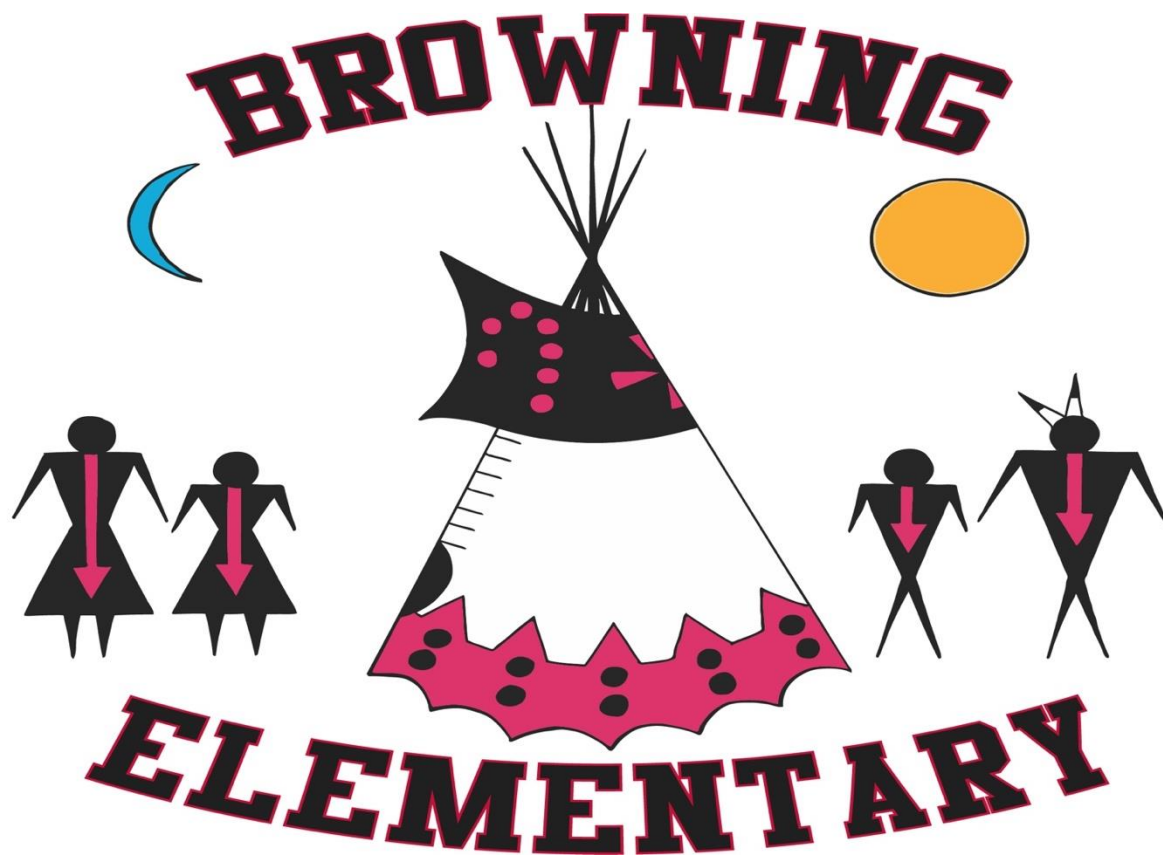


2018-2019



Student & Parent Handbook

Mrs. Jennifer Wagner, Principal

Ms. Kari McKay, Assistant Principal

Mrs. Sasheen Campbell, Secretary

Ms. Jill Madman, Attendance Aide

(406)338-2740

(406)-338-2490 (FAX)

Dear Parents, Families & Guardians of 2nd and 3rd grade students at BES,

Oki! Welcome to the start of a wonderful year!

We encourage you to come visit your student's classroom and building so you can meet the great staff and transformative building we have here at BES.

At BES we do our best to make everyone feel welcome, safe and comfortable. If at any point throughout the year you feel different, please bring your concerns to the school-staff, teacher or principal.

Please read through the Student & Parent Handbook and familiarize yourself with our policies and procedures. Please pay close attention to the- BES handbook at the beginning of the handbook. This outlines some important information directly related to Browning Elementary.

