksi/HTW 	<ul style="list-style-type: none"> - Hotline - Tribal Court - Mio'pokoiksi/HTW
 <p>Tier 2 Targeted Intervention</p>	<ul style="list-style-type: none"> - Upward Bound - Credit Recovery - Night School - Summer School - MTDA (Montana Digital Academy) 	<ul style="list-style-type: none"> - PCOP (Parent Community Outreach Program) - Food Pantry - DESSA Student Self Report - YAM (Youth Aware Mental Health) 	<ul style="list-style-type: none"> - Tobacco Use Prevention Program - Insight Class - Everfi - Behavior Contract 	<ul style="list-style-type: none"> - PCOP - Support Plan/Contract - Home visits
 <p>Tier 1 Core Instruction</p>	<ul style="list-style-type: none"> - Scheduling - Advisory Class - GEAR UP - Tutoring - Responsive Friday - Aimsweb - No Red Ink 	<ul style="list-style-type: none"> - Advisory Class - Free/Reduced Meals - Clothing Closet - DESSA Screener 	<ul style="list-style-type: none"> - Advisory Class - Counseling - Expectations Posters 	<ul style="list-style-type: none"> - Advisory Class - Infinite Campus

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.

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. - 8:40 a.m; after 8:40 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 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.

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).