

Family/Student Handbook



BABB ELEMENTARY

2025-202

Grades 3-6- Suzanne Augare Lead Teacher

Grades K-2 - McKenzie Augare

SPED TA - Anna Gopher

Custodian - Savannah Hannon-Fitzgerald

Cook - Kimberly Walker

Principal - Jen LaFromboise-Wagner

TABLE OF CONTENTS

Babb Elementary School Staff -----	4
Family and Student Handbook Receipt Form -----	5
School District Board Members-----	7
District Mission Statement-----	7
District Vision Statement-----	7
Babb Elementary School Information	
Safety Matters -----	8
Graduation Matters-----	9
Attendance Matters -----	9
Babb Attendance Standard Operating Procedure (SOP)-----	10
Culture Matters-----	11
Behavior Expectations-----	12
Babb Elementary MBI/MTSS (Multi-Tiered System of Support) for Behavior-----	13
MTSS Tier Placement: Levels on Behavior Management Plan-----	14
Babb Classroom Behavior Management Plan: Classroom Behavior & Classroom Management----	15
Babb School Calendar -----	16

Parent/Guardians, and Students,

We are pleased to welcome you to a new and exciting year at Babb Elementary School – 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 read and review this handbook with your student as it contains important information regarding school policies and procedures. **Pay close attention to the handbook – it outlines important information directly related to Babb Elementary.** If you have any questions, please contact us by phone or come into the school and talk to us personally. We encourage frequent communication between home and school, as it is important for the success of our students.

Please sign and return the student/parent signature page 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.

We look forward to seeing you during the 2025-2026 school year! Have a wonderful year!

Sincerely,

Jen Wagner, Principal/Assistant Superintendent



School District #9, Glacier County, Montana

Browning Public Schools

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

Family/Student Handbook Receipt Form

2025-2026

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

Family/Guardian's Signature _____

Date _____

I acknowledge that I have received and read a copy of the Browning Public Schools Family/Student Handbook. I understand that the policies and practices contained in the handbook govern student behavior and expectations while in attendance at Browning Public Schools.

Student's Signature _____

Date _____

BABB ELEMENTARY SCHOOL INFORMATION

Safety Matters

Office hours are 8:00 A.M – 4:00 P.M Monday through Thursday and 8:00 A.M. – 3:00 P.M on Fridays.

- Parents are advised that the school grounds are supervised from 7:45 A.M. – 3:30 P.M. Students are expected to arrive no earlier than 7:45 A.M. and leave no later than 3:30 p.m. unless involved in extracurricular activities.
- Students can enter the building at 7:45 A.M. through the front doors.
- Breakfast is served from 7:45 A.M. – 8:10 A.M. for grades 3-6 & 7:45 A.M. – 8:15 A.M. for grades K-2

Classes begin at 8:10 A.M. each day for grades 3rd – 6th. Classes begin at 8:15 A.M. for grades Kindergarten – 2nd. School dismissal is at 3:15 P.M. Monday through Thursday for grades K- 2nd & at 3:20 P.M. for grades 3rd – 6th. On Friday, dismissal is at 2:10 P.M. for grades K- 2nd & 2:15 P.M. for grades 3rd – 6th; dismissal time is the same for early holiday dismissals.

Students **are not allowed** to be in the hallways, classrooms, or gym after school unless they are participating in an extra-curricular activity.

Student Visitors

Babb students are not permitted to have guests attend class with them throughout the school year. The principal will approve/disapprove circumstances where students may request a visit if they are transferring to Babb. Daily schedule will be created to allow for a visit under these circumstances.

Shoes

Babb students are expected to wear shoes at all times (NO EXCEPTIONS!). During winter/rainy season please plan on bringing an extra pair of dry shoes to wear indoors.

Book Bags/Purses

Students are asked to carry only necessary books and supplies to class. All bags/purses will be placed in lockers upon arrival to school and remain there until the end of the day. School authorities may conduct a search of the student's bag that is based on a reasonable suspicion that the student has in his/her possession any item that he/she is forbidden to possess.

Toys, Trading cards, Electronics

In the interest of preserving instructional time on task, students are discouraged from bringing play items to school. Students who bring these items to school without permission will have the item confiscated and the parent will have to pick it up from the student's teacher.

Administration of medication

A student who **must** take prescription medicine during the school day must have the parent/guardian present to administer the medication.

