

# Napi Elementary Parent and Student Handbook

## 2019-2020

School Song: We're the Napi Golden Eagles! We always do our best! We'll spread our wings and we will soar high above the rest! We're the kids from Napi! We set our sights so high, the Napi Golden Eagles, our limit is the sky!





*School District #9, Glacier County, Montana*

# **Browning Public Schools**

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

## **Student and Parent Handbook Receipt Form 2019-2020**

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. I understand that I may access all district policies via the district webpage.

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 \_\_\_\_\_

### **Student Signature Page**

Students will not be allowed to participate in school related activities or utilize technology until their Student Signature page is signed by a parent or guardian and returned to the office.

## **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 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 students 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.**

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### ***DISTRICT MISSION STATEMENT***

Browning Public Schools works with all stakeholders – families, students, staff, trustees and community – to provide a high quality, culturally diverse education for all our children using guidance, teaching, and support through collaboration and communication.

### ***DISTRICT VISION STATEMENT***

- Browning Public Schools is a safe environment that teaches personal and community wellness and provides support and strategies for overcoming adversity.
- In Browning Public Schools, we are free to teach and learn successfully. We instill and develop respect and pride for self, family, school, community, our environment and all cultures through service to others.
- We model hard work and personal accountability through humility and dedication – demonstrating that these values are the responsibility of all.
- We cultivate and nurture strong partnerships with the community to build citizens who have a sense of place, respect for Mother Earth, and an understanding of the rights and responsibilities of, and to, all people in all communities.

### **Office Hours**

The office hours for Napi Elementary are 7:35 a.m. to 5:00 p.m. Student's absences, tardiness, or homework requests should be called in before classes start at 8:05A.M. In the event, you have questions concerning the school buses, you may call Transportation for assistance at 338-2952 from 6:00 a.m. to 5:00 p.m.

### **School Hours**

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 or tutoring. Otherwise, students must have permission from a supervising teacher to remain in the building after school. Parents are advised that playgrounds are supervised from 7:45 a.m. - 3:30 p.m.

### **School Dismissal**

We want all children to be safe after school. Please ensure to encourage students to use all available crosswalks and to comply with supervising adults. Please be prompt when picking up your child. If your child has not been picked up by 4:00 p.m. Monday thru Thursday, we will call an emergency contact that is listed in Infinite Campus. In the event we cannot reach anybody, we will call Child Protection Services.

Please check the school calendar for early dismissal dates. Parents must have a plan in place for Fridays' and early dismissals before holidays'. If your child has not been picked up by 3:00 p.m., we will call an emergency contact number and/or Child Protection Services.

**Messages to students cannot be guaranteed after 2:00 p.m. on regular school days and 1:00 p.m. on early out days.**

### **School Nurse**

The school nurse is available daily from 8:00am to 12:00pm. She may be reached by contacting the main office. Students that are directed to return home for the day by the school nurse are special circumstanced. Please contact with school nurse with all questions, concerns, and needs regarding medication.

## Napi Transportation Matrix

<i>Napi Bus Matrix</i>	Waiting to get on the Bus	Entering the Bus	Riding the Bus	Exiting the Bus
<p><b>B</b></p> <p><b>Be Responsible</b></p>	<ul style="list-style-type: none"> <li>*Be on time for your bus</li> <li>*Be dressed for the weather</li> </ul>	<ul style="list-style-type: none"> <li>*Find your seat quickly and quietly</li> <li>*Have all belongings in your backpack</li> </ul>	<ul style="list-style-type: none"> <li>*Wait until you get off the bus to eat</li> <li>*Use quiet voices</li> <li>*Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>*Watch for and be ready for bus stop</li> <li>*Take all your belongings with you</li> </ul>
<p><b>U</b></p> <p><b>Use Respectful Actions</b></p>	<ul style="list-style-type: none"> <li>*Treat others with respect</li> <li>*Keep your seat and bus clean</li> </ul>	<ul style="list-style-type: none"> <li>*Enter 1 person at a time, taking turns</li> <li>*Great others kindly</li> <li>*Share your seat with others when needed</li> </ul>	<ul style="list-style-type: none"> <li>*Use school appropriate words, stories, and jokes</li> <li>*Keep hands, feet, and objects to yourself</li> <li>*Take pictures with only permission</li> </ul>	<ul style="list-style-type: none"> <li>*Keep your hands, feet, and objects to yourself</li> <li>*Take pictures only with permission</li> <li>*Speak with kind words</li> </ul>
<p><b>S</b></p> <p><b>Stay Safe</b></p>	<ul style="list-style-type: none"> <li>*Wait for the bus in a safe stop</li> <li>*Stay on the walking side to the buses</li> </ul>	<ul style="list-style-type: none"> <li>*Wait for the bus to stop and the door to open before approaching the bus</li> </ul>	<ul style="list-style-type: none"> <li>*Stay seated at all times</li> <li>*Keep everything inside the bus at all times.</li> </ul>	<ul style="list-style-type: none"> <li>*Stay in your seat until the bus stops completely</li> <li>*Wait for drivers signal to cross the street</li> <li>*Move quickly away from bus</li> </ul>

