



*School District #9, Glacier County, Montana*

## **Browning Public Schools**

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

# **Student and Parent Handbook Receipt Form**

## **2016-2017**

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 \_\_\_\_\_

## Browning School District 9

### School – Parent – Student Compact

Federal guidelines require that all schools receiving Title I funds develop a School – Parent Compact. A compact is an agreement among participants working together for a common goal. Teachers, students, and parents all have the responsibility to contribute to the effort to establish an effective climate for learning for all students. This compact outlines the role of each group in an effort to provide a high quality education for our students.

**As a student, I will:**

- Attend school regularly and arrive to all classes on time
- Complete homework assignments on time and to the best of my ability
- Always do my best to produce quality work
- Participate in school related activities
- Set aside time at home to read each day
- Show respect for fellow students, teachers, and school property
- Follow classroom, school, and bus rules

**As a parent, I will:**

- Ensure that my child attends school regularly and arrives on time
- Ensure that my child completes his/her homework on time
- Provide a place in the home where my child can read, study and complete assignments
- Discuss my child's progress with his/her teacher on a regular basis
- Support the school and encourage my child to be respectful of teachers and fellow students
- Encourage my child to read at home daily
- Volunteer at school whenever possible

**As teachers, we will:**

- Help each child meet his/her fullest potential in a safe learning environment
- Make efficient use of learning time by coming prepared to teach with meaningful activities
- Provide high quality curriculum and instruction in a supportive environment where learning is encouraged and celebrated
- Adapt instruction to meet the individual needs of all learners
- Encourage students to read for enjoyment as well as information
- Supply students and parents with clear and frequent evaluations of progress and achievement
- Promote an environment where parents feel welcome in our school and are encouraged to volunteer and participate in classroom activities
- Encourage parents to contact teachers to discuss their child's progress academically and socially
- Hold parent-teacher conferences to discuss individual student achievement and share ways to support learning at home

Student: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Representative: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To students and parents:**

**Parent/Guardians, and Students,**

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

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

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

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

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

## **Browning Public School Organization**

### **Board Members:**

- Wendy Bremner-Chairperson
- Brian Gallup -Vice Chairmen
- Velden Calica-Board of Trustees
- Steve Conway-Board of Trustees
- James Running Fisher-Board of Trustees
- Kristy Salway Bull Shoe-Board of Trustees
- James Evans-Board of Trustees
- Brenda Croff -Board of Trustees

### **Browning Public Schools District Administration:**

- John Rouse - Superintendent of Browning Public Schools
- Jason Andreas – Director of Programs

## DISTRICT VISION STATEMENT

Browning Public Schools (BPS) is a community of families, students, staff and school board members who work to provide the very best education for all our children through guidance, teaching, support, and appropriate rules and policies.

## DISTRICT MISSION STATEMENT

Browning Public School shall be a safe, friendly place where students and staff feel successful on a daily basis, and where parents and staff share in strong partnerships in support of children. Culturally appropriate lessons are delivered through exciting, motivating learning experiences and are based on high expectations, which include social interaction and participation in extracurricular activities. Students will graduate with the skills they need to be successful. The Board of Trustees and Administration support students and staff in pursuit of this vision.

## DISTRICT EDUCATIONAL GOALS

### **The district has defined the following overall educational goals:**

- Improve student achievement PreK-12 as evidenced by improved assessment results and increased graduation rates.
- Assure that all staff, through frequent, respectful interactions with students and families, contribute to a student's educational experience and influence a student's personal development, academic performance and achievement.
- In conjunction with family and community, implement a well-developed, multicultural curriculum and insist on high standards for students within that curriculum. Provide each student with relevant instructional information PreK-12 through effective, developmentally appropriate methods of engaging students and meaningful assessment related to student achievement.
- Model effective governance through exemplary leadership that is demonstrated through the efficient management of financial and human resources.

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## **I. IMPORTANT NOTICES**

### **EQUAL EDUCATION AND NON-DISCRIMINATION (BPS #3000)**

BPS, District #9 is committed to nondiscrimination in the provision of all educational services. An equal educational opportunity is a fundamental right under both the Montana and United States Constitutions; it is the policy of this District to provide a learning environment free of discrimination. All students have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling services, extracurricular and other school-related activities.

Discrimination in education because of sex, race, color, creed, religion, national origin, age, physical or mental handicap, political belief, and marital or parental status is prohibited unless based upon reasonable grounds as provided by law. The District is committed to taking the appropriate and feasible remedial action necessary to eliminate existing discrimination and its effects. **Inquiries regarding discrimination or intimidation should be directed to your child's school Title IX/504 Compliance Officer or the BPS Title IX/504 coordinator 338-2715 ext. 281.** In compliance with federal regulations, the District will notify annually all students, parents, staff, and community members of this policy and the designated compliance officer to receive inquiries. Notification should include the name and location of the compliance officers and will be carried in all handbooks and published in community newspapers. (see Appendix A)

### **EDUCATION OF HOMELESS CHILDREN (BPS#3125)**

Each child of a homeless individual and each homeless child has equal access to the same free, appropriate public education as provided to other students. The trustees must assign and admit a child who is homeless to a school in the District regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The trustees may not require an out-of-District attendance agreement and tuition for a homeless child.

The federal government's legal definition of homelessness based on the McKinney-Vento Homeless Education Assistance Act is anyone who...

- Is lacking a regular, fixed and adequate nighttime residence (substandard housing)
- Is sharing housing due to economic struggles (double-up)
- Is living in a shelter, hotel or motel
- Is living in a public place not designed for sleeping (cars, parks)
- Is an unaccompanied youth, a child or youth awaiting foster care placement
- Is a child or youth abandoned in a hospital
- Is a migrant child who qualifies under any of the above

A complaint regarding the placement or education of a homeless child shall first be presented orally and informally to the District's homeless liaison/coordinator. Thereafter a written complaint must be filed in accordance with the District's Uniform Grievance Procedure. (see Appendix E)

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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.

Every student has the right:

- » **To be free from discrimination, sexual harassment, harassment, bullying or menacing**
- » To learn in a safe healthy environment
- » To have his/her property safe and protected
- » To be treated fairly
- » To know what teachers and parents expect of him/her
- » To present his/her side of any story
- » To be respected as an individual
- » To have an opportunity to attend school and classes regularly

Every student has the responsibility:

- » To respect others
- » To be honest and always tell the truth
- » To obey the rules of the school
- » To complete and do his/her best on all schoolwork

- » To treat school property with respect
- » To attend school daily and arrive on time
- » To use the District network/technology in an appropriate manner for educational purposes only

A student shall not:

- » Disrupt school or display any behavior which is disruptive to the orderly process of classroom instruction. ("Disrupt school" shall mean use of profanity, force, noise, coercion, intimidation or other disorderly conduct on school premises, going to and from school, while riding on any school transportation, or attending or participating in any school sponsored activity while within the jurisdiction and/or supervision of the school.)
- » Exhibit hostile, physical or verbal action against another individual.
- » **Engage in any behavior that would be considered sexual harassment.**
- » **Engage in any behavior that would be considered, harassment, bullying or menacing**
- » Fight, push, rough-house, or kick others
- » Uses profane, obscene, indecent, immoral or offensive language and/or gestures.
- » Cheat, plagiarize, lie, or forge any documents
- » Defy the reasonable request or direction of school personnel.
- » Damage, destroy or steal property belonging to the school or others.
- » Be in possession of dangerous chemicals, i.e.; mace, pepper spray.

## RELEASE OF "DIRECTORY INFORMATION"

Browning Public Schools will publish the names, pictures, or videos of students in the newspaper, hallways, school district public areas, radio stations, TV stations, on the district web page, on Facebook or other social media, or in video to be used in training or for other public relations reasons. Publishing may include filming of entire classroom instruction and district sponsored events.

Regarding student records, federal law allows that directory information on your child be released by the District to anyone who requests it unless you object in writing to the release of all of this information. **This objection must be filed within ten days of the time this handbook was given to your child.**

Directory information is considered to be public information unless you request that it be kept confidential. Throughout the year, the District may release directory information regarding student, limited to the following:

- Student's name, address, and phone number
- Gender
- Date and place of birth
- Field of study
- Participation in officially recognized activities or sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received and class standing
- Most recent previous educational agency or institution attended
- Parent/Guardian names and addresses
- Enrollment status
- Photograph

## WEATHER EMERGENCIES/SCHOOL CLOSURE (BPS Policy #4013)

If a weather or other emergency occurs, and/or all roads are closed by 7:00 A.M. by the Montana Highway Patrol and B.I.A. Roads Department, schools will close. Announcements will be made on 96.7 FM - KZIN, 1150 AM - KSEN: 560 AM- KMON; KBWG (Thunder Radio) 107.5, Local TV and KFBB. The District will attempt to make up the missed day on the following Saturday.

## VIDEO SURVEILLANCE (BPS Policy # 3235)

The District may use video equipment, which may include audio, in schools or on school property to safeguard district property and ensure student, staff, and visitor safety. The District may use the videotapes for appropriate student discipline, and the tapes may become part of the student's permanent record. Video surveillance can include transportation to and from school, field trips, and extracurricular bus trips. Videotapes may be released to the proper legal authorities in compliance with appropriate state and federal laws.

## ACCEPTABLE USE OF ELECTRONIC NETWORK (BPS Policy #3612)

### *General*

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

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

## *Curriculum*

The use of the District's electronic networks shall be consistent with the curriculum adopted by the District, as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and shall comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with the District's educational goals, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

## *Acceptable Uses*

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

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

- A. Uses that violate the law or encourage others to violate the law, including, but not limited to, transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the District's student discipline policy; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
- B. Uses that cause harm to others or damage to their property, including, but not limited to, engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating, or otherwise using his/her access to the network or the Internet; uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.
- C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
- D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.
- E. Students are prohibited from joining chat rooms, unless it is a teacher-sponsored activity.

## *Internet Safety*

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or other material that is inappropriate for minors. The Superintendent or designee shall enforce the use of such filtering devices.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.

Filtering should only be viewed as one of a number of techniques used to manage student's access to the Internet and encourage acceptable usage. It should not be viewed as a foolproof approach to preventing access to material considered inappropriate or harmful to minors. Filtering should be used in conjunction with:

- Educating students to be "Net-smart";
- Using recognized Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;
- Using "Acceptable Use Agreements";
- Using behavior management practices for which Internet access privileges can be earned or lost;
- Appropriate supervision, in person and/or electronically.



The system administrator and/or building administrator may monitor student Internet access. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 18 and older.

### *Confidentiality of Student Information*

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and social security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

### *Internet Access Conduct Agreements*

Each student and his/her parent(s)/legal guardian(s) will be required to sign and return to the school at the beginning of each school year the Internet Access Conduct Agreement prior to having access to the District's computer system and/or Internet Service.

### *Warranties/Indemnification*

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet, and any user is fully responsible to the District and shall indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the Internet, including, but not limited to, any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s)/legal guardian(s) agrees to cooperate with the District in the event of the school's initiating an investigation of a user's use of his/her access to its computer network and the Internet.

### *Violations*

If any user violates this policy, the student's access will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action. The system administrator and/or the building administrator will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with his/her/their decision being final.

## **SCHOOL RECORDS (BPS Policy #3600, #3601)**

### *Student Records*

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. A copy of this record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights.

Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll.

The District shall maintain those student records necessary for the educational guidance and/or welfare of the students, for orderly and efficient operation of the schools and as required by law.

**The District will maintain two (2) sets of school records for each student: a permanent record and cumulative record.**

<p><b>The permanent record shall include:</b></p> <ul style="list-style-type: none"><li>• Basic identifying information</li><li>• Academic transcripts</li><li>• Levels of achievement (grades, standardized achievement tests)</li><li>• Immunization records (per §20-5-506, MCA)</li><li>• Attendance records</li><li>• Record of any disciplinary action taken against the student, which is educationally related</li></ul>	<p><b>The cumulative record may include:</b></p> <ul style="list-style-type: none"><li>• Intelligence and aptitude scores</li><li>• Psychological reports and achievement test results</li><li>• Participation in extracurricular activities</li><li>• Honors and awards</li><li>• Teacher anecdotal records</li><li>• Verified reports or information from non-educational persons</li><li>• Verified information of clear relevance to the student's education</li><li>• Disciplinary information</li><li>• Information pertaining to the release of this record</li></ul>
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The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. See Appendix B for the FERPA rights.

### *Special Education Records*

In accordance with Board Policy #3601 and Administrative Rule (ARM) 10.55.2003 the Special Education Department will destroy special education/speech-language records of former students and students who have not been served by special education for five years. Parents and/or former students (18 years or older) who wish to review their file or request the permanent file for their personal use or for certain

rights which are guaranteed by federal law should contact the Special Education Secretary at 338-2715 ext 214 within 60 days of written notification.

## **SPECIAL EDUCATION (BPS Policy # 4435)**

School District #9 provides programs designed to meet the academic needs of the special needs students. Special Education and other staff along with the academic services work in a variety of settings that include:

- Small group instruction within the general education classroom. (Inclusion Model) The inclusion program is designed to allow Special Education students to maximize their potential by providing access to the general education curriculum as mandated by law. Individual modifications, accommodations and specialized instruction in the classroom afford these students the opportunity to demonstrate success and understand the general curriculum in the least restrictive environment. A coordinated team approach is used to deliver this service model in a manner that promotes self-esteem and provide strategies for diverse learning styles.
- Small group instruction of basic skills in a separate setting (Basic Skills Development) The Basic Skills Development model is designed to provide students that have special disabilities in language arts and mathematics with skills instruction in small groups either in the regular classroom or in another classroom. The amount of time outside the general education classroom varies from student to student based on need. Instructional strategies are geared to remediation of specific skill deficit areas with the goal of full time classroom involvement.
- Self-contained functional academic programs (Functional Academic Program) The Functional Academic Program are designed to provide academic and life skills to students that are significantly academically challenged. Instruction takes place in the Special Education Classroom.

A team approach is used to coordinate services for these students. Consultations with various staff happen on a regular basis to develop a program that best meets the needs of each student.

## **504 ACCOMMODATIONS (BPS Policy# 4436)**

Pursuant to Section 504 of the Rehabilitation Act of 1973, School District #9 has a duty to identify, refer, evaluate, and if eligible, provide a free appropriate education to disabled students. For additional information about the rights of parents with an eligible child, or for any questions you might have about identification, evaluation or placement into 504 Programs, please contact the school office or the district's 504 Compliance Officer at 338-2715.

## **GIFTED AND TALENTED PROGRAM (BPS # 4420)**

Browning Public Schools may offer a program for the academically gifted and talented student. Our curriculum meets the needs of most students in our school. However, there is a need to provide a more challenging curriculum for some students. There are two ways which an academically gifted student can be referred for possible placement in the Browning Gifted Education Program:

- Students who score ADVANCED on the total score on the SBAC in math and reading will be targeted for further consideration.
- Students can be nominated at any time by a teacher, parents or a community member for consideration.

### *Philosophy*

Browning Public Schools recognizes that many students possess gifts and talents and have unique needs that are not commonly met in the regular classrooms. These students may require differentiated instruction and opportunities in order to make adequately year progress that is commensurate with their abilities. School administrators, staff, parents and community members must work together to ensure that the educational needs of our gifted and talented students are being met.

## **INDIAN EDUCATION FOR ALL (MCA 20-1-501)**

### **20-1-501. Recognition of American Indian cultural heritage -- legislative intent.**

- (1) It is the constitutionally declared policy of this state to recognize the distinct and unique cultural heritage of American Indians and to be committed in its educational goals to the preservation of their cultural heritage.
- (2) It is the intent of the legislature that in accordance with Article X, section 1(2), of the Montana constitution:
  - (a) every Montanan, whether Indian or non-Indian, be encouraged to learn about the distinct and unique heritage of American Indians in a culturally responsive manner; and
  - (b) every educational agency and all educational personnel will work cooperatively with Montana tribes or those tribes that are in close proximity, when providing instruction or when implementing an educational goal or adopting a rule related to the education of each Montana citizen, to include information specific to the cultural heritage and contemporary contributions of American Indians, with particular emphasis on Montana Indian tribal groups and governments.
- (2) It is also the intent of this part, predicated on the belief that all school personnel should have an understanding and awareness of Indian tribes to help them relate effectively with Indian students and parents, that educational personnel provide means by which school personnel will gain an understanding of and appreciation for the American Indian people.

