

HIGH SCHOOL SPECIFIC INFORMATION

STUDENT INVOLVEMENT

We encourage BHS students to become actively involved in a school activity outside of their regular academic schedule. Membership in school clubs is open to everyone.

CLUBS

This list may be changed at any time based on student participation/interest.

Academic Challenge	Etaikasi (yearbook)	National Honor Society
Science Club	FCCLA	Library Club
Art Club	FFA	Shop Club
Intramural (Lunch)	Speech, Debate & Drama	Rodeo Club
Student Council		

ACTIVITIES

Football	Cheerleading	Softball
Golf	Basketball	Track
Cross Country	Volleyball	Wrestling

SCHOOL HOURS

Browning High School office hours are Monday and Tuesday 8:00 a.m. - 4:00 p.m., Wednesday 8:00 a.m.- 5:00 p.m. Thursday 8:00 a.m. to 4:00 p.m. and Friday 8:00 a.m. to 3:00.

BUILDING USE AFTER SCHOOL HOURS

Areas of the building may be used after school hours when a faculty member is in attendance and in charge. Students will be asked to report to the most convenient entrance at a definite time. The activity or group sponsor must be with the students or adults and is responsible for the securing of the facility. Unauthorized students in the building will be asked to leave and expected to do so.

STUDENT/PARENT DUE PROCESS

The school district recognizes the rights of all students without regard to race, sex, religion, creed or national origin. The exercise of these rights may not interfere with the rights of others. Students/parents may present complaints to a teacher or the building Administrator. Opportunities shall be provided for students/parents to exercise this right through channels established for consideration of complaints. The following student/parent appeals procedures will be provided:

- 1st- The complaint shall be brought to the attention of either the teacher or administrator in a scheduled meeting.
- 2nd- If satisfaction is not reached the student/parent shall be referred to the Building building administrator.

3rd- If satisfaction is not reached at the building level, the building administrator shall refer the student/parent to the Superintendent.

4th- If satisfaction is not reached at the Superintendent level the matter may be referred to the board of trustees if a violation of law or written School Board policy is alleged.

ACADEMIC INFORMATION

GRADES

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

- At least one student grade per week will be recorded in the grade book.
- All grades will be posted in the grade book as percentages.
- All grading systems are to include points for daily assignments, testing, and attendance. Grades are cumulative over the semester.
- The semester exam is to evaluate student competence for the semester. Each semester will have a final for each class. Grades will be available for students each semester.
- If a point system of grading is used, the maximum number of points possible for the term must be made known to the students and distributed at the beginning of the term in the course syllabus.
- An incomplete may be given with prior building administrator approval. The work that must be completed and the final due date must be shared with the student, their parent/guardian, and the building principal.

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

CREDIT (BOARD POLICY 3020)

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

- | | |
|--------------|-------------------|
| a. Freshman | 0-6 credits |
| b. Sophomore | 6-12 credits |
| c. Junior | 13 credit minimum |
| d. Senior | 18 credit minimum |

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

CREDIT RECOVERY

If a student fails a course with 45% or higher they may participate in Credit Recovery. Credit Recovery is completed through the use of computer based programs, OdysseyWare and Google Classroom Courses, and will take place after school and during summer school. Students will take a pre-test and then have lessons/units assigned based on the results. Students must complete all lessons assigned, and pass the Unit Assessments with a minimum of 70% in order to recover credit. Students who complete Credit Recovery courses will receive a grade of "C" for that course. If students wish to try and raise their grade higher than a "C" they must repeat the entire course as part of their regular course schedule.

GRADE POINT AVERAGES AND WEIGHTED GRADE POINTS

DEFINITIONS

- **Advanced Placement:** courses are those that are approved through the College Board Audit Process. Advanced Placement courses are designated in the Browning High School Course Description Catalog.
- **Grade points:** are the numeric equivalent of a student's grade in a credit-bearing course according to the following scale:

A = 4 B = 3 C = 2 D = 1 F = 0 I = 0

- **Grade Point Average (GPA):** is the average number of grade points earned per course in Grades 9 through 12. The cumulative GPA is shown on the student's transcript.
- **cumulative GPA** is calculated by dividing the total number of grade points earned by the total number of course credits included in the computation. The GPA should be rounded to two decimal points by rounding the second decimal position upward if the third decimal position is greater than four.
- **Transcript:** is a report of final grades and credits indicated by course.
- **Weighted grade points:** are similar to grade points except that weighted grade points differentiate between regular courses and Advanced Placement courses (not including Honors courses). Weighted grade points are the numeric equivalent of a student's grade in a credit-bearing course according to the following scale:

<u>Grade</u>	<u>Grade Points</u>	
	<u>Regular</u>	<u>Advanced Placement</u>
A	4	5
B	3	4
C	2	3
D	1	1
F	0	0
I	0	0

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

Grade Point Average and Weighted Grade Point Average Computations

All credit-bearing courses for which the student is assigned a grade of A, B, C, D, F, or I will be used for GPA and WGPA computations.

The grade earned in a course initially taken in high school and subsequently repeated is included in the computation each time it is taken.

Credits granted for approved courses offered by institutions other than Browning High School (classroom, correspondence, or online courses), work study, and transfer courses, if used for graduation credit, are included in the GPA/WGPA computations.