## **School Visitors**

All parents and visitors must sign-in at the office and state their destination. Anybody that appears to be angry or requests to see a teacher during instruction time will not be allowed beyond the office. School visitors that demonstrate behavior that is disruptive or negatively impacts the school environment may not be allowed on the premises in the future. This will also pertain to all school activity events.

## **Attendance**

Students are expected to arrive at school on time and stay the entire day. Students are tardy to school if they arrive after the school day has begun and up to 9:00a.m. After 9:00 a.m. tardies will be changed to absent for the morning session. Students checked out before 3:00 p.m. Monday-Thursday, and before 2:00 p.m. On Fridays, students will be marked absent for ½ day. Any student who leaves campus without permission, or gets off the bus at another school will be considered truant, and are subject to discipline. **\*\*ALL ATTENDANCE SLIPS – MEDICAL, DENTAL, SPECIAL CIRCUMSTANCE, ETC MUST BE TURNED IN TO THE OFFICE WITHIN 10 DAYS OF RETURNING TO SCHOOL IN ORDER TO VERIFY AND MEET THE ATTENDANCE POLICY REQUIREMENTS\*\*.**

### **Perfect Attendance:**

- Have no tardies-attendance is taken at 8:15 a.m.
- Have no checkouts before 3:15 pm (M-Th) and 2:15 pm (F or any early out)
- School Related absences will not count against student
- Special Circumstance absences will not count against student up to 3 days

### **Great Attendance:**

- Student can have up to 4 absences
- Students are counted tardy after 8:15A.M. and absent after 9:00A.M. for ½ a day and a full day after 12:00P.M.
- Students can be checked out during the day for no longer than 2 hours and must return before the end of the school day.
- School Related and Special Circumstance absences will not count against student (up to 3 days).

### **95% Attendance:**

- Students can have up to 9 absences per year.
- Students are counted tardy from 8:15A.M. and absent after 9:00 A.M. for a ½ day and a full day after 12:00 P.M.
- Students can be checked out during the day for no longer than 2 hours and must return at the end of the school day.
- School Related and Special Circumstance absences will not count against student (up to 3 days)

## **Parent-Teacher Conferences**

- November 5th and November 7th from 4:00-7:00
- March 31st and April 2nd from 4:00-7:00



### **Counselor Information**

The counseling center is located in room 10. Mr. Jason Andreas and Mrs. Dana SureChief are our school counselors. Their office hours are posted outside of their door.

The following are some of the support services they will assist students, parents, and staff with:

- Individual counseling
- Group counseling
- Social and emotional skill building classes
- 504 Accommodations
- Family Support Services for students with academic and social needs.
- School Safety Support
- Title 9 Coordinator

### **Parent Center**

The Parent Center is located in the entrance of the Napi Elementary. A computer is available to help support parents in accessing their student's Infinite Campus information. School information is posted in this area for upcoming school activities. Literature or items that are placed on the tables, is meant for the public to take.

### **Acceptable Use of Electronic Network (BPS Policy # 3612)**

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 the use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

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.

**Please ensure you return the Technology Agreement policy, so your student may enjoy the educational benefits of technology while at Napi.**

### **Napi Parent Council**

Parents are encouraged to inform principals if they are interested in being involved in school related activities.

### **Extra-Curricular Activities**

We encourage Napi Elementary students to become actively involved in school activities outside of their regular academic schedule. Clubs are offered provided a club sponsor is recruited. Additional changes to clubs may be made throughout the school year, due to staff and student interests.

