

# Napi Elementary Parent and Student Handbook

## 2024-2025



Principal:	SICILY BIRD
Assistant Principal:	JESSICA RACINE
Secretary:	KIMBERLY BIRDRASSLER
Attendance Clerk:	SHANTEL BIRDRASSLER

**406-338-2735**



**WE'RE THE NAPI GOLDEN EAGLES! WE ALWAYS DO OUR BEST! WE'LL SPREAD OUR WINGS AND WE WILL SOAR HIGH ABOVE THE REST! WE'RE THE KIDS FROM NAPI! WE SET OUR SIGHTS SO HIGH, THE NAPI GOLDEN EAGLES, OUR LIMIT IS THE SKY!**

### Vision Statement:

Napi Elementary School, a community of families, students, and staff will work to ensure the very best education for all our children through teaching, guidance, support, and structure.

### Mission Statement:

Napi Elementary School is committed to providing high-quality instruction and support to promote the highest achievement of all students, both academically and behaviorally.



*School District #9, Glacier County, Montana*

# **Browning Public Schools**

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

## **Student and Parent Handbook Receipt Form for Napi Elementary Addendum**

**2024-2025**

I acknowledge that I have received and read a copy of the Browning Public Schools Student/Parent Handbook). I understand that the policies and practices contained in the handbook govern student behavior and expectations while in attendance at Browning Public Schools. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook. I understand that I may access all district policies via the district webpage.

Parent's or Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_

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

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

### **Student Signature Page**

Students will not be allowed to participate in school-related activities or utilize technology until their Student Signature page is signed by a parent or guardian and returned to their teacher.



Dear Parents and Students,

On behalf of the Napi Elementary Team, we would like to welcome you and your child into the new school year! We are excited to begin a new school year that is focused on academic and social-emotional learning. For those students that are interested in sports, they will have the opportunity to participate in many activities throughout the year.

To ensure a smooth transition from the summer break, we will spend the first two weeks of school reviewing safety expectations, introducing learning materials, and assessing student needs. Additionally, we ask that parents and guardians take some time to review the Student and Parent Handbook with their student, sign and return the signature page to the classroom teacher by August 30, 2024.

We look forward to seeing all of the students and their families throughout the year! We know this will be a positive and exciting school year!

Best Regards,

Napi Elementary Principal, Mrs. Sicily Bird  
Napi Elementary Assistant Principal, Ms. Jessica Racine

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## ***NAPI ELEMENTARY STAFF***

### **PRINCIPAL:**

***SICILY BIRD***

### **INSTRUCTIONAL COACHES:**

***EDITH WAGNER***

***GENEVIEVE BRAGG***

### **COUNSELOR & 504 COORDINATOR**

***JASON ANDREAS***

### **SPECIALISTS**

***MICHELLE HARRELL***

***EARL TAIL JR.***

***TOMMY HEAVY RUNNER***

***ANDREA SANGRAY***

***AUTUMN GILROY***

***JEREMY WELLS***

### **5TH GRADE TEACHERS**

***JADE GUARDIPEE***

***DEEDEE PETERSON***

***CARSON BRYANT***

***BRANDON BERTHELSON***

***ANNA ARMSTRONG***

***KELLI BURKE***

***MASALA PRELLWITZ***

### **SPECIAL EDUCATION SERVICES**

***JESSICA SCHAUFF***

***MARIAH BALIBARDIN SOLLARS***

***ASHLEY WHEITZ***

***ETTA SINCLAIR***

***JUSTINE STEWARD***

***JOYCE WATTS***

***MARGE LABUFF***

***SHAWNEE JOHNSON***

***CHAMISA AFTERBUFFALO***

### **CUSTODIANS**

***YVONNE DeRoche***

***CHARLES PREE***

***GWENALEE McCONNELL***

### **ASSISTANT PRINCIPAL:**

***JESSICA RACINE***

### **OFFICE STAFF:**

***KIMBERLY BIRD RATTLER***

***RACHEL BRIERE***

### **READING INTERVENTIONIST**

***JENNIFER HEAVY RUNNER***

### **TEACHER ASSISTANTS**

***LAURA MADMAN***

***AMBER STILL SMOKING***

***DELORA BEAR CHILD***

***SELMA YELLOW KIDNEY***

***TBA***

### **4TH GRADE TEACHERS**

***CHRISTY CALFBossRIBS***

***RAELYN CALFBossRIBS***

***SUSAN AUGARE***

***WILLIE TAIL FEATHERS***

***SHELBY HANNON***

***TAYLOR CALFBossRIBS***

***JOETTA ROBERTS***

***MICHAELEAH BIRD RATTLER***

### **COOKS**

***CARLITA No RUNNER***

***CHARLOTTE FLAMMOND***



## **Browning School District #9 Vision**

Browning Public Schools work with **"Kunnaattupii"** (ALL) people – families, students, staff, trustees, parents 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.

## **Browning School District #9 Mission**

- 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 accountability, 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)**

**Children Are Our First Priority!**

### **Office Hours**

The office hours for Napi Elementary are 7:30 a.m. to 5:00 p.m. Student absences, tardiness, or homework requests should be called in before classes start at 8:15 A.M. If you have questions concerning the school buses, you may call Transportation for assistance at 338-2952 from 6:00 a.m. to 5:00 p.m.

