

Mrs. Sheila Hall, Principal Ms. Racquel Little Plume, Assistant Principal Ms. Dellyssa Ladd, Secretary Ms. Jill Madman, Attendance Aide (406)338-2740 Dear Parents, Families & Guardians of students at BES,

Oki! Welcome to the 2021-22 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.

I would like to take this time to introduce Racquel Little Plume who is the assistant principal at Browning Elementary. Last year she was the eighth-grade teacher at Browning Middle School. 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 work 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. Pay close attention to the BES addendum as this section outlines important information directed related to Browning Elementary.

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. We look forward to partnering with you during the 2021-22 school year!

Sincerely,

Mrs. Sheila Hall, Principal

Ms. Racquel Little Plume, Assistant Principal

Browning Elementary School



Student and Parent Handbook Receipt Form 2021-2022

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/Guardian 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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Principal: Sheila Hall

Instructional Coaches: Arlene Wippert TBA

<u>Prevention Specialist:</u> Kim Tatsey-Mckay

2nd Grade Teachers:

Samantha Grant – Immersion Jennifer Salois Carina Stoves Vivian Sanderville Melissa Henderson TBA TBA TBA

3rd Grade Teachers

Willamina Tailfeathers – Immersion Victoria McClellan Kayla Jeckell Julius Weaselhead Rebecca Kennedy TBA TBA TBA

Cooks:

Michelle Plouffe – Head Cook Phillip Sure Chief

Custodians:

Quentin New Robe Kim Radasa Angela Butterfly Assistant Principal: Racquel Little Plume

Office Staff: Dellyssa Ladd – Secretary Jill Madman – Attendance Aide

<u>Counselor:</u> Dawn Magee-Cobell

<u>Tutor:</u> Roberta Kipp

Special Services:

TBA Elizabeth Tailfeathers Chyana Johnson – Speech TA Malana Grant – Speech TA

Support Staff/Teacher Assistants:

TBA Javier Bustos Dale Ducharme Michele CalfTail Jacky Makes Cold Weather Angel Marceau Janet Lamere Cydnie Sharp

Specials Staff:

Art:	Heidi Morales
BNAS 1:	Arthur Westwolf
BNAS 2:	Amanda Whiteman
Librarian:	Shawnee Skunkcap
Music:	Dana Bremner
PE/Health:	Calvin Lang
Technology:	ТВА

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. Students absences or tardies should be called in before classes starts are 8:15 a.m.

School Hours

- Students are expected to arrive no earlier than 7:45 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 and lunch are provided to all students. Students eat together in the cafeteria with their class.
- 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 <u>crosswalk</u>.

- > 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 <u>the South side of building</u>. 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.

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.
- ✓ Have no check outs before 3:15 pm (M-Th) and 2:15 pm (For any early out)
- ✓ School Related absences will not count against student
- ✓ 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:

- \checkmark Up to 4 absences
- ✓ Student is counted AM Tardy Absent after 9:01a.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 execused
- Medical absence must be verified by attending physician or clinic
- Special Circumstances circumstances beyond control of student
- **Culture Activity** participation of special/family culture activity

The following absences do NOT count against your student

*Medical, Dental, Special Circumstance, etc., must be turned into 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 strive 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 are in need of intervention help. 21st Century program also offers after school tutoring Monday – Thursday from 3:30-4:30 p.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 is in need of 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 2nd grade Immersion class and a 3rd grade Immersion class in which various parts of the curriculum are taught in the Blackfeet Language and supported by the BNAS program.

SPECIAL HAPPENINGS

Meet & Greet – August Open House – September Native American Week – September Cultural Field Trips – September Pumpkin Patch – October Veteran's Day – November Christmas Program – December I Love To Read Activities – February March Madness Activities – March 100,00 Word Club Trip – May AR Goals and Incentive Trip Various Student Clubs Physical Education and Health Accelerated Reader Incentives Cultural Days – Monthly Semester Awards Ceremony 100,00 Word Club Attendance Incentives SBAC Testing – April/May Easter Egg Hunting – April End of Year Field Trips - May

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!!**

<u>Multi-Tiered System of Supports</u> – Browning Elementary is an MBI school. MBI refers to the application of positive interventions and system changes to achieve socially important behavior change. In Montana, MBI has transitioned to MTSS or a Multi-Tiered System of Support for behavior and academics. The process has been applied successfully with a wide range of students, in a wide range of contexts, and extended from an intervention approach for individual students to an intervention approach for entire schools.