Field Trip Expectations

Babb Elementary School students are expected to conduct themselves in an orderly and respectful manner whether on the school grounds or attending a school-sponsored function or trip off school grounds. Field trips and off-campus school- sponsored activities are a **privilege** and **not a right**. As such, Babb School reserves the right to disallow participation in field trips or other travel for those students who have demonstrated inappropriate behavior in the school setting or who have an excessive amount of absences from school. For each trip 3 or more absences is the limit. Attendance at school is important.

Students who receive an **extreme** referral will not be allowed to attend field trips/extracurricular activities for the entirety of the school year. Students who receive a **severe referral** will be put on a probationary period of at least one month in which to prove that they are capable of maintaining appropriate behavior. Students who have an excessive number of referrals may not be able to attend field trips or extra-curricular activities.

Graduation Matters

Honor Roll

Students, in grades 4-5-6, whose quarterly report card reflects a Proficient or higher in each of the core subjects, Reading, Math, Science, Social Studies, and Language (including Spelling, Writing, Punctuation, Grammar, and Speaking) will earn a place on the Honor Roll.

Grades

Grading scale and conversion system is as follows:

Grades 3-6

A – Advanced (A) 97%-100%

B - Proficient (P) 80%-96%

C – Nearing Proficient (NP) 70%-79%

D – Novice (N) 60%-69%

F - Below Novice (BN) 59% and below

Kindergarten-Second Grade

A – Advanced (A) 97%-100%

B- Proficient (P) 80%-96%

C – Nearing Proficient (NP) 70%-79%

D – Novice (N) 69% and below

Athletics

Babb Sponsors activities in the area of basketball, flag football, volleyball, soccer, and track (depending on the availability of coaches). Grade participation will be determined by the coach, teacher, and/or administration. All sports activities at the Babb School are instructional and geared toward fun. To be eligible the student must:

- Be academically eligible: Students cannot be failing any classes or have more than two missing homework assignments.
- Have attended school at least 4 hours the day of the activity/practice or have an appropriate excused absence.
- Have no missing or damaged library books, textbooks, or school equipment. Fines are to be paid.
- Any athlete with a behavior referral will be ineligible to play in the next scheduled game.
- Students who receive a referral considered to be severe or extreme, or accumulate referrals equaling severe will be ineligible for the rest of that particular extracurricular season.

Although students may not be eligible to participate in games, they will be responsible for attending practices and sitting behind the team during the game. We want students to be involved in the team, but want them to realize how much they miss when they do not complete assignments during school.

Attendance Matters

Attendance in school is essential for student growth and success. Our goal is to have 95% attendance which means that a student should not miss more than 9 days in a school year. Please help us by getting your child to school, on time, every day.

We will make every attempt to resolve attendance issues by the following means:

1. Parent/Guardian meeting
2. Home visit(s)
3. Implement an Attendance Plan

Blackfeet Tribal Court Referral

BABB ATTENDANCE STANDARD OPERATING PROCEDURE (SOP)

Babb Elementary parents, guardians, families- The following is your guidance on student absences at school. If you have any questions please contact your student's teacher. If you are having issues with getting your student to school please contact your student's teacher and the school will provide resources and support to get your student to school on a consistent basis. Thank you very much for sending your child to Babb Elementary.

- If students arrive after 8:30, they will be marked Absent in A.M. Students can begin arriving at 7:45, **please do not arrive prior to this time.**
- Breakfast is 7:50-8:10 for grades 3-6 & 7:50-8:15 for grades K-2
- Students leaving prior to 2 pm M-Th & 1 pm Fri will be marked absent for the afternoon.
- There may be a driver available after the bus run to pick students up who need a ride to school, a call to school must be made by 9 am.
- 3-day absence will receive a call from the teacher, and a note sent home.
- 5-day absence will receive a call from the counselor, and a note sent home.
- 7-day absence will receive a call from the principal, and a letter sent home.
- 10-day absence will receive phone call from principal, counselor, and teacher, and a letter sent home

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

- School Related: This is an absence involving participation in school sponsored activities away from school (SR).
- 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 classroom teacher (MA).
- 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 principal (SC).
- 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. (3 days a year only)
- Weather: If the District calls off school due to weather and/or doesn't run school buses due to road closure or road safety. Parents may need to communicate with school when this is an issue.

Students are celebrated for their attendance:

Celebrating Attendance: Students with perfect attendance, great attendance, and 95% attendance will be honored quarterly and at the end of the year.