### **School Hours**

Students are expected to arrive no earlier than 7:45 a.m. and leave no later than 3:30 p.m. unless involved in extracurricular activities or tutoring. Otherwise, students must have permission from a supervising teacher to remain in the building after school. Parents are advised that playgrounds are supervised from 7:45 a.m. - 3:30 p.m.

### **School Dismissal**

We want all children to be safe after school. Please ensure to encourage students to use all available crosswalks and to comply with supervising adults. Please be prompt when picking up your child. If your child has not been picked up by 4:00 p.m. Monday thru Thursday, we will call an emergency contact that is listed in Infinite Campus. In the event we cannot reach anybody, we will call Child Protection Services.

Please check the school calendar for early dismissal dates. Parents must have a plan in place for Fridays' and early dismissals before holidays'. If your child has not been picked up by 3:00 p.m., we will call an emergency contact number and/or Child Protection Services.

**Messages to students cannot be guaranteed after 2:00 p.m. on regular school days and 1:00 p.m. on early-out days.**

### **School Nurse**

The school nurse is available daily from 8:00am to 12:00pm. The nurse may be reached by contacting the main office. Students directed to return home for the day by the school nurse will have their absences noted as special circumstances. Please contact the school nurse with all questions, concerns, and needs regarding medication.

### **School Visitors**

All parents and visitors must sign-in at the office and state their destination and put on a visitor badge. In most instances, students and staff will be called to the office to meet parents/visitors. Anybody that appears to be angry or requests to see a teacher during instruction time will not be allowed beyond the office. School visitors that demonstrate behavior that is disruptive or negatively impacts the school environment may not be allowed on the premises in the future. This will also pertain to all school activity events.

### **Attendance**

Students are expected to arrive at school on time and stay the entire day. Students are tardy to school if they arrive after 8:15a.m. Students checked out before 3:00 p.m. Monday-Thursday, and before 2:00 p.m on Friday will be marke absent a half day of school. Any student who leaves campus without permission, or gets off the bus at another school will be considered truant, and are subject to discipline. **\*\*ALL ATTENDANCE SLIPS – MEDICAL, DENTAL, SPECIAL CIRCUMSTANCE, ETC MUST BE TURNED IN TO THE OFFICE WITHIN 10 DAYS OF RETURNING TO SCHOOL IN ORDER TO VERIFY AND MEET THE ATTENDANCE POLICY REQUIREMENTS\*\*.** Please ensure that you sign your documents into the Attendance Clerk.

### **Perfect Attendance:**

- Have no tardies-attendance is taken at 8:15 a.m.
- Have no checkouts before 3:15 pm (M-Th) and 2:15 pm (Fri or any early out)
- Zero unexcused/excused absences.
- School Related absences will not count against student
- Special Circumstance and Medical Absence (with documentation) will not count against students up to 3 days this includes culture days.

### **95% Attendance:**

- Students can have up to 2 absences a quarter.
- Students are counted tardy from 8:15A.M. and absent after 9:00 A.M. for a ½ day and a full day after 12:00 P.M.
- Students can be checked out during the day for no longer than 2 hours and must return at the end of the school day. See district handbook for more information.
- School Related and Special Circumstance absences will not count against students (up to 3 days) which includes cultural days.

### **Most Improved Attendance:**

- Recognized monthly at the building level.

### **Quarterly Awards Students Earn Recognition**

- Honor Roll---3.0 GPA
- High Honor Roll---4.0 GPA
- Attendance—Perfect Attendance & 95% Attendance
- Behavior Certificate—no referrals
- Student of the Quarter
- Please reference the district calendar for dates for quarterly award assemblies. (Subject to change.)

### **Grading**

- 75%---Daily attendance, classwork, and participation
- 25%---Formal assessments
- Parents may access Infinite Campus Parent Portal through the district website: <http://www.bps.k12.mt.us>
- Aimsweb Reports will be mailed home three times a year in September, January, and May. These reports will provide your student's academic levels in reading and math. Please contact your student's teacher with any questions.
- Napi's grading system focuses on the effort that students put forth while in attendance at school and not the grade level at which they are currently functioning. It is important that students feel successful while at school regardless of their academic skill levels.

### **Parent-Teacher Conferences**

- November 5th and November 7th from 4:00-7:00
- April 8th and April 10th from 4:00-7:00
- Teachers will schedule conferences with parents.

### **Counselor Information**

The counseling center is located in room 6. Mr. Jason Andreas is our Napi counselor, his office hours are on his door.

The following are some of the support services they will assist students, parents, and staff with:



- Individual counseling
- Group counseling
- DESSA groups
- Second Step Curriculum
- Community Outreach
- 504 Accommodations
- School Safety Support
- Title 9 Coordinator

**Parent Center**

The Parent Center is located at the entrance of Napi Elementary. School information is posted in this area for upcoming school activities. Literature or items that are placed on the tables is meant for the public to take.