## **II. GENERAL INFORMATION**

## ENROLLMENT IN BROWNING PUBLIC SCHOOLS

School District #9 requires that parents or guardians personally come to school to enroll their students. Within forty days of enrolling their children in school, parents/legal guardians must present to the school proof of identity of the child enrolled. A birth certificate and an immunization record are required for admission to all Browning Public Schools. In the event a child's parent, guardian, or legal custodian does not present required proof of identity within forty days of enrollment, or if the school district does not receive the school records from the sending school within sixty days of enrollment, the school shall notify the Montana Missing Children Information Program as described in 44-2-503, MCA.

## WITHDRAWAL FROM SCHOOL (BPS POLICY #3005)

A parent/guardian intending to withdraw a student from Browning Public Schools must bring his/her child to the school office and obtain a check-out form. The student must check in books and equipment and have each of his/her teachers sign the check out form. A copy of the student's records will be forwarded to the new school upon receipt of a request for records from that school. In the event that a student does not properly check out and/or records are not requested by the transfer school within 10 working days, the student will be officially dropped and receive no credit for the time spent in Browning Public Schools during that grading period. Parents of students who are dropped after 10 days will be reported to Blackfeet Family Court for educational neglect.

## TELEPHONE USE AND MESSAGES

Students may use school phones only in cases of emergency. Please have your student make necessary transportation arrangements before leaving home in the morning.

Personal telephone calls will not be transferred to classrooms, but messages will be delivered at the end of the school day. In case of emergencies the building administrator will immediately deliver messages.

**Please call the office with any changes in your child's after-school destination before 2:00 p.m. Monday through Thursday and 1:00 p.m. Fridays and early holiday dismissals.** Messages for changes in your child's dismissal plan will not be taken after 2:00 p.m. on regular school days and 1:00 p.m. on early-out days. The office personnel get busy later in the day and we cannot guarantee that messages that come in after that time will be delivered before school dismisses. Thank you for your cooperation.

## CLOSED CAMPUS

Each District #9 school has a closed-campus. This closed-campus begins when a student arrives at school (whether by bus, private car, or walking) and ends when the school day is over and the student leaves the campus. Students may not leave school grounds unless an adult, who is on the approved check-out list, checks them out. All adults checking out students must do so through the attendance or main office. **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**

## HIGH SCHOOL (9-12)

For the high school there are certain exceptions to the closed campus rule. 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.

## CHECKING STUDENTS OUT

Only authorized persons who are on a student's check out list may check a student out, and these checkouts must be done in person. When changes in guardianship arise, contact the office immediately with the proper paperwork to ensure we have the correct checkout information.

Students who are checked out are counted absent for the time that they do not attend and these absences count toward student's absence total.

**We ask that parents avoid allowing students to be checked out at lunch time.** Our lunch period is not long enough to allow for lunch off-campus, and when students return late they miss important instruction and interrupt the learning of others.

## VISITORS TO THE SCHOOL

As a matter of safety, any person entering a district school building will be considered a visitor to our campus. This includes school district employees on official school business when entering a different school, family or guests of staff, parents/guardians, and community members. Upon entering the school, visitors must report to the office and state your name, business, and register on the building visitor log. If the visitor's presence is approved, the visitor will be issued a temporary name tag for a specified length of time. Upon leaving the school, visitors must check out through the attendance office.

Parents/guardians who would like to sit in on their child's classes must notify the building administrator at least one day prior to the observation.

Students are only allowed on the campus of the school they attend and are not allowed to be on the school grounds of any other school in the district except in cases of official school business.

## CONFERENCES AND APPOINTMENTS

The building administrator and assistant building administrator (where applicable) will be available for conferences by prior appointment during school business hours. Appointments may be set up personally or by contacting the school office.

Parents can meet with teachers after school and by prior appointment during the teacher's prep period. Appointments may be set up personally or by contacting the school office. We encourage parents to contact teachers with their concerns as soon as possible to ensure the best success for their children.

## 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. **The District and each individual school are not responsible for any lost or stolen items.**

## SCHOOL LOCKERS

In the schools where lockers are available, each student will be assigned a locker. Combinations will be distributed. Students should keep their lockers locked at all times. Students may not move to another locker without permission from the office.

Only school locks may be used; other locks will be removed. The school is not liable for any items lost or stolen from a locker. Any money or other valuables should be kept in the student's personal possession while at school.

**The District and the Board of Trustees reserve the right to search any locker at any time, without the student's knowledge and/or presence.**

Students are not allowed to share lockers or give out their locker combinations. Problems with the lock or mechanical operation of the lock are to be reported to the office immediately. Each student must take care of his/her assigned locker and will be billed for any repairs or cleaning needed at the end of the year. **Students will be responsible for whatever is in their assigned lockers, regardless of whether they claim to have placed a given item within the locker or not.**

## SCHOOL LIBRARY

The library offers books, magazines and computer access for assigned study and recreational reading. It is open for use during the entire school day, and for a short period of time before and after school. **Students are strongly encouraged to check out books from the school library.**

Students must have permission from their teacher to use the library during class periods. All students must follow the rules posted in the library. All students have the right to learn at all times; therefore, no disruptions will be permitted. Any student misusing his/her library privileges may be restricted from using the library. Students must comply by the district's acceptable use policy when utilizing technology in the library.

## FINES FOR BOOKS AND EQUIPMENT (BPS Policies #3535 and 4300P)

In the case of unusual wear and tear, willful destruction, or the loss of a book, uniform, or other school property, students will be charged the cost of the book or item. **Lost, overdue, and unpaid fines will make a student ineligible to participate in extra-curricular activities according to district policy, including sports, clubs, and incentive field trips or activities.** Fines follow a student throughout his/her school career, and may result in the withholding of grades or diploma.

## DISTRIBUTION AND POSTING OF MATERIALS

The distribution of materials from outside the school system uses a considerable amount of valuable educational time. This time is taken away from students, teachers, and the clerical staff. It is the District's policy to limit the distribution of materials to parent and student organizations sponsored by the school district or other governmental agencies. Materials which provide information valued or needed by the school district may also be distributed. All organizations must have the approval of the superintendent before materials may be distributed. In order to facilitate the distribution of materials with information about student activities offered in the community, each school will do the following:

1. Maintain a centrally located bulletin board for the posting of bulletins.
2. Maintain a table where flyers and other information can be made available to students.
3. Include announcements for student related activities in newsletters that go home to students.

The announcements must be submitted one month prior to the newsletter in which the announcement is to go home and must advertise a youth-oriented activity.

It is the intent to post all notices and place flyers on the distribution table except those that are viewed by the building administrator as likely to be disruptive, libelous or obscene.

Any student who posts material without prior approval will be subject to disciplinary action.

Materials displayed without prior approval will be removed.

## FUNDRAISING COLLECTION AND SALES (BPS Policies # 3530, 3533)

Any class or school-sponsored organization desiring to do fund-raising must first clear the project through the sponsor, the school administrator, and superintendent's office. Funds raised by each organization must be maintained in the school activity fund. No collections of any type for any purpose may be made by the students without the approval of the building administrator. Students who collect money must turn in all collections to the club sponsor before the end of each day. Students/parents will be responsible for all merchandise and funds collected. All fund raising projects will be limited according to the building administrator's discretion.

All monies derived from the activities or formation of any student organization shall be deposited in the Browning School Student Activity Fund. Deposits and expenditures shall be made only in accordance with the procedures outlined the Student and Extra-Curricular Funds Policy and shall require prior Board approval as stipulated by MCA 20-9-504 Extra Curricular fund for pupil functions.

- a. All equipment, supplies and other materials purchased from funds raised and/or derived from fund raising activities shall be the ownership of the District and co-sponsoring club.

## SCHOOL PICTURES

Students are presented with the opportunity for school pictures during each school year. We encourage all students to have their picture taken at this time for the school yearbook and for use by the office.

## FIRE DRILLS/EVACUATION PROCEDURES (BPS Policy # 3432)

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the fire alarm sounds, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible.

The teacher in each classroom will give the students instructions. When the students are outside of the building, they will go immediately to the predetermined designated area and line-up with their teacher. The classroom teacher will take attendance once the students are lined-up. Under no circumstance are students allowed to leave the group and exit school campus. If this occurs, the student will be marked as an unexcused absence, with disciplinary consequences to follow.

If buses arrive for the removal of students from campus, the students should board the buses in an orderly manner and stay with their teacher. Students cannot be checked out during any drill or evacuation procedure. For the safety of the students, parents or guardians must abide by school emergency procedures protocol until the situation is under control.

In the event that a building needs to be evacuated, a prearranged sheltering site will be chosen. However, for security reasons, if there is a bomb threat, alternate sites will be used on a random basis.

## LOCKDOWN

In the event of a lockdown, **no one will be allowed to enter or leave the school** until the lockdown is completed. Signs will be placed on the exterior doors and no one will be allowed to enter or leave the school.

In the event of a fire, lockdown, or other security measures being taken for the safety of students, parents will be notified via the radio of the situation.

## CHILD ABUSE REPORTING

Staff members are required by law to report any suspected abuse/assault to Child Protective Services, and will report the abuse to the counselor and/or building administrator. Police may also be notified. It is the responsibility of the police and Child Protective Services to investigate all allegations. Any report of abuse, by any individual, will remain confidential and it is not the responsibility of the school to notify anyone of any such report.

## VOLUNTEERS

Browning Public Schools welcome and encourage volunteers in the school setting. However, we also place the highest of priorities on the safety and well-being of our students and staff members.

The volunteers, which may include parents and friends of the children, are a critical component in assisting the students and teachers. Every effort is greatly appreciated, and the total worth of the volunteer program in our school is priceless. Some examples of how volunteers may help the school are:

- » Working with small groups of students under the supervision of the classroom teacher.
- » Helping with student achievement by listening to students read, helping with math problems, assisting with research projects, drilling spelling words, correcting student work, and assisting with art projects.
- » Operating office machines and assisting in the office.
- » Sharing special talents or areas of interest.
- » Preparing student materials and display boards.

Please contact the school administrator for more information regarding volunteering in your child's school.

## III. HEALTH SERVICES AND MEDICATION

### EMERGENCY MEDICAL TREATMENT (BPS Policy #3431)

The Board recognizes that schools are responsible for providing first aid or emergency treatment in case of sudden illness or injury to a student while under the care and supervision of the school, but that further medical attention is the responsibility of the parent or guardians. Additionally, each parent or guardian shall be requested to provide an emergency telephone number where the parent or designee of the parent can be reached.

When a student is injured, staff shall provide immediate care and attention until relieved by a nurse, doctor or other qualified caregiver. The building administrator or designated staff should immediately contact the parent so that the parent can arrange for care or treatment of the injured.

In the event that the parent cannot be reached and in the judgment of the building administrator or person in charge and immediate medical attention is required, the injured student may be taken directly to the hospital and treated by the physician on call. When the parent is located, he/she may elect to continue the treatment or make other arrangements.

### COMMUNICABLE DISEASES/CONDITIONS [BPS Policy #3417]

The District is required to provide educational services to all school-age children who reside within its boundaries. Attendance at school may be denied to any child diagnosed as having a communicable disease which could make the child's attendance harmful to the welfare of other students. In the instance of diseases causing suppressed immunity, attendance may be denied to a child with suppressed immunity in order to protect the welfare of the child with suppressed immunity when others in the school have an infectious disease which, although not normally life threatening, could be life threatening to the child with suppressed immunity.

The Board recognizes that communicable diseases which may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as human immunodeficiency virus (HIV) infection. The District shall rely on the

advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff.

Management of common communicable diseases will be in accordance with Montana Department of Health guidelines and communicable diseases control rules. A student who exhibits symptoms of a communicable disease which is readily transmitted in the school setting may be temporarily excluded from school attendance.

Students who complain of illness at school may be referred to the school nurse or other responsible person designated by the Board and may be sent home as soon as the parent or person designated on the student's emergency contact list has been notified.

The District reserves the right to require a statement from the student's primary care provider authorizing the student's return to school. In all proceedings related to this policy, the District shall respect the student's right to privacy.

When information is received by a staff member or volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer shall promptly notify the school nurse or other responsible person designated by the Board to determine appropriate measures to protect student and staff health and safety. The school nurse or other responsible person designated by the Board, after consultation with and on the advice of public health officials, shall determine which additional staff members, if any, have the need to know of the affected student's condition.

Only those persons with direct responsibility for the care of the student or for determining appropriate educational accommodation will be informed of the specific nature of the condition, if it is determined there is a need for such individuals to know this information.

Parents of other children attending the school may be notified that their child has been exposed to a communicable disease without identifying the particular student who has the disease.

## SCHOOL INSURANCE

BPS provides membership in our school insurance for each student under a policy provided at no cost to the student. The coverage applies to some expenses incurred as a result of an accidental injury sustained while attending BPS during the school year. This plan may not cover all the costs of medical expenses and does not cover medical expenses that are payable by other insurance. Therefore, you must file a claim with your family insurance coverage or health provider. Address any concerns regarding this insurance to:

Browning Public Schools  
Business Office  
P.O. Box 610  
Browning, MT 59417-0610

## ADMINISTRATION OF MEDICATION (BPS Policies #3416, #3416R)

Montana State Law and the Administrative Rules of the Board of Nursing (effective May 27, 1994) allow licensed nurses to delegate specific nursing tasks to unlicensed persons. In the school setting, this allows the school nurse to delegate administration of student medication to specific school personnel. In compliance with State Statute the Board of Education directs the following protocol to be followed:

### Administration of Prescription Medicines to Students

1. Only school personnel who have been delegated by the school nurse in consultation with the school administrator may administer medication.
2. When a request for medication administration is made by a parent, they must be informed that State Law requires a written physician order.
3. Once the Physician order is received the school nurse must review the order with the parent prior to administration.
4. The physician order should be attached to the student's daily medical treatment record which in turn must be kept with all medication in the office. The school nurse will review these orders during the regular school visits. All permanent health records must be kept in the student's cumulative file regardless of grade level.
5. Medication must be received in the original pharmacy container with a label indicating the name and telephone number of the pharmacy, the student's name, the physician name, the name of the drug, the time/indication for administration and the dosage to be given. Over the counter medication must also be in the original pharmacy container. Labeling requirements are the same as those for prescription drugs. No more than a sixty (60) school day supply of any medication intended for student use may be stored at school.
6. Medication must be given as close as possible to the time ordered. The outside limit of acceptability is one hour (unless otherwise directed by the attending physician) before or after the specified time.
7. When a student presents for medication, it is extremely important that s/he be correctly identified. This should be accomplished by requesting that the student tell the delegatee his/her name.
8. Anyone administering medication is required to wash their hands prior to actual administration. However, medication must not be handled directly. Dispense the medication from the bottle into its cap and then into a pill cup or into the student's hand.
9. The medication label must be read 3 times before giving the medicine to the student: 1) when removing it from the locked container; 2) before pouring the medicine out of the bottle; 3) after pouring the medicine out of the bottle.
10. The nurse or delegatee must observe the student actually ingesting/inhaling the medication.
11. After the medication has been administered, record the procedure on the student's medication/treatment log sheet and sign.
12. If an error in medicating has been made notify the building administrator, the parent and the school nurse immediately. An incident report must be filed with the building administrator as soon as practical.