1. Grades and credits for dropped or incomplete courses will be treated for computing the GPA and WGPA as follows:
 - a. Courses which a student does not complete all requirements:

If the student does not complete all course requirements a notation of "I," or "Incomplete," [KM7] will be entered on the transcript, and report card. The student can follow procedures as per the Student-Parent Handbook to complete courses and have the "I" replaced with a letter grade. Any student who receives an "I" and does not complete all course requirements within the allowed time period, as per the Student-Parent Handbook, will have that grade replaced with an "F".
 - b. Should the student, with prior approval, transfer to a course in the same subject area, appropriate credit is awarded for those courses completed successfully.
2. Transferred credits and grades from other school systems shall be converted by the building administrator/designee into appropriate Browning High School credits and are included in the computations.
 - a. Courses in subject areas not traditionally taught in Browning High School, such as religion, will be included in the computations if grades are earned through an accredited school or program.
 - b. Advanced level courses not taught in Browning High School, but in subject areas taught in Browning High school, are included.
 - c. For transferred credits (non-Browning High School courses) to which marks such as "O" (Outstanding), "S" (Satisfactory), and "U" (Unsatisfactory) or numeric grades or percentages have been assigned, the school must secure or translate such marks to a scale of A, B, C, D, and F. These courses must be entered into the computerized student database separately.

STUDENT TRANSCRIPTS

Transcripts shall include the following:

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

The building administrator/designee is responsible for the following:

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

HONOR ROLL

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

NATIONAL HONOR SOCIETY

Students may earn the right to apply for Browning High School National Honor Society by receiving a cumulative GPA of 3.0 or better after having been enrolled for a minimum of three semesters in high school. (Grades are not weighted when determining GPA for the National Honor Society, all grades are on a 4.0 grade scale)

SEMESTER EXAMS

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

TUTORING

Students can receive tutoring services, and are encouraged to participate in the tutoring program throughout the year. Hours for tutoring are scheduled and posted at the beginning of each school year. We highly recommend that students failing any classes participate in this program.

GRADUATION REQUIREMENTS

Graduation requirements shall reflect high expectations and appropriate standards. Students graduating from Browning High School will enter society as adults who are prepared to participate actively and knowledgeably as citizens in their community, tribe, state, and federal government. Students will graduate with prerequisite skills that allow successful entry into and completion of post-secondary education or vocational training opportunities.

No student will be permitted to graduate from Browning High School unless he/she has completed the course requirements prescribed by District #9 Board of Trustees and meets the prescribed course of study for the state of Montana. All graduation requirements must be completed 48 hours prior to the graduation ceremony. All students will enter Browning High School on a "Distinguished Diploma" track; students must opt out, **with signed parent consent**, in order to graduate according to the "Foundational Diploma" track requirements. **You must contact the school principal if you wish to opt out of the Distinguished Diploma.**

Course requirements for graduation from Browning High School:

Foundational Diploma:

English.....	4
Mathematics.....	2
Science.....	3
Social Studies.....	3.5
World Geography (.5)	
Blackfeet Studies (.5)	
(Does not include Blackfeet Language, song/dance)	
World History (.5)	
American History (1)	
Government (1)	
Physical Education.....	1
Health Enhancement.....	(.5)
Fine Arts.....	1
Vocational Practical Arts.....	1

Computer Technology.....	(.5)
Electives.....	5 (minimum)
Total Required for Graduation.....	21.5 20.5

Distinguished Diploma:

English.....	4
Mathematics.....	4
Science.....	3
Social Studies.....	3.5
World Geography (.5)	
Blackfeet Studies (.5)	
(Does not include Blackfeet Language, song/dance)	
World History (.5)	
American History (1)	
Government (1)	
Physical Education.....	1
Health Enhancement.....	(.5)
Fine Arts.....	1
Vocational Practical Arts.....	1
Computer Technology.....	1
College Prep Electives*.....	2
Other Electives.....	3
Total Required for Graduation.....	24

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

Waiver of Requirements/Academic Variance

The building administrator will establish an academic variance committee comprised of staff representing both the traditional high school and alternative education program to review all petitions for a waiver. This petition will include a detailed request documenting extenuating circumstances that warrant the waiver. It will also include an information packet regarding the student's school history and performance as documented by a transcript, graduation plan, detailed attendance, and enrollment history. This information packet will also include a projected course plan for the remainder of the student's high school career and a transition plan for the first year beyond high school.

At minimum, all students will have met the basic graduation requirements as specified in A.R.M. 10.55.905. Under special circumstances, the building administrator may recommend modification to local graduation requirements to the District Superintendent. The Superintendent will have the authority to approve or deny the recommendation. In accordance with A.R.M. 10.55.906 (3), the Superintendent will then make the recommendation to the local board of trustees to accept the waiver.

Diplomas

All graduating students shall receive a diploma. Diplomas may be earned through completing either required credits or criteria identified in an approved IEP. Diplomas may be received prior to 4 years of high school attendance in accordance with District #9 Early Graduation Policy, which requires the expressed recommendation of the Superintendent and the permission of the Board of Trustees.

The high school building administrator shall approve of independent study alternative curriculum offerings prior to credit being applied to the core graduation requirements.

Transfer Student Graduation Requirements

Transfer students must meet the prescribed course of study for the State of Montana and Browning School District #9 in order to graduate. Transfer credits must be congruent with BHS core class requirements as determined by the high school building administrator.

