

Napi Elementary Parent and Student Handbook

2022-2023

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

2022-2023

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 the office.

Parent/Guardians, and Students,

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

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

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

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

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

Table of Contents

District Mission Statement.....	5
Office Hours/School Hours/School Dismissal/Nurse.....	6
Transportation.....	7
School Visitors/Attendance/Parent Teacher.....	8
Conferences/Counselor Information/Parent Center/Acceptable Use of Electronics.....	9
Extra-Curricular Activities.....	10
Eligibility.....	11
Make-Up Work/Tutoring/Cellular Phones/Appropriate Dress/Personal Space.....	12
Public Displays of Affection/Parties and Snacks/Breakfast/Lunches/Food and Drink/Bullying/Field Trip Criteria.....	13
Quarterly Awards & Grading.....	14
MTSS.....	15
Classroom Expectations.....	16
Administrative Support Plan.....	18
Indigenous Calming Classroom/Sexual Harassment/Parent Reporting.....	19
Sexual Harassment Continuum.....	20
AUP.....	21
Academic Schedule.....	24

Academic
Calendar.....26

DISTRICT MISSION STATEMENT

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

DISTRICT VISION STATEMENT

- Browning Public Schools is a safe environment that teaches personal and community wellness and provides support and strategies for overcoming adversity.
- In Browning Public Schools, we are free to teach and learn successfully. We instill and develop respect and pride for self, family,

school, community, our environment and all cultures through service to others.

- We model hard work and personal accountability through humility and dedication – demonstrating that these values are the responsibility of all.
- We cultivate and nurture strong partnerships with the community to build citizens who have a sense of place, respect for Mother Earth, and an understanding of the rights and responsibilities of, and to, all people in all communities.

Office Hours

The office hours for Napi Elementary are 7:30 a.m. to 4:30 p.m. Student's absences, tardiness, or homework requests should be called in before classes start at 8:10 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. She may be reached by contacting the main office. Students that are directed to return home for the day by the school nurse are under special circumstances. Please contact the school nurse with all questions, concerns, and needs regarding medication.

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

School Visitors

All parents and visitors must sign-in at the office and state their destination. 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 the school day has begun. Students checked out before 3:00 p.m. Monday-Thursday, and before 2:00 p.m on Friday will be absent for perfect attendance purposes. 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**.**

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 (F 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.

Great Attendance:

- Student can have up to 1-3 (SC, Medical, or Excused) absences
- Students are counted tardy after 8:15A.M. and absent after 9:00A.M. for ½ a day and a full day after 12:00P.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 and Special Circumstance absences will not count against students (up to 3 days).

95% Attendance:

- Students can have up to 9 absences per year.
- 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.
- School Related and Special Circumstance absences will not count against student (up to 3 days)

Most Improved Attendance:

- Selected by building Attendance Committee quarterly.

Parent-Teacher Conferences

- November 8th and November 10th from 4:00-7:00
- April 18th and April 20th from 4:00-7:00

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
- Social and emotional skill building classes
- 504 Accommodations
- Family Support Services for students with academic and social needs.
- 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.

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

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 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 to school, but must be removed and placed in the locker upon entering the building. The exception to this will be for medical reasons or modifications made Napi's MTSS Matrix. Students may be subject to discipline if they are wearing their hat in the building. 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 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.

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 will not be eligible to attend field trips. Students who have 10 or more absences during the second semester are not eligible to attend unless absences are medical or special circumstances within 10 days of the absence. The second semester begins on January 23, 2022.

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.

Quarterly Awards

- Honor Roll---3.0 GPA
- High Honor Roll---4.0 GPA
- Attendance—no more than one absence per quarter
- Behavior—no referrals
- Please reference the district calendar for dates for quarterly award assemblies.