**Acceptable Use of Electronic Network (BPS Policy # 3612)**

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

In order for the District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students utilizing school-provided Internet access are responsible for good behavior on-line. The same general rules for behavior apply to students' use of District-provided computer systems. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the District's teachers and other staff will make reasonable efforts to supervise the use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

1. **Educational Purposes Only.** All use of the District's electronic network must be: (1) in support of education and/or research, and in furtherance of the District's stated educational goals; or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.

1. **Unacceptable Uses of Network.** The following are considered unacceptable uses and constitute a violation of this policy:

- A. Uses that violate the law or encourage others to violate the law, including, but not limited to, transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the District's student discipline policy; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.

**Please ensure you return the Technology Agreement policy, so your student may enjoy the educational benefits of technology while at Napi.**

**Extra-Curricular Activities**

We encourage Napi Elementary students to become actively involved in school activities outside of their regular academic schedule. Clubs are offered provided a club sponsor is recruited. Additional changes to clubs may be made throughout the school year, due to staff and student interests. Parents are encouraged to become Club Sponsors by completing the District's Volunteer processes.

**Clubs and Activities**

Culture Club

Beading Club

Chess Club

Band

Monthly Family Activities

Open House

Christmas Program

Parent Teacher Organization

Science Club

Art Club

Sewing Club

**Sports Offered**

Girls Basketball

Boys Basketball

Volleyball

Full-Contact Football

Cross Country

Track

Softball

**Eligibility**

Napi Elementary sponsors several extracurricular activities for grades 4-5. All activities are instructional and geared toward fun. In order for Napi Elementary students to be eligible for extracurricular activities, the following requirements must be met:

### **-Attendance Requirements**

Attendance on the day of the game/activity is mandatory. If a student is absent they will not be allowed to participate in the activity for that day.

Exceptions to this will require a medical excuse (See Medical Absence in Napi Parent/Student Handbook).

### **-Student Behavior Requirements**

Student-athletes who receive a Severe 1 and Severe 2 referral during a particular season will be eligible to participate in practice, but ineligible to participate in any games that fall within a 3-day period.

Student-athletes who receive a Severe 3 referral during a particular season will be eligible to participate in practice, but ineligible to participate in games for 5 days.

Students who receive an Extreme 1 referral will be ineligible for the remainder of the quarter. Students who receive an Extreme 2 referral will be ineligible for the remainder of the semester.

Student-athletes must have no missing or damaged library books, textbooks, or school equipment.

All fines are to be paid.

### **-Academic Requirements**

1. Students must maintain a 70% in all academic areas.
2. Students marked ineligible will remain ineligible until their grades meet the 70% criteria in all academic areas.

Parents are encouraged to utilize Infinite Campus to monitor their student's academic, behavior, and attendance. Please contact the building secretary if you need assistance accessing Infinite Campus.

### **Make-up Work**

Parents/Guardians/Students are responsible for contacting teachers directly to request make-up work/homework. Secretaries will transfer calls for such requests to the homeroom teachers via voicemail when the request is made. Please provide the teacher with 24 hours to accommodate these requests. Students have two days for every day they are absent to complete missed assignments.

### **Tutoring**

After-School Tutoring will be available Mondays, Tuesdays, and Thursdays from 3:30 – 5:00p.m. Students must turn in a completed permission slip in order to attend. Students must be picked up promptly at 5:00p.m.

### **Cellular Phones and Electronic Devices**

Napi Elementary complies with district policy #3630 which allows for the use of cellular phones and other electronic devices before and after school only. Since the allowance of these items has presented a problem in the past, students are strongly encouraged to leave them at home. If a student chooses to bring these items, they must be turned into the office or the homeroom teacher at the beginning of the instructional day, and will be returned to the student at the end of the school day. If the homeroom teacher elects to not keep cell phones, students will be allowed to bring their phones to the office. If a substitute teacher is in the classroom, the student is encouraged to bring their device to the office. Electronic devices

that are not turned in will be confiscated and only returned to parents/guardians. Napi Elementary or District #9 will not be responsible if these items are lost or stolen. Recording any student or staff member while at school is prohibited. Failure to comply will result in loss of this privilege and/or discipline.

### **Appropriate Dress**

Hats may be worn facing forward while at school. Students will be allowed to wear hooded sweatshirts but are required to remove hoods while in the building. Students who refuse to remove their hoods are subject to discipline and will not be allowed to wear their hooded sweatshirts during the school day. We encourage students at Napi Elementary to refrain from wearing eye make-up, lipstick, and apparel that shows a student's undergarments. Students need to wear appropriate shoes; if shoes are worn to school that are a safety hazard, the student will be sent home to change into appropriate shoes.

### **Personal Space**

Students are encouraged to respect each other's personal space. Personal space is defined as: the distance from another person at which one feels comfortable when talking to or being next to that other person.

### **Public Displays of Affection**

Being affectionate in school creates an environment that is not conducive to concentration and learning, therefore students should refrain from inappropriate, intimate behaviors on campus or at school-related events and activities. Students are expected to show good taste and conduct themselves respectfully at all times.