### **Clubs and Activities**

Culture Club

Beading Club

Chess Club

Chorus

Band

Monthly Family Activities

Open House

Christmas Program

Parent Teacher Organization

### **Sports Offered**

Girls Basketball

Boys Basketball

Volleyball

Full-Contact Football

Cross Country

Track

Golf

Wrestling--6th Grade Boys only are eligible

Softball---6th Grade Girls only are eligible.

### **Eligibility**

Napi Elementary sponsors extracurricular activities for grades 4-6. All activities are instructional and geared toward fun. In order for Napi Elementary students to be eligible for extracurricular activities the following requirements must be met:

#### **-Attendance Requirements**

Student athletes must attend school 4 of the last 5 days prior to participation in game/activity. Attendance the day of the game/activity is mandatory. Exceptions to this will require a medical excuse (See Medical Absence in Napi Parent/Student Handbook).

#### **-Student Behavior Requirements**

Student athletes who receive a Severe 1 referral during a particular season will be ineligible to participate for 5 consecutive school days for practice and/or games during that time period.

Student athletes who receive a Severe 2 referral during a particular season will be ineligible to participate in that sport for 10 consecutive school days for practice and/or games during that time period.

Student Athletes who receive a Severe 3 referral during a particular season will be ineligible to participate for 15 consecutive school days for practice and/or games.

Students who receive an Extreme 1 referral will be ineligible for the remainder of the semester. Students who receive an Extreme 2 referral will be ineligible for the remainder of the school year.

Student athletes must have no missing or damaged library books, textbooks, or school equipment.

All fines are to be paid.

#### **-Academic Requirements**

1. Students must maintain a 70% in all academic areas.
2. Students marked ineligible will remain ineligible until their grades meet the 70% criteria in all academic areas.

Parents are encouraged to utilize Infinite Campus to monitor their students' academic, behavior, and attendance. Please contact the building secretary if you need assistance accessing Infinite Campus.

### **Make-up Work**

Parents/Guardians are responsible for contacting teachers directly to request make-up work/homework. Secretaries will transfer calls for such requests to the homeroom teachers via voicemail when the request is made. Please provide the teacher 24 hours to accommodate these requests. Students have two days for every day they are absent to complete missed assignments.

### **Tutoring**

After-School Tutoring will be available Mondays, Tuesdays, and Thursdays from 3:30 – 5:00p.m. Students must turn in a completed permission slip in order to attend.

### **Cellular Phones and Electronic Devices**

Napi Elementary complies with district policy #3630 which allows for the use of cellular phones and other electronic devices before and after school only. Since the allowance of these items has presented a problem in the past, students are strongly encouraged to leave them at home. If a student chooses to bring these items, they must be turned into the office or the homeroom teacher at the beginning of the instructional day, and will be returned to the student at the end of the school day. If the homeroom teacher elects to not keep cell phones, students will be allowed to bring their phones to the office. If a substitute teacher is in the classroom, the student is encouraged to bring their device to the office. Electronic devices that are not turned in will be confiscated and only returned to parents/guardians. Napi Elementary or District #9 will not be responsible if these items are lost or stolen. Recording any student or staff member while at school is prohibited. Failure to comply will result in loss of this privilege and/or discipline.

### **Appropriate Dress**

**Hats may be worn to school, but must be removed and placed in the locker upon entering the building. Students will be subject to discipline if they are wearing their hat in the building. Students will be allowed to wear hooded sweatshirts but are required to remove hoods while in the building. Students who refuse to remove their hoods are subject to discipline and will not be allowed to wear their hooded sweatshirts during the school day.** We encourage students at Napi Elementary to refrain from wearing eye make-up, lipstick, and apparel that shows a student's undergarments. Students need to wear appropriate shoes; if shoes are worn to school that are a safety hazard, the student will be sent home to change into appropriate shoes.

### **Personal Space**

Students are encouraged to respect each other's personal space. Personal space is defined as: the distance from another person at which one feels comfortable when talking to or being next to that other person.

### **Public Displays of Affection**

Being affectionate in school creates an environment that is not conducive to concentration and learning, therefore students should refrain from inappropriate, intimate behaviors on campus or at school related events and activities. Students are expected to show good taste and conduct themselves respectfully at all times.