Grading

- 75%---Daily attendance, classwork, and participation
- 25%---Formal assessments
- Please reference the district calendar for dates for midterm and final grades.
- Parents may access Infinite Campus Parent Portal through the district website:
<http://www.bps.k12.mt.us>

Napi Universal Matrix

Napi Elementary MTSS Matrix

	School Wide	Hallway	Cafeteria	Playground	Dismissal	Emergency Procedures
N 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.
A 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.
P 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.
I 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 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

Consequences

1. Warning: Student's name written in behavior log
2. Calming and Refocusing Time in classroom (Time-Out)
3. Self-Reflection Room: Minimum of 15 minutes and parent contact as soon as possible.
4. Noon Lunch Bunch: Assigning teacher will email the student's name and reason to teacher supervising lunch detention.
5. Referral: Documentation of Time-Out, Self-Reflection Room, Parent Contact, and Noon Detention slip

***Teachers are expected to contact parents prior to step 5. Parents may be contacted on step 1 or 2, depending on the circumstances.

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.**

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

Step #4 Principal conference with student 4 Days of lunch detention Parent Contact	Severe #4 Principal conference with student and up to 3 full days in the Indigenous Calming Classroom *Start time at Principal's discretion Parent Contact
Progress to Severe #1	Progress to Extreme #1

Extreme

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 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 classes of one on one behavior interventions with counselor

Extreme #2

Parent contact with 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 classes of one on one behavior interventions with counselor

Extreme #3

Parent contact with 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 one on one behavior interventions with counselor

Extreme #4

Parent contact with 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 classes of one on one behavior interventions with counselor

Extreme #5

Parent contact with copy of the referral
Up to 10 full days of OSS
Re-entry meeting with team (homeroom teacher, the person who wrote the referral, counselor, administrator, parent, and student) student may be placed on an alternate schedule
5 classes of one on one behavior interventions with counselor

Students who continue to receive behavior referrals after they have reached Extreme level #5 may be suspended from school for up to 10 days and may be recommended for expulsion.

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 19 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	Requests for Dates Very Personal Questions Lewd Comments Dirty/Sexual Jokes Whistling, Cat- Calling Obscene Calls Sexual Rumors	Love Letters or Poems Obscene Letters Cards, Notes Graphics	Violation of Space Patting, Rubbing Pinching Bra-snapping Caressing Blocking of Movement Kissing Groping Grabbing	Retaliation Using Position to Request Dates or Sexual Favors Gender-directed Favoritism or Disparate Treatment Hazing Rituals	Quid Pro Quo Demands Conditioning of Grades or References for Sexual Favors Retaliation for Refusal to Comply with Requests Loss of Job or School Position Loss of Promotion	Attempted or Actual Rape Attempted or Actual Assault Panting Stripping Extreme Forms of Hazing Stalking Indecent Exposure* Mooning Flashing
---	---	---	--	--	--	---

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

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

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

1995 Handbook 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.
 Gender Resources, 301 South Oakes Street, Helena, MT 59601-4638

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 device¹ 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)

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

18

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

22

23 **Section A: Student Declaration**

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

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.²

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.
- 42
43
44
45
46
47
48

Napi Elementary 2022-2023 Schedules

Schoolwide Schedule

8:00-----Pick students up
8:05--8:20-----Breakfast to Go w/teachers in homeroom and CNN news
8:20--8:40-----SEL (DESSA) lessons
8:40--9:00-----Science/Social Studies (SBAC Vocabulary)
9:00--9:10-----Bathroom Break

9:10---11:10----ELA

ELA 4th Grade:

9:10--9:40-----ELA Whole Group
9:40--10:20-----ELA Small Group
10:20--11:10-----ELA Writing

- 10:10---10:40----Wonders Spelling/Phonics/Grammar
- 10:40---11:10----Step Up To Writing

ELA 5th Grade:

9:10---9:40-----ELA Whole Group
9:40---10:20-----ELA Small Group
10:20---11:10-----ELA Writing

- 10:20---10:40----Wonders Spelling/Phonics/Grammar
- 10:40---11:10----Step Up To Writing

School-wide Intervention:

10:20---11:10-----Pull Out Services

Grade Level Schedules

● 5th Grade Schedule

- 11:15---12:00---Lunch
- 12:05---12:50---Science/Social Studies
- 1:00-----2:00----Specials
- 2:00-----3:15----Math
- Dismissal-----3:20

● 4th Grade Schedule

- 11:15---12:00---Science
- 12:05-----12:50---Lunch
- 12:55-----2:15-----Math
- 2:15-----3:15-----Specials
- Dismissal-----3:20