### **Parties/Snacks**

Parties and snacks will be allowed for special occasions. Parties will be at the discretion of school staff. Snacks will need to be left at the front office if brought during instructional times. The front office will contact teachers to schedule a time to deliver snacks. **Please do not go past the office and bring snacks/drinks to your child's classroom.**

### **Breakfast/Lunch**

Free hot breakfast and lunch is provided to all students. Students are free to bring their own lunch, but we ask that the meal be of high nutritional value. Candy and soft drinks are not allowed in school or the cafeteria. Parents who drop off lunch for students must do so by 11:00 AM.

### **Food and Drink**

Water is the only acceptable drink during school hours. Chips, gum, candy, and other snacks will not be allowed during the school day with the exception of special occasions/parties. Students will only be allowed to eat outside food at the front office. Outside food is not allowed to go beyond the classroom or in the cafeteria. Students who are in sports or clubs are allowed to bring sports drinks and a snack for after school. Gum will still not be allowed.

### **Anti-Bullying**

Bully prevention is one of our highest priorities at Napi Elementary. Bullying will simply not be tolerated. Students who are guilty of such behavior will be firmly addressed through a progressive intervention plan that is determined by the building principal.

Anti-bullying class meetings are held weekly. In these meetings, students learn strategies to prevent, address and report bullying. Students need to share the responsibility of

implementing what they learn in these meetings to help ensure their school is a safe and welcoming place for everybody. For example, students are taught that cheering on or planning of bullying-related incidents is a form of bullying.

Students with bullying-related referrals will be placed on the Administrative Support Plan based on the severity and/or a number of incidents. Principal discretion will be applied.

Victims of bullying will be referred to the school counselors. Parents are asked to report bullying to building administrators, teachers, and/or counselors.

### **Student Council**

Students are selected by staff based on their acts of leadership and kindness while at school. Students will attend Student Council meetings at the building and district level. Once a month, students will attend a district meeting at the district office. Student Council representatives will be rotated on a monthly basis.

### **Field Trip/Activity Criteria**

Napi Elementary students are expected to conduct themselves in an orderly and respectful manner whether on school grounds or attending a school function (i.e. field trip, assemblies). Field trips, special events, and off-campus school activities are a privilege and not a right. As such, Napi Elementary reserves the right to deny participation in field trips, travel or activities for those students who have demonstrated inappropriate behavior in the school setting or at previous functions.

The following criteria will be used to determine eligibility for all students to attend any field trips/activities supported by Napi Elementary.

1. Good Behavior field trip/activity---No referrals quarterly
2. Attendance field trip/activity-----Determined by district criteria
3. Honor Roll field trip/activity-----3.0 GPA or higher for any three quarters
4. Educational field trip---Referral criteria below:

Students who receive two or more severe referrals or one extreme referral during the second semester may not be eligible to attend field trips. Students who do not attend field trips will still be expected to attend school and will be provided alternative required work during the school day.

### **Good Behavior, Good and Perfect Attendance, High Honor Roll, and Honor Roll Field Trip**

At the end of the year, we have an activity/trip for all students who have made High Honor Roll or Honor Roll for three quarters to have good and/or perfect attendance for the year, and for students who have had no referrals for the entire year. Students who transfer to Napi Elementary during the school year will be eligible to participate if they met the requirements.

**Students who receive an Extreme referral may not be allowed to attend field trips/and or activities for the entirety of the school year. Principal discretion will be applied.**

### **Drop-Off Safety Expectations**

Crosswalk guards supervise the crosswalks from 7:40AM to 3:30PM. Vehicles must remain behind the designated crosswalk signage. Vehicles must remain a safe distance from crosswalk guards. Any vehicle that makes a crosswalk guard feel unsafe will be reported to Law Enforcement and the District Superintendent.

**Napi Transportation Matrix**

<i>Napi Bus Matrix</i>	Waiting to get on the Bus	Entering the Bus	Riding the Bus	Exiting the Bus
<p><b>B</b></p> <p><b>Be Responsible</b></p>	<ul style="list-style-type: none"> <li>*Be on time for your bus</li> <li>*Be dressed for the weather</li> </ul>	<ul style="list-style-type: none"> <li>*Find your seat quickly and quietly</li> <li>*Have all belongings in your backpack</li> </ul>	<ul style="list-style-type: none"> <li>*Wait until you get off the bus to eat</li> <li>*Use quiet voices</li> <li>*Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>*Watch for and be ready for bus stop</li> <li>*Take all your belongings with you</li> </ul>
<p><b>U</b></p> <p><b>Use Respectful Actions</b></p>	<ul style="list-style-type: none"> <li>*Treat others with respect</li> <li>*Keep your seat and bus clean</li> </ul>	<ul style="list-style-type: none"> <li>*Enter 1 person at a time, taking turns</li> <li>*Great others kindly</li> <li>*Share your seat with others when needed</li> </ul>	<ul style="list-style-type: none"> <li>*Use school appropriate words, stories, and jokes</li> <li>*Keep hands, feet, and objects to yourself</li> <li>*Take pictures with only permission</li> </ul>	<ul style="list-style-type: none"> <li>*Keep your hands, feet, and objects to yourself</li> <li>*Take pictures only with permission</li> <li>*Speak with kind words</li> </ul>
<p><b>S</b></p> <p><b>Stay Safe</b></p>	<ul style="list-style-type: none"> <li>*Wait for the bus in a safe stop</li> <li>*Stay on the walking side to the buses</li> </ul>	<ul style="list-style-type: none"> <li>*Wait for the bus to stop and the door to open before approaching the bus</li> </ul>	<ul style="list-style-type: none"> <li>*Stay seated at all times</li> <li>*Keep everything inside the bus at all times.</li> </ul>	<ul style="list-style-type: none"> <li>*Stay in your seat until the bus stops completely</li> <li>*Wait for drivers signal to cross the street</li> <li>*Move quickly away from bus</li> </ul>