PERFECT ATTENDANCE:

- **Have no checkouts** a before 3:15 pm (M-TH) and 2:15 pm (F or any early out)
- Zero unexcused/excused absences
- School Related absences will not count against student
- Special Circumstance and Medical Absences (with documentation) will not count against student up to 3 days

GREAT ATTENDANCE:

- Up to 1 absence per quarter
- Up to 4 absences per year
- Students arriving after 8:30 am will be marked absent for the morning. Students leaving prior to 2:00 pm M-TH & 1:00 pm Friday will be marked absent for the afternoon
- Medical absence will not count against student (with proper verification)
- Special Circumstance absences will not count against students up to 3 days

95% ATTENDANCE:

- Up to 2 absences per quarter, up to 9 absences per year
- Students arriving after 8:30 am will be marked absent for the morning. Students leaving prior to 2:00 pm M-TH & 1:00 pm Friday will be marked absent for the afternoon

- Medical absence will not count against student (with proper verification)
- Special Circumstance absences will not count against students up to 3 days

MOST IMPROVED ATTENDANCE:

- Selected by building Attendance Committee

Culture Matters

Babb Elementary values family, culture and language; we strive to provide as much access to these as much as we can. We are working with the district BNAS program to provide language, native games, and Blackfeet History. Currently, we are working towards implementing the BPS BNAS curriculum into the science and social studies curricula by supporting and/or supplanting the curriculum so that our students receive a well rounded and culturally responsive education. We will have quarterly culture activities and we encourage parent participation.

Family Activities

Meet & Greet
 Monthly Family Activities (ELA/Math)
 Christmas Program
 Easter Dinner
 I Love to Read Month
 Good Attendance Field Trip
 End of Awards/Picnic

Culture Activities
 Awards Ceremonies
 Attendance Incentives
 Fall/Spring Data Meetings
 Parent Teacher Conferences
 PTO

Please watch the Babb Facebook page for Babb Elementary School Activities and Browning Public Schools for district information.

Behavior Expectations

B

A

B

B

Settings	Be Responsible	Always Be Respectful	Be a Learner	Be Safe
Classroom	<ul style="list-style-type: none"> -Use time wisely -Complete schoolwork/homework -Clean up after yourself -Tell the truth -Own behavior -Use positive language 	<ul style="list-style-type: none"> -Appreciate differences -Listen while others talk -Control volume -Maintain personal space -Keep hands and feet to self -Comply with teacher requests 	<ul style="list-style-type: none"> -Be on time and ready to learn -Give full effort -Stay on task -Participate -Ask for help if you need it 	<ul style="list-style-type: none"> -Move appropriately in the classroom -Handle all classroom equipment and materials properly and carefully -Know and follow Emergency procedures
Cafeteria	<ul style="list-style-type: none"> -Be on time for meals -Wash hands before coming to the cafeteria -Be polite in line -Leave your area as clean as you found it, this includes the floor -Use your time to eat your food -Put all of your trash in the garbage -Follow the lunch room rules 	<ul style="list-style-type: none"> -Follow the direction of all adults -Practice good listening skills -Practice good table manners (Please, thank you, mouth closed while chewing, no talking with food in mouth) -Keep personal utensils out of the community condiments -Visit quietly with your neighbor -Make sure no one eats alone 	<ul style="list-style-type: none"> -Try new foods -Make healthy and nutritious choices -Learn proper etiquette and then practice it 	<ul style="list-style-type: none"> -No running or pushing -Keep hands and feet to yourself -Know the procedure in case of emergency
Bathroom	<ul style="list-style-type: none"> -Wash hands with soap and water -Flush the toilet -Don't write on the walls -Keep floors and mirrors clean -Throw your trash in the garbage can 	<ul style="list-style-type: none"> -Use restroom for intended purposes only -Do not pee on the seat, walls or floor -Report any problems -Use only what you need 	<ul style="list-style-type: none"> -Clean up after yourself -Leave it like you would want it to be when you use it 	<ul style="list-style-type: none"> -Don't get water on the floor or counter -Wash hands before you leave the bathroom
Hallway	<ul style="list-style-type: none"> -Get where you need to be in a timely manner -Keep halls clean 	<ul style="list-style-type: none"> -Monitor voice level -Remove hat when entering building 	<ul style="list-style-type: none"> -Travel hallway quietly so not to disrupt others 	<ul style="list-style-type: none"> -Walk, don't run -Keep to the right side of the hallway when walking to your destination -Keep hands, feet and objects to self
Recess	<ul style="list-style-type: none"> -Put away anything you play with -Stay in designated areas 	<ul style="list-style-type: none"> -Include others in activities -Take care of equipment -Share equipment -Take turns 	<ul style="list-style-type: none"> -Be active, get some exercise -Try new games 	<ul style="list-style-type: none"> -Avoid physical contact and rough play -Dress appropriate -Report any broken or unsafe equipment -Report anyone being unsafe
Specials	<ul style="list-style-type: none"> -Use time wisely -Clean up after yourself 	<ul style="list-style-type: none"> -Use positive language -Listen when others are talking -Follow directions 	<ul style="list-style-type: none"> -Participate -Try new things -Be creative 	<ul style="list-style-type: none"> -Keep hands and feet to self -Use equipment and tools properly