### **Administration of Non-Prescription Medicines to Students**

- 1. Over-the-counter, or nonprescription medication does not require a physician signature.**
- 2. A Browning Public Schools Health Program Non Prescription Medication Form must be completed yearly by the parent/legal guardian**
- 3. The parent can bring in the non-prescription medication in the original container clearly marked with the child's name.**
- 4. It is recommended that the initial dose be administered at home or in the hospital in case of adverse reactions (for new prescriptions)**
- 5. School personnel reserve the right to review and deny requests for medication being taken during school hours.**
- 6. All medication must be stored in designated area that is to remain locked when not in use.**
- 7. Students must take medication in the presence of a School Nurse or designated school personnel.**
- 8. Administration of medication will be documented in the Health Log.**
- 9. All medication, except those approved for keeping by students for self-medication, will be kept in a designated locked container, cabinet or closet used exclusively for the storage of medication.**

The school nurse or in her absence, the duly appointed delegatee (who has been trained to administer medication) will be responsible for the key(s) to the locked cabinet(s). Access to all stored medication will be limited to persons authorized to administer medications. Each school will maintain a current list of those persons authorized to administer medications.

### **Administration of Glucagons**

School employees may voluntarily agree to administer glucagons to a student pursuant to §20-5-412, MCA, only under the following conditions: (1) the employee may administer glucagon to a diabetic student only in an emergency situation; (2) the employee has filed the necessary designation and acceptance documentation with the District, as required by § 20-5-412(2), MCA, and (3) the employee has filed the necessary written documentation of training with the District, as required by § 20-5-412(4), MCA.

### **Disposal of Medication**

All used syringes and other similar materials will be properly disposed in an appropriate biohazard container maintained in the nurses' office. Biohazard containers will be disposed of in accordance with all applicable health regulations.

School personnel must either return to parent or destroy (with permission of parent or guardian) any unused, discontinued or obsolete medication. Medicine which is not repossessed by the parent or guardian within a five (5) day period after the student's last day of school or on the last day of the school year will be destroyed by the school nurse in the presence of a witness.

### **HIGH SCHOOL (9-12)**

High school students should be responsible for the taking of their own medication. However, permission of parent/guardian and physician's authorization is still required. The district must be informed of pertinent information regarding the diagnosis, type of prescription, dosage, and time(s) to be administered. Additional information regarding possible side effects and cautions to the student who is self administering must also be included. High school students are also permitted to self administer non-prescription medications. Permission for self-administration of non-prescription medication must be specified annually by parent instructions on the student enrollment form, or by written and signed statement presented to the high school office by the parent/guardian.

### **SPECIAL EDUCATION**

Children with disabilities will receive nursing services within the same guidelines applied to all other children unless the need for an individual plan for the administration of medication has been identified as a related service in accordance with the student's IEP. In all cases, the determination of additional levels of nursing service must be made by the IEP team prior to the provision of such service. The school must be provided with a completed and signed "Physician Order-Permission for Medication To Be Given At School" form from the parent/guardian and physician, noting any special instruction or assistance required to be brought to the attention of the school nurse and/or appropriate school personnel as determined in the IEP. It is expected that nursing personnel will be present at all IEP meetings in which the administration of medication associated with a child's disability is discussed.

### **DELEGATION OF AUTHORITY**

The Board of Education directs all school personnel except school nurses to deny all requests for medication during school hours based on compliance with the procedures outlined above.

## **STUDENT IMMUNIZATION (BPS Policy #3413)**

No person may enter a Montana school, and no school may allow a person to begin attending, unless he/she meets the immunization requirements of the law. If students transfer from one school district to another, a photocopy of immunization records shall be made by the school of origin and provided to the student who is transferring. The school to which the student is transferring shall accept photocopies as evidence of immunization. Within 30 days after a transferring pupil ceases attendance at the school of origin, the transferring school shall send the original immunization records for the pupil to the school district to which the pupil transfers. State law requires that all 6th through 12th grade students must have 2 MMRs prior to the start of the school year.

## **IV. PARENT SUPPORT AND INVOLVEMENT**

At Browning Public Schools we encourage parents to be actively involved with their children's learning. We know that parental involvement in this process helps children to learn more effectively. We encourage parents to talk daily with their children about school, to support their efforts in completing assignments and meeting deadlines, to send their children to school well prepared and rested, and to make regular contact with their children's teachers. Through working together as a team, we can achieve our goals to provide the best learning opportunity for all students.

## COMMUNICATION

Communication between home and school is an essential part of a successful educational experience. Because events at home can affect a student's behavior at school, we ask that parents/guardians notify the school if there is a problem so that staff members can work more effectively with the student. Students have the opportunity to talk with the guidance counselor or building administrator at any time. Progress reports will be sent home on a weekly or bi-weekly basis, and students are required to write their homework assignments in their planners on a daily basis. Please contact your child's teacher if you have any concerns about your child's performance in class.

## PARENT RIGHTS AND RESPONSIBILITIES

Browning Public Schools recognizes and respects the positive impact that parents have on the education of their children. The District strives to create a positive and productive working relationship with all parents and families. Parents play a formative role in the development of their children's sense of justice, equity, and worth of all members of the school community. Parents also act as one of the most influential role models within their children's lives. Therefore, it is the expectation of the school that all parents model acceptable behavior at all times within the school setting.

### **With respect to the school's obligations to the parents, the parents can expect:**

- » To be treated with an attitude of professionalism from all staff members
- » To be listened to and clearly communicated with in regard to their child's education
- » To have confidentiality over sensitive issues respected by staff
- » To be treated in a caring and polite manner
- » To be respected by staff and students
- » To be assured that their child will be will be educated in a secure environment in which care, courtesy and respect for the rights of others are encouraged.
- » To be contacted with information concerning the academic achievement and behavior of their child.

### **With respect to their obligations to the school, a parent or guardian should:**

- » Adhere to the school's policies, and endeavor to support in the home the work that is done in the school
- » Cooperate where the child's behavior has overstepped accepted school standards
- » Maintain respectful communication and behavior while visiting the school or attending school events
- » Support the school in its efforts to maintain a positive teaching and learning environment.

## ABUSE OF TEACHERS

**School Laws of Montana, 2007, 20-4-303:** Abuse of teachers – Any parent, guardian, or other person who shall insult or abuse a teacher anywhere on the school grounds or school premises shall be deemed guilty of a misdemeanor, and upon conviction of such misdemeanor by a court of competent jurisdiction, shall be fined no less than \$25 or more than \$500.

## PARENT INVOLVEMENT (BPS Policy #6000)

The amount of parent involvement in a child's education is significant in determining the child's success. For this reason, it is the goal of BPS that the parents of all students be involved in their children's education in and out of school. In an effort to reach this goal and the goal of high achievement for all students, the District agrees to provide parents with the following:

1. Notice providing parents with information regarding building School Improvement Plans, including opportunities for parents to serve on School Improvement Teams, which all require parent participation.
2. A public meeting in the first quarter of each school year to explain programs and activities, meet staff, and answer questions.
3. A public meeting in the last quarter of each school year to allow parents the opportunity to evaluate the School Improvement Plan and have input into modifying the plan.
4. The opportunity to coordinate and integrate parental involvement strategies with other programs such as Head Start, Even Start, Reading 1st, and other relevant preschool programs.
5. School-Parent Compacts at each building outlining how parents, students and staff will share responsibility for promoting high student achievement. (attached at beginning of handbook)
6. An annual report prepared by the superintendent summarizing school performance. Information regarding school performance will be reported regularly via the local media, fall parent meetings and an annual meeting of the Board of Trustees.
7. Quarterly reports informing parents of their children's progress and information regarding staff availability for conferences.
8. A minimum of two parent teacher conferences where parents will be informed about the district curriculum and given evidence of multiple ongoing assessment, and proficiency levels of their students.
9. Encouragement to meet with the staff and observe and/or volunteer in their children's classes.
10. A variety of parent training opportunities throughout the school year.
11. A minimum of one school-sponsored family literacy activity per month during the school year.
12. Access to a parent advocate, family support person, or home-school coordinator.
13. An opportunity to participate annually in an evaluation of parent involvement programs.
14. Assurance that the District will conduct, with the involvement of parents an annual evaluation of the content and effectiveness of the parent involvement policy and use the findings to revise the policy if necessary.
15. Assurance that all communication will be clear and understandable.



## PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled two times yearly for the purpose of improving communication between the schools and home. At any other time, if you would like to meet with your child's teachers, please call a teacher, building administrator, or counselor to set up an appointment to do so.

## SURVEYS

The District may occasionally choose to administer or allow the administration of a survey or evaluation that collects personal information about students. Such surveys will be approved by the Board before the survey is administered. Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation.

## V. ACADEMIC INFORMATION

### REPORT CARDS

Report cards will be issued to the students at the end of every nine (9) week period. At the high school credits will be earned at the end of each semester.

Parents will be kept informed during the nine weeks grading period on their child's academic progress. Parents are encouraged to contact the school if they have any questions or concerns about their child's performance in any class. Midterm reports are sent home four times during the school year.

**Report cards will not be released if any fines are owed to the school for lost or damaged school property, including library fines, textbook fines, uniforms, and activity fines.**

### HOMEWORK (BPS Policy #4110)

Homework assignments are meaningful extensions of classroom activity designed to help the student master skills and subject matter as well as develop responsibility and independent study skills. Homework assignments are required at all grade levels, with the frequency and duration of assignments being flexible for teachers and students depending on the developmental appropriateness of the children in each class.

A student's ability to read is strengthened by reading each day at home. Browning Public Schools strongly urges each student to spend time reading for pleasure or for information, in addition to other homework time.

At times, students may struggle in meeting their homework obligations. When students experience difficulties in completing homework assignments, teachers and parents will meet to discover the nature of the student's difficulties. The successful development of students' study habits is an important goal for the school. We know that the collaboration efforts can be effective in helping improve their study skills. Please contact the school with your questions/concerns when you believe your child is experiencing chronic problems.

### MAKE UP WORK (BPS Policy #3010)

It is the responsibility of the student to request makeup work either in advance or on the day of returning to class, or parents may call or request homework during the absence. Teachers will provide makeup work within 24 hours of the request. Work may be made up for medical, special circumstances, or school related absences or if the student is on out of school suspension (OSS). Students will receive two days to make up the classwork for each day absent. Special considerations will be made for those students who have lengthy extended absences as provided through the Office of the building administrator.

### RETENTION POLICY (BPS Policy #3020)

Students who are failing two or more core classes may be considered for retention. Parents will be kept informed of possible retention. Interventions tied to other services, such as summer school, tutoring, or alternative placement will be considered for each individual student. Retention of a student will be a cooperative decision made by the student, parents, counselor, and administrator, and will be made in the best interest of the student.

### GUIDANCE AND COUNSELING

Counseling services are provided for each Browning Public Schools student. Counselors will assist students with scheduling, testing services, college applications, scholarships, and financial aid information (when applicable), appropriate placement, academic and social issues, as well as personal counseling.

#### *Psychological testing*

The school will not conduct a psychological examination, test, or treatment without first obtaining a parent's written consent, unless required by state or federal law for educational purposes.

### TUTORING

Tutoring is available at each Browning Public School. Please contact the school for specific times and services.

## VI. ATTENDANCE POLICY AND PROCEDURES (BPS Policies # 3005, 3010, 3121, 3121r)

Our goal is to have 95% or better attendance at Browning Public Schools. To meet this goal, students should not miss more than nine (9) total days during the school year.

Regular attendance in school promotes student success and positively influences academic achievement. Parents and guardians provide the necessary support for student commitment to attend school regularly and therefore will be informed of each absence. Regular attendance and demonstrating having met course objectives are requirements for receiving credit in any class. **(This component will remain in effect for the 2015-2016 school year for the purpose of permitting students the opportunity to recover credit.)**

**PRIMARY/ELEMENTARY (K-6) TARDY RULE:** Students are expected to arrive at school on time. Students will be counted tardy to school if they arrive after the school day has begun, up to 9:00 a.m. After 9:00 a.m. those student tardies will be changed to absences for the morning session.

**SECONDARY (7-12) CLASS TARDY RULE:** *Students are expected to arrive in their assigned class before the bell rings. A student who enters the classroom after the bell has rung may be required to sign the tardy log. Students will receive disciplinary consequences from the school office for class tardiness. Students who enter the class more than ten (10) minutes late may be marked absent at the discretion of the building administrator or designee.*

**ABSENCE NOTIFICATION BY PARENT/GUARDIAN:** A student's parent/guardian (K-12) must contact the school secretary or attendance clerk on the morning of the absence to verify the reason for the absence. If this is not possible, verification must be given to the attendance office on the day of return.

**Absence Notification To Parent/Guardian:** Attempts to notify parents or guardians of their child's absence, in the event the child has not been reported absent by the parent, will occur by the end of the school day to assure that parent, guardian, or legal custodian is aware of the child's absence from school (MCA 44-2-507).

**TEN DAY ABSENCE RULE:** All Browning Public Schools are responsible for contacting Blackfeet Family Court when a child misses more than ten (10) days of school during a semester.

## CLASSIFICATION OF ABSENCES

The following absences count against the Ten Day Absence Rule:

- (A) **Illness:** This is an absence involving students who stay at home due to an illness; however, they do not have a medical verification slip.
- (A) **Cultural Activities:** This is an absence involving students who are excused from school by their parent/guardian to participate in non-school related cultural activities (A).
- (A) **Weather:** This absence involves students whose parents feel it is unsafe for their children to come to school due to weather related issues (A).

The following absences do not count against the Ten Day Absence Rule:

- (A) **School Related:** This is an absence involving participation in school sponsored activities away from school. Students under school sponsorship are automatically excused and have full make-up privileges (SR).
- (A) **Medical Absence:** Absences caused by a student's medical or dental treatment or emergency illnesses are considered medical absences. These absences must be verified in writing by an attending physician, physician's assistant, nurse or community health nurse and be provided to the building secretary or attendance clerk (MA).
- (A) **Special Circumstances:** This class of absences are the result of: a death of an extended family member (student's parent, legal guardian, brother, sister, aunt, uncle, and grandparent), or circumstances beyond the control of the student, hospitalization of extended family, other family emergencies. Verified special circumstances will result in excused absences and full make up privileges. Consideration for a special circumstance absence is determined at the discretion of the building administrator (SC).

All absences have make up privileges for the student class work. Students will receive 2 days to make up the class work for each day absent. Special considerations will be made for those students who have lengthy extended absences as provided through the Office of the building administrator.

The district approved credit recovery program will assign fifty (50) minutes of coursework for each absence over the tenth (10<sup>th</sup>) absence to be completed at a passing level by attending district approved credit recovery program. Once a student completes the coursework, they will receive the original grade (A-D) that was earned in the class and it will replace the incomplete on their transcripts. A student who earns an "F" in any course, regardless of attendance, must follow the district credit recovery process to earn credit in that course.

## APPEAL PROCESS:

Where the attendance is due to extended illness or circumstances beyond the student's control, an appeal may be filed in accordance with policy 3900.

The appeal must contain:

- A letter from the student stating the reason that they exceeded ten (10) absences.
- A letter from the student's parent(s)/guardian(s).
- Any relevant documentation. Example: Doctor's statements.

## EARLY CHECKOUTS (elementary)

Students checked out before 3:00 P.M. (Monday thru Thursday) or before 2:00 P.M. (Fridays and early outs) will be counted absent for the afternoon sessions.

## VII. SAFE AND DRUG-FREE SCHOOLS

In order to provide an environment that enables students to learn and develop as young people preparing to make the transition from grade level to grade level, the school takes the obligation of providing a safe environment very seriously. The following information has been developed to keep our school safe for all.

Building administrators may call law enforcement for assistance in instances when students or visitors appear under the influence or display unsafe or overt defiant behavior creating a hostile situation. Unsafe behavior may be verbal or physical in nature. Law enforcement may be contacted prior to contacting parents/guardians.

## **LAW ENFORCEMENT (BPS Policy #3220)**

A law enforcement officer who desires to interview a student regarding possible illegal activity during school hours must report to the building administrator. The building administrator will attempt to notify the parent of the interview.

Under circumstances where students are to be interviewed by law enforcement officers on school grounds during school hours, a parent and/or school official will be present during the interview. The school official will keep a record of any such interviews.