## ***Napi Elementary MTSS Matrix***

	<b>School Wide</b>	<b>Hallway</b>	<b>Cafeteria</b>	<b>Playground</b>	<b>Dismissal</b>	<b>Emergency Procedures</b>
<b>N</b> Napi Eagles Are Safe		Walk in a single line.  Keep your hands to yourself.	Walk quietly & sit first.  Exit quietly.	Be aware of others' personal space.  Stay in your own area.	Wait for the dismissal bell.  Exit in an orderly manner with adults.	Walk quietly.  Stay in the class line.
<b>A</b> Are always Respectful	Keep our school clean	Stop at all corners.  Use level 1 voice.	User manners at all times.  Clean up your area when done. Wipe down tables.	Be kind to all staff and students.  Lineup when and where expected.	Respect the people around you.  WALK on the right side.	Remain Calm.  Stay in class.  Follow all directions.
<b>P</b> Participate in their education	Come to class prepared.  Pencils only.  Follow directions.	Move quietly and quickly to avoid disrupting classes.  Stay with class.	Follow all directions given by adults .	Follow the rules and schedule for all areas outside.  Show sportsmanship.	Leave a clean area.  Wait for all directions.  Follow dismissal procedures.	Follow directions.  Listen to adults.
<b>I</b> Inspire & Include others	Be helpful to all students.	Lead by example.  Do not touch bulletin boards.	Be kind to the people sitting near you.  Converse quietly with others.	Include others.  Put all equipment away.	Stay together as a class.  Walk through the crosswalks.	Make sure everyone in your class is safe.

### **Napi Administrative Support Plan**

Parents may have the option of shadowing their child for the scheduled days of OSS so that they may remain in their homeroom class. The parent needs to remain with the child for the entire school day, including lunch and recess. Principal discretion will be used.

- **Behavior Intervention Strategies will be taught in Indigenous Calming Classroom Daily.**
- **Principals will ensure that IEPs remain a priority for students that reach the Severe or Extreme steps of the Administrative Support Plan.**

### **Napi Elementary Behavior Management Plan**

#### **Classroom Plan Expectations**

1. Follow directions the first time
2. Have learning tools ready
3. Use Active Listening Posture
4. Participate
5. Be Respectful & Do Your Best Work

#### **Positives**

Individual teachers will have a list of classroom incentives and rewards listed on classroom plans.

Example: Extra Recess, Positive Note Home, Tickets for School Store, Napi Game Time, Weekly Shout Outs, Weekly Drawings for Attendance.

#### **Consequences**

1. Warning: Student's name written in behavior log on step #1
2. Calming and Refocusing Time in the classroom (Time-Out) Student will be on step #2.
3. Self-Reflection Room: Minimum of 15 minutes and parent contacted as soon as possible. The student will be on step #3.
4. Noon Detention: The assigning teacher will email the student's name to the staff member doing lunch detention. The student will be on step #4.
5. Referral: Documentation of Time-Out, Self-Reflection Room, Parent Contact, and Noon Detention

\*\*\*Teachers are expected to contact parents before step 5. Depending on the circumstances, parents may be contacted on steps 1 or 2.



**Napi Administrative Support Plan**

Parents may have the option of shadowing their child for the scheduled days of OSS so that they may remain in their homeroom class. The parent must remain with the child for the entire school day, including lunch and recess. Principal discretion will be used.

- Behavior Intervention Strategies will be taught in the Indigenous Calming Classroom Daily.
- Principals will ensure that IEPs remain a priority for students who reach the Severe or Extreme steps of the Administrative Support Plan.

<b><u>Steps</u></b>	<b><u>Severe</u></b>
<b>Step #1</b> Principal conference with student 1 Day of lunch detention Parent Contact	<b>Severe #1</b> Principal conference with <u>student</u> and up to 2 Days in the Indigenous Calming Classroom starting at 11:00* *Start time at Principal's discretion Parent Contact
<b>Step #2</b> Principal conference with student 2 Days of lunch detention Parent Contact  <b>Step #3</b> Principal conference with student 3 Days of lunch detention Parent Contact	<b>Severe #2</b> Principal conference with the student and up to 3 Days in the Indigenous Calming Classroom starting at 11:00* *Start time at Principal's discretion Parent Contact  <b>Severe #3</b> Principal conference with the student and up to 3 full days in the Indigenous Calming Classroom *Start time at Principal's discretion Parent Contact
<b>Step #4</b> Principal conference with student 4 Days of lunch detention Parent Contact	<b>Severe #4</b> Principal conference with the student and up to 3 full days in the Indigenous Calming Classroom *Start time at Principal's discretion Parent Contact
<b>Progress to Severe #1</b>	<b>Progress to Extreme #1</b>

