# 2020-21 Student & Parent Handbook



Mrs. Sheila Hall, Principal
Mrs. Angela Heavy Runner, Assistant Principal
Mrs. Sasheen Campbell, Secretary
Ms. Jill Madman, Attendance Aide
(406) 338-2740

Dear Parents, Families & Guardians of the students at BES,

Oki! Welcome to the 2020-21 school year. We look forward to creating strong relationships with you and your child to foster their success at Browning Elementary School. The children of BES are the most important people who walk through the doors of the school each day. They are the center of our attention and we will make every effort to create connections so they feel welcome, acknowledged, seen and heard at the school.

This will be my second year as the principal at Browning Elementary School and I am extremely honored to serve as principal of the school. I see my role as the leader to create an environment that is student-centered, positive and meets the needs of the students to be 21<sup>st</sup> century learners.

I would like to take this time to introduce Angela Heavy Runner who is the assistant principal at Browning Elementary. Last year she was the principal at Browning Middle School and the previous year before that she was the assistant principal. She is excited to serve the needs of your child at BES.

At Browning Elementary we strive for excellence. Our staff have a common understanding of how we will achieve our vision by following the district mission.

#### District Mission

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.

Please read through the Student & Parent Handbook and familiarize yourself with our policies and procedures. We look forward to meeting and seeing you during the 2020-21 school year!

Our goal is to make everyone feel welcome, safe and comfortable. If at any point throughout the year you feel different, please bring your concerns to the school-staff, your child's teacher, the assistant principal or myself. We welcome and value your input.

Sincerely,

Mrs. Sheila Hall, Principal

Mrs. Angela Heavy Runner, Assistant Principal

Browning Elementary School



# Student and Parent Handbook Receipt Form 2020-2021

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

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

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#### BROWNING ELEMENTARY STAFF

**Principal:** 

Sheila Hall

Instructional Coaches:

Arlene Wippert

Kylie Black

**AltaCare Counselors:** 

Madeline Walker Connelly

Gina Dosch

**Prevention Specialist:** 

Kim Tatsey-McKay

2<sup>nd</sup> Grade Teachers:

Samantha Grant - Immersion

Elisha Kennedy

Carina Stoves

Vivian Sanderville

Melissa Henderson

TBA

**TBA** 

**TBA** 

**3rd Grade Teachers:** 

Willamina Tailfeathers - Immersion

Victoria McClellan

Elsie Ground

TBA

Radium Woolf

Julius Weaselhead

Marsha Switzer

Rebecca Kennedy

Cooks:

Ashley Blackman

Michelle Plouffe

Stephanie Blackman

**Custodians** 

Ouentin NewRobe

Kim Radasa

Angela Butterfly

**Assistant Principal:** 

Angela Heavy Runner

**Office staff:** 

Sasheen Campbell - Secretary

Jill Madman – Attendance Aide

**Counselor:** 

Dawn Magee-Cobell

Nurse:

Kim DesRosier

**Tutor:** 

Roberta Kipp

**Special Services:** 

Mary Belcourt

Elizabeth Tailfeathers

Chyana Johnson -Speech TA

Malana Grant -Speech TA

**Support Staff/Teacher Assistants:** 

Dellyssa Ladd

Javier Bustos

Dale DuCharme

Teacher assistant TBA

Teacher assistant TBA

Angel Marceau

Joyce Watts

Sherman Red Tomahawk

Shainell Birdrattler

Janet LaMere

Majorie Labuff

Clifton Deroche

**Specials Staff:** 

Heidi Morales Art:

BNAS 1: Arthur Westwolf

BNAS 2: Amanda Whiteman

Library: Jimi Champ Music: Dana Bremner

PE/Health: Calvin Lang

Technology: Shawnee Momberg

#### SAFETY MATTERS

#### Office Hours

The office hours for Browning Elementary are 7:35 a.m. to 5:00 p.m. Monday through Thursday and 7:35 a.m. to 4:00 p.m. on Fridays. Student absences or tardies should be called in before classes start at 8:15.

#### **School Hours**

- > Students are expected to arrive no earlier than 7:35 a.m. and leave no later than 3:30 p.m. Monday-Thursday, unless involved in after school activities or tutoring and 2:30 p.m. on Fridays (no after school activities)
- ➤ Breakfast is served from 8:10-8:20 (2<sup>nd</sup> grade) 8:50-9:00 (3<sup>rd</sup> grade)-Classes eat together in the cafeteria with their teacher.
- > Students will be at recess until the bell rings at 8:10 for teacher pick up.
- ➤ Parents are advised that the playground/bus area is supervised from 7:45 a.m. 8:10 a.m. and 3:25 p.m. 3:40 p.m. Monday-Thursdays and 2:25 p.m. 2:40 p.m. on Fridays.
- ➤ In the event of extreme weather students will be sent to the gym until the teacher picks them up.