A law enforcement officer who desires to remove a student from school during school hours must report to the building administrator and advise him/her of the officer's intentions. The building administrator shall request a copy of any arrest warrant or other documentation supporting the officer's need to remove the student. In all cases, the building administrator or designee will make immediate attempts to contact the student's parent(s) and advise the parent(s) of the actions being undertaken by the law enforcement officials. The building administrator will maintain a record including the identity of the law enforcement officials involved, the documentation provided by the officials supporting their need to remove the student, the result of attempts at parental contact and the time and date of the student's removal.

## **WEAPONS AND GUN-FREE SCHOOLS POLICY (BPS Policy #3210)**

In accordance with the provisions of the state and federal law, 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 twenty (20) days pending the School Board hearing for the expulsion.

Students are forbidden knowingly and voluntarily to possess, handle, transmit, or use any instrument in school or on school grounds that is ordinarily or generally considered a weapon. Any object which could be used to injure another person and which has no school-related purpose for being in school or on school grounds will be considered a weapon for purposes of this code. The following are examples of instruments ordinarily or generally considered weapons: knives of all types, guns, metal pipes, chains, wallet chains, chuck-sticks, throwing stars, darts, metal knuckles, black-jacks, unauthorized tools, fireworks, explosives, or other chemicals. Students may be out of school suspended up to ten days and may be recommended for expulsion to the Board of Trustees.

## **DRUG-FREE SCHOOL POLICY**

BPS recognizes that the use of tobacco, alcohol and other drugs is illegal and detrimental to students' education and other activities provided by the District (See BPS Board of Trustees Resolution approved on February 24, 1999). The District will provide educational programs for prevention and intervention, establish standards of conduct and discipline for students in its schools (See BPS Policy #3200). Administrative rules and procedures will govern these programs.

### ***GUIDELINES:***

Substances covered under these rules include any alcoholic beverage, narcotic drug, hallucinogenic drug, inhalant, anabolic steroid, barbiturate, amphetamine, marijuana, Spice/K2 or other designer drugs, 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 § 45-9-111 MCA. The proper use of medication prescribed by a medical doctor who is permitted 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, other drugs and drug paraphernalia or being under the influence.
- b. Selling, providing, distributing or manufacturing tobacco, alcohol, other drugs, or drug paraphernalia.

Students exhibiting evidence of intoxication, incapacitation, or a drug over-dose in school or at school-sponsored events may be transported immediately to a local hospital or facility designated to provide detoxification services. Law enforcement will be immediately notified. Following his/her return to school, the appropriate disciplinary procedures from the behavior management plan will be implemented.

## **BOMB THREATS/ FALSE FIRE ALARMS (BPS Policy #3770)**

Bomb threats and false fire alarms are against federal law and school policy. The District will collaborate with law enforcement agencies in order to support the arrest and prosecution to the full extent of the law of any individual who explicitly threatens the safety of the students, staff and community. Expulsion will be recommended.

## **SEARCH AND SEIZURE (BPS Policy #3220)**

The Board of Trustees is committed to creating a school environment that is safe and orderly for all students and staff. The school has the authority over all items considered school property. Items such as lockers, desks and tote trays, which are provided solely for the convenience of the students, are considered the exclusive property of the school. At no time does the school relinquish its control and authority over such property. No student may use a locker, desk or tote tray or any other district property as a depository for any substance or object which is prohibited or which constitutes a threat to the health safety or welfare of the occupants of the school building itself. Students are prohibited from using their own locks on any school property. If the authorized administrator has reasonable suspicion to believe that any locker, car, or other container of any kind on school premises contains any item or substance which constitutes an imminent danger to the health and safety of any person or to the property of any person or the District, the administrator is authorized to conduct a search of any car, locker, or container and to seize any such item or substance of any kind on school premises without notice or consent. Any

unauthorized locks may be removed and destroyed without notice. The school district reserves the right to inspect any lockers desks, tote trays or any other district property at any time, without notice and without student consent.

### *School-Based Searches*

In furtherance of its commitment to creating and maintaining a safe and orderly school environment for students and staff, school officials may search a student's person or property under circumstances where the school officials have reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

A search of a student may include:

1. The student's clothing including pockets.
2. A "pat down" of the exterior of the student's clothing.
3. Any item used or in the possession of the student.
4. Depending upon the nature of the information providing the basis for reasonable suspicion, other search techniques may be employed.

Searches of the person of a student will be conducted by a school official (including school security personnel) of the same gender, with an additional adult witness present with permission of the building administrator. If emergency conditions require a more intrusive search of a student's person than a "pat down" or emptying of the pockets, such a search may be conducted by a building administrator of the same gender present and with an adult witness of the same gender. Permission of the district superintendent is required for an intrusive search unless the health and safety of students would be endangered by any delay caused by following this procedure. Although parent presence is not required during a search, the district will engage in a reasonable attempt to inform the parent that a search is required of student's person or property.

Students are permitted to park on school premises as a matter of privilege, not of right. The school district retains the authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interior and trunks of vehicles parked on school property may be subject to search by school officials under circumstances where officials have reasonable suspicion that illegal or unauthorized materials are contained inside. Such patrols and inspection and any resulting searches may be conducted without notice and without student consent.

Any action by a student who fails to cooperate with or hinders an appropriate search shall be construed as grounds for disciplinary action and may include suspension and recommendation for expulsion.

### *Law Enforcement Contact*

Any contraband or controlled substance discovered, as a result of a search the possession of which may constitute a criminal violation, will be seized and a chain of custody maintained. Under those circumstances, school officials will make written report of the incident to the local law enforcement officials. This report shall include the names of the persons involved, the date, time and location and the chain of custody.

## **CHILD ABUSE AND NEGLECT (BPS Policy #3760)**

Browning Public Schools' Board of Trustees is committed to contributing to child safety and protecting children from harm. To this end, professionals working with children (teachers, administrators, all staff) are responsible and liable for reporting suspected abuse/neglect (Montana Law, 1979). **Blackfeet Child Protective Services..... (406) 338 - 5171**

**Child Abuse Hotline.....1-866-820-5437**

- Notification of the report of suspected abuse/neglect to the reporting employee's immediate supervisor and the District's Child Protection Team representative are recommended, but not required by law.
- Children may be interviewed in the school site by the State or Tribal officer conducting the investigation of abuse without parent notification of the interview. If considered appropriate by the investigating individual, school staff may attend and participate in the interview of the child.
- Montana State Law, 1979: "Persons in the state of Montana who report suspected child abuse and neglect in good faith are immune from civil liability and/or criminal penalty." "Any person who fails to report or prevents another person from reasonably doing so is civilly liable..."

## **DRUG DETECTION DOG**

The District is taking action to keep illicit drugs out of our schools. One of the ways to assist school personnel in detecting drugs in the school is the use of specially trained dogs that are able to sniff out drugs. The dogs are highly specialized and certified for this purpose. It is the intention of the School District officials to periodically use a drug-detection dog to check for drugs in our schools.

The procedure for these searches is as follows: on a day known only to administration the dog will be brought to the school to search lockers and common areas. This search may include lockers, gym lockers, classrooms, and the parking lot. It will not include sniffing any students. If the dog identifies a specific locker or bag; it will be noted, and searched by school personnel based on the reasonable suspicion created by the dog. If contraband is found, the police will be called in. If nothing is found, it is reasonable to suspect that at some prior time contraband may have been there. Students are assigned lockers and will be held responsible for any contraband found in their assigned lockers.

## GANGS AND GANG ACTIVITY (BPS Policy# 3611)

Gang activities create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities. Groups of individuals which meet the definition of gangs, as defined below, shall be restricted from school grounds or school activities.

A gang is defined as any group of two (2) or more persons, whether formal or informal, who associate together to advocate, conspire, or commit one or more criminal acts; or acts which threaten the safety or well-being of property or persons, including, but not limited to, harassment and intimidation.

Students on school property or at any school-sponsored activity shall not:

- Wear, possess, use, distribute, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items which are evidence of membership in or affiliation with any gang and/or representative of any gang;
- Engage in any act, whether verbal or nonverbal, including gestures or handshakes, showing membership in or affiliation with any gang and/or that is representative of any gang; or
- Engage in any act furthering the interest of any gang or gang activity, including, but not limited to:
  - Soliciting membership in or affiliation with any gang;
  - Soliciting any person to pay for protection or threatening another person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
  - Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property;
  - Engaging in violence, extortion, or any other illegal act or other violation of school property.

Violations of this policy shall result in disciplinary action, up to and including suspension, expulsion, and/or notification of police.

## HARASSMENT, BULLYING, INTIMIDATION, AND HAZING (BPS Policy # 3205)

The Browning Public School District is committed to a positive and productive working and learning environment. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Sexual harassment, harassment, intimidation, bullying or menacing, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students. Since, students learn by example; school administrators, faculty staff and volunteers should be expected to demonstrate appropriate behavior, treating others with civility and respect. Sexual harassment, harassment, intimidation, bullying, menacing and hazing will not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices ("cyberbullying"), and "Third parties" which include but are not limited to coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District and others not directly subject to District control at inter-district and intra-district athletic competitions or other school events.

### *Harassment/Intimidation/Bullying/Menacing/Hazing*

**A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself.**

- This definition includes three important components:
  1. Bullying is aggressive behavior that involves unwanted, negative actions.
  2. Bullying involves a pattern of behavior repeated over time.
  3. Bullying involves an imbalance of power or strength.

**Bullying is prohibited in Browning Public Schools. If bullying occurs at school or while attending school functions or on school grounds, it will be dealt with as a severe violation of the behavior management plan.**

**"Harassment, intimidation, bullying or menacing" means any gesture or written, verbal or physical act that takes place on school property, at any school sponsored activity or on a school bus that:**

- A. is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, sexual orientation, gender identity and expression, or a physical, mental or sensory disability.
- B. a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person.
- C. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Student involvement in any of these acts will be dealt with as a severe violation of the behavior management plan.

**"Hazing" is generally defined as any conduct or method of initiation, which subjects another person whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group.**

If hazing occurs at school, on school grounds, or while attending school related functions, it will be dealt with as a severe violation of the behavior management plan.

## SEXUAL HARASSMENT

(see appendix A for Title IX information)

“Sexual harassment” is generally defined as unwelcome sexual advances, requests for favors and other verbal, physical and/or visual contact of a sexual nature when:

- a. submission is made either explicitly or implicitly a term or condition of an individual’s employment or education;
- b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
- c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or of creating an intimidating, hostile or offensive employment or educational environment.

Report all harassment to the Title IX Compliance Officer:

- » Browning School District #9 Compliance Officer (338-2715)
- » Browning High School : Assistant building administrator
- » Project Choices: Student Support Coordinator
- » Blackfeet Learning Academy: Student Support Coordinator
- » Browning Middle School: building administrator
- » Napi Elementary: School Counselor
- » Browning Elementary: School Counselor
- » Vina Chattin/KW Bergan Elementary: School Counselor
- » Babb Elementary: building administrator

## VIII. STUDENT CONDUCT

### APPLICABILITY OF SCHOOL RULES AND DISCIPLINE

To achieve the best possible learning environment for all our student, Browning public schools rules and discipline will apply:

- » On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group.
- » Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- » Traveling to and from school or a school activity, function or event; and
- » Anywhere, if the conduct may reasonably be considered to be threat or an attempted intimidation of a staff member, or an interference with school purposes of an educational function.

### STUDENT EXPECTATIONS

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:**

1. engaging in cooperative work with school staff and fellow students;
2. displaying punctuality and regular attendance at school;
3. demonstrating positive and prompt responses to adult requests;
4. refraining from the use of profanity or vulgar expressions;
5. displaying strong conflict management and verbal negotiation skills in order to avoid physical abuse or verbally assaultive acts;
6. avoiding dangerous behavior, which endangers self and/or others;
7. demonstrating strong judgment in avoiding bringing dangerous and/or illegal items to school;
8. encouraging appropriate behavior among peers;
9. treating the property of others and the school with respect and care;
10. accepting personal and/or financial responsibility for mistakes or poor judgment when appropriate;
11. refraining from the use, possession and/or distribution of illegal substances

### FIGHTING

Fighting 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 discipline purposes. Watching/Recording a fight will also result in appropriate disciplinary consequences.**

Fighting, instigating a fight, watching and/or recording (videoing) a fight will be dealt with as a severe violation of the behavior management plan.



## ASSAULT (PHYSICAL, VERBAL, OR WRITTEN)

Browning Public Schools recognizes that our schools should be a safe learning environment for our staff and students. 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. Hitting back is not an example of reasonable defense and will result in a disciplinary referral. Students who engage in any kind of physical, written, or verbal activity which would result in or have the intent to injury will be subject to the following consequence(s):

- 1) Conference with victim(s) to obtain verbal and written documentation as to nature of assault.
- 2) 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 this assault policy an immediate recommendation for expulsion may happen.
- 3) Police will be notified.
- 4) Prior to reinstatement, an in-person parent conference will be required.
- 5) If reinstatement occurs the student will be placed on an assault contract for the balance 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.
- 6) While the 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 and students may be required to participate in a threat assessment prior to returning to school and share the result assessment with school personnel. 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 as well; 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; and any other relevant information from any credible source.

**School Laws of Montana, 2007, 20-4-303:** Abuse of teachers – Any parent, guardian, or other person who shall insult or abuse a teacher anywhere on the school grounds or school premises shall be deemed guilty of a misdemeanor, and upon conviction of such misdemeanor by a court of competent jurisdiction, shall be fined no less than \$25 or more than \$500.

## PROFANITY AND INAPPROPRIATE LANGUAGE

Using profanity or other inappropriate language, in either written or verbal form, will not be tolerated. Any violation will result in immediate, appropriate consequences, based upon the severity of the situation, as determined by the building administrator. Swearing at a teacher will result in a severe consequence.

## CHEATING & PLAGIARISM

A student shall not cheat, plagiarize, lie, or forge any documents. Any violation will result in immediate, appropriate consequences, based upon the severity of the situation, as determined by the building administrator.

## NOTES/ELECTRONIC COMMUNICATION

Notes or electronic communications are not to be written in class and are not to be passed/sent or received in the school setting, or on school sponsored events, unless authorized by the classroom teacher for specific educational purposes. Students are responsible for all content written in a note/electronic communication. Notes/electronic communications with inappropriate language, threats, or put downs will be confiscated and turned over to the building administrator, and the student will receive appropriate consequences.

## ELECTRONIC DEVICES (BPS Policy #3630)

Student possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of District employees is a privilege which will be permitted only under the circumstances described herein. **At no time will any student operate a cell phone or other electronic device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person. Electronically recording a fight will result in a severe referral.**

Students may use cellular phones, pagers, and other electronic signaling devices on campus before school begins and after school ends. IPODS and other musical devices are **not allowed** in classrooms or hallways during the school day unless authorized by the classroom teacher for specific educational purposes. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers.

Confiscated devices will be returned to the parent and guardian. Repeated unauthorized use of such devices will result in appropriate disciplinary action.

**School District #9 is not responsible for any lost or stolen items.**

## USE & CARE OF SCHOOL PROPERTY/VANDALISM/THEFT

Students, please take pride in your school. If you see something happening that is inappropriate please be responsible and help correct it and/or report it immediately. If no action is taken on your part, you may be subject to disciplinary actions. Students are responsible for the proper care of all books, supplies and furniture supplied by the school.

### *Vandalism/Theft:*

Students who damage or steal school property or equipment are required to pay in cash as restitution for the damage. Vandalism and theft will result in severe or extreme consequences and a report filed with law enforcement.

### *Fines:*

Students will be fined for lost or damaged property. Fines will be assessed for property such as lost and/or damaged texts, library books, locks or athletic equipment. Students will not participate in extra-curricular activities, dances, field trips or receive grades or report cards until all fines are paid.