## **Extreme Steps**

**Students reach the extreme level through the following:**

- 1. By progressing through the previous steps in the discipline plan**
- 2. Being in possession of, using, or purchasing drugs, alcohol or tobacco**
- 3. Being with others who are in possession of, using, or purchasing drugs, alcohol or tobacco. 4. Assault**
- 5. Set off Fire Alarm, placed on Extreme 4**
- 6. Weapons**
- 7. Threats or violence directed towards students, staff, or school**
- 8. Building administration reserves the right to place students on any level based on his/her discretion.**

### **Extreme #1**

Parent contact with a copy of the referral

1 full day OSS and 1 day in the Indigenous Calming Classroom.

Mandatory re-entry meeting with team (homeroom teacher, person who wrote the referral, counselor, administrator, parent, and student) 2 behavior intervention classes with the counselor

### **Extreme #2**

Parent contact with a copy of the referral

2 full days OSS and 2 days in the Indigenous Calming Classroom.

Mandatory re-entry meeting with team (homeroom teacher, person who wrote the referral, counselor, administrator, parent, and student) 3 behavior intervention classes with the counselor

### **Extreme #3**

Parent contact with a copy of the referral

3 full days OSS and 2 days in the Indigenous Calming Classroom.

Mandatory re-entry meeting with team (homeroom teacher, person who wrote the referral, counselor, administrator, parent, and student) 3 classes of behavior intervention classes with the counselor

### **Extreme #4**

Parent contact with a copy of the referral

5 full days of OSS

Mandatory re-entry meeting with team (homeroom teacher, person who wrote the referral, counselor, administrator, parent, and student) 5 behavior intervention classes with the counselor

**Extreme #5-Students who continue to receive behavior referrals after reaching Extreme Level #5 may be suspended from school for up to 10 days and may be recommended for expulsion.**

Parent contact with a copy of the referral

Up to 10 full days of OSS

Re-entry meeting with team (homeroom teacher, the staff member who wrote the referral, counselor, administrator, parent, and student) student may be placed on an alternate schedule

5 behavior intervention classes with the counselor

### **Indigenous Calming Classroom**

This room is to support students that may require additional support to be successful in making choices regarding their behavior. This room will include indigenous healing activities and will teach strategies to help the student succeed inside and outside of the classroom.

**Sexual Harassment Continuum**To safeguard students from being the victim or being the victimizer, the BPS Sexual Harassment policy and continuum are reviewed with students at the beginning of the school year and occasionally throughout the year. Napi Elementary Staff stresses the importance to our students to always make good decisions about each other's personal space and that behavior that is identified in the Sexual Harassment Continuum is not acceptable. Students are cautioned to not engage in 'joking around' in regards to behavior that is identified on the continuum, as these behaviors are identified as indicators of sexual harassment. (See page 15 for continuum.)

### **Parent Reporting**

Students and parents are encouraged to report all concerns to the building principals, counselor, or teacher. Communication is the key to ensuring student needs are being addressed. Parents are encouraged to always start at the building level to address all concerns, rather than the District Administration Office.

## SEXUAL HARASSMENT

### A Continuum of Unwanted Sexual and Gender-directed Behavior Patterns

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

*OFFENSIVE CONDUCT (may be illegal).....DEMANDS (illegal in all cases)*

*HOSTILE ENVIRONMENT (if severe and pervasive).....QUID PRO QUO (once is enough)*

*Axioms from Susan Webb: The less severe the form, usually the more it needs to be repeated before it is illegal sexual harassment. The more severe the form, the less it needs to be repeated before it rises to illegal sexual harassment from the perspective of a reasonable victim.*

1995 Handout adaptation for educational settings by The Harper Consulting Group from sexual harassment training materials developed by GENERAL ELECTRIC in "Sexual Harassment: It's No Game" by the Center for Women in Government, Albany, NY, 1992.

## APPENDIX B – STUDENT ACCEPTABLE USE POLICY

1 Browning Public Schools

2

3 Policy #

4 Policy Name: *Acceptable Use of Electronic Networks*

5 Regulation: 03612F

6

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

14

15

16 \_\_\_\_\_  
17 Student's name (printed)

16 \_\_\_\_\_  
17 Student's parent/guardian's name (printed)