In addition to the expectations matrix our school will also follow the BPS Bully Prevention Program.

All students will follow these four anti-bullying rules:

- 1. We will not bully others**
- 2. We will try to help students who are bullied**
- 3. We will try to include students who are left out**

4. If we know somebody is being bullied, we will tell an adult at school and an adult at home

Babb Elementary MBI/MTSS (Multi-Tiered System of Support) for Behavior

TIER I: Classroom Referrals	TIER II: Severe Behaviors	TIER III: Extreme Behavior
<p>Step 1</p> <ul style="list-style-type: none"> • 1 lunch detention • Parent/Guardian Contact • Principal option 	<p>Severe 1</p> <ul style="list-style-type: none"> • OSS for the rest of the day • ISS for ½ day • Re-entry Meeting • Principal's option 	<p>Extreme 1</p> <ul style="list-style-type: none"> • OSS for up to 5 days • Parent/Guardian Contact • Possible recommendation for expulsion.
<p>Step 2</p> <ul style="list-style-type: none"> • 1 lunch plus 1 recess detention • Parent/Guardian Contact • Principal option 	<p>Severe 2</p> <ul style="list-style-type: none"> • OSS for the rest of the day • ISS for 1 day • Re-entry meeting • Principal's option 	<p>Extreme 2</p> <ul style="list-style-type: none"> • OSS for up to 10 days • Parent/guardian meeting with principal • Principal's option • Possible recommendation for expulsion
<p>Step 3</p> <ul style="list-style-type: none"> • 2 lunches plus 2 recess detention • Parent/Guardian Contact • Re-entry Meeting • Principal option 	<p>Severe 3</p> <ul style="list-style-type: none"> • OSS for rest of the day • ISS for 2 days • Re-entry Meeting • Principal's option 	<p>Extreme 3</p> <ul style="list-style-type: none"> • Principal's option • Recommendation for expulsion
<p>Step 4</p> <ul style="list-style-type: none"> • 1 week detention at lunch • Parent/Guardian Contact • Re-entry Meeting • Principal option 	<p>Severe 4</p> <ul style="list-style-type: none"> • OSS for 5 days • Parent/Guardian contact • Principal's option 	<p>*Principal Option includes, but not limited to: modify consequence, OSS, homebound w/homework, loss of school privileges, inability to attend field trips, letter of apology</p>
	<p>Includes but not limited to: bullying, Insubordination, Overt defiance, Fighting, Harassment (any), Cussing, Instigating a fight, Vandalism</p>	<p>Includes but not limited to: Failure to comply with lead teacher/administrator request, Assault on student or staff, Selling, possession, use, or distribution of drugs, alcohol, or tobacco, Weapons</p>

Physical assault of a staff member will not be tolerated. Students who assault a staff member will be placed on the TIER III - Extreme Level on the BEHAVIOR ACTION Plan and may be recommended for expulsion

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.

MTSS TIER PLACEMENT: Levels on the Behavior Management Plan:

Steps 1-4 Classroom Referral – A student may be placed at these levels for the following:

- Reached Step 5 in the classroom behavior log and/or was sent out of the buddy room
- Disrupted the teaching/learning process to the point that he/she kept the class from functioning
- Misbehaved in the hallway, lunchroom, outside, etc. where following the step plan would not be appropriate
- Any other misbehavior that disrupted the teaching/learning process
- Non-compliance with safety rules in classroom and/or school
- Disrespect of any adult in the building

Severe 1-4 – A student may be placed at these levels for the following:

- Five or more classroom referrals
- Fighting
- Bullying
- Cussing
- Instigating a fight
- Harassment (any)
- Vandalism or theft
- Overt Defiance, severe disrespect of any adult in the building
- Non-compliance with safety rules in classroom and/or school
- Other offenses that fall between the misbehavior and extreme columns as determined by the administrator

Extreme Level

Students are placed at these levels for extreme behaviors that endanger himself or herself or the school community. Parents will be immediately contacted for referrals at this level, and police/proper authorities may also be contacted.