# **School Drop off & Dismissal**

BES ensures students are safe before and after school. Please be cautious when dropping your student off and picking them up. Follow the speed limit and be <u>especially cautious</u> for other children and adults while at the crosswalk.

- ✓ The school has two drop off zones. Please refrain from parking in the drop off zones.
  - The **Main Entrance**\_located on the **East Side** of the building (across from Napi)
  - **Bus lane** located on **the South side**. Students will not be allowed to go to their classroom until the instruction bell rings.
- ✓ Please be prompt when picking your child up after school. If your child has not been picked up by 4:00 p.m. (Mon-Thurs) or 3:00 p.m. (Friday) we will call an emergency contact number on the students list. In the event we cannot reach anybody, Child Protection Services will be called.
- ✓ Please check the calendar for early dismissal dates. In the event of an emergency dismissal radio stations will be notified for broadcast. Please prepare in advance for emergency dismissals.
- ✓ Messages after 2:00 p.m. cannot be guaranteed on regular school days and 1:00 p.m. on early out days.

#### ATTENDANCE MATTERS

Attendance in school is essential for student growth and success. Our goal is to have 95% attendance which means that a student should not miss more than 9 days in a school year. Please help us by getting your child to school, on time, every day. Students are marked tardy at the office beginning at 8:15 am.

Every attempt to resolve attendance issues by the following means:

- 1. Parent/Guardian meeting
- 2. Check and Connect (staff members connect with students and monitor attendance)
- 3. Home visit(s)
- 4. Implement an Attendance Plan
- 5. Blackfeet Tribal Court Referral

<u>CELEBRATING ATTENDANCE</u>: Incentives are given for students who are in school monthly, quarterly, and at semester time. Students with perfect attendance, great attendance, and 95% attendance will be honored at the end of the school year.

# PERFECT ATTENDANCE:

- ✓ No tardies -Attendance is taken at 8:15 a.m.
- ✓ No check outs before 3:15 pm (M-Th) and 2:15 pm (Friday or any early out)
- ✓ Medical absence will not count against student (with proper verification)
- ✓ Special Circumstance and Culture Activity absences will not count against student up to 3 days

### **GREAT ATTENDANCE:**

- ✓ Up to 4 absences
- ✓ Student is counted AM Tardy Absent after 9:01 a.m. and PM absent after 12:01 p.m.
- ✓ Can be checked out during the day for no longer than 2 hours & must return before end of day
- ✓ Medical absence will not count against student (with proper verification)
- ✓ Special Circumstance and Culture Activity absences will not count against student up to 3 days

# 95% ATTENDANCE:

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

The following absences do NOT count against your student:

- School Related absence from school related function are automatically excused
- Medical absence must be verified by the attending physician or clinic
- **Special Circumstance** circumstance beyond control of student.
- **Culture Activity** participation of special/family culture activity

\*Medical, Dental, Special Circumstance, etc., must be turned into the office within 10 days of returning to school in order to verify and meet the attendance policy requirements. Consideration for Special Circumstance and Culture is at the discretion of the administrator.

#### **GRADUATION MATTERS**

BES strives to ensure student success in the school and provide multiple services to assist the students.

**Student Progress Reports** are issued at the end of every 9-week period either at Parent Teacher Conferences in November and April, or mailed. Progress reports include, but are not limited to, classroom grades, behavior, attendance, test scores and specials class grades. Parents are encouraged to contact the school if they have any questions or concerns about their child's progress or performance.

**Tutoring** is available during the regular school day for students who need intervention help. The 21<sup>st</sup> Century program also offers after school tutoring Monday – Thursday from 3:30 - 4:30p.m. for all students who need extra help.

**Counseling services** are available to all students. We provide individual counseling, group counseling, and grief counseling. We also assist families with outside counseling referrals if necessary. If you feel your child needs counseling services, please contact the school counselor.

**Retention** of a student will be a cooperative decision between the parent/guardian, counselor, and administrator and will be made in the best interest of the student.