18

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

21

22 **Section A: Student Declaration**

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

26

- 27
- 28 • I understand that having access to technology in school is a privilege and that this privilege may be  
29 revoked if I fail to fulfill my responsibilities as a user of this technology. I will comply with all the  
30 policies and rules pertaining to the use of technology, which the district has established or may establish  
31 in the future.
  - 32 • When connected to the Internet, I will not reveal personal information such as my age, address or phone  
33 number, or those of other students or persons to anyone or any service.
  - 34 • I will take full responsibility for, and respectfully use, the technology available to me at school. For  
35 example, this means I will use proper care if transporting, handling or operating any electronic device  
36 (e.g. computer, camera, etc.) while in school, whether it belongs to the school, another student, or myself.
  - 37 • I understand that the district uses a content filter on its Internet access, yet I know it is possible that I may  
38 encounter inappropriate material. I will immediately close the application that depicts this material. I  
39 will then inform my teacher. I further understand that attempting to circumvent filtering solutions the  
40 district has in place is inappropriate and may result in disciplinary action.
  - 41 • I understand that personnel from the school and District Technology have access to information about  
42 every web page I visit and file I create on school computers. I am aware that this information may be  
43 monitored and viewed by my teachers or other district personnel. I understand that this limits privacy as  
44 it pertains to the use of the technology that is assigned to me and information that is stored on school-  
45 provided (local and web-based) file storage spaces.
  - 46 • I will not download or install any software, music, movies, or files of any nature unless I have been  
47 granted specific permission to do so by my teacher and the copyright holder grants permission.<sup>2</sup>
  - 48 • I will always log out of the computer when finished using it, or when moving out of sight of the  
49 computer. (Any actions done on a computer when YOU are logged in are directly traceable to you.) I will  
50 not access or use the account of another student or teacher. If I notice another student or teacher has not  
logged out of a computer I am using, I will notify them (if possible) and log out.

- 1 • I will use a camera (or any device with a camera, e.g. cell phone, netbook, laptop, etc.) to take photos  
2 during school in an appropriate and responsible way both in school and on school supported field trips.  
3 School Administration may search my camera/phone/netbook memory if they feel school rules have been  
4 violated.
- 5 • I will not create, use, display, or store any offensive, obscene, inflammatory or defamatory language or  
6 images. I will not use the technology in any way that negatively affects any other student or persons.
- 7 • I will complete Internet Safety activities if prescribed by my teacher to learn about online safety and  
8 ethical online behavior.
- 9

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

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

16

- 17 • I will only connect to the school wireless network, and NOT to the school's wired network, nor any other  
18 (external) wireless network. This includes NOT connecting to 3G/4G or cellular type networks while on  
19 school campus.
- 20 • The device I am using will have virus protection software which is up-to-date.
- 21 • I will turn off all peer-to-peer (music/video/file-sharing) software or web-hosting services on my device  
22 while connected to the school wireless network.
- 23 • I will use the student owned device in class *only with the teacher's expressed permission.*
- 24 • I will use the student owned device outside the class (i.e. lunchroom) *only with the building  
25 administration's expressed permission.*
- 26 • I understand the security, care and maintenance of my device is my responsibility. I will securely store  
27 and charge my device when not in use.
- 28 • I understand that the school is not responsible for the loss, theft or damage of my device. I am fully  
29 responsible for my property while it is at school. I understand that should I leave my device in the custody  
30 of a staff member that they are not responsible for the loss, theft or damage of my device.
- 31 • I understand that personnel from the school and district technology may access my personal electronic  
32 device if there are reasonable grounds to believe that there has been a breach of school rules or discipline  
33 policies and that a search of the device would reveal evidence of that breach whether that search does or  
34 does not reveal a breach. This may include, but not limited to, audio and video recording, photographs  
35 taken on school property that violates the privacy of others, issues regarding bullying, verification that the  
36 students device is connected to the school network, etc. Students will provide appropriate login  
37 credentials to the device if required. Failure to provide access will be deemed satisfactory evidence and  
38 notify district/school administrators that the student device contains content that violates this section.
- 39 • I will not use an audio/video recording device, to record media or take photos during school unless I have  
40 permission from both a staff member, and those I'm recording. School Administration may search my  
41 device memory if they feel school rules have been violated.
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**Browning School District No. 9**