It is our mission to provide a quality education for your child and we can't do that without you; become involved in all the activities here at BES.

We look forward to meeting and seeing you during the 2018-19 school year!

Sincerely,
Mrs. Jennifer Wagner, Principal
Ms. Kari McKay, Assistant Principal
Browning Elementary School

Browning Elementary School

Staff, Student & Parent Handbook

Office Hours

The office hours for Browning Elementary are 7:30 a.m. to 5:00 p.m. Student absences, tardies, 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 8:10-8:20 (2nd grade) 8:50-9:00 (3rd grade)-Classes eat together in the cafeteria with their teacher.
- Students will be at recess until the bell rings at 8:10 for teacher pick up.
- Parents are advised that the playground/bus area is supervised from 7:45 a.m. – 8:10 a.m and 3:25 p.m – 3:40 p.m. Monday-Thursdays and 2:25 p.m – 2:40 p.m on Fridays.
- In the event of extreme weather students will be sent to the gym until the 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 and adults while at the crosswalk.**

- The school has two drop off zones. The **Main Entrance** located on the **East Side** of the building (across from Napi) and the other is in the bus lane located on **the South side**. Students will not be allowed to go to their classroom until the instruction bell rings. **Do not park in the drop off zones.**
- 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.

****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****

ATTENDANCE INFORMATION

PERFECT ATTENDANCE:

Have no tardies-attendance is taken at 8:15 a.m. and tardy slips are given then
Have no check outs 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
Student is counted AM Tardy Absent after 9:01a.m. and PM absent after 12:01 p.m.
Can only be checked out during the day for no longer than 2 hours & must return before the end of the day
School Related absences will not count against student
Special Circumstance absences will not count against student up to 3 days

95% ATTENDANCE:

Student can have up to 9 absences
Student is counted AM Tardy Absent after 9:01a.m. and PM absent after 12:01 p.m.
Can only be checked out during the day for no longer than 2 hours & must return before the end of the day
School Related absences will not count against student
Special Circumstance absences will not count against student up to 3 days

SPECIAL HAPPENINGS AT BES:

Open House-August	100,000 Word Club Trip-May
Native American Week-September	AR Goals and Incentive Trip
Cultural Field Trips-September	Physical Education and Health Activities
Pumpkin Patch-October	Accelerated Reader Incentives
Veteran's Day-November	Cultural Days-Monthly
Christmas Program-December	Quarterly Awards Ceremony
I Love To Read Activities-February	100,000 Word Club Inductions
March Madness Activities-March	Attendance Incentives (MQY)
SBAC Testing-April/May	Fall and Spring Data Meetings
Easter Egg Hunt-April	Parent Teacher Conferences
Cultural Conference & Pow Wow-May	Year End Trips
End of Year Field Trips-May	Various Student Clubs

FAMILY ENGAGEMENT ACTIVITIES (formerly known as Family Literacy/Math Night)

BES will be having activities during the school day, during ELA (Reading, Writing and Grammar) and Math for September, November, February, and April (invitations will be sent out). The After School Family Engagement Activities will be October 16, January 15, March 19, and May 14; 4:30 p.m. -5:30p.m.

We welcome parents, guardians and families to be involved in their child's education. Please come in and share your expertise during field trips, cultural day or for special topics.