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-----10:35-----ELA Assessments day 5
10:35 - 11:20 -----Math
11:25----12:10-----Lunch
12:15----12:50-----Math Games
1:00-----2:20-----Authentic Literacy/Exploratory/--Incorporate
IEFA
2:20-----Dismissal

5th Grade:

8:30----9:20-----Math
9:20----10:05-----Specials
10:10 - 11:15-----ELA Assessments Day 5
11:20---12:10-----Math Games
12:15---1:00-----Lunch
1:05----2:20-----Authentic Literacy/Exploratory/--Incorporate
IEFA
2:20-----Dismissal

Browning Public Schools						
2022-2023 - Academic Calendar						
Approved 2-23-22				No. Days		
School make-up days may be scheduled in place of break days as needed.				Pupil	PI	Teacher
Week				Instruction	Related	Contract
	Beg.	End	Scheduled Activities/Holidays			
1	8/22/2022	8/26/2022	PIR Days (08/22/22, 08/23/22, 08/24/22) School Starts 8/25/22	2	3	5
2	8/29/2022	9/2/2022		5		5
3	9/5/2022	9/9/2022	Labor Day 9/5/22-No School	4		4
4	9/12/2022	9/16/2022		5		5
5	9/19/2022	9/23/2022	Native American Heritage Day (09/23/22)	5		5
6	9/26/2022	9/30/2022		5		5
7	10/3/2022	10/7/2022		5		5
8	10/10/2022	10/14/2022		5		5
9	10/17/2022	10/21/2022	MEA Conference 10/20/20-21/22 No School (PIR)	3	2	5
10	10/24/2022	10/28/2022		5		5
11	10/31/2022	11/2/2022	Q1 Ends 10/31/22	1		1
			Quarter 1 Totals	45	5	50
						0
11	11/3/2022	11/4/2022		4		4
12	11/7/2022	11/11/2022	PTC 11/8/22 and 11/10/22	5	1	6
13	11/14/2022	11/18/2022		5		5
14	11/21/2022	11/25/2022	Thanksgiving Break: 11/23-25/22 No School	2		2
15	11/28/2022	12/2/2022		5		5
16	12/5/2022	12/9/2022		5		5
17	12/12/2022	12/16/2022		5		5
18	12/19/2022	12/23/2022	Winter Break: 12/19/22-1/2/23-No School	0		0
19	12/26/2022	12/30/2022	Winter Break -No School	0		0
20	1/2/2023	1/6/2023	Winter Break 1/2/23 No School - Return to Work 1/3/23	4		4
21	1/9/2023	1/13/2023		5		5
22	1/16/2023	1/20/2023	No School 1/16/23-16 - Q2 ends 1/20/23	4		4
			Quarter 2 totals	44	1	45
			Semester 1 Totals	89	6	95
						0
23	1/23/2023	1/27/2023		5		5
24	1/30/2023	2/3/2023		5		5
25	2/6/2023	2/10/2023		5		5
26	2/13/2023	2/17/2023		5		5
27	2/20/2023	2/24/2023	2/24/23 No School	4		4
28	2/27/2023	3/3/2023		5		5
29	3/6/2023	3/10/2023	3/10/23 No School	4		4
30	3/13/2023	3/17/2023		5		5
31	3/20/2023	3/24/2023		5		5
32	3/27/2023	3/28/2023	Q3 Ends 03/28	2		2
			Quarter 3 Totals	45		45
						0
32	3/29/2023	3/31/2023		3		3
33	4/3/2023	4/7/2023	Spring Break: 4/3-7/23 No School	0		0
34	4/10/2023	4/14/2023		5		5
35	4/17/2023	4/21/2023	Parent Teacher Conference 04/18/23 & 04/20/23)	5	1	6
36	4/24/2023	4/28/2023		5		5
37	5/1/2023	5/5/2023		5		5
38	5/8/2023	5/12/2023		5		5
39	5/15/2023	5/19/2023		5		5
40	5/22/2023	5/26/2023		5		5
41	5/29/2023	6/2/2023	Memorial Day 5/29/23-No School	4		4
42	6/5/2023	6/9/2023	Last Day 06/08/23 Teacher Check out 06/08/23	4		4
			Quarter 4 Totals	46	1	47
			Semester 2 Totals	91	1	92
						0
			Academic Year Totals	180	7	187