## DRESS/ATTIRE

School is a very important place of work. Students should come to their place of work with neat, clean, and adequate clothing that show they are proud Browning Public School students. All students will wear clothing that is conducive to an education atmosphere and is safe and appropriate for all school activities. The following guidelines should be followed in determining appropriate school attire:

- Clothing advertising or advocating drugs, alcohol, tobacco use or products, or promoting gang activity, sexual content, obscenity or antisocial behavior is not allowed. Students wearing or displaying offensive messages will be required to change or cover the disputed message.
- Hats may be worn to school and left on during breakfast or lunch time, but must be removed upon entering the hallway and left in the locker for the duration of the day.
- Gang-related apparel is not allowed
- Dresses must be of reasonable length: must be even with a student's fingertip with arms laid flat at their sides.
- Halter tops, tops with straps less than an inch in width, tops baring midriffs or cleavage are not allowed.
- Short shorts and short skirts must be even with a student's fingertip with arms laid flat at their sides.
- Sunglasses are not to be worn unless a certified medical reason is provided and a 504 plan is in place.
- Excessively baggy or saggy pants are not allowed: the waistband of pants should fit at the hipbone. Pants should not be worn so low that the undergarments are visible.
- Trench coats, spiked necklaces, bracelets or wallet chains are not allowed.

**Students who are in violation of the dress code will be excluded from class until appropriately dressed for school.**

## FOOD AND DRINK:

Students are NOT allowed to consume food or liquid beverages in the hallways or in classrooms unless given permission by the classroom teacher or building administrator. Students are permitted with teacher permission to have water in a clear container.

**All food/drink containers are subject to search by school personnel.**

**Energy drinks are not allowed in Browning Public Schools and will be confiscated**

## FIELD TRIP EXPECTATIONS

Field trips are designed as an extension of the regular classroom, and all school and bus rules apply. When on a field trip, Browning Public School students are to conduct themselves in a respectful manner. When in public, BPS students must remember that they represent not only themselves, but also the school, the community, and their families. Parental permission and consent for emergency medical treatment is required for a student to participate.

Each school will set school expectations for eligibility to attend field trips.

## HALLWAY/SIDEWALK EXPECTATIONS

Before school, after school, and between classes there may be a large number of students in the hallways or on school sidewalks. **It is important to be patient, courteous, and understanding of others at all times.**

- Be respectful of others.
- Talk in a quiet, calm voice. Help keep hallway noise to a minimum.
- No pushing, running or inappropriate language.
- Be on time and prepared for class
- Travel on the right side of the hallway/sidewalk.

## ASSEMBLY EXPECTATIONS

Assemblies are a regularly scheduled part of the school day and are designed to promote pride and school spirit as well as to provide alternative educational and enrichment experiences. **Since they are part of the regular school day, it is expected that the students display appropriate assembly behavior.**

- Food, drink, coats, gum and backpacks are not allowed during assemblies.
- Show your appreciation by giving generous and appropriate applause.



- Yelling and/or booing will not be tolerated
- Once the assembly has started you are expected to remain seated until the assembly has concluded.
- Assemblies will be immediately stopped and students removed for inappropriate behavior.

## BUS EXPECTATIONS AND SAFETY

### *Introduction*

The transporting of children to school by school bus is not mandatory; it is the option of the local Board of Trustees. The service is provided in the Browning School District for those who wish to ride under the terms established. The following information for parents and students states the school transportation guidelines. Non-compliance may be met by refusal to transport.

### *School Transportation Guidelines*

Busing to and from school is a privilege provided to students in grades K-12 beginning on the first day of school. A permanent bus plan, including one morning pick up and one afternoon drop off location will be established. **Daily changes to the child's bus schedule will be allowed prior to 2:00 pm M-Th, and prior to 1:00 pm on Fridays. Weekly changes to the bus schedule must be done on the Friday before the change is to go into effect.** Permanent bus changes, due to the family moving, etc., will be made through the Transportation Department.

### *Rules at the Bus Stop*

1. Be on time and waiting for the bus.
2. Stay out of the road while waiting for a bus.
3. Do not participate in horseplay or destroy surrounding property.
4. Wait for the school bus to come to a complete stop before attempting to board the bus.
5. Do not run toward the bus in an effort to be the first to board the bus.
6. Do not cross the street at the bus stop until traffic has stopped for flashing red lights.
7. Board the bus only at the school of attendance.

### *While Riding the School Bus*

1. Follow directions of the driver the first time given.
2. Students may be assigned a seat and held responsible for that seat.
3. Go directly to assigned or available seat upon entering bus.
4. Remain seated and keep aisles and exits clear.
5. Observe classroom conduct while on the bus.
6. Refrain from throwing or passing objects on, from or into bus.
7. Do not extend arms or head out of bus windows at any time.
8. Do not get on or off, or move about the bus while it is in motion. .
9. Refrain from using profane language or obscene gestures on the bus
10. There will be no tobacco products, alcohol or drugs allowed on the bus.
11. Students will not board or depart the bus at a stop other than their own without written permission.
12. Do not eat food or drink beverages on the bus unless permitted to by the driver.
13. Do not exit from the emergency door unless a bona fide emergency exists.
14. Students who are not regular riders must have written permission to ride.
15. Animals, firearms, weapons, insects, bottles, balloons or any other potentially hazardous materials will not be permitted on the bus.
16. Refrain from hitching rides via the rear bumper or other parts of the bus.

### *Leaving the School Bus*

1. Do not run or push while unloading from the bus.
2. When crossing in front of the bus, always watch for the driver to give the "all clear" signal before crossing.
3. Students should go directly from their bus stop to their homes

### *Violation of School Bus Rules*

Failure to follow the rules on the bus will result in the following consequences:

1. The student will be given a verbal warning to stop the behavior.
2. If the behavior continues, the driver will ask the student to change seat positions at the next bus stop or pull the bus over in a safe place and require the student to change to a different seat for the remainder of the ride.
3. If the driver must change a student's seat position more than once, a seat assignment will be given to the student for a period of 5 bus days. (Bus days are defined as days in which the student actually rides the bus.)
4. If behavior persists, student will be suspended from riding the bus for a period of 5 bus days.

### *Major Offenses*

Bullying & harassment will result in an automatic 5 day suspension from the bus. In addition a referral will be made to the school administrator and considered a violation of school rules with accompanying school consequences.

Fighting and sexual harassment will result in a 10 day suspension from the bus, In addition a referral will be made to the school administrator and/or Title IX coordinator and considered a violation of school rules with accompanying school consequences.

Possession of firearms, explosives, or paraphernalia designed to inflict bodily harm and use, possession, sale or being under the influence of drugs or alcohol are considered MAJOR OFFENSES and will be reported to law

enforcement. . These offenses will be referred to the school administrator and the offense will be considered a violation of school district policy and will be managed by the building administrator.

### *Parent/Guardian Responsibilities*

Your support and assistance may prevent an accident

1. Understand and support bus regulations for the safety of your child.
2. Be certain your student understands and follows bus regulations.
3. Teach your students proper procedures for crossing roadways.
4. Support procedures for emergency evacuation as prescribed by state and school officials
5. Teach your child to respect the rights and privileges of others.
6. Report safety concerns to school administrators.

### *Emergency Weather Conditions*

In the event that weather conditions create hazardous driving conditions information pertaining to closing school, bus cancellations, and sending buses home early will be broadcast over all local radio stations, KSEN, K96, KMON, and Thunder Radio KBWG.

Information regarding school bus service or other questions pertaining to transportation may be obtained by calling the school Bus Garage at 338-2952.

### *Video Surveillance*

**For the safety of all students and the driver, buses are equipped with video surveillance, which may include audio.**

## IX. BEHAVIOR MANAGEMENT PLAN

### MISSION OF THE BEHAVIOR MANAGEMENT PLAN

The mission of the District #9 Behavior Management Plan is to enhance student concepts, improve student discipline and increase academic achievement through the establishment and maintenance of a safe and welcoming school climate, emphasizing positive interpersonal relationships with students, parents, staff and community.

### VISION FOR THE BEHAVIOR MANAGEMENT PLAN

The vision for the behavior plan is one where all stakeholders are committed to providing students the support and opportunities for successful higher learning and a positive output in our community.

- Every student should be treated with dignity and respect.
- Every student should be held accountable for his/her own behavior.
- Students should be taught the skills and behaviors necessary for success.
- Consequences should be designed to help students learn from the experience.

### 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.

### THE BEHAVIOR MANAGEMENT PLAN (BPS Board Policy #3200)

Each school in District #9 has developed a specific behavior management plan based upon the developmental needs of the students and the structure of the school. All plans are designed to help students understand and change inappropriate behavior, and to provide for a safe and productive learning environment.

**Please refer to the building-specific section of the student/parent handbook for your school's behavior management plan.**

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;

### 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.

### Suspension

The authority to suspend students for a short duration (10 or fewer days) lies with the building administrator. Students may be suspended from school due to behavioral incorrigibility as demonstrated by failure to comply with District Policies or school rules, failure to submit to the authority of any adults employed by the school district while in the school and on school premises, or attending school

sponsored functions. Continual and willful disobedience of school or classroom rules may also constitute suspension offences. Upon a finding by a school administrator that the immediate return to school by a student would be detrimental to the health, welfare, or safety of others or would be disruptive of the educational process, a student may be suspended for one (1) additional period not to exceed ten (10) school days, if the student is granted an informal hearing with the school administrator prior to the additional suspension, and if the decision to impose the additional suspension does not violate the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. 1400, et seq.

Each school shall maintain a record of any disciplinary action that is educationally related, with explanation, taken against the student. When the board of trustees takes disciplinary action against a student, the Board must keep a written record of the action taken with detailed explanation, even if the disciplinary action is decided during a closed session. A disciplinary action that is educationally related is an action that results in the expulsion or out-of-school suspension of the student.

## Procedure

building administrator or designee confers with the student to discuss and investigate the alleged the infractions.

The parent is called or notified regarding the decision to suspend and allowed to pick the student up if the parent can immediately arrange for transportation.

A written referral identifies the rule or policy violation and identifies the amount of time the student will be suspended for and conditions for re-entry. This written referral is provided to the parent when the child is escorted home or picked up following suspension.

Formal written summary of the investigation is to be provided to the parent and included in the discipline records.

Suspensions are logged on appropriate forms and patterns of suspension are considered for each child.

A re-entry meeting is held with the child, parent and school administration prior to school re-entry.

The student will re-enter the school site with a behavioral contract.

## Discipline for Students with Disabilities

In the event a child has or suspected to have an educational disability, procedures 1-4 will occur as noted above and procedures 5-7 will be modified in the following manner:

1. If a pattern of suspensions becomes evident and a disability is suspected, an expedited evaluation to determine the existence of an educational disability will occur. For all students identified as having a disability and students suspected as having a disability, a functional behavior analysis and a manifestation determination will occur.

2. A Child Study Team/Individual Education Plan Team will convene a re-entry meeting and determine the following:

- a) Is there evidence to support identification of an educational disability in the case of a student who is suspected as having a disability?
- b) If not, is Section 504 of the Rehabilitation Act applicable? If no major life function is inhibited by the student's condition, then engage in re-entry meeting.
- c) If a 504 applies include 504 considerations of reasonable accommodations in the behavior/re-entry plan.
- d) If an education disability exists, identify the disability, analyze the behavior demonstrated by the student and determine whether the behavior is caused or is a manifestation of the disability.
- e) Develop an Individual Education Plan that includes behavioral objective and a behavior intervention plan that will function to teach appropriate behavior and result in a decrease in the incidence of behavior resulting in suspension.

## Appeal Procedure

Discipline resulting in suspension from school for less than 10 days may be appealed by notifying the Superintendent in writing within 10 days of the administrative decision to suspend. Notice of the appeal will be delivered by hand or by mail with return receipt requested. The Superintendent's review of the issue is limited to a determination of whether the administrative team followed applicable Board policies, Montana State, and Federal law. All decisions by the Superintendent described herein are final.

Suspensions of 10 days or more may be appealed to the Board of Trustees. The Board of Trustees is to be notified in writing within 10 days of the Superintendent's decision. The notice shall be hand delivered or delivered by certified, return receipt mail to the Superintendent's office. The Board of Trustees' review of the issue shall be limited to whether the Superintendent's decision was consistent with policy and Montana State and Federal Law. The decisions by Board of Trustees described herein are final.

## Expulsion

The Superintendent shall make recommendation for expulsion to the Board of Trustees. Expulsion recommendations occur for serious, repeated infractions of student conduct or an individual, serious episode, which severely disrupts the school environment, causes injury or places students at risk of injury, or an infraction identified in the student handbook. Consideration of expulsion shall take place in hearing.

### **Procedure**

A preliminary written recommendation is made to the Superintendent for expulsion and a copy forwarded to the Board Chair. The recommendation shall include:

- a. The specific charges and facts on which the recommendation is based.
- b. The recommended length of expulsion.
- c. Recommendation whether the student will receive credit or not for the current grading period.
- d. The names of persons who may be called as witnesses.

After receipt of the recommendation, the Chairperson shall promptly send copies of the recommendation to the student and student's parent or guardian. These copies shall be sent registered mail (return receipt requested). Copies sent to the student and the parent shall include:

- a. A specific date, time and location of the hearing.
- b. The student's right to present a defense.
- c. The student's right to be represented by another person.

At any time a student or his/her parents or guardian fails to appear at the scheduled hearing, it will be assumed that the disciplinary action is accepted by all parties.

### **Expulsion Hearing**

The Chairperson of the Board of Trustees shall determine whether the demands of the individual privacy of the student clearly exceed the merits of a public hearing. In his/her decision, the Chairperson shall consider the nature of the charges against the student, the testimony expected to be given, and the wishes of the student and his or her guardians.

If the hearing is closed, all persons shall be excluded except the student, his/her parents, and his/her representative, the members of the Board, the person or persons presenting the recommendation and their representative, the Superintendent or his/her designee, and if a transcript is made, the secretary.

Whether the hearing is open or closed, persons who will give evidence shall be excluded from the hearing until they are called to testify. Evidence and testimony shall be given in the following order:

1. support of the expulsion.
2. against the expulsion.
3. rebuttal.

After a full hearing of all relevant matters, the Board shall decide whether to accept, reject or modify and accept the recommendation. Such decision shall be based on the evidence and testimony produced at the hearing.

If the hearing on the matter was closed, the approved draft (Findings of Fact) shall be adopted or rejected in open session. The board action will be noted in the minutes, the draft will not be available to the public. If the hearing on the matter was open, the draft shall be adopted or rejected in an open session.

Copies of the decision shall be sent to the parties of the proceeding after adoption.

## **THE CLASSROOM MANAGEMENT PLAN**

A classroom management plan will consist of three components:

1. A set of expectations for classroom behavior.
2. A scale of specific consequences for not observing the expectations.
3. Positive incentives to reinforce behavior when students follow the expectations.

### **Teacher's Creed**

- As your teacher, I will not tolerate any student in this classroom stopping me from teaching for any reason whatsoever.
- As your teacher, I will not tolerate any student in this classroom stopping another student from learning for any reason whatsoever.
- As you teacher, I will not tolerate any student doing anything that is not in your best interest or in the best interest of the class.
- As your teacher, I am a member of this classroom; there are two things you will never do with me:
  - No manipulation
  - Never question my management system while I am teaching.

## **SEVERE CLAUSE**

When serious misbehavior occurs the student is sent directly to the building administrator. The building administrator will follow the steps in the school's Administrative Support Plan.

Serious misbehavior includes the following:

- Fighting/assault – the willful intent to inflict pain.
- Severe harassment or Sexual harassment
- Vandalism – destroying property.
- Overt defiance – absolute refusal to follow directions (including swearing at a staff member).
- Stopping a class from functioning – the teacher can no longer teach.