Graduation

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

- A. The Superintendent of Schools shall set the date for the graduation ceremony each year.
- B. Only students who have met all credit requirements, both state and local, may be allowed to participate in the graduation ceremonies.
- C. The Board of Trustees may deny any student the honor of participating in graduation ceremonies for infractions of federal, state, or local laws, district policies or school rules.
- D. All graduation requirements must be completed forty-eight (48) hours prior to and approved by the high school building administrator before a student is allowed to participate in the graduation ceremony.
 - Graduation requirements require the student to complete 21/24 credits. These students are also required to complete 20 hours of community service and a senior oral examination based on a four-year portfolio.
 - Students receive 1/2 credit for all courses completed during the eighteen week period.
 - All students must be enrolled for seven periods per day. Exceptions to this rule for students may be made if approved by the Administrator. Exceptions include 504 plan, IEP, college, work release, or parenting responsibilities.
 - Students will complete graduation plans with their counselor each year. Students are responsible for the timely completion of their plan. Documentation of credit earned from an agency other than Browning High School must be provided to the building administrator at least 5 school days prior to the scheduled graduation date for the student to participate in the graduation ceremony. Documentation of completion of all graduation requirements must be provided to the High School building administrator two days prior to the scheduled graduation date in order for the student to participate in the graduation ceremony.
 - Maintaining tradition and pride in our school is very important. One way this can be accomplished is by using our school colors in school ceremonies. Therefore, graduating seniors will choose graduation caps and gowns that are black, white and/or red in color. Valedictorian and salutatorian will be determined after completion of eight semesters of grades earned with attendance at Browning High School for the last two full years.

SENIOR PORTFOLIO REQUIREMENTS

Title Page

Table of Contents

Academic Reports

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

Financial Literacy

- BHS will offer Financial Literacy workshops in early spring

Career/College Prep

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

Community Service

- 20 hours documented community service ***Must be pre approved by counselor***
Job shadowing is NOT considered community service
- 1 page explanation of community service

Academic Highlights

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

Clubs/Activities/Awards

Include all (optional, extra points granted)

Oral presentation of this portfolio is required for all students

COLLEGE PREP REQUIREMENTS

- 4 credits - English
- 3 credits - Math
- 3 credits - Social Studies including World History
- 2 credits - Laboratory Sciences

- 2 credits - chosen from the following: foreign language (preferably 2 years), computer technology, fine arts, or vocational education units which meet OPI guidelines.

STUDENT EMPLOYMENT PROGRAM POLICY

The administration and staff at Browning High School have a strong commitment for our students to remain in school for the entire four years. However, we understand there are circumstances where a student may need to work. This program is for seniors only.

CRITERIA FOR THE PROGRAM

- Students must be enrolled in four classes at the high school. Students must have at least 21 credits to be eligible for this program and maintain a C average in all classes. The student may not be over the attendance policy in any class.
- **Students must submit a request for work prior to the first day of the semester in which they wish to work.** The request must include:
 - A letter from the student explaining why they wish to work, who they will be working for, and who their direct supervisor will be.
 - A letter from the parents requesting their student be allowed to work, and stating that they have met with the student's counselor to discuss how the student may be affected academically by participating in the program.
 - A letter from the student's prospective employer stating the work hours, and that they understand that they will be required to complete a bi-weekly evaluation form.
 - A copy of their current transcript.
 - A Student Employment Program Checklist signed by their counselor.
- Students and employers must complete the bi-weekly evaluation form and turn it into their advisor[KM20] .
- Students will be required to provide bi-weekly pay stubs from their place of employment.
- The building administrator will approve or disapprove the student's acceptance into the program.
- Failure to adhere to these requirements may result in the student's termination from this program.
- When the student is out of school on work release, he/she will not be allowed to be on the school grounds during his/her work release period.

CRITERIA FOR STUDENT AIDE: OFFICE AND LIBRARY ONLY

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

INDEPENDENT STUDY PROGRAM

Browning High School provides alternative independent study resources to allow students the opportunities to earn extra credit outside the regular class/curriculum schedule to meet minimum graduation requirements at Browning High School. Teachers may elect to work with a student independently on a course of study within that teacher's certification and that is being offered by the high school during the current semester. All independent courses must be pre-approved by the High School building administrator.

CONDITIONS OF INDEPENDENT STUDY

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

SCHEDULING

Students shall be pre-registered for classes each year. Pre-scheduling for the following year will take place each year between February-August. All students are expected to carry a full schedule of classes. Seniors who qualify may participate in the work release program in the a.m. or p.m. No schedule changes will occur until a conference has been held between the high school building administrator and the parents or guardians of the student requesting the schedule change. All schedule changes must be made by appointment only with the main office head secretary.

PLACEMENT

The goal of Browning Public Schools shall be to place students at levels and in settings that will enhance the probability of both individual and collective student success. Developmental testing, together with other relevant criteria including, but not limited to health, maturity, emotional stability, and developmental disabilities will be considered in the placement of all students. *Final disposition of all placement decisions rests with the building administrator.*

TRANSFER

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

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

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

STUDENT BUILDING INFORMATION

BUILDING PASSES

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

BIKERS/WALKERS/SKATEBOARDS/HOVERBOARDS

Students are to abide by all school rules whether they are walking, riding their bikes, skateboards, or hover boards to and from school. Skateboards/hover boards are to be checked in to the office in the morning when student arrive and may be picked up after school. Skateboards/hover boards may not be used on campus during the course of a school day. Students caught riding any of these in the school will be subject to disciplinary consequences.