Psychological testing will only be conducted with informed, written consent of the parent/guardian

#### **CULTURE MATTERS**

Browning Elementary values culture and language; we strive to provide as much access to both as much as we can. We have monthly culture activities in all classrooms and we hold special ceremonies throughout the school year for students/parents/community members to receive their Blackfeet name from an elder. Students have access to two BNAS Specials classes where they are learning language, history, and culture.

We currently have a 2<sup>nd</sup> grade Immersion class and a 3<sup>rd</sup> grade Immersion class in which various parts of the curriculum are taught in the Blackfeet Language and supported by the BNAS program.

#### SPECIAL HAPPENINGS AT BES

Open House-August 100,000 Word Club Trip-May Native American Week-September AR Goals and Incentive Trip Cultural Field Trips-September Various Student Clubs Pumpkin Patch-October Physical Education and Health Veteran's Day-November **Accelerated Reader Incentives** Christmas Program-December Cultural Days - Monthly Semester Awards Ceremony I Love To Read Activities-February March Madness Activities-March 100,000 Word Club SBAC Testing-April/May **Attendance Incentives** Easter Egg Hunt-April Fall/Spring Data Meetings End of Year Field Trips-May Parent Teacher Conferences

#### IMPORTANT INFORMATION

<u>Toys/Electronics</u> - Toys and electronic devices (tablets, iPads, game devices, etc.) are not allowed in school. Please keep these items at home. Items will be confiscated and placed in the office for parent pick up.

<u>Cell Phones</u> - BES understands the need to be in contact with your child; however, if your child brings a cell phone to school it is up to him/her to give it to the classroom teacher until the end of the school day. If he/she refuses to give the cell phone to the classroom teacher, it will be confiscated and placed in the office for parent pick up.

<u>Lost/Missing Items</u>— In an effort to curb the number of items that go missing, we encourage students to label all of the items that they bring to school; coats, sweaters, snow boots, notebooks, etc. If your child loses one of their items, they can check the lost and found box or speak with his/her teacher to help them locate the missing item.

\*\*BROWNING ELEMENTARY SCHOOL STAFF ARE NOT RESPONSIBLE
FOR LOST OR STOLEN ITEMS!!

# MTSS UNIVERSALS – TEAM BES

TEAM BES	To be safe	Expect respect	Act responsibly	Mindful learner
Classroom Instruction	-Stay seated -Hands feet and objects in personal space only	-Use manners -Wait your turn to talk -Observe and follow teacher directives	-Positive Praise -Follow the leader when leaving the classroom -3, 2, 1-stand up, push in chair, walk quietly	-Active learner and listener -Ask questions -Answer questions Share what you know
Hallways	-Keep hands feet and objects to yourself -Single file -Walk to the right -Arm length in front of you -Take one step at a time on stairways	-Walk with a purpose -Follow directions from all school staff and visitors -Talk in a quiet, calm voice -Go immediately to your destination	-Walk with a purpose -Know to correct misbehavior -Follow directions from all school staff and visitors -Make eye contact	-Listen to adult's instructions Look by observing others -Look at other's work in the hallway
Lunchroom	-Use quiet voice -Keep it neat -Stay in seat -Take only what you will eat -Correct other's mistakes	-Say excuse me, thank you and please -Sit up straight, face table and those across from you -Eat only your food -Chew food then talk after you swallow your food -Be considerate	-Eat only your food -Sit and stand with your class in cafeteria -Carry tray with two hands -Use napkins/silverware appropriately -Report spills on the floor -Wash hand before and after we eat	-Practice eating healthy foods from all food groups -Talk about healthy snacks -Encourage other to eat fruits and vegetables
Playground	-Use manners -Give compliments -Include and encourage others -Smile at others -Be happy with making positive choices	-Be aware of surroundings -Report hurtful behavior to the nearest adult -Ask others to join activity -Stay in playground area -Follow all game rules -Line up with class when asked to do so	-Be patient -Take turns -Be a good sportsman -Keep hands, feet and objects to yourself -Tell an adult if you have a problem -Take care of equipment	-Learn all game rules -Practice new games -Teach games to others -Learn to include others -Learn how to resolve conflicts using conflict resolution
Bathroom	-Pencils stay in classroom -Use toilet paper to clean yourself well -Use bathroom in a timely manner -Feet on floors using manners	-Toilet paper in toilet -Flush toilet -Trash in trash cans -Shut off water -Tell an adult when supplies are needed -Allow others privacy	-Use tissue to clean yourself -Wash your hands with soap and warm water often -Use nearest bathroom -Directly to bathroom and return directly to classroom	-Learn how to reduce germs -Good hygiene -Use tissue to blow nose
Assembly	-Walk single file into gymnasium -Walk on floor -Sit on bleacher seat facing speaker -Hands, feet, and objects in personal space	-Facing forward toward presenter -Hands in lap -Making eye contact with speaker -Zero noise level -Raising hand if question is asked	-Give full attention to the presenter -Sit in own personal space always facing forward -Feet on floor -Personal objects in pocket	-Active learner and listener -Willing to ask questions -Applauding in unison
Bus Line Up	-Listen to adult escorting you -Use kind words	-Walk single file -Quiet voices -Respectful kind words -Mature vocabulary	-Walk in a line -Keep hands, feet and objects to yourself -Smallest students in line first -Wait for bus to stop	-Keep personal belongings in vicinity of personal space -Practice reading quietly -Share with classmates what was learned in class