**Acceptable Use of Technology Agreement and Student Declaration:**

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

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

\_\_\_\_\_  
Student signature Date

**Parent/Guardian Endorsement:**

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

\_\_\_\_\_  
Parent/Guardian signature Date

**Notes:**

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

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

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

\_\_\_\_\_  
Parent/Guardian signature Date

Adopted on: 4/25/12

Revised on: 6/26/13

## Napi Elementary 2024-2025 Schedule

### Schoolwide Schedule

8:00-----Pick students up

8:05--8:20-----Breakfast to Go w/teachers in homeroom and CNN news

8:20--8:35-----SEL (DESSA) lessons

8:35-8:40-----Bathroom Break

**8:40--10:10-----4th Grade's ELA Block--90 minutes of uninterrupted instruction**

**9:40--11:10-----5th Grade's ELA Block--90 minutes of uninterrupted instruction**

### 8:40--11:10---ELA

#### ELA 4th Grade:

8:40--9:10-----ELA Whole Group

9:10--9:40-----ELA Small Group

9:40--10:10-----ELA Spelling

10:10--11:10-----ELA Writing---Step Up to Writing/Writing Framework

- 4th Grade Pull-Outs---ELA Interventions starts at 10:10

#### ELA 5th Grade:

8:40--9:40-----ELA Writing---Step Up to Writing/Writing Framework

- 5th Grade Pull-Outs---ELA Interventions start at 8:50

9:40--10:10-----ELA Whole Group

10:10--10:40-----ELA Small Group

10:40--11:10-----ELA Spelling

### Grade Level Schedules

#### ● 4th Grade Schedule

○ 11:15--12:00---Lunch

○ 12:05--12:55---Math

○ 1:00----2:00---Specials

○ 2:00-----3:15---Math

○ Dismissal-----3:20

#### ● 5th Grade Schedule

○ 11:15----12:00---Math

○ 12:05-----12:50---Lunch

○ 12:55-----2:15---Math

○ 2:15----3:15-----Specials

○ Dismissal-----3:20



## 2024-2025 Friday's Schedule

8:00-----Pick up students

8:10---8:30-----Breakfast To Go w/ Read Aloud

### 4th Grade:

8:30-----9:15-----Specials

9:20-----10:00-----ELA Assessments Day 5

10:05 - 11:20 -----Science/Social Studies Project Based Learning w/ IEFA

11:25----12:10-----Lunch

12:15----1:00-----Science/Social Studies Project Based Learning

1:05-----2:20-----Authentic Literacy/Exploratory/Incorporate IEFA

2:20-----Dismissal

### 5th Grade:

8:30----9:20-----ELA Assessments Day 5

9:20----10:05-----Specials

10:10---12:10-----Science/Social Studies Project Based Learning w/ IEFA

12:15---1:00-----Lunch

1:05----2:20-----Authentic Literacy/Exploratory/Incorporate IEFA Standard

2:20-----Dismissal

Browning Public Schools						
2024-2025 ACADEMIC CALENDAR						
Approved 4/9/24						
				Number of Days		
				Pupil Instruction	PI Related	Teacher Contract
Week #	Beg.	End	Scheduled Activities/Holidays			
	08-05-24	08-09-24	SBE WEEK			
	08-12-24	08-16-24	New Teacher Orientation			
1	08-19-24	08-23-24	PIR 08/19-21/24 School Starts 08/22	2	3	5
2	08-26-24	08-30-24		5		5
3	09-02-24	09-06-24	No School 09/02/24 Labor Day	4		4
4	09-09-24	09-13-24		5		5
5	09-16-24	09-20-24		5		5
6	09-23-24	09-27-24		5		5
7	09-30-24	10-04-24		5		5
8	10-07-24	10-11-24		5		5
9	10-14-24	10-18-24	No School 10/17-18/24 MFPE Teacher Conference	3	2	5
10	10-21-24	10-25-24	End of Q1	5		5
			<b>Q1 Ends 10/25/24</b>	<b>44</b>	<b>5</b>	<b>49</b>
11	10-28-24	11-01-24	Staff Wellness Day - 11/01/24	5		5 (Remote learning - Friday)
12	11-04-24	11-08-24	Family-Teacher Conf. 11/05 & 11/07, No School 11/08	4	1	5
13	11-11-24	11-15-24		5		5
14	11-18-24	11-22-24		5		5
15	11-25-24	11-29-24	No School 11/27-29/24 Thanksgiving Break	2		2
16	12-02-24	12-06-24		5		5
17	12-09-24	12-13-24		5		5
18	12-16-24	12-20-24		5		5
19	12-23-24	12-27-24	No School 12/23/24 -- 12/27/24 Winter Break	0		0
20	12-30-24	01-03-25	No School 12/30/24 -- 01/03/25 Winter Break	0		0
21	01-06-25	01-10-25		5		5
22	01-13-25	01-17-25	End of Q2	5		5
			<b>Q2 Ends 01/17/25</b>	<b>46</b>	<b>1</b>	<b>47</b>
			<b>Semester 1 Total</b>	<b>90</b>	<b>6</b>	<b>96</b>
23	01-20-25	01-24-25	No School 01/20/25 MLK Jr. Day	4		4
24	01-27-25	01-31-25		5		5
25	02-03-25	02-07-25		5		5
26	02-10-25	02-14-25		5		5
27	02-17-25	02-21-25		5		5
28	02-24-25	02-28-25		5		5
29	03-03-25	03-07-25	No School 03/07	4		4
30	03-10-25	03-14-25	No School 03/14	4		4
31	03-17-25	03-21-25		5		5
32	03-24-25	03-26-25	End of Q3	3		3
			<b>Q3 Ends 03/26/25</b>	<b>45</b>		<b>45</b>
33	03-27-25	03-28-25	Staff Wellness Day - 03/28/25	2		2 (Remote learning - Friday)
34	03-31-25	04-04-25		5		5
35	04-07-25	04-11-25	Family-Teacher Conf. 04/08 & 04/10, No School 04/11	4	1	5
36	04-14-25	04-18-25	No School 04/14-18/25 Spring Break	0		0
37	04-21-25	04-25-25		5		5
38	04-28-25	05-02-25		5		5
39	05-05-25	05-09-25		5		5
40	05-12-25	05-16-25		5		5
41	05-19-25	05-23-25		5		5
42	05-26-25	05-30-25	No School 05/26/25 Memorial Day	4		4
43	06-02-25	06-06-25	Last Day of School 06/06/25 - End of Q4	5		5
	06-09-25	06-13-25	Leadership Week	<b>45</b>		<b>46</b>
			<b>Quarter 4 Totals</b>			
			<b>Semester 2 Totals</b>	<b>90</b>	<b>1</b>	<b>91</b>
			<b>Academic Year Totals</b>	<b>180</b>	<b>7</b>	<b>187</b>