BUS SAFETY POLICY/TRANSPORTATION

Students on school-sponsored trips are under the jurisdiction of the school and its policies as outlined in the Activities Handbook, the Student Handbook and the School District #9 policy manual. Students must travel to and from the activities by transportation authorized by the school. Occasionally, circumstances require special travel arrangements. On those occasions, the Parent/Guardian must contact the Athletic Director or building administrator for approval of the travel plan prior to the bus leaving for the event. Parents wishing to have their student ride home with them after an event are to personally notify the coach/sponsor and submit a written request for permission to take the student.

Students are asked to keep in mind that when they travel, they are Browning's "Ambassadors" and are expected to behave in a manner that will reflect positively upon themselves and our community.

Students apprehended breaking the law, such as theft, consuming or having consumed alcohol, drugs, and tobacco or non-prescription drugs will forfeit their opportunity to participate in the present activity, will be sent home and will be subject to further disciplinary action. ***If a student is sent home, the parent/guardian will be required to***

provide transportation or pay the cost of providing transportation. Furthermore, if a student is detained by Law Enforcement the parent is responsible for penalties and transportation.

GUEST PASSES

No guest passes will be given for Students wishing to bring a guest to school. No Middle School students are allowed to attend dances at BHS, nor are BHS students allowed to attend dances at BMS. Guests for the prom must be enrolled high school students and they must be approved by the building administrator prior to attending.

LOST AND FOUND

All students are asked to please turn in any belongings that are found to the office so that they may be returned to the rightful owner. Articles turned-in will be stored in the lost and found for a period not to exceed 30 calendar days. Students should report to the office when they are missing personal or school belongings.

CLOSED CAMPUS

During the school year, students will have a closed campus at all times, to include lunch break, meaning they must stay on school grounds or have a pass to leave the building. Exceptions include students who are on work release, job shadowing, enrolled in college courses or under a special circumstance that is approved by a building administrator and a parent or guardian. The campus is defined as the high school building and the high school grounds within the sidewalks and parking lots. **For the safety of our students, no student will be released unless an adult picks him/her up at the office. Students who leave campus without a checkout slip will be considered truant, reported to law enforcement, and will be subject to disciplinary action.**

STUDENT GOVERNMENT

Student Council is the organization which enables the students to express their opinions, assist in the administration of the school, act as a clearing-house for student activities, and participate in the management of the school. The Student Council promotes leadership, initiative, and self-discipline among its members. The student body elects members. In addition, each class and club will hold elections to elect their officers and representatives to the Student Council.

CAFETERIA

Browning High School will furnish breakfast and lunch to all students free of charge for the school year. Students are expected to conduct themselves as ladies and gentlemen when eating.

GYM FLOOR

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

TELEPHONES

Students are not to use the telephones in teacher's rooms or the office during the school day. Students may use the counselor's' phone before and after school only. Students will not be allowed to use the counselor's phone during class.

DRIVING AND PARKING

All student and staff vehicles must be registered with the high school office. The high school will provide a registration sticker to be placed on the front windshield. Vehicles that are not registered may be towed at the owner's expense. Students are expected to abide by all traffic laws. Students who violate traffic laws may have their driving privileges suspended or terminated on school property. All vehicles in or around the school are subject to searches directed by the School district.

Students who do not have a driver's license are not allowed to drive to school. Students driving to school unlicensed will be subject to disciplinary action and may have their vehicle towed at the owner's expense.

Student parking is located in the South parking lot (by the gym). Students are NOT allowed to park in the staff parking area. Students will be asked to move if they are parked in the staff parking area.

High School Discipline

OLWEUS BULLY PREVENTION PROGRAM/ MONTANA BEHAVIOR INITIATIVE

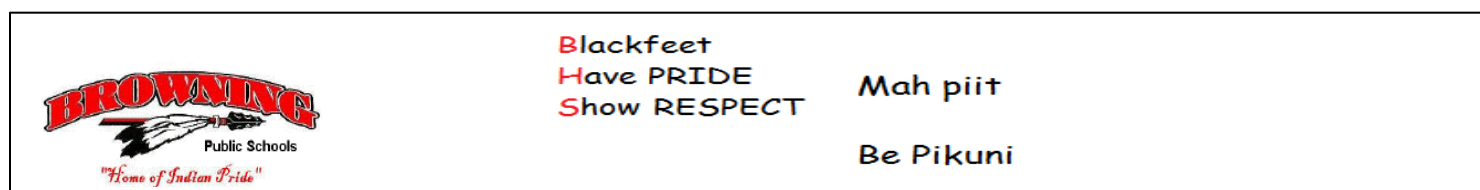
Our District has adopted the Montana Behavior Initiative Program. The program is meant to teach students the behavioral expectations in the various school settings. By teaching students those expectations there will be a reduction in bullying and student misbehavior. The program is meant to compliment the Olweus Bully Prevention Program. Each school has adopted a matrix of expected behaviors in various school settings such as the hallway, classroom, cafeteria, et. Please see the school addendum at the end of this handbook for the matrix specific to your school.