#### MULTI-TIERED SYSTEM OF SUPPORT (MTSS) FOR BEHAVIOR

# **BROWNING ELEMENTARY BEHAVIOR ACTION PLAN**

TIER I TIER II	TIER III	
Minor 1Principal ConferenceParent ContactPrincipal Option  Date:Initials:	Severe 1Principal ConferenceParent ContactLunch Detention (1 day)Principal Option  Date:Initials:	Extreme 1 Principal Conference Parent Contact I day OSS Solutions Meeting Principal Option Date: Initials:
Minor 2 Principal Conference Parent Contact Conference with teacher Principal Option  Date: Initials:	Severe 2 Principal Conference Parent Contact 1 day OSS Solutions Meeting Principal Option  Date: Initials:	Extreme 2 Principal Conference Parent Contact 2 day OSS Re-entry with team Principal Option  Date: Initials:
Minor 3 Principal Conference Parent Contact Solutions Meeting Principal Option  Date: Initials:	Severe 3 Principal Conference Parent Contact 2 days OSS Check In/Check Out Card Re-entry with team Principal Option Date: Initials:	Extreme 3  Principal Conference Parent Contact 3 day OSS Re-entry with team Principal Option  Date: Initials:
Minor 4Principal ConferenceParent ContactLunch Detention (1 day)Principal Option  Date: Initials:	Severe 4  Principal Conference Parent Contact 5 day OSS Solutions Meeting Re-entry with team Principal Option  Date: Initials:	Extreme 4 Principal Conference 5 day OSS Re-entry with team Principal Option Extreme 5 *Students who reach this level may be suspended for up to 10 days and may be recommended for change in placement

Parent Option: The parent/guardian has the option of sitting in class with their child instead of having the student serve OSS.

Conference with teacher: Classroom self-reflection tool to determine the cause/purpose of the behavior and developing a plan.

Solutions Meeting: Determination of student behavior and next steps; functional behavior assessment, behavior plan, referral to outside counseling/mental health, referral for special services, medical checkup, 504 plan, etc.

Principal Option (can include but are not limited to the following):

-Time out with principal -Letter of Apology -Meeting with Counselor

-Calming Room -Lunch Detention -Behavior Contract

-Out of School Suspension

<u>Tier I - Steps Level:</u> Students will be placed on this level when misbehavior in the classroom has progressed through the steps in a teacher's classroom management plan and has reached the level of a referral. Placement on this level is for less severe but consistent infractions.

<u>Tier II - Severe Level</u>: Students are automatically placed on this level when serious misbehavior occurs and/or has completed the steps level. Severe referrals require the student is sent directly to the principal. Serious misbehavior includes, but is not limited to:

- Bullying - Fighting - Instigating a fight

- Insubordination - Harassment (any) - Vandalism

- Overt defiance - Cussing

<u>Tier III - Extreme Level:</u> Students are placed on this level after progressing through the steps in the Severe Level. The following behaviors result in immediate progression to this level:

- Failure to comply with principal request
- Assault on a student or staff member
- Selling, possession, use, or distribution of drugs, alcohol, or tobacco
- Weapons (anything used with intent to harm another person)

# Fighting/Instigating a Fight

• Instigating a fight will be treated in the same manner as an actual Assault or Fight and will begin on the Tier II - Severe Level of the Behavior Action Plan.

# **Assault:**

- Less severe cases of assault will fall under the Tier II Severe Level of the Administrative Support Plan and progress from there. Serious offenses of Assault will fall under the Tier III Extreme Level of the Behavior Action Plan.
- Physical assault of a staff member will not be tolerated. Students who assault a staff member will be
  placed on the Tier III Extreme Level on the Behavior Action Plan and may be recommended for
  expulsion.