## **ADMINISTRATIVE SUPPORT PLAN**

If a student is removed from the classroom with a referral, or if behavior outside the classroom warrants a referral, students will be sent to the office for disciplinary consequences. These consequences may include, but are not limited to, the following:

- **Conference** – The student and/or parent will meet with the teacher, counselor, administrator, and/or Intervention Team

- In School Suspension (ISS) – Students will be assigned to ISS by an administrator. They will be required to behave in an orderly manner and complete all assigned work packets before they'll be allowed to return to regular classes. Failure to comply with rules will result in OSS.
- Out of School Suspension (OSS) – Students who are put on OSS are to stay home for the number of days assigned. Students will not be allowed to participate in any school activities, including games and practices, until OSS is complete.
- Restitution – Students will be required to restore the school property or equipment to its original condition, either through paying for the damage or working around the school in lieu of payment. The work might be washing walls, washing tables, picking up trash, etc., all under the supervision of a school employee.
- Expulsion – Expulsion is the complete removal from the school for a period of up to one year. The Superintendent will make recommendation of expulsion to the Board of Trustees. See Board Policy #3200 for expulsion procedure.
- Discipline Card – Student's classroom rules are tightened. Student will carry a discipline card with them for a total of 5 days, which teachers will sign each class.
- Shelter Card – Students will have restricted movement between classes and at lunch. Students will carry the shelter card for 5 days, which teachers will sign each class.

## EXTRA/CO-CURRICULAR SANCTIONS FOR DRUGS/ALCOHOL/TOBACCO (BPS policy#3200r)

### **Applications of Sanctions**

Discipline set forth by this policy will be inclusive for grades 5 through 8 and 9 through 12.

Use of possession of alcohol, drugs or tobacco, of any kind is a violation of Montana State Law. For on or off campus violations in regard to use of alcohol, drugs and tobacco (including smokeless) or a positive drug test would be treated as a self-report for in-season athletes/performers/club members and other school sponsored activities as listed in the BHS Activities Handbook; Browning School District #9 will apply the following sanctions:

**First Offense:** Student is placed on activities long-term suspension of 45 contact days. If a student self-reports their violation to their coach, supervisor, and building administrator or activities director by 9:00 am of the next regular school day, the number of contact days of the suspension will be reduced to 30 contact days. The student remains ineligible until Insight training is complete or the student is working towards completion.

**Second Offense:** Immediate removal from all activities for one calendar year. Application for reinstatement will be accepted by the building administrator and forwarded to the Board of Trustees.

A contact day is defined as a day when a practice or event is held or a day when school is in session.

If a staff member or chaperone catches a student at a school related activity for violation of this policy the student would not be allowed to self-report their alleged violation.

The suspension days will continue from one school year to the next if the school year where the violation occur ends before the student completed their suspension.

If a student activity participant is the subject of two positive tests during any given school year, he or she will be suspended from participation in extra/co-curricular activities for the remainder of that school year.

## CORPORAL PUNISHMENT

No person who is employed or engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include, and district personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, for the purpose of self-defense.

## RIGHT OF APPEAL/STUDENT COMPLAINT PROCESS (BPS Policy # 3200)

### **Appeal Procedure**

Discipline resulting in suspension from school for less than 10 days may be appealed by notifying the Superintendent in writing within 10 days of the administrative decision to suspend. Notice of the appeal will be delivered by hand or by mail with return receipt requested. The Superintendent's review of the issue is limited to a determination of whether the administrative team followed applicable Board policies, Montana State, and Federal law. All decisions by the Superintendent described herein are final.

Suspensions of 10 days or more may be appealed to the Board of Trustees. The Board of Trustees is to be notified in writing within 10 days of the Superintendent's decision. The notice shall be hand delivered or delivered by certified, return receipt mail to the Superintendent's office. The Board of Trustees' review of the issue shall be limited to whether the Superintendent's decision was consistent with policy and Montana State and Federal Law. The decisions by Board of Trustees described herein are final.

Refer to BPS Policy #3205r for specific timelines for each step of the process.

## Appendix

- A. Title IX
- B. Student AUP Policy
- C. FERPA notification
- D. Asbestos Notification
- E. Board Policy #3125 – Education of Homeless Children

APPENDIX A: TITLE IX information

1 **Browning Public Schools**

2  
3 Policy -----

4 Policy Name: *Student Grievance Process*  
5 Regulation: **3205R**

6  
7 The Board of Trustees supports creating a school environment that is free from discrimination and affords  
8 students and their families an opportunity for due process. The grievance process provides the  
9 Superintendent and Trustees with opportunities to identify barriers to a discrimination free learning and  
10 working environment in our schools. The appeal process facilitates identifying inconsistencies in practice  
11 and interpretation of the Board of Trustee's policy.

12  
13 ***Public Notice of Process***

14 In order to address potential concerns, the Superintendent shall identify a Title IX and Section 504  
15 Coordinators for the District. District coordinators and building-based representatives will be identified  
16 in Student Handbooks annually. The grievance and the appeal process will be included in district policy  
17 and Student Handbooks.

18  
19 ***Grievance Process***

20 A grievance will consist of any complaint alleging discrimination.

21  
22 **Level 1: Informal Resolution**

23 The grievant is encouraged to promptly discuss the concern with the teacher, counselor, Principal or  
24 building administrator with whom the issue could be resolved informally. However, in the case of alleged  
25 sexual harassment, the matter should be discussed with the first line administrator that is not involved in  
26 the alleged harassment. This level is optional.

27  
28 **Level 2: Coordinator**

29 If the complaint is not resolved at Level 1, the grievant may file a written grievance stating:

- 30 1. The nature of the grievance.  
31 2. The remedy requested.  
32 3. Signature and Date

33  
34 The Level 2 grievance shall be filed within 60 days of the event or incident, or from the date the grievant  
35 could have reasonably become aware of the occurrence. The District may investigate and take action  
36 when a student refuses or is unable to file a written grievance.

37  
38 The Coordinator has the authority to investigate all grievances and if possible will resolve the grievance.  
39 A written report regarding the investigation shall include the following:

- 40  
41 1. Clear statement of the allegations of the grievance and the remedy sought by the grievant.  
42 2. Statement of the facts as contended by each of the parties.  
43 3. Statement of the facts as found by the coordinator and identification of evidence to support each fact.  
44 4. List of witnesses interviewed and documents reviewed during the investigation.  
45 5. Narrative describing attempts to resolve the grievance.  
46 6. Coordinator's conclusions as to whether the allegations in the grievance are with merit.  
47 7. If the Coordinator believes the grievance is valid, the Coordinator will recommend appropriate action  
48 to the Superintendent.  
49



1 The Coordinator will complete the investigation and file the report with the Superintendent within thirty  
2 (30) days after receipt of the written grievance. The Coordinator will provide a copy of the report to the  
3 grievant.

4  
5 If the Superintendent agrees with the recommendation of the Coordinator, the recommendation will be  
6 implemented.

7  
8 The Coordinator and the Superintendent may appoint an outside investigator.

9  
10 **Level 3: The Board of Trustees**

11 If the Superintendent rejects the recommendation of the Coordinator, and/or either party is not satisfied  
12 with the recommendations from Level 2, either party may make a written appeal within 15 days of  
13 receiving the report of the Coordinator to the Board of Trustees for a full contested case hearing. On  
14 receipt of the written appeal, the matter shall be placed on the agenda of the Board of Trustees for  
15 consideration not later than their next regularly scheduled meeting. A decision shall be made and  
16 reported to all parties within thirty (30) days of that meeting. The decision of the Board of Trustees will  
17 be final, unless appealed within the period provided by law.

18  
19 **Level 4: The County Superintendent**

20 If the case falls within the jurisdiction of the county superintendent of schools, the decision of the Board  
21 of Trustees may be appealed to the County Superintendent by filing a written appeal within thirty (30)  
22 days after the final decision pursuant to the Rules of School Controversy (10.6.103, et seq. ARM).

23  
24  
25  
26 **Cross Reference:** 3002 Student Handbook Policy  
27 2112 Duties of the Superintendent  
28 1240 Member Authority/Responsibility  
29 3000 Equal Education Nondiscrimination  
30 3205 Sexual Harassment/Intimidation

31  
32 **Legal Reference:** 20-USC-24.9.1001-1011 Sex Discrimination in Education  
33 10.6.103, et seq. ARM Rules of School Controversy  
34 MCA 20-5-201 Appeals by pupil or pupil's parent or guardian  
35 MCA 20-3-210 Controversy appeals and hearings  
36 MCA 20-3-324 Powers and duties (Trustees)

37  
38  
39 **Policy History:**

40 Proposed: 3/00

41 Adopted on: 7/27/05

42



# SEXUAL HARASSMENT

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

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

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

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

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

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

1 Browning Public Schools

2  
3 Policy #

4 Policy Name: *Acceptable Use of Electronic Networks*

5 Regulation: #3612F

6  
7 At Browning School District #9, we believe that technology can be a powerful tool to enhance learning, enabling  
8 students to access information and collaborate with others across the school, community, and the Internet. We  
9 believe that all students, staff and parents must be good digital citizens by following standards of *acceptable use*  
10 when using either school-owned technology (software, hardware, school network, Internet) or their own personal  
11 electronic device<sup>\*1</sup> for school purposes while enrolled at Browning School District #9. The declaration below  
12 outlines these standards of acceptable use. Once signed, it will act as an agreement between Browning School  
13 District # 9 and

14  
15 \_\_\_\_\_  
16 Student's name (printed)

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

17  
18 This declaration must be reviewed and signed by both the student and their parent/guardian in order for any  
19 student to use a *school technology* (including computers, cameras, tablet devices, iPads, etc.) while on or off  
20 campus or to use their own *personal electronic device* while on campus.

21  
22 **Section A: Student Declaration**

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

- 26  
27
- 28 • I understand that having access to technology in school is a privilege and that this privilege may be  
29 revoked if I fail to fulfill my responsibilities as a user of this technology. I will comply with all the  
30 policies and rules pertaining to the use of technology, which the district has established or may establish  
31 in the future.
  - 32 • When connected to the Internet, I will not reveal personal information such as my age, address or phone  
33 number, or those of other students or persons to anyone or any service.
  - 34 • I will take full responsibility for, and respectfully use, the technology available to me at school. For  
35 example, this means I will use proper care if transporting, handling or operating any electronic device  
36 (e.g. computer, camera, etc.) while in school, whether it belongs to the school, another student, or myself.
  - 37 • I understand that the district uses a content filter on its Internet access, yet I know it is possible that I may  
38 encounter inappropriate material. I will immediately close the application that depicts this material. I  
39 will then inform my teacher. I further understand that attempting to circumvent filtering solutions the  
40 district has in place is inappropriate and may result in disciplinary action.
  - 41 • I understand that personnel from the school and District Technology have access to information about  
42 every web page I visit and file I create on school computers. I am aware that this information may be  
43 monitored and viewed by my teachers or other district personnel. I understand that this limits privacy as  
44 it pertains to the use of the technology that is assigned to me and information that is stored on school-  
45 provided (local and web-based) file storage spaces.
  - 46 • I will not download or install any software, music, movies, or files of any nature unless I have been  
47 granted specific permission to do so by my teacher and the copyright holder grants permission.<sup>\*2</sup>
  - 48 • I will always log out of the computer when finished using it, or when moving out of sight of the  
49 computer. (Any actions done on a computer when YOU are logged in are directly traceable to you.) I will  
50 not access or use the account of another student or teacher. If I notice another student or teacher has not  
logged out of a computer I am using, I will notify them (if possible) and log out.

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

9  
10 **Section B: Students bringing their own personal electronic device to school**

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

- 16  
17 • I will only connect to the school wireless network, and NOT to the school's wired network, nor any other  
18 (external) wireless network. This includes NOT connecting to 3G/4G or cellular type networks while on  
19 school campus.
  - 20 • The device I am using will have virus protection software which is up-to-date.
  - 21 • I will turn off all peer-to-peer (music/video/file-sharing) software or web-hosting services on my device  
22 while connected to the school wireless network.
  - 23 • I will use the student owned device in class *only with the teacher's expressed permission.*
  - 24 • I will use the student owned device outside the class (i.e. lunchroom) *only with the building*  
25 *administration's expressed permission.*
  - 26 • I understand the security, care and maintenance of my device is my responsibility. I will securely store  
27 and charge my device when not in use.
  - 28 • I understand that the school is not responsible for the loss, theft or damage of my device. I am fully  
29 responsible for my property while it is at school. I understand that should I leave my device in the custody  
30 of a staff member that they are not responsible for the loss, theft or damage of my device.
  - 31 • I understand that personnel from the school and district technology may access my personal electronic  
32 device if there are reasonable grounds to believe that there has been a breach of school rules or discipline  
33 policies and that a search of the device would reveal evidence of that breach whether that search does or  
34 does not reveal a breach. This may include, but not limited to, audio and video recording, photographs  
35 taken on school property that violates the privacy of others, issues regarding bullying, verification that the  
36 students device is connected to the school network, etc. Students will provide appropriate login  
37 credentials to the device if required. Failure to provide access will be deemed satisfactory evidence and  
38 notify district/school administrators that the student device contains content that violates this section.
  - 39 • I will not use an audio/video recording device, to record media or take photos during school unless I have  
40 permission from both a staff member, and those I'm recording. School Administration may search my  
41 device memory if they feel school rules have been violated.
- 42  
43  
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48





**Family Educational Rights and Privacy Act (FERPA)  
Annual Notice of Student Education Record Privacy**

Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

- 1) To inspect and review the student's education records maintained by the school within 45 days of the school's receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested. The following staff person may be contacted to seek access to your child's record:

Name of Staff: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

You will be notified of the place and time the record(s) may be available for review.

- 2) To request that a school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. The following staff person may be contacted to request an amendment to your child's record:

Name of Staff: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

- 3) To control the disclosure of their child's personally identifiable information from their education record. The school or district must, with certain exceptions, obtain parent written consent prior to the disclosure of personally identifiable information from education records. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the district; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist); or a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility. A school district may also disclose personally identifiable information from education records without prior written consent to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Student directory information may also be disclosed without prior consent if the categories to be disclosed are designated and parents are given the opportunity to opt out prior to disclosure.

You have the right to file a complaint with the U.S. Department of Education at the following address if you feel the school district has failed to comply with the requirements of FERPA:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## APPENDIX D: ASBESTOS NOTIFICATION

### ANNUAL ASBESTOS NOTIFICATION TO PARENTS, STUDENTS, AND EMPLOYEES OF THE BROWNING PUBLIC SCHOOL DISTRICT

(Required by the *Asbestos-Containing Materials in Schools Rule* §§ 763.84© and 763.93(g)(4))

Asbestos is a naturally occurring fibrous mineral, which, until about 1980, was commonly used in building construction. Asbestos will not burn, is an excellent insulator, has great tensile strength, is resistant to chemicals, is nonconductor of electricity, and absorbs sound. Examples of *asbestos-containing building material (ACBM)* are vinyl floor tile, sprayed-on

acoustical ceiling material, pipe and boiler insulation, and roofing felt. As ACBM deteriorates over time, or is disturbed by maintenance, renovation, or demolition activities, it may become friable, i.e., it is capable of being reduced to powder by hand pressure. When ACBM becomes friable, asbestos fibers are released into the air. Inhalation of these airborne, microscopic asbestos fibers has been proven to cause such fatal diseases as lung cancer, mesothelioma (cancer of the lining of the lung or abdominal cavity), and asbestosis (scarring of lung tissues). Uncontrolled asbestos contamination in buildings has been, and remains, a significant environmental and public health issue. In 1986, Congress enacted the *Asbestos Hazard Emergency Response Act (AHERA)* to require public and private, secondary and elementary schools to identify ACBM in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the US Environmental Protection Agency finalized a regulatory program, which enforces the AHERA mandate. These regulations are incorporated within the *Asbestos-Containing materials in Schools Rule* (40 C.F.R. Part 763, Subpart E).