Each student is expected to contribute to creating and maintaining a sound learning environment. Students shall behave in a safe and orderly manner. Student behavior will be respectful toward adults and other students. Students will engage in instructional task focus while in the school setting. Students have an obligation to avoid engaging in behavior that detracts from the learning environment of others.

Behavioral expectations include, but are not limited to:

- Engaging in cooperative work with school staff and fellow students;
- Displaying punctuality and regular attendance at school;
- Demonstrating positive and prompt responses to adult requests;
- Refraining from the use of profanity or vulgar expressions;
- Displaying strong conflict management and verbal negotiation skills in order to avoid physical abuse or verbally assaultive acts;
- Avoiding dangerous behavior, which endangers self and/or others;
- Demonstrating strong judgment in avoiding bringing dangerous and/or illegal items to school;
- Encouraging appropriate behavior among peers;
- Treating the property of others and the school with respect and care;
- Accepting personal and/or financial responsibility for mistakes or poor judgment when appropriate;
- Refraining from the use, possession and/or distribution of illegal substances;

MONTANA BEHAVIOR INITIATIVE – BROWNING HIGH SCHOOL MBI MATRIX



BE	RESPECTFUL	RESPONSIBLE	SAFE
HALLWAYS	<ul style="list-style-type: none"> • Honor personal space • Speak respectfully • Treat others as you wish to be treated • Greet others with a smile and kind word 	<ul style="list-style-type: none"> • Carry a valid hall pass, monitored by staff • Honor time/people by going directly to your destination • Deposit litter in proper receptacle • Treat our high school with respect 	<ul style="list-style-type: none"> • Walk on the right side • Be mindful of people and surroundings • Report bullying
CAFETORIUM	<ul style="list-style-type: none"> • Follow directions • Listen to others • Exhibit good table manners • Show appreciation like our ancestors 	<ul style="list-style-type: none"> • Remain in designated area • Clean up your eating area • Pick up after yourself • Use respectful language 	<ul style="list-style-type: none"> • Wait in line • Join line at the back without stepping in front of anyone • Follow directions
BATHROOMS	<ul style="list-style-type: none"> • Respect privacy • Keep facilities clean 	<ul style="list-style-type: none"> • Flush as needed • Put litter in appropriate receptacle • Wash hands with soap • Conserve faucet water 	<ul style="list-style-type: none"> • Report problems, vandalism, to nearest staff

CLASSROOMS, LIBRARY, OFFICES	<ul style="list-style-type: none"> • Follow directions • Practice turn-taking • Use appropriate language • Use appropriate tone • Use inside voice • Leave the space tidy • Employ active listening • Participate actively 	<ul style="list-style-type: none"> • Access only appropriate websites • Use equipment correctly • Follow location rules 	<ul style="list-style-type: none"> • Keep your hands and feet to yourself • Remain in assigned location • Enter and exit in orderly fashion • Report any incidents
BUSES	<ul style="list-style-type: none"> • Be kind • Follow directions • Wait in line • Listen to the bus driver • Share seats • Use appropriate language 	<ul style="list-style-type: none"> • Keep your body and belongings inside the bus • Put litter in proper receptacle 	<ul style="list-style-type: none"> • Enter and exit in an orderly fashion • Stay in your seat • Report any incidents
SCHOOL GROUNDS, FIELDS, GYM	<ul style="list-style-type: none"> • Follow adult directions • Use appropriate language 	<ul style="list-style-type: none"> • Dispose of trash in appropriate receptacles • Use equipment correctly 	<ul style="list-style-type: none"> • Obey fire drill procedures • Use equipment correctly • Keep your hands & feet to yourself

Discipline

The Superintendent is directed to ensure that each building administrator develops a discipline handbook consistent with Board policy. Each building administrator is responsible for developing discipline procedures that are consistent, appropriate for the developmental level of the students in the site, and to the extent possible, logically related to the inappropriate behavior of the child.

Discipline shall be consistent with state and federal regulations. Corporal punishment will not be used under any circumstances with students. Documentation will be kept in each building site regarding out-of-school suspension and expulsion on appropriate forms. This data will be submitted to the Superintendent or his or her designee by the building administrator for reporting purposes to the Office of Public Instruction following the instructional year.

FIGHTING

A Fight is a confrontation between two individuals in which each attempts to harm the other. The purposeful instigation of a fight will also be considered fighting for disciplinary purposes. Watching/Recording a fight will also result in appropriate disciplinary consequences (see Browning High School Discipline Plan).

ASSAULT: PHYSICAL, VERBAL, OR WRITTEN

Browning Public Schools recognizes that our schools should be a safe learning environment for our staff and students to teach and learn in. The district will not allow assault on its' school campus'. A physical assault is the intentional infliction of, or an attempt to inflict a harmful or offensive touching or contact upon a person. A student shall not intentionally cause or attempt to cause physical injury to any school employee or student. **Reasonable self-defense** against bodily harm is not to be considered an intentional act under this rule. Reasonable self-defense would include blocking, covering up, or evasive actions or measures. Students who engage in any kind of physical, written, or verbal activity which would result in or have the intent to injure will be subject to disciplinary action (see Browning High School Discipline Plan). The following will take place:

- Conference with victim(s) to obtain verbal and written documentation as the nature of assault.
- Conference with individual to obtain verbal and written documentation of events leading up to assault.
- Immediate removal of the individual from student or employee contact. Out of school suspension will occur. Length of suspension will be up to 10 days. For a serious infraction of assault policy an immediate recommendation for expulsion may happen.
- **Police will be notified**
- Prior to reinstatement, an in-person parent conference will be required.
- If reinstatement occurs the student will be placed on an assault contract for the remainder of the school year. Any additional instances of similar behavior will result in a disciplinary hearing before the Board of Education, which may result in the student's expulsion from school.
- While student is awaiting a disciplinary hearing, they may be suspended for an additional 10 days.