### **Parties/Snacks**

Parties and snacks will be allowed for special occasions. Parties will be at the discretion of school staff. Snacks will need to be left at the front office if brought during instructional times. The front office will contact teachers to schedule a time to deliver snacks. Beverages other than water will not be allowed.

**Please do not go past the office and bring snacks/drinks to your child's classroom.**

### **Breakfast/Lunch**

Free hot breakfast and lunch is provided to all students. Students are free to bring their own lunch, but we ask that the meal be of high nutritional value. Candy and soft drinks are not allowed in school or the cafeteria. Parents who drop off lunch for students must do so by 11:00 AM.

### **Food and Drink**

Water is the only acceptable drink during school hours. Chips, gum, candy, and other snacks will not be allowed during the school day with the exception of special occasions/parties. . Students who are in sports or clubs are allowed to bring sports drinks and a snack for after school. Gum will still not be allowed.

### **Bullying**

Bully prevention is one of our highest priorities at Napi Elementary. Bullying will simply not be tolerated. Students who are guilty of such behavior will be firmly addressed through a progressive intervention plan that is determined by the building principal.

Anti-bullying class meetings are held weekly. In these meetings students learn strategies to prevent, address, and report bullying. Students need to share the responsibility of implementing what they learn in these meetings to help ensure their school is a safe and welcoming place for everybody. For example, students are taught that cheering on or planning of bullying related incidents is a form of bullying.

Students with bullying related referrals will be placed on the Administrative Support Plan based on the severity and/or number of incidents. Principal discretion will be applied.

Victims of bullying will be referred to the school counselors. Parents are asked to report bullying to building administrators, teachers, and/or counselors.

### **Field Trip Criteria**

Napi Elementary students are expected to conduct themselves in an orderly and respectful manner whether on school grounds or attending a school function (i.e. field trip, assemblies). Field trips, special events, and off-campus school activities are a privilege and not a right. **As such, Napi Elementary reserves the right to deny participation in field trips, travel or activities for those students who have demonstrated inappropriate behavior in the school setting or at previous functions.**

The following criteria will be used to determine eligibility for all students to attend any field trips/activities supported by Napi Elementary.

1. Good Behavior field trip/activity---No referrals for 2nd thru 4th quarter of the academic year
2. Attendance field trip/activity—no more than 4 absences for the year
3. Honor Roll field trip/activity---3.0 GPA for any three quarters
4. Educational field trip---Referral criteria below:

Students who receive two or more severe referrals during the second semester will not be eligible to attend the field trip. Students who have 10 or more absences during the second semester are not eligible to attend. Second semester begins in January, please reference BPS School Calendar for the exact date.

Students who do not attend field trips will still be expected to attend school and will be provided alternative required work during the school day.

### **Good Behavior, Good and Perfect Attendance, High Honor Roll, and Honor Roll Field Trip**

At the end of the year, we have an activity/trip for all students who have made High Honor Roll or Honor Roll for three quarters, have good and/or perfect attendance for the year, and for students who have had no referrals for the entire year. Students who transfer to Napi Elementary during the school year will be eligible to participate if they met the requirements.

**Students who receive an Extreme referral may not be allowed to attend field trips/and or activities for the entirety of the school year. Principal discretion will be applied.**

### **Quarterly Awards**

- Honor Roll---3.0 GPA
- High Honor Roll---4.0 GPA
- Attendance—no more than one absence per quarter
- Behavior—no referrals
- Please reference the district calendar for dates for quarterly award assemblies.

### **Grading**

- 75%---Daily attendance, classwork, and participation
- 25%---Formal assessments
- Please reference the district calendar for dates for midterm and final grades.
- Parents may access Infinite Campus Parent Portal through the district website:  
<http://www.bps.k12.mt.us>

## Multi-Tiered System of Supports (MTSS)---MBI

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

Napi Elementary School understands the importance of developmentally appropriate social and emotional learning within our MTSS framework. Napi's goal is to use an approach that supports the Conscious Discipline model. To help guide our work in this area Olweus and Second Step curriculums are implemented, both of which are evidence-based. Tiered support for social-emotional learning is provided by School Counselors, Good Medicine, and Altacare on our campus.