In compliance with the *Asbestos-Containing Materials in Schools Rule*, the school had its school building inspected by an asbestos inspector, accredited by the State of Montana. During that inspection, areas of suspect ACBM were identified. The type, condition, and location of this ACBM were noted. Samples were taken of some or all of the suspect ACBM. Laboratory analysis of these samples confirmed the presence or absence of ACBM. Suspect ACBM not sampled and analyzed were assumed to contain asbestos. Confirmed and/or assumed ACBM currently remain in certain locations in our school building (pipe chase for waterlines located between kitchen and boiler room in crawl space)

Upon confirmation of the presence of ACBM, an Asbestos Management Plan was developed for each of the school buildings in the School District by an asbestos management planner, accredited by the State of Montana. The *Asbestos Management Plans* shows that there is ACBM in the pipe chase but poses no threat to staff or students. These Plans describe past response actions taken to abate ACBM, as well as response actions planned for the future. The pipe chase is sealed and therefore safe. The Asbestos Management Plans provide information on the periodic monitoring of the condition of ACBM remaining in our school buildings through triennial reinspections, conducted by accredited asbestos inspectors, and through triennial reinspections, conducted by accredited asbestos inspectors, and through semiannual surveillance, conducted by trained school maintenance staff.

A copy of the Asbestos Management Plan is available for your review in the School District administration office during regular office hours. Leslie Munro, Director of Facilities, is the designated Asbestos Program Coordinator for the School District. Please direct all inquiries regarding the Asbestos Management Plan(s) to him at telephone 406-338-2715 ext. 203.

## APPENDIX E: Education of Homeless Children

### Browning Public Schools

#### Policy # 3125

Policy Name: *Education of Homeless Children*

Regulation: -----

Each child of a homeless individual and each homeless child has equal access to the same free, appropriate public education as provided to other students. The trustees must assign and admit a child who is homeless to a school in the District regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The trustees may not require an out-of-District attendance agreement and tuition for a homeless child.

The superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residence, birth certificates, school records and other documentation.

Homeless students shall have access to services comparable to services offered to other students, including but not limited to:

1. Transportation services;
2. Educational services for which the student meets eligibility criteria (e.g., Title I);
3. Educational programs for children with disabilities and Limited English Proficiency;
4. Programs in vocational and technical education, as well as, programs for gifted and talented students;

## 5. School nutrition program.

The superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths not currently attending school. The superintendent shall appoint a liaison for homeless children.

A "homeless child" is defined as provided in the McKinney Homeless Assistance Act.

A complaint regarding the placement or education of a homeless child shall first be presented orally and informally to the District's homeless liaison/coordinator. Thereafter a written complaint must be filed in accordance with the District's Uniform Grievance Procedure.

**Cross Reference:** #3215 Uniform Grievance Procedure

**Legal Reference:** 42 U.S.C. § 11431, et seq. McKinney Homeless Assistance Act

§ 20-5-101, MCA Admittance of Child to School

### **Policy History**

Adopted on: 4/28/04

## **APPENDIX F: Blackfeet Language**

### **KINSHIP WORDS**

MY MOTHER	NIKSISTA	NEE - KSIS - DA
YOUR MOTHER	KIKSISSTA	GEE - KSIS - DA
MY FATHER	NINNA	NEE - NA
YOUR FATHER	KINNA	GEEN - NA
MY WIFE	NITOHKIIMAAN	NI - DOH - GEE - MA - NA
YOUR WIFE	KITOHKIIMAAN	GEE - DOH - GEE - MA - NA
MY HUSBAND	NOOMA	NOO - MA
YOUR HUSBAND	KOOMA	GOO - MA
MY OLDER BROTHER	NISA	NEE - SA
MY OLDER SISTER	NINSSTA	NEEN - STA
MY CHILDREN	NOKO` SISKSI	NOO - GOO` SEE - KEE
YOUR CHILDREN	KOKO` SISKSI	GOO - GOO` - SEE - KEE
MY BABY	NISSITSIMAAN	NIT- SIT - TSEE - MA - NA
YOUR BABY	ISSITSIMAAN	GIT - SIT - TSEE - MA - NA
MY SON	NOHKOWA	NOO - GOO - WA
YOUR SON	KOHKOWA	GOO - GOO - WA
MY DAUGHTER	NITANA	NEE - DA - NA
MY YOUNGER SISTER	NISSISSA	NEE - SIS SA ( female speaking)
MY YOUNGER BROTHER	NISKANA	NEE- SKA-NA (male speaking)
MY GRANDPARENT	NAAAHSA	NAA - AH - SA
YOUR GRANDPARENT	KAAAHSA	GAA - AH - SA
MY FRIEND	NITAKKAA	NEE - DA - GAA
GIRL FRIEND	NITAAKIIOAM	NEE- DA - GEE - GOO - AAM - A
BOY FRIEND	KISSAHKOAMAPEMA	GEE-SA-GOOM-MAA -BEE -A
MY GRANDSON	NISSOHKOWA	NIIS - SOO - GOO - WA

YOUR GRANDDAUGHTER

KISOTANA

GEE - SOO - DA - NA

### COLORS

BLACK

SIKKSINATSI

Sik-ksii-naat-tsi

GRAY

IKKITSINAATTSI

E'kit-tsii-naat-tsi

BLUE

OTSSKOINAATTSI

Ooh-tsi-skuee-naat-tsi

RED

MOAHSINATSI

Moah-ksin-naat-tsi

BROWN

APOYIINAATTSI

Aah-bo-yii-naat-tsi

YELLOW

OTAHKOINATSI

Oo-daah-kuee-naat-tsi

PINK

I'KINATSI

E'kii-naat-tsi

### GREETING WORDS

HELLO

Oki

My name is.

Nitaniko

Ni-tan-nik-ko

What is your name?

Tsakitanikowa

Tsa-ki-tan-nik-ko-wa

You, what is your name?

Kistotsakitaniko

Ki-sto' tsa-ki-tan-nik-ko-wa

Me, my name is.

Nisto' nitaniko

Ni-sto' ni-tan-nik-ko

How is every thing ?

Tsanitapiwa

Tsa-ni-ta-pi-wa

Every thing is good.

Soka'pii

Soo-ga-bii

Yes, I'll see you later.

Aa kitakitamattsin

Aa ki-ta-ki-taam-mat-tsin (noh-po-wa)

### COMMANDS

Where

Tsee-ma

Tsima

Who

Da-ga

Taka

Who is it?

Da-ga-tsi

Takaatsiksi

What / How

Tsa

Tsa

Here

Maa-h

Mah (Your giving something)

Things / That

A-mo

Amo (Your giving things to someone)

When

Tsa ni-tsi-si

Tsa

Yes

Aah

Aa

No

Saah

Saa

Why

Tsee-ga

Tsii-ka

Take this

Ma-tsi A-mo

Ma'tsi Amo

Give it to me.

Goo-git

Ko-kit

Give it to (more than one person).

Goo-tsi-sa

Kotsissa

### NUMBERS 1 - 20

One

Nitokska

Nee - dooks - ga



Two	Naato' ka	Naa- doo - ga
Three	Niokska	Nee - ooks - ga
Four	Niisowo	Nee - soo - woo
Five	Niisito	Nee - see - doo
Six	Noi	No - ye
Seven	Ihkitsika	Eeh-gee - tsee - ga
Eight	Naanisoyo	Naan - nee - soo - wo
Nine	Piihksso	Be~ihk ' - soo
Ten	Kiipo	Gee - boo
Eleven	Nitsikopoto	Nee - tsee goo - boo - do
Twelve	Naatsikopoto	Na - tsee - goo - boo - do
Thirteen	Nikopoto	Nee - goo - boo - do
Fourteen	Nisiikopoto	Nee - see - goo - boo - do
Fifteen	Nisitsikopoto	Nee - see - tsee - goo - boo - do
Sixteen	Naikopoto	Nay - goo - boo - do
Seventeen	Ihkitsikikopoto	Ee~ik ' gee - tsee - gee - goo - boo - do
Eighteen	Nanisoikopoto	Naan - nee - see - goo - boo - do
Nineteen	Piihksikopoto	Be~ik ' see goo - boo - do
Twenty	Natsipo	Naa - tsee - boo

#### **CARDINAL IN TENS**

Ten	(10) Kiipo	Gee - boo
Twenty	(20) Naatsipo	Naa - tsee - boo
Thirty	(30) Niiyipo	Nee - yee - boo
Forty	(40) Niisipo	Nee - siip - boo
Fifty	(50) Nisitsipo	Nee - see - tsee -boo
Sixty	(60) Naiipo	Nay - yip - boo
Seventy	(70) Ihkitsikipo	Ee~ik' gee - tsee - gee - boo
Eighty	(80) Naanisipo	Naan - nee - see - boo
Ninety	(90) Piihksipo	Be~ik ' see - boo
One Hundred	(100) Kiipipo	Gee - biip - boo

### **APPENDIX G: Volunteer Handbook**

# **BROWNING PUBLIC SCHOOLS**

# Volunteer handbook



## BPS

### Vision Statement

Browning Public Schools is a community of families, students, staff and school board members who work to provide the very best education for all our children through guidance, teaching, support, and appropriate rules and policies.



"Volunteers are more than a pair of helping hands; they contribute to the social life of the school. They engage in the moral development of our children by teaching them that education is important and people are worth supporting with a donation of time."

Dan Brown

## Volunteer Handbook Introduction

Browning Public Schools welcomes parents and community members to volunteer in our schools. The District recognizes the valuable contributions made by parents and community members who volunteer.

Everybody has skills and talents that are valuable to a student. Some of the ways you can contribute are to tutor or be a mentor, help students with homework, listen to children read, play educational games with students, assist with math or science, help on playground duty, monitor lunchrooms, share information about local history, help students learn the Blackfeet Language, support special projects, activities, or field trips, assist with after-school programs, help at athletic events, or become involved with school leadership by serving on committees.

Thank you for your interest in volunteering. We sincerely hope you have a rewarding experience.

*Questions? Concerns? Let us know!*

As we move forward with changes to our volunteer program, please feel free to offer your feedback and experiences so we can better prepare materials and procedures for our volunteers. If you have any questions, comments or concerns, contact the building administrators.

## Policies and Procedures

### Browning Volunteers:

- Complete a volunteer registration
- Turn in a signed confidentiality agreement
- Complete a criminal background check and drug test, *if necessary*
- Adhere to District sign-in/sign-out procedures
- Wear appropriate attire for service and working with students
- Wear a visible name tag at all times during service
- Maintain communication with teacher/supervisor
- Adhere to District policies

**Note: Volunteers are not allowed to bring children who are not members of the group attending the field trip.**

### Check-in Procedures

All B.P.S. volunteers are required to sign in and out at the front desk of their school every time they volunteer. This procedure helps us keep track of volunteer numbers and hours and also covers you under the district's worker's compensation plan while you are at the school.

Sign-in procedures should be explained to you prior to or on your first day as a volunteer. School office staff can answer any questions you have about the sign-in/sign-out procedures.

### Identification

B.P.S. volunteers are required to wear a nametag or identification when in schools, just like B.P.S. staff. Each school has different forms of volunteer nametags, and the school secretary can help you determine how to identify yourself. When filling out the nametag, use the name students and staff call you (i.e. "Grandma Beth" or "Mr. Jones").

### Attire

B.P.S. volunteers should wear attire that is appropriate for working with students. T-shirts with logos depicting tobacco, profanity, alcohol, or firearms are prohibited for volunteers as well as for students. As a general guideline, if a shirt shows your stomach when you raise your hands over your head, it is too short. Skirts, dresses or shorts should extend below your fingers when your arms are held at your side.

If you know that you will be doing a lot of walking or outdoor work during your service, please remember to bring sufficient shoes and a jacket, as the school will not have extras to provide. Please dress for the weather conditions.

## BPS #9 Board Policies

### Volunteers should review the following policies before working with students in any school:

- > Fingerprint and Criminal Background Investigations Policy #5122
- > Sexual Harassment/Bullying/Hazing Policy#3205
- > Tobacco Free Schools Policy

Copies are attached for your convenience. Copies of all of the policies are also available at each school.

### Fingerprint and Criminal Background Investigations

District policy #5122 requires all volunteers who will have **unsupervised contact with students** to pass a fingerprint background check and drug test. This policy helps ensure the safety of all Browning students and is not intended to discriminate based on criminal history. Background checks/drug tests do not include any financial information, such as credit history, taxes or income.

If a volunteer chooses to decline a criminal background check or is unable to work with students in an unsupervised setting due to a certain conviction, they may still be eligible to volunteer with Browning schools in a supervised capacity. The building administrator will determine for each respective activity if the circumstances may require volunteers to be unsupervised with students (Ex- Trip to zoo involving multiple small groups of students).

Any questions regarding the classification of your volunteer assignment or specific restrictions that will apply as a supervised volunteer may be directed to the administrator of the school at which you are volunteering.

Before you can begin to volunteer in an unsupervised capacity, you must complete the fingerprint background check, and the results must be received by the school district. To obtain the proper forms

please contact Human Resources in the Administration Building located at 129 1<sup>st</sup> Ave SE, Browning, MT.

406-338-2715.

To read more District policies, visit [www.bps.k12.mt.us](http://www.bps.k12.mt.us)

## Special Volunteer Positions

### Chaperone Guidelines

Often, the district seeks parents and community members to chaperone day or overnight field trips. To ensure a quality educational experience and the safety of children, there are certain guidelines that must be followed by district staff and volunteers.

#### **The following guidelines apply to all chaperones, staff or volunteers, on all trips**

- Follow all school policies and procedures
- All adults are subject to policy regarding unsupervised access to students and background checks and drug tests
- A school employee will serve as designated group leader, all participants, students and adults take direction from the group leader
- A roster of everyone on the bus is to be left with the school secretary for any and all trips, or in the mailbox at transportation if school is not in session
- Adults are to sit throughout the bus for better student supervision
- Adults are served the same meals as students.
- Students are not to be left unattended on field trips
- Upon return, stay until every student has been picked up

#### **The following guidelines apply to all chaperones, staff or volunteers, on overnight trips.**

- Must have fingerprint- background check and drug tests
- Must be at least 21 years of age
- Dress appropriately as you represent Browning Public Schools
- Make certain students are on their best behavior in motels and restaurants
- All District policies and rules apply, including those prohibiting violence, tobacco and substance use, public displays of affection, and theft

## After School Programs and Outside Organizations

If you are a volunteer for an after school program that serves students in Browning Public Schools as a coach, tutor, club sponsor, crowd control, and non-instructional supervision, you must adhere to board policies, including: activities handbook and/or coaches/sponsor handbook.

You must meet the screening requirements for B.P.S. before you may begin your volunteer service with students.

### Parent/Teacher Organizations

- Parents are the strongest source of volunteers in our school district's PTOs. Volunteer work with these organizations does not necessarily fall under the requirements of other B.P.S. volunteer positions.
- If you only volunteer with a parent organization and do not have contact with students, you **do not** need to register as a B.P.S. volunteer.
- If you will have contact with students as a member of a parent organization, you **do** need to register as a B.P.S. volunteer.

- If you are a member of a parent organization and also volunteer in your child's classroom, you **do** need to register as a B.P.S. volunteer.
- If you are an extended family member and sometimes help with parent organization events, the same standards apply. If you will have contact with students, you need to register as a B.P.S. volunteer.
- The District administration understands that sometimes volunteers arrive at the last minute to help with large events. We ask parent organization leadership and school administrators to keep student safety in mind when assigning last-minute volunteers to duties.

**Emergency Procedures in case of accident or injury**

The group leader should be in possession of the district permission forms and medical attention release form complete with contact information on each student.

- : Make yourself aware of the location of emergency equipment and have emergency phone numbers readily available.
- : Assess the situation: Check for vital signs, consciousness, numbness, etc., and move the student as little as possible, especially if a head or neck injury is suspected.
- : Act: Take life-saving measures if necessary, do not go beyond the limits of your training, decide if an ambulance transport is necessary and call promptly if needed.
- : Notify: Notify parents or guardians immediately and identify a chaperone to accompany the injured student to the hospital.
- : Report: Complete an injury report from immediately and report the injury and circumstance to the group leader as soon as possible.
- : Follow Up: Call to check on the student or visit the student in the hospital if applicable. Contact the parents or guardians, letting them know you care and would appreciate any updates on their child's condition. Require written clearance from the physician prior to their return to participation in the activity.