A student who engages in the physical assault of a staff member will be recommended for expulsion to the Board of Trustees.

All threats of violence, whether oral, written, or symbolic, against students, staff, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terrorist behavior:

- the background of the student, including any history of violence or prior threatening behavior
- The student's access to weapons of any kind
- The circumstances surrounding the threat
- The age of the student and the mental and emotional maturity of the student
- Cooperation of the student and his/her parent (s) or guardian (s) in the investigation
- The existence of the student's juvenile or criminal history
- The degree of legitimate alarm or concern in the school community created by the threat
- Any other relevant information from any credible source.

ALCOHOL/DRUGS

GUIDELINES

Substances covered under these rules include any alcoholic beverage, narcotic drug, hallucinogenic drug, inhalant, anabolic steroid, barbiturate, amphetamine, marijuana, nicotine, any other stimulant such as phenylpropanolamine, depressant, intoxicant of any kind, substance purported to be one of the above, any dangerous drug as defined in Section 50-32-101 MCA or any imitation dangerous drug as defined in Section 45-9-111 MCA. The proper use of medication prescribed by a medical doctor by law to prescribe medication for that student does not violate this rule.

The following are prohibited in school buildings, on school grounds, in school vehicles, or at any school sponsored activities at any location at any time:

- A. Possessing, using, or purchasing tobacco, alcohol, or drug paraphernalia or being under the influence of drugs or alcohol.
- B. Being with a student who is possessing, using, or purchasing tobacco, alcohol, drugs, drug paraphernalia or who is under the influence of drugs or alcohol.
- C. Selling, providing, distributing or manufacturing tobacco, alcohol, other drugs, or drug paraphernalia.
- D. Being with a student who is selling, providing, distributing or manufacturing tobacco, alcohol, or other drugs, or drug paraphernalia.

Students exhibiting evidence of intoxication, incapacitation, or a drug over-dose in school or at school-sponsored events will be transported immediately to a local hospital or facility designated to provide detoxification services, along with immediate notification of parents, legal guardian and/or police.

ANY STUDENT WHO DOES NOT MEET OR FULFILL ALL REQUIREMENTS OF ILLEGAL SUBSTANCE RE-ENTRY CONTRACTS AND INSIGHT CLASS ATTENDANCE WILL NOT BE ALLOWED TO PARTICIPATE IN OR ATTEND ANY EXTRA CURRICULAR ACTIVITIES OR SCHOOL DANCES, INCLUDING PROM.

Browning High School Discipline Plan

STUDENT: _____ **GRADE:** _____

****MINOR OFFENSE****

Students are placed on this level when Misbehavior in the classroom has Progressed through the steps in teachers Classroom management plan. This level is For less severe but consistent infractions And also includes but not limited to:
Rough-housing, leaving campus, Repeated use of electronic devices

1st Offense: _____ (date)

____ Conference w/student
____ Parent Contact
____ 2 Days lunch detention
____ Administrator Option: _____

2nd Offense: _____ (date)

____ Conference w/student

****SEVERE OFFENSE****

Once students complete the "minor" level or for serious misbehavior - Serious misbehavior includes but not limited to:
*-Bullying -Hazing
-Harassment (any) -Cussing
-Insubordination -Tobacco
-Instigating a fight -Overt defiance
-Profanity towards staff
-Stopping class from functioning*

1st Offense: _____ (date)

____ Conference w/student
____ Parent Contact
____ Contract
____ 1 day ISS
____ Letter sent home
____ Administrator Option: _____

****EXTREME OFFENSE****

Includes but not limited to:
fighting, theft, vandalism

1st Offense: _____ (date)

____ Conference w/student
____ Parent Contact
____ 2 days OSS/ 1 day ISS
____ Re-entry with team
____ Contra

____ Administrator Option: _____

2nd Offense: _____ (date)

____ Conference w/student
____ Parent Contact
____ 3 days OSS / 2 days ISS
____ Letter sent home
____ Review for Expulsion

___ Parent Contact
___ 4 days lunch detention
___ Administrator Option: ___

3rd Offense: ___(date)
___ Conference w/student
___ Parent Contact
___ 1/2 day ISS
___ Administrator Option: ___

4th Offense: ___(date)
___ Conference w/student
___ Parent Contact
___ 1 day ISS
___ Administrator Option: ___

5th Offense: ___(date)
___ Conference w/student
___ Parent Contact
___ 2 days ISS
___ Administrator Option: ___

6th Offense: ___(date)
___ Conference w/student
___ Parent Contact
___ 1 day OSS
___ Administrator Option: ___

****ALCOHOL/DRUGS****

*Students who are using, in possession
Of, or with another student who is
Using and/or in possession of any
drug/alcohol/paraphernalia*