### Napi Behavior Matrix

	SCHOOL WIDE	HALLWAY	CAFETERIA	PLAYGROUND	ASSEMBLY	EMERGENCY PROCEDURE
<b>N</b> NADI EAGLES ARE SAFE		<ul style="list-style-type: none"> <li>✓ Walk in a single line.</li> <li>✓ Watch where you are going.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Walk quietly &amp; sit first.</li> <li>❖ Exit peacefully.</li> </ul>	<ul style="list-style-type: none"> <li>⚡ Be aware of others' personal space</li> <li>⚡ Stay in the boundaries.</li> </ul>	<ul style="list-style-type: none"> <li>• Enter &amp; exit in an orderly manner.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Walk Quietly</li> <li>▪ Stay in class line</li> </ul>
<b>A</b> ALWAYS ARE RESPECTFUL	<ul style="list-style-type: none"> <li>➤ Keep our school clean</li> </ul>	<ul style="list-style-type: none"> <li>✓ Walk on the right side.</li> <li>✓ Stop at corners.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Use manners in line.</li> <li>❖ Clean up after yourself.</li> </ul>	<ul style="list-style-type: none"> <li>⚡ Be kind to students and staff.</li> <li>⚡ Line up when &amp; where expected.</li> </ul>	<ul style="list-style-type: none"> <li>• Respect the people around you.</li> <li>• Applaud appropriately</li> </ul>	<ul style="list-style-type: none"> <li>▪ Remain calm</li> <li>▪ Stay with class</li> </ul>
<b>P</b> PARTICIPATE IN THEIR EDUCATION	<ul style="list-style-type: none"> <li>➤ Come to class prepared</li> <li>➤ Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>✓ Move quietly to avoid disrupting classes.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Follow directions given by adults.</li> </ul>	<ul style="list-style-type: none"> <li>⚡ Follow the rules of the given game.</li> <li>⚡ Show sportsmanship.</li> </ul>	<ul style="list-style-type: none"> <li>• ACTIVE LISTENING</li> </ul>	<ul style="list-style-type: none"> <li>▪ Follow directions</li> <li>▪ Listen to adults</li> </ul>
<b>I</b> INSPIRE & INCLUDE OTHERS	<ul style="list-style-type: none"> <li>➤ Be helpful to all students.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Lead by example.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Be kind to the people sitting near you.</li> <li>❖ Converse quietly with people near you.</li> </ul>	<ul style="list-style-type: none"> <li>⚡ Include others in all games.</li> <li>⚡ Share the equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Be a good audience.</li> <li>• Stay together as a class.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Make sure everyone in your class is safe.</li> </ul>

## **Napi Elementary Behavior Management Plan**

### **Classroom Plan Expectations**

1. Follow directions the first time
2. Have learning tools ready
3. Use Active Listening Posture
4. Participate
5. Be Respectful & Do Your Best Work

### **Positives**

Individual teachers will have a list of classroom incentives and rewards listed on classroom plans.

Example: Extra Recess, Positive Note Home, Tickets for School Store

### **Consequences**

1. Warning: Student's name written in behavior log
  2. Calming and Refocusing Time in classroom (Time-Out)
  3. Self-Reflection Room: Minimum of 15 minutes and parent contact as soon as possible.
  4. Noon Detention: Assigning teacher will email the student's name and reason to teacher supervising lunch detention.
  5. Referral: Documentation of Time-Out, Self-Reflection Room, Parent Contact, and Noon Detention slip
- \*\*\*Teachers are expected to contact parents prior to step 5. Parents may be contacted on step 1 or 2, depending on the circumstances.



**Napi Administrative Support Plan**

Parents may have the option of shadowing their child for the scheduled days of ISS and/or OSS so that they may remain in their homeroom class. The parent needs to remain with the child for the entire school day, including lunch and recess. Principal discretion will be used.