Although we cannot possibly name every behavior that may occur at this level, failure to comply with lead teacher/administrator requests, use/possession of illegal substances (tobacco, drugs, and alcohol), weapons, and assaults are some of the behaviors that will be dealt with at the extreme level.

BULLYING / HARASSMENT

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

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

Bullying can take many forms including:

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

Students are encouraged to report the bullying to the teacher and/or administrator immediately or in a reasonable amount of time. Students are also encouraged to report the bullying to an adult at home to allow parent/guardian participation to take place.

Reports will be handled on an individual basis and investigated thoroughly.

Babb Classroom Behavior Management Plan for In Classroom Behavior & Classroom Management

- NO STUDENT WILL STOP THE TEACHER FROM TEACHING
- NO STUDENT WILL STOP ANOTHER STUDENT FROM LEARNING
- NO STUDENT WILL STOP THE CLASS FROM FUNCTIONING
- ALL STUDENTS ARE EXPECTED TO TRY & PUT FORTH BEST EFFORT WHILE IN CLASS
- ALL STUDENTS WILL COMMUNICATE WITH THE TEACHER TO REQUEST NON-ACADEMIC SUPPORT WHEN NEEDED

BEHAVIOR	REFUSING TO WORK	SLEEPING IN CLASS
STEP 1: WARNING TEACHER WILL DOCUMENT BEHAVIOR LOG/PLP	Teacher will complete a check for understanding with the student	Wake student up
STEP 2: SEAT CHANGE TEACHER WILL DOCUMENT BEHAVIOR LOG/PLP CONTACT PARENT/GUARDIAN	Teacher will redirect student to try & put forth the effort to complete task	Take a lap
STEP 3: PRINCIPAL NOTIFICATION TEACHER WILL CONTACT PARENT/GUARDIAN PRINCIPAL WILL CONTACT PARENT/GUARDIAN	Teacher will do a 2 nd check for understanding with the student	Try & put forth effort to complete assigned tasks
STEP 4: REMOVAL FROM CLASS IMMEDIATE PRINCIPAL NOTIFICATION PRINCIPAL WILL CONTACT PARENT/GUARDIAN	Teacher will complete a 2 nd redirect to the student	Student goes back to sleep, repeat process & contact parents/guardians
STEP 5: PARENT SHADOW PRINCIPAL OBSERVATION TO SUPPORT STUDENT & TEACHER	Notify parents/guardians, counselor & principal	If continues will notify counselor & principal to provide MTSS action

CONSEQUENCES FOR BEHAVIOR:

1ST OFFENSE: RECESS DETENTION

2ND OFFENSE: LUNCH DETENTION

3RD OFFENSE: RECESS & LUNCH DETENTION

STUDENTS WILL NOT RECEIVE A CONSEQUENCE FOR ACADEMIC DIFFICULTIES OR FOR THE NEED FOR ACADEMIC SUPPORT. STUDENTS WILL ONLY RECEIVE A CONSEQUENCE FOR STOPPING THE CLASS FROM FUNCTIONING AND/OR STOPPING THE TEACHER FROM TEACHING AND/OR STOPPING ANOTHER STUDENT FROM LEARNING.

STUDENTS WHO ARE REFUSING TO WORK AND/OR SLEEPING IN CLASS WILL BE PROVIDED SOCIAL/EMOTIONAL SUPPORT INCLUDING ENHANCED SUPPORT FROM THE TEACHER, REFERRAL TO THE COUNSELOR, PHONE CALL HOME, AND/OR VISIT WITH THE PRINCIPAL.

STUDENT BEHAVIOR WILL BE SEPARATE FROM REFUSING TO WORK AND SLEEPING IN CLASS. PARENTS/GUARDIANS WILL BE NOTIFIED AS SOON AS POSSIBLE FOR ANY BEHAVIOR ISSUES, FOR STUDENT REFUSING TO WORK, AND FOR SLEEPING IN CLASS. THE GOAL IS TO HAVE OPEN, TRANSPARENT, AND CONSISTENT COMMUNICATION BETWEEN SCHOOL AND HOME TO PREVENT ANY ISSUES FROM DEVELOPING OR TO PREVENT ANY ISSUES FROM GROWING INTO A BIGGER PROBLEMS