Browning Elementary understands the importance of developmentally appropriate social and emotional learning within our MTSS framework. Our evidence-based curriculum for social-emotional learning is Conscious Discipline and DESSA.

MTSS UNIVERSALS – TEAM BES

Browning Elementary School



Behavior Expectations Matrix

BES Matrix	<u>T</u> o Be Safe	<u>E</u> arn Respect	<u>A</u> ct Responsible	<u>M</u> indful Learning	
Entering BES	-Masks must be worn correctly -Use hand sanitizer -Honor your personal space -Honor other's space	-Be positive -Speak with respect	-Walk quietly upon entering -Go directly to destination	-Be prepared -Be engaged -Complete all tasks	
Breakfast/ Lunch	-Wash or disinfect hands -Honor your personal space	-Use your manners -Speak with respect	-Keep your food in your area -Remain seated while eating -Clean up after yourself -Place trash in food receptacle	-Be mindful of people -Be mindful of surroundings -Report bullying	
Classroom	-Masks must be worn correctly -Use hand sanitizer -Honor your personal space -Honor other's space	-Be positive -Speak with respect -Follow directions	-Walk in quietly -Be on time -Complete all tasks	-Be prepared -Be engaged in learning	
Hallway	 -Masks must be worn correctly -Use hand sanitizer -Honor your personal space -Remain on floor markers -Walk quietly on the Right -Go directly to destination 		-Be positive -Speak with respect	-Be mindful of people -Be mindful of surroundings -Report bullying	
Restroom	-Masks must be worn correctly -Flush toilet -Wash hands properly -Vash hands properly		-Honor your personal space -Honor other's space -Place trash in receptacle	-Report bullying -Report problems or vandalist	
Dismissal	-Masks must be worn correctly -Use hand sanitizer -Honor your personal space -Honor other's space	-Be positive -Speak with respect -Treat yourself with respect -Treat others with respect	-Walk quietly while exiting -Honor your personal space -Go directly to destination	-Be prepared for dismissal -Follow directions -Be mindful of people -Be mindful of surroundings	
Calming Room	-Masks must be worn correctly -Use hand sanitizer -Honor your personal space -Honor others space	-Be positive -Speak with respect -Treat yourself with respect -Treat others with respect	-Remain with designated escort -Go directly to destination	-Practice breathing exercises -Check your feelings w/ mood meter -Be mindful of people -Be mindful of surroundings	
Care Room	-Masks must be worn correctly -Use hand sanitizer -Honor your personal space -Honor others space	-Be positive -Speak with respect -Treat your with respect -Treat others with respect	-Remain in designated area -Remain calm	-Be mindful of others -Be mindful of surroundings -Share concerns with a caring adult	
Tardy	ly -Masks must be worn correctly -Speak with respect -Honor your personal space -Honor others space		-Walk quietly upon entering -Go directly to destination	-Be prepared -Be engaged -Complete all tasks	
Recess	-Remain in designated area -Be mindful of others -Be mindful of surroundings -Report Bullying -Report Bullying -Re		-Keep area clean -Pick up your belongings -Store belongings properly	-Report problems to adult -Report vandalism	
Bus Line Up			-Walk in a line -Honor your personal space -Smallest students in line first -Wait for bus to stop	-Honor your personal space -Be mindful of surroundings -Be mindful of people -Report bullying	