- **Behavior Intervention Strategies will be taught in ISS Daily.**
- **Principals will ensure that IEPs' remain a priority for students that reach the Severe or Extreme steps of the Administrative Support Plan.**

<b><u>Steps</u></b>	<b><u>Severe</u></b>
<b>Step #1</b> <b>Principal conference with student</b> <b>1 Days of ISS lunch detention</b> <b>Parent Contact-optional</b>	<b>Severe #1</b> <b>Principal conference with student</b> <b>2 Days of ISS starting at 11:00*</b> <b>*Start time at Principal's discretion</b> <b>Parent Contact</b>
<b>Step #2</b> <b>Principal conference with student</b> <b>2 Days of ISS lunch detention</b> <b>Parent Contact-optional</b>	<b>Severe #2</b> <b>Principal conference with student</b> <b>3 Days of ISS starting at 11:00*</b> <b>*Start time at Principal's discretion</b> <b>Parent Contact</b>
<b>Step #3</b> <b>Principal conference with student</b> <b>3 Days of ISS lunch detention</b> <b>Parent Contact-optional</b>	<b>Severe #3</b> <b>Principal conference with student</b> <b>3 Full days of ISS</b> <b>Parent Contact</b>
<b>Step #4</b> <b>Principal conference with student</b> <b>4 Days of ISS lunch detention</b> <b>Parent Contact</b>	<b>Severe #4</b> <b>Principal conference with student</b> <b>3 Full days of ISS</b> <b>Parent Contact</b>
<b>Progress to Severe #1</b>	<b>Progress to Extreme #1</b>

**Extreme**

Students reach the extreme level through the following:

1. By progressing through the previous steps in the discipline plan
2. Being in possession of, using, or purchasing drugs, alcohol or tobacco
3. Being with others who are in possession of, using, or purchasing drugs, alcohol or tobacco.
4. Assault
5. Set off Fire Alarm, placed on Extreme 4
6. Weapons
7. Threats or violence directed towards students, staff, or school
8. Building administration reserves the right to place students on any level based on his/her discretion.

**Extreme #1**

Parent contact with copy of the referral  
1 full day OSS and 1 day of ISS  
Mandatory re-entry meeting with team (homeroom teacher, person who wrote the referral, counselor, administrator, parent, and student)  
2 classes of one on one behavior interventions with counselor

**Extreme #2**

Parent contact with copy of the referral  
2 full days OSS and 2 days of ISS  
Mandatory re-entry meeting with team (homeroom teacher, person who wrote the referral, counselor, administrator, parent, and student)  
3 classes of one on one behavior interventions with counselor

**Extreme #3**

Parent contact with copy of the referral

3 full days OSS and 2 days of ISS

Mandatory re-entry meeting with team (homeroom teacher, person who wrote the referral, counselor, administrator, parent, and student)

3 classes of one on one behavior interventions with counselor

**Extreme #4**

Parent contact with copy of the referral

5 full days of OSS

Mandatory re-entry meeting with team (homeroom teacher, person who wrote the referral, counselor, administrator, parent, and student)

5 classes of one on one behavior interventions with counselor

**Extreme #5**

Parent contact with copy of the referral

Up to 10 full days of OSS

Re-entry meeting with team (homeroom teacher, the person who wrote the referral, counselor, administrator, parent, and student) student may be placed on an alternate schedule

5 classes of one on one behavior interventions with counselor

**Students who continue to receive behavior referrals after they have reached Extreme level #5 may be suspended from school for up to 10 days and may be recommended for expulsion.**

# Napi School Calendar

<b>Browning Public Schools</b> 07/01/2019 through 06/30/2020	<b>Napi School</b> 2019-2020 Calendar Year	<b>Calendar Report</b> 06/10/2019 // 08:45:23 AM
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### Legend