**EMERGENCY PHONE NUMBERS**

- Ambulance.....911**
- Fire.....911**
- Police.....911 or 338-4000**
- Sheriff.....911**
- Poison Control.....1-800-525-5042**
- BPS District Office.....(406) 338-2715**
- Vina Chattin.....(406) 338-2758**
- KW Bergan Elementary.....(406) 338-2756**
- Browning Elementary.....(406) 338-2740**
- Napi Elementary.....(406) 338-2735**
- Babb Elementary.....(406) 732-5539**
- Browning Middle School.....(406) 338-2725**

**Browning High School.....(406) 338-2745**

**Blackfeet Academy.....(406) 338-4380**

**Project Choices.....(406) 338-2841**

**BPS Transportation.....(406) 338-2952**

**Blackfeet Child Protective Services (406) 338 - 5171**

**Child Abuse Hotline.....1-866-820-5437**

**If there is an emergency, give the following information:**

- 1. Your name**
- 2. Site where help is needed**
- 3. Give type of injury or emergency**

**If the injured party is covered by Indian Health Service, they have to be notified within 72 hours of the injury.** Call Contract Health Services @ Blackfeet Community Hospital – 338-6236. If no answer, leave message.

\*Report all accidents and injuries to District Business Office at first opportunity. \*

# Appropriate Physical Contact With Youth

Everyone has a different comfort level with physical contact and touch, and it's no different with students. Here are some safe-touch guidelines.

## Safe touch:

- Child has control of touch
- Limit touching to avoid confusion

## Appropriate touch:

- Shoulder-to-shoulder or side hugs
- Handshakes, high fives
- Get permission before touching

## Inappropriate touch:

- Stroking the hair or head
- Piggyback rides
- Sitting on laps
- Full-frontal hugs
- Tickling, wrestling or any action that immobilizes or compromises the child's movements
- Contact with the child's private areas
- Any other action that could be construed to be sexual (massage, etc.)

## Things to keep in mind:

- No exchange of phone numbers or emails without parent permission.
- No exchange of gifts without permission from school staff and the parent/legal guardian.

Some students may be comfortable with touch and want to sit in your lap or give you a full-front hug. As the adult and role model, you can direct that affection into a physically appropriate action like a side hug or sitting without frontal contact.

By modeling appropriate touch, you are building trust with the student and helping them understand the ways it is safe and appropriate for a non-relative adult to touch them.



## BPS Volunteer Registration

Thank you for your interest in volunteering with Browning Public Schools. Please complete the registration form using ink. If you have any questions please contact the secretary of the school in which you will be volunteering. You may submit the completed and signed form to the school where you volunteer.

**Basic Information (required)**



Name: \_\_\_\_\_

Date of Birth (mm/dd/yyyy): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

CPR Certified?  Yes  No

Emergency contact (Name, phone): \_\_\_\_\_

How are you affiliated with the school district?

Parent  Other Relative  Community member  BCC Student  Volunteer through outside organization

If applicable, identify the outside organization you volunteer through:

Please specify organization: \_\_\_\_\_

### Volunteer Location(s)

#### Please check the school(s) in which you are interested in volunteering

Vina Chattin  KW Bergen  Browning Elementary  Babb Elementary  Napi Elementary  
Browning Middle School  Browning High School  Project Choices  Blackfeet Academy

#### Please check any areas of special interest(s)

##### Instructional

Classroom  Library  Tutoring  Other(s) please specify \_\_\_\_\_

##### Non-Instructional

Breakfast/Lunch  Recess  Fieldtrips  Awards  
Programs  Committees (attendance, School Improvement)  Clubs  Sports \_\_\_\_\_  
 Office/School (ie. Bulletin Boards-school grounds)  Other(s) please specify \_\_\_\_\_



### Confidentiality Agreement

Thank you for your interest in volunteering with Browning Public Schools. Please read and sign the following confidentiality agreement that all volunteers and employees must submit to serve at BPS. If you have any questions, contact the school you will be volunteering in for more information. This form may be submitted with the Volunteer Registration Form at the school where you volunteer.

Students in Browning Public Schools have the right to expect that information about them will be kept confidential by all volunteers, student interns, practicum students and student job shadows observers. Additionally, the U.S. Congress has addressed the privacy-related concerns of educators, parents, and students by enacting the Family Educational Rights and Privacy act (known more commonly as "FERPA" or the "Buckely Amendment"). Among other provisions, FERPA allows the government to withdraw federal funds from any educational institution, including Browning Public Schools, which disseminates a student's education records without his or her parent's consent.

Each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school department employees, as designated by the administrators at your school. Even when discussing a student with those who are directly involved in a student's education, such as a teacher, building administrator, or guidance counselor, you may not share otherwise confidential information with them unless it is relevant to the student's educational growth, safety, or well-being.

You may not share information about a student even with others who are genuinely interested in the student's welfare, such as social workers, scout leaders, clergy, or nurses/physicians (a grave medical emergency, in which confidential information may be necessary for a student's care, is the only exception). Thus, you must refer all such questions to the school employees so authorized and indicated to you, typically the student's teacher or building administrator.

Parents, friends, or community members may in good faith ask you questions about a student's problem or progress. Again, you must refer all such questions to the authorized school employees. You may not share information about a student even with members of your own family or the student's family. Before you speak, always remember that violating a student's confidentiality isn't just impolite, it's against the law.

## Agreement

I, (print name) \_\_\_\_\_, as a volunteer, student intern, practicum student, student job shadow observers, for Browning Public Schools agree never to disclose information about a student's records to anyone other than an authorized school department employee. I will refer all requests for such information from those not directly involved in the student's education to authorized school department employees.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Volunteer Background Check

Name: \_\_\_\_\_ Date Birth (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_

Previous Names (if applicable): \_\_\_\_\_ Sex: \_\_\_ Male \_\_\_ Female

SSN: \_\_\_\_-\_\_\_\_-\_\_\_\_ Drivers License # \_\_\_\_\_ State: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State ZIP

The following are my responses to questions about my criminal record history (if any), with descriptions to any question with a YES answer:

Have you ever been convicted, plead guilty or been adjudicated before a court of any federal, state, municipal or tribal criminal offense? (Excluding minor traffic violations)

\_\_\_ YES \_\_\_ NO

If YES, please provide an explanation:

\_\_\_\_\_  
\_\_\_\_\_

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Have you ever received deferred or similar disposition for any federal, state, municipal or tribal criminal offense?

YES  NO

If YES, please provide an explanation:

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Have you ever received probation of any community supervision for any federal, state, municipal or tribal criminal offense?

YES  NO

If YES, please provide an explanation:

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Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States?

YES  NO

If YES, please provide an explanation:

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As of the date of this authorization, do you have any pending criminal charges against you?

YES  NO

If YES, please provide an explanation:

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**LIST ALL COUNTIES AND STATES OF RESIDENCE SINCE AGE 18 OR HIGH SCHOOL GRADUATION. YOU MUST BE SPECIFIC ABOUT DATES OR RESIDENCE.**

CITY/TOWN	COUNTY	STATE	DATES FROM	TO

This authorization and consent for release of personal information acknowledges that Browning Public Schools may now at any time conduct investigations including National Criminal search, National Sex Offender Registry Search and Social Security Number Verification.

I understand this investigation will be used to determine volunteer eligibility and assignment according to Browning Public Schools policy 5122. Therefore, I authorize and consent for full release of records (either orally or in writing) to the authorized representative of the district. In addition, I release and discharge the district and its agent and associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs expenses or any other charge or complaint filed with any agency arising from retrieving and reporting information.

Further, I understand the selective reporting or nondisclosure of any prior convictions (excluding minor traffic violations) or any new convictions within three school years of my approved background check may result in termination of my volunteer eligibility with Browning Public Schools.

I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS AUTHORIZATION IS TRUE, CORRECT AND COMPLETE. I UNDERSTAND THAT IF ANY INFORMATION PROVES TO BE INCORRECT OR INCOMPLETE THAT GROUNDS FOR THE CANCELING OF ANY AND ALL OFFERS OF VOLUNTEER POSITIONS WILL EXIST AND MAY BE USED AT THE DISCRETION OF BROWNING PUBLIC SCHOOLS.

**Applicant Name (Printed):** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

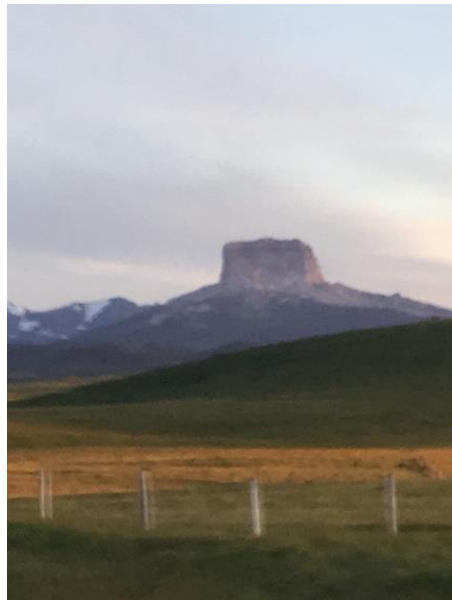


# WELCOME (OKI)

to

## KW BERGAN /VINA CHATTIN

Principal: Mrs. Toni Tatsey Assistant Principal: Mrs. Corrina Guardipee-Hall



*"Your children are just as sacred as Chief Mountain,  
thank you for putting them in our hands."*

# Addendum to Handbooks

## **IMPORTANT REMINDERS:**

- **Students are expected to arrive at school on time. Students will be counted tardy to school if they arrive after the school day has begun up to 9:00 a.m. After 9:00 a.m. those students' tardies will be changed to absences for the morning session.**
- **Students checked out before 3:00 p.m. (Monday thru Thursday) or before 2:00 p.m. (Fridays and Early Outs) will be counted absent for the afternoon session.**

### **Office Hours**

- The office hours are 7:30 a.m. to 4:30 p.m.
- Student absences, tardiness, or homework requests should be called in before classes start at 8:15.

### **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 is served from 7:45 – 8:15. Students are sent outside after they finish eating.
- Students can enter the building when the bell rings.
- Parents are advised that the playground/bus area is supervised from 7:45 a.m. – 8:15 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 instruction bell rings.

### **School Drop off & Dismissal**

We want all students to be safe before and after school. Please be cautious when dropping your student off and picking them up. Follow the speed limit and be especially cautious for other children who may be crossing the road.

- 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.

## **Student Behavior Requirements**

Students who receive a referral during the quarter may not be allowed to participate in school related functions (i.e. classroom/ school wide field trips, drum group)

Please refer to the Behavior Action Plan

### **BROWNING PRIMARY CENTER BEHAVIOR ACTION PLAN**

All of the below may be progressive depending on where students start on the plan...

#### **Step 1**

Principal Conference  
Parent Contact  
Time out (30 min)  
Principal Option

Principal Conference  
1 day OSS +1 day Lunch Det  
Re-entry with team  
Behavior Contract  
Principal Option

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

#### **Step 2**

Principal Conference  
Parent Contact  
Lunch Detention (1 day)  
Principal Option

**Severe 4**  
Principal Conference  
2 day OSS + 2 day Lunch Det  
Re-entry with team  
Behavior Contract  
Principal Option

**Principal Option:**  
can include the following –  
A. OSS (depending on severity)  
B. Lunch Detention  
C. Timeout with Principal  
D. Change of Placement

#### **Step 3**

Principal Conference  
Parent Contact  
Lunch Detention (2 days)  
Principal Option

**Extreme 1**  
Principal Conference  
3 day OSS + 1 day Lunch Det  
Re-entry with team  
Behavior Contract  
Principal Option

#### **Step 4**

Principal Conference  
Parent Contact  
Behavior Contract  
Lunch Detention (3 days)  
Principal Option

**Extreme 2**  
Principal Conference  
4 day OSS + 2 day Lunch Det  
Re-entry with team  
Behavior Contract  
Principal Option

#### **Severe 1**

Principal Conference  
Parent Contact  
Behavior Contract  
Lunch Detention (4 days)  
Principal Option

**Extreme 3**  
Principal Conference  
5 day OSS + 3 day Lunch Det  
Re-entry with team  
Review Behavior Contract  
Principal Option

#### **Severe 2**

Principal Conference  
Parent Contact  
Behavior Contract  
Lunch Detention (1 week)  
Principal Option

**Extreme 4**  
**Students who reach this level may be suspended for up to 10 days and may be recommended for change in placement.**

#### **Severe 3**



## **LEVEL PLACEMENT**

**Steps 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.

**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
- Insubordination
- Overt defiance
- Fighting
- Harassment (any)
- Cussing
- Instigating a fight
- Vandalism

**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 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.**

**Physical assault of a staff member will not be tolerated. Students who assault a staff member will immediately progress to the Extreme Level on the Administrative Support Plan and may be recommended for expulsion**

## **BULLYING / HARASSMENT**

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

## **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 Severe Level of the Behavior Action Plan.

## **ASSAULT**

- Less severe cases of assault will fall under the Severe Level of the Administrative Support Plan and progress from there. Serious offenses of Assault will fall under the Extreme Level of the Behavior Action Plan.

**The student will be placed on the Extreme Level of the Administrative Support Plan.**

**BEAR Matrix = Be safe ~ Earn respect ~ Active learner ~ Responsible**

<b>Classroom Instruction</b>	Keep pencils and paper on the desk or table Chair legs on the floor Feet on the floor	Eyes on the speaker Hands in lap 3 inch voice/inside voice Body in listening position Use polite words Take turns to talk	Be an active learner Be an active listener Ask Questions Answer Questions Share what you know	Take care of school materials Follow directions Be honest Finish your work Cool off in the calming area
<b>Hallways</b>	Walk forward Feet on the floor Zip and Flip 1 arm space Look at the person in front of you Stop at the Stop Sign	Eyes on the teacher No talking Walk on the right side Keep your hands down	Listen to the teacher's instructions Look at the student work posted in the hallways Learn by observing others	Stay in Line Follow your leader Hands down Stop at Stop Signs Follow the footprints
<b>Lunchroom</b>	Walk Hold tray Keep hands and feet to yourself Stay in your own space Stay seated	Say Please / Thank you Keep food on tray Only touch your own food Use the fork or spoon Say "Please pass the _____"	Practice eating healthy foods from all food groups Talk about healthy snacks Encourage others to eat fruits and vegetables	Ask for help Only take the foods that you want to eat Eat all of your food Clean up your tray and throw away your trash Raise hand when finished
<b>Playground</b>	Walk on climbing equipment Hands to yourself Make a space for your friends One at a time on ladder One at a time on slide Green tape is go Red Tape is stop	Follow teacher direction the first time Ask others to play Ask to join a game Line up when the bell rings Use polite words with your friends	Learn the rules to new games. Practice new games. Teach new games to other students Learn how include all students Learn how to do the Conflict Resolution Peace Path	Use the playground equipment carefully Take class balls back to the classroom Remind other students to get their jackets Talk to the teacher if you have a problem Ask for help if you need it
<b>Bathroom</b>	Walk to and from the bathroom Use the toilet. Flush the toilet. Wash and dry your hands Turn off water No climbing	Stand against the wall and wait for your turn Knock on the bathroom stall door Clean up your messes Flush the toilet Throw away paper towel	Learn about using good hygiene by following the steps to staying clean and washing your hands Remember to use tissues to blow your nose Throw the tissue away and wash your hands to reduce germs	Ask permission to use the bathroom Clean up you messes Flush the toilet Wash and dry your hands Throw away your paper towel
<b>Bus line</b>	Stay in your line. Walk in line behind the leader Keep hands and objects down by your side	Keep a space between you and others Use a quiet voice	Share with your friends about what you learned in class Practice reading quietly while waiting in line	Stay in your line. Pick up your jackets and papers and backpacks Look for the bus line teacher in charge Use a quiet voice and polite words Tell the teacher if you have a problem Ask for help

**We as a District follow the Montana Behavior Initiative (MBI) and Browning Primary Education Center is proactive opposed to reactive.** 