1st Offense: ___(date)
___ Parent Contact/team conference
___ 1 day OSS/2 days ISS
___ Letter home
___ Re-entry with team
___ Insight Class
___ Administrator Option: ___
___ Possible notify Police

2nd Offense: ___(date)
___ Parent contact/team conference

2nd Offense: ___(date)
___ Conference w/student
___ Parent Contact
___ Contract Review
___ 3 days ISS
___ Letter sent home
___ Administrator Option: ___

3rd Offense: ___(date)
___ Conference w/student
___ Parent Contact
___ Contract Review
___ 2 days OSS
___ Letter sent home
___ Administrator Option: ___

4th Offense: ___(date)
___ Conference w/student
___ Parent Contact
___ Contract Review
___ 3 days OSS
___ Letter sent home
___ Administrator Option: ___

5th Offense: ___(date)
___ Conference w/student
___ Parent Contact
___ Contract Review
___ 5 days OSS
___ Letter sent home
___ Administrator Option: ___

*Possible Recommend for Expulsion

****WEAPONS****

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

1st Offense: ___(date)
___ Parent Contact
___ Up to 10 days OSS
___ Possible recommend Expulsion

___ Administrator Option: ___

3rd Offense: ___(date)
___ Conference w/student
___ Parent Contact
___ 10 days OSS
___ Letter sent home
___ Recommend for Expulsion
___ Administrator Option: ___

****ASSAULT****

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

1st Offense: ___(date)
___ Notify Police
___ (up to) 10 days OSS
___ Parent Contact
___ (Possible) Recommend for Expulsion
___ Assault Contract
___ Administrator Option: ___

2nd Offense: ___(date)
___ Notify Police
___ 10 days OSS
___ Parent Contact
___ Recommend Expulsion

****OTHER****

*Includes but not limited to
bomb threat, false fire alarm,
gang activity, cheating/plagiarism,
breaking and entering of school
property, verbal threat against a
staff member, etc.*

1st Offense: ___(what)
Date: ___
___ Administrator Option: ___

2nd Offense: ___(what)
Date: ___
___ Administrator Option: ___

- ☐ 3 days OSS / 2 days ISS
- ☐ Letter Home
- ☐ Re-entry with team
- ☐ Insight Class
- ☐ Administrator Option: ____
- ☐ Possible notify Police

3rd Offense: ____ (date)

- ☐ Parent Contact/team conference
- ☐ 5 day OSS/2 days ISS
- ☐ Letter home
- ☐ Re-entry with team
- ☐ Insight Class
- ☐ Administrator Option/Change
Of Placement: ____
- ☐ Possible notify police

4th Offense: ____ (date)

- ☐ Notify Police
- ☐ Parent Contact/team conference
- ☐ Up to 10 days OSS
- ☐ Recommend for Expulsion

*Any student who does or is with a student
Who is selling, providing, distributing,
Manufacturing alcohol and other drugs
Or drug paraphernalia are subject to the
Following:*

- ☐ Notify Police
- ☐ Parent contact/team conference
- ☐ Up to 10 days OSS
- ☐ Recommend for Expulsion

*Any student who brings a **firearm** onto
school property shall be expelled for a
period of not less than one calendar
year unless modified by the Board of
Trustees, upon a recommendation from
The District Superintendent. As provided
By state law, the student may be suspended
up to 20 days pending the school board
hearing for the expulsion*

Offense: ____ (date)

3rd Offense: ____ (what)

Date: ____

____ Administrator Option: ____

ACADEMIC ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

MONTANA HIGH SCHOOL ASSOCIATION POLICY (BPS Policy #3520)

All students participating in extra-curricular activities at Browning High School must meet the academic eligibility and enrollment requirements in Browning Public Schools in addition to the rules and regulations stated in the Montana High School Association (MHSA) Handbook. MHSA statements are as follows: MHSA Handbook Article 2, Section (2) Eligibility.

"To be eligible to participate in an Association Contest, a student must be regularly enrolled in school, must be in regular attendance from the enrollment date, and received a passing grade in at least twenty periods of prepared class work or its equivalent in the last previous semester at the school where the student participates..."

Interpretation of the above Article is that students will be enrolled in at least two credits of classes while participating in Extra Curricular activities at Browning High School.

MHSA Handbook Article 2, Section (2), Academic Eligibility

"To be eligible to participate in an Association Contest, a student must have received a passing grade in at least twenty periods of prepared work per week or its equivalent during the last preceding semester in which he/she was in attendance. If a student is assigned an "incomplete" or a "condition" in a subject, he/she has not received a passing grade in this subject. The record at the end of the semester is final and scholastic deficiencies may not be "made up" in any way. This section shall not apply to students committed to Pine Hills School or to students assigned to MHSA interscholastic activities as part of their Special Education Individual Education Plan (I.E.P.)."

Interpretation of the above Article is that students must earn 2 credits during the semester prior to the sport season in order to participate in a particular sport. Passing four classes worth 1/2 credit per semester will meet this standard. P.E. and Office Aide classes are worth 1/4 credit per semester.