MULTI-TIERED SYSTEM OF SUPPORT (MTSS) FOR BEHAVIOR

TIER I	TIER II	TIER III
Minor 1 Principal Conference Parent Contact Principal Option	Severe 1 Principal Conference Parent Contact Lunch Detention (1 Day) Principal Option	Extreme 1 Principal Conference Parent Contact 1 day OSS Solutions Meeting Principal Option
Date: Initials:	Date: Initials:	Date: Initials:
Minor 2 Principal Conference Parent Contact Conference with teacher Principal Option	Severe 2 Principal Conference Parent Contact 1 day OSS Solutions Meeting Principal Option	Extreme 2 Principal Conference Parent Contact 2 days OSS Re-entry with team Principal Option
Date: Initials:	Date: Initials:	Date: Initials:
Minor 3 Principal Conference Parent Contact Solutions Meeting Principal Option	Severe 3 Principal Conference Parent Contact 2 days OSS Check In/Check Out Card Re-entry with team Principal Option	Extreme 3 Principal Conference Parent Contact 3 days OSS Re-entry with team Principal Option
Date: Initials:	Date: Initials:	Date: Initials:
Step 4 Principal Conference Parent Contact Lunch Detention (1 Day) Principal Option	Severe 4 Principal Conference Parent Contact 5 days OSS Solutions Meeting Re-entry with team Principal Option	Extreme 4 Principal Conference 5 days 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
Date: Initials:	Date: Initials:	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
 - Lunch Detention
- Meeting with Counselor
 - Lunch Detention Behavior Contract

Calming Room

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Out of School Suspension

TIER I - Minor Level: 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.

TIER II - Severe Level: 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 - Insubordination - Harassment (anv)
 - Cussing
- Instigating a fight

- Overt defiance

- Vandalism

TIER III - Extreme Level: 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)

*In accordance with 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.

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 students:

- 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 may not be allowed to participate in school related functions/fieldtrips during that quarter (administrator discretion).

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 RECEIVED
- 2. Information gathering names of students involved and description of the incident(s)
- 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.*

Browning Public Schools 07/01/2021 through 06/30/2022

Browning Elementary 2021-2022 Calendar Year

Calendar Report 06/09/2021 // 01:26:14 PM

Legend

Non-instructional day						
	Non school day					
Key Dates						
Mo, Sep 6 Th, Oct 21	Non school Day, Labor Day Non school Day, Teacher Convention					
Fr, Oct 22	Non school Day, Teacher Convention					
We, Oct 27	Instructional Day, 1st quarter end					
Tu, Nov 9	Instructional Day, Parent-Teacher Conference					
Th, Nov 11	Instructional Day, Parent-Teacher Conference					
We, Nov 24	Non school Day, Thanksgiving					
Th, Nov 25	Non school Day, Thanksgiving					
Fr, Nov 26	Non school Day, Thanksgiving					
Th, Dec 23	Non school Day, Holiday - Other					
Fr, Dec 24	Non school Day, Holiday - Other					
Mo, Dec 27	Non school Day, Holiday - Other					
Tu, Dec 28	Non school Day, Holiday - Other					
We, Dec 29	Non school Day, Holiday - Other					
Th, Dec 30	Non school Day, Holiday - Other					
Fr, Dec 31	Non school Day, Holiday - Other					
Mo, Jan 3	Non school Day, Holiday - Other					
Tu, Jan 4	Non school Day, Holiday - Other					
Mo, Jan 17	Non school Day, In Service, 2nd quarter/1st semester end					
Fr, Feb 25	Non school Day, Holiday - Other					
Fr, Mar 4	Non school Day, Holiday - Other					
Th, Mar 24	Instructional Day, 3rd quarter end					
Tu, Apr 5	Instructional Day, Parent-Teacher Conference					
Th, Apr 7	Instructional Day, Parent-Teacher Conference					
Mo, Apr 11	Non school Day, Spring Break					
Tu, Apr 12	Non school Day, Spring Break					
We, Apr 13	Non school Day, Spring Break					
Th, Apr 14	Non school Day, Spring Break					
Fr, Apr 15	Non school Day, Spring Break					
Mo, May 30	Non school Day, Memorial Day					
Fr, Jun 3	Non school Day, In Service					

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