- Non-instructional day
- Non school day

### Key Dates

- Tu, Aug 20 ..... Non school Day, Teacher Orientation
- We, Aug 21..... Non school Day, Teacher Orientation--Napi Open House 2-4
- Th, Aug 22 ..... Non school Day, Teacher Orientation
- Mo, Sep 2 ..... Non school Day, Labor Day
- Mo, Sep 16..... Non school Day, In Service
- Th, Oct 17 ..... Non school Day, Teacher Convention
- Fr, Oct 18 ..... Non school Day, Teacher Convention
- Th, Oct 31 ..... Instructional Day, 1st quarter end
- Tu, Nov 5 ..... Instructional Day, Parent-Teacher Conference
- Th, Nov 7 ..... Instructional Day, Parent-Teacher Conference
- We, Nov 27..... Non school Day, Thanksgiving
- Th, Nov 28 ..... Non school Day, Thanksgiving
- Fr, Nov 29 ..... Non school Day, Thanksgiving
- Mo, Dec 23..... Non school Day, Winter Break
- Tu, Dec 24 ..... Non school Day, Winter Break
- We, Dec 25..... Non school Day, Winter Break
- Th, Dec 26 ..... Non school Day, Winter Break
- Fr, Dec 27 ..... Non school Day, Winter Break
- Mo, Dec 30..... Non school Day, Winter Break
- Tu, Dec 31 ..... Non school Day, Winter Break
- We, Jan 1 ..... Non school Day, Winter Break
- Th, Jan 2 ..... Non school Day, Winter Break
- Fr, Jan 3 ..... Non school Day, Winter Break
- Mo, Jan 13 ..... Instructional Day, In Service
- Mo, Jan 20 ..... Non school Day, In Service
- Tu, Jan 21 ..... Instructional Day, 2nd quarter/1st semester end
- Fr, Feb 28 ..... Non school Day, No School (Make up day if needed)
- Fr, Mar 13 ..... Non school Day, No School (Make up day if needed)
- Fr, Mar 27 ..... Instructional Day, 3rd quarter end
- Tu, Mar 31 ..... Instructional Day, Parent-Teacher Conference
- Th, Apr 2 ..... Instructional Day, Parent-Teacher Conference
- Fr, Apr 10 ..... Non school Day, No School (Make up day if needed)
- Mo, Apr 13 ..... Non school Day, No School (Make up day if needed)
- Fr, Apr 17 ..... Instructional Day, Spring Break
- Mo, May 25..... Non school Day, Memorial Day
- Fr, May 29 ..... Instructional Day, In Service
- We, Jun 3 ..... Instructional Day, 4th quarter/2nd semester end, In Service
- Aug. 21st---Open House 2-4
- Aug. 26th---1st Day of School
- Sept. 19th---Family Night
- Sept. 27th---1st qtr. midterms
- Oct. 24th---Family Night
- Oct. 31st---1st qtr. final grades
- Nov. 5th---Award assemblies for 4th and 5th grades
- Nov. 6th---Award assemblies for 6th grade
- Nov. 14th---Family Night
- Dec. 6th---2nd qtr. midterms
- Dec. 12th---Family Night
- Dec. 19th---Christmas Programs--all grades
- Jan. 16th---Family Night
- Jan. 24th---2nd qtr. final grades
- Jan. 28th---Award assemblies for 4th and 5th grades
- Jan. 29th---Award assembly for 6th grade
- Feb. 20th---Family Night
- Feb. 21st---3rd qtr. midterms
- Mar. 19th---Family Night
- Mar. 27th---3rd qtr. final grades

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28	29	30				

- Apr. 7th---Award assemblies for 4th and 5th grades
- Apr. 8th---Award assembly for 6th grade
- Apr. 16th---Family Night
- Apr. 24th---4th qtr. midterms
- May 14th---Family Night
- June 1st---6th Grade Celebration
- June 2nd---Award assemblies for all grades

## Sexual Harassment Continuum

To safeguard students from being the victim or being the victimizer, the BPS Sexual Harassment policy and continuum is reviewed with students at the beginning of the school year and occasionally throughout the year. Napi Elementary Staff stress the importance to our students to always make good decisions about each other's personal space and that behavior that is identified in the Sexual Harassment Continuum is not acceptable. Students are cautioned to not engage in 'joking around' in regards to behavior that is identified on the continuum, as these behaviors are identified as indicators of sexual harassment.

<b>SEXUAL HARASSMENT</b>						
<i>A Continuum of Unwanted Sexual and Gender-directed Behavior Patterns</i>						
VISUAL	VERBAL	WRITTEN	TOUCHING	POWER	THREATS	FORCE
Ogling, Leering Staring Posters, Cartoons Graphics Magazines, Flyers Pin-ups Gestures  Extreme Forms (could be criminal) Mooning* Flashing*	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 Handbook 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.  
 Catalyst Resources, 301 South Oskay Street, Helena, MT 59601-4638



## APPENDIX B – STUDENT ACCEPTABLE USE POLICY

1 Browning Public Schools

2

3 Policy #

4 Policy Name: *Acceptable Use of Electronic Networks*

5 Regulation: 036121

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 \_\_\_\_\_  
17 Student's name (printed)