MHSA Handbook Article 2, Section (15), Award Rule

"No award exceeding fifty dollars (\$50.00) in value shall be given per event in any MHSA sanctioned sport or in any MHSA sanctioned interscholastic activity by a member school, by any person or by an organization to a student in recognition of that student's achievement or participation in any interscholastic activity. An event is defined as a sports camp, an invitational tournament/meet, a post season recognition (i.e. sports banquet), or fund raiser or similar function. Cash cannot be awarded."

Violation of this rule will render the student ineligible in the MHSA sponsored sport or activity for the student who received the award. The Board of Control will follow the same procedure for restoring the eligibility status as provided in the last paragraph of the Amateur Rule, Article II, Section (16) of the Handbook.

Policy

It is the expectation of Browning School District #9 that all of its students will experience success in all academic and extracurricular endeavors in which they participate. The efforts of all School District #9 employees will be focused on supporting the efforts of its students at achieving excellence in the academic and extracurricular areas.

Browning Public Schools has implemented the following Academic Eligibility Policy for students, grade 6-12 concerning participation in all Extra-curricular club/sport activities as listed in the Browning Activities Handbook. The goal of this policy is to encourage academic excellence and foster long range goal setting by the students of Browning Public Schools. It is important that students and parents or guardians understand that the primary mission of the school is to provide an academic education to its students and the privilege of participation in extra-curricular activities will be based upon achievement in the classroom.

All activities involving out-of-district trips will be covered under this policy. Attendance at concerts, dances, sporting events, etc. sponsored by the school will not be covered under the following policy. For the purposes of this policy, days referred to will be considered to be calendar days.

1. Weekly feedback will still be given to the student concerning their academic standing.
2. Browning Public School students, (Grades 6-12), should meet weekly eligibility by passing all classes to be eligible to participate in Extracurricular Activities as defined herein. Students failing two or fewer classes will be allowed to participate upon meeting the following weekly eligibility requirements:
 - A. The student must meet with the teacher(s) of the classes that he/she is failing on or prior to Tuesday (or Wednesday during weeks in which Monday is not a school day) to determine why he/she is failing. If the student is not able to reach the teacher, he or she should contact the building administrator.
 - B. The teacher(s) will inform the Activities Office, via academic eligibility report, declaring the student eligible because the student has fulfilled the requirements of the teacher.
 - C. If no report is provided to the Activities Office, the student will remain ineligible.

3. Students failing more than two classes may not participate in a contest/event until the student is passing all classes (as per 2a and 2b listed above).
4. Students ineligible in any class three consecutive weeks will need to become passing before they will be able to participate in any school sponsored activities.

CORRECTION PROCEDURE

Any student who believes that they are marked ineligible incorrectly must meet with the teacher and provide evidence to correct the error. The teacher must fill out and sign a note to the coach/sponsor stating the error and its correction. The student must then get approval from the building administrator who will also sign the note to verify approval. The student must then give the note to the coach who will keep it for the duration of the season for future reference.

Activities included in this policy follow: All activities as defined by MHSA.

Any school sanctioned clubs inadvertently omitted and new ones added to the school program will also be included in the application of this policy.

EXTRA-CURRICULAR ACTIVITY PARTICIPATION GUIDELINES:

For a student to participate in practice or a contest/event, he/she must have been in attendance at school that day, (Monday through Friday) or have an medical absence prior to 4:30 on the day of the activity.

Students who transfer to Browning Public Schools during a sport season, but prior to the divisional tournament or first playoff game date, will be considered eligible to participate if they are eligible according to MHSA standards. The grades that transfer in with the student must meet the eligibility criteria of Browning Public Schools. The student must also meet the MHSA 10 day practice requirement before participating in a contest/event.

Students who are ineligible for a semester according to MHSA criteria will be allowed to practice with the team while ineligible and compete the first Monday after the new semester begins, provided the student becomes eligible according to MHSA criteria. The Browning Public School eligibility policy will apply to these students. 1997-98 MHSA Handbook, Article 2, Section (17).

HOMECOMING POLICY

The selection of the King/Queen and Prince/Princess candidates for homecoming will follow these guidelines:

- *There will be five senior boys/girls selected by the senior class through a vote. Senior status is by credit accumulation. The senior class and/or student body will vote for their selection of King/Queen and winners will be announced at halftime of the homecoming game.*
- *There will be three grade level Prince and Princess candidates selected by their grade level peers. Voting for these students will take place at the same time as the class election.*
- *The King/Queen and Prince/Princess candidates will follow the same guidelines for participation in an extra-curricular activity as those outlined in the activity handbook. Candidates must meet the same requirements, as do all other students involved in extra-curricular activities for eligibility.*

- *All King/Queen and Prince/Princess candidates will dress appropriately for the parade, and the coronation ceremony at the football game. This dress does not include t-shirts or blue jeans. Male candidates must dress in appropriate attire; which would include a pair of trousers, some kind of collared shirt and sweater or tie and coat. Football players may wear their home game jersey as well as trousers. No blue jeans are to be worn. Girls will dress in formal dress attire; which would include a pantsuit, slacks and a sweater, or some type of formal dress.*
- *The process of selection for which the candidates will ride during the homecoming parade and sit with during the homecoming game, will be done through a blind draw with all senior sponsors in attendance. This will be done the Monday morning of homecoming week. All names will go into a secret ballot and will be drawn randomly by a designated senior. The choices as drawn will be final, and no changes will be made to the riding assignments after the drawing is made.*