#### **Removal of Student:**

- Staff members maybe called to a classroom when a student exhibits extreme overt defiance or is out of control and affecting the safety of themselves or others. The student will have a choice to leave with the staff member. If the student chooses not to leave, the rest of the students in the classroom will be asked to leave the room and de-escalation process will be held so the student can make it to a safe area (counselor room or main office)
- The student maybe placed on the Tier III Extreme Level of the Administrative Support Plan or referred to another level of support.

\*Students who receive a referral during the quarter <u>may not</u> be allowed to participate in school related functions/field trips during that quarter (administrator discretion).

<sup>\*</sup>In accordance with the provisions of the state and federal law and the gun free schools act, any student who brings a firearm onto school property shall be expelled for a period of not less than one calendar year unless modified by the board of trustees, upon a recommendation from the school district Superintendent.

# BULLYING / HARASSMENT

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

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

Bullying can take many forms including:

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



#### \*\*REPORTING BULLYING\*\*

Browning Elementary School is a no bully zone! We take every report of bullying serious however it's important to be aware of the distinction and definition of what bullying is.

When we receive a report of bullying, the following steps are taken confidentially:

- 1. Report of bullying is received.
- 2. Information gathering names of students involved and description of the incident(s)
- 3. Interviewing students are interviewed individually in regards to the incident(s).
- 4. Determination if it is determined that bullying is occurring we do the following:
  - a. Appropriate consequence (refer to the MTSS behavior plan)
  - b. Parent notified
  - c. Safety plan for victim (if necessary)
  - d. Individual counseling (if necessary)

Browning Elementary strongly encourages positive relationships among students and staff. Please encourage your child to behave in a safe and appropriate manner; keep hands/feet to self, keep mean words to self, include everyone, take up for someone who is being bullied, and **report all bullying incidents to the assistant principal or the principal immediately.** 

<b>Browning Public Schools</b>	Browning Elementary	Calendar Report
07/01/2020 through 06/30/2021	2020-2021 Calendar Year	06/16/2020 // 10:12:22 AM

#### Legend



Non-instructional day

Non school day

#### **Key Dates**

We, Aug 19..... Th, Aug 20 ..... Non school Day, In Service Non school Day, In Service Fr, Aug 21 ..... Non school Day, In Service Mo, Sep 7 ..... Non school Day, Labor Day Th, Oct 15 ..... Non school Day, Teacher Convention Fr, Oct 16 ..... Non school Day, Teacher Convention We, Oct 28 ..... Instructional Day, 1st quarter end
Tu, Nov 10 ..... Instructional Day, Parent-Teacher
Conference Th, Nov 12 ..... Instructional Day, Parent-Teacher Conference
We, Nov 25..... Non school Day, Thanksgiving Th, Nov 26 ..... Non school Day, Thanksgiving Fr, Nov 27 .... Non school Day, Thanksgiving Mo, Dec 21 .... Non school Day, Winter Break Tu, Dec 22 ..... Non school Day, Winter Break We, Dec 23..... Non school Day, Winter Break Th, Dec 24 ..... Non school Day, Winter Break Fr, Dec 25 ..... Non school Day, Winter Break Mo, Dec 28..... Non school Day, Winter Break Mo, Dec 28...... Non school Day, Winter Break
Tu, Dec 29..... Non school Day, Winter Break
We, Dec 30..... Non school Day, Winter Break
Th, Dec 31..... Non school Day, Winter Break
Fr, Jan 1 ..... Non school Day, Winter Break
Mo, Jan 18..... Instructional Day, 2nd quarter/1st
semester end
Tu, Jan 19 .... Non school Day, In Service Fr, Feb 26 ...... Non school Day, No School (Make up day if needed)
We, Mar 24..... Instructional Day, 3rd quarter end Mo, Mar 29..... Non school Day, Spring Break
Tu, Mar 30 ..... Non school Day, Spring Break We, Mar 31..... Non school Day, Spring Break
Th, Apr 1 ..... Non school Day, Spring Break
Fr, Apr 2 ..... Non school Day, Spring Break Tu, Apr 6 ..... Instructional Day, Parent-Teacher Conference Th, Apr 8 ..... Instructional Day, Parent-Teacher Conference

Mo, May 31...... Non school Day, Memorial Day
Th, Jun 3 ...... Instructional Day, 4th quarter/2nd semester end

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Total Instructional Days: **180** Minutes: **NaN**  Total Non-Instructional: Days: **0** Minutes: **NaN**  Total Non-School: Days: **185** Minutes: **NaN**