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

18

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

22

### 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 • I understand that having access to technology in school is a privilege and that this privilege may be  
28 revoked if I fail to fulfill my responsibilities as a user of this technology. I will comply with all the  
29 policies and rules pertaining to the use of technology, which the district has established or may establish  
30 in the future.
- 31 • When connected to the Internet, I will not reveal personal information such as my age, address or phone  
32 number, or those of other students or persons to anyone or any service.
- 33 • I will take full responsibility for, and respectfully use, the technology available to me at school. For  
34 example, this means I will use proper care if transporting, handling or operating any electronic device  
35 (e.g. computer, camera, etc.) while in school, whether it belongs to the school, another student, or myself.
- 36 • I understand that the district uses a content filter on its Internet access, yet I know it is possible that I may  
37 encounter inappropriate material. I will immediately close the application that depicts this material. I  
38 will then inform my teacher. I further understand that attempting to circumvent filtering solutions the  
39 district has in place is inappropriate and may result in disciplinary action.
- 40 • I understand that personnel from the school and District Technology have access to information about  
41 every web page I visit and file I create on school computers. I am aware that this information may be  
42 monitored and viewed by my teachers or other district personnel. I understand that this limits privacy as  
43 it pertains to the use of the technology that is assigned to me and information that is stored on school-  
44 provided (local and web-based) file storage spaces.
- 45 • I will not download or install any software, music, movies, or files of any nature unless I have been  
46 granted specific permission to do so by my teacher and the copyright holder grants permission.<sup>2</sup>
- 47 • I will always log out of the computer when finished using it, or when moving out of sight of the  
48 computer. (Any actions done on a computer when YOU are logged in are directly traceable to you.) I will  
49 not access or use the account of another student or teacher. If I notice another student or teacher has not  
50 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.  
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**Browning School District No. 9  
Acceptable Use of Technology Agreement and Student Declaration:**

This is to certify that \_\_\_\_\_, has read, understands, and will abide by all the acceptable use requirements on all pages as set forth in this agreement.

I agree that if I fail to keep my commitment to doing those things listed above that I will have my school network and/or school computer privileges revoked either temporarily or permanently. I understand that there may be other disciplinary consequences (up to and including expulsion) if there has been a breach of school rules or district policy and that those consequences may have adverse affects on my academic performance including lower grades or course failure.

\_\_\_\_\_  
Student signature Date

**Parent/Guardian Endorsement:**

I have reviewed this all pages of this document with my child. I have discussed the importance of this agreement with my child who understands the expectations and responsibilities associated with the proper care and handling of the school computers as well as the appropriate and ethical use of the technology at Browning School District 9. My child and I are clear that the consequences of not upholding their responsibilities will result in their technology privileges being withdrawn and have adverse affects such as lower grades or course failure.

\_\_\_\_\_  
Parent/Guardian signature Date

Notes:  
<sup>1</sup> A personal electronic device includes any of the following that is owned by the student: laptop computer, netbook, iPhone, iPads, tablet computers (or other devices with Internet access – e.g. BlackBerry, Cell Phone, iPod Touch, PDA, Nintendo DSi, etc.) This list is meant to only list possible examples and to include devices with similar type capabilities as they come to market.  
<sup>2</sup> Sites like creativecommons.org and jamendo.com offer content which can be used legally and for free.

I choose to **not accept** this agreement, with the understanding that my child **will not** be allowed computer or Internet access at Browning Public Schools except for required assessment testing.

\_\_\_\_\_  
Parent/Guardian signature Date

Adopted on: 4/25/12  
Revised on: 6/26/13



Dear Parent/Guardian

Welcome to Infinite Campus!

You will have access to the Campus Portal which is a confidential and secure website that allows parents/guardians to login and view their child's progress in school. There is also an app available for both iOS and Android devices.

To register and set-up your Infinite Campus Parent Portal please navigate to:

<http://bps9.org/portal>

Then click on:

"If you have been assigned a Campus Portal Activation Key, click here"

Enter the following Activation Key:

**8AECE226-E663-4B55-81ED-CEB1E2BA3219**

Then, create your  
username and password.

Thank you!

Infinite Campus  
Transforming K12 Education®

Campus Portal  
Browning Public Schools

Username

Password

Sign In >>

[Forgot your password?](#) | [Forgot your username?](#) | [Problems logging in?](#)

If you have been assigned a Campus Portal Activation Key, [click here](#)

If you do not have an Activation Key, [click here](#)

[Tell me more!](#)