MBI Universals – TEAM BES

TEAM BES	To be safe	Expect respect	Act responsibly	Mindful learner
Classroom Instruction	Stay seated Hands feet and objects in personal space only Class jobs	Classroom behavioral steps Use manners Wait your turn to talk Observe and follow teacher directives	Class movements are class job duties Orally praise students Rewards for good behavior Follow the leader when leaving the classroom 3, 2, 1-stand up, push in chair, walk quietly	Active learner and listener Ask questions Answer questions Share what you know
Hallways	Keep hands feet and objects to yourself Single file Walk to the right Arm length in front of you Take one step at a time on stairways	Walk with a purpose Follow directions from all school staff and visitors Talk in a quiet, calm voice Go immediately to your destination	Walk with a purpose Know to correct misbehavior Follow directions from all school staff and visitors Greet or ask how someone is doing or say hello and smile Make eye contact	Listen to adult's instructions Look by observing others Look at other's work in the hallway
Lunchroom	Use quiet voice Keep it neat Stay in seat Take only what you will eat Correct other's mistakes	Say excuse me, thank you and please Sit up straight, face table and those across from you Eat only your food Chew food then talk after you swallow your food Be considerate	Eat only your food Sit and stand with your class in cafeteria Carry tray with two hands Use napkins/silverware appropriately Report spills on the floor Wash hand before and after we eat	Practice eating healthy foods from all food groups Talk about healthy snacks Encourage other to eat fruits and vegetables
Playground	Use manners Give compliments Include and encourage others Smile at others Be happy with making positive choices	Be aware of surroundings Report hurtful behavior to the nearest adult Ask others to join activity Stay in playground area Follow all game rules Line up with class when asked to do so	Be patient Take turns Be a good sportsman Keep hands, feet and objects to yourself Tell an adult if you have a problem Take care of equipment	Learn all game rules Practice new games Teach games to others Learn to include others Learn how to resolve conflicts using conflict resolution
Bathroom	Pencils stay in classroom Use toilet paper to clean yourself well Use bathroom in a timely manner Feet on floors using manners	Toilet paper in toilet Flush toilet Trash in trash cans Shut off water Tell an adult when supplies are needed Allow others privacy	Use tissue to clean yourself Wash your hands with soap and warm water often Use nearest bathroom Directly to bathroom and return directly to classroom	Learn how to reduce germs Good hygiene Use tissue to blow nose
Assembly	Walk single file into gymnasium Walk on floor Sit on bleacher seat facing speaker Hands, feet, and objects in personal space	Facing forward toward presenter Hands in lap Making eye contact with speaker Zero noise level Raising hand if question is asked	Give full attention to the presenter Sit in own personal space always facing forward Feet on floor Personal objects in pocket	Active learner and listener Nodding head when a question is asked Willing to ask questions Applauding in unison
Bus Line Up	Listen to adult escorting you Use kind words Bus buddies	Walk single file Quiet voices Respectful kind words Mature vocabulary	Walk in a line Keep hands, feet and objects to yourself Smallest students in line first Wait for bus to stop Assigned areas for each TA	Keep personal belongings in vicinity of personal space Practice reading quietly while waiting Share with classmates what was learned in class
Bus	Enter single file Use rail for entering and exiting bus Stay seated Use quiet, calm voices	Use positive words Use manners Be nice to others	Follow bus drivers directions Sit in assigned seat Stay seated until bus comes to complete stop Keep hands, feet objects to yourself Be aware of personal space	Know bus rules Practice bus rules Share bus rules Be a listener Observe your community and neighborhood

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 Browning Elementary Behavior Action Plan

BROWNING ELEMENTARY BEHAVIOR ACTION PLAN

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

<p><u>Step 1</u> Principal Conference Parent Contact Time out (30 min) Principal Option</p>	<p><u>Severe 1</u> Principal Conference Parent Contact Behavior Contract Lunch Detention (4 days) Principal Option</p>	<p><u>Extreme 1</u> Principal Conference 1 day OSS + 1 day Lunch Det Re-entry with team Behavior Contract Principal Option</p>
<p><u>Step 2</u> Principal Conference Parent Contact Lunch Detention (1 day) Principal Option</p>	<p><u>Severe 2</u> Principal Conference Parent Contact Behavior Contract Review Lunch Detention (1 week) Principal Option</p>	<p><u>Extreme 2</u> Principal Conference 2 day OSS + 2 day Lunch Det Re-entry with team Behavior Contract Review Principal Option</p>
<p><u>Step 3</u> Principal Conference Parent Contact Lunch Detention (2 days) Principal Option</p>	<p><u>Severe 3</u> Principal Conference 1 day OSS Re-entry with team Behavior Contract Review Principal Option</p>	<p><u>Extreme 3</u> Principal Conference 3 day OSS + 3 day Lunch Det Re-entry with team Behavior Contract Review Principal Option</p>
<p><u>Step 4</u> Principal Conference Parent Contact Behavior Contract Lunch Detention (3 days) Principal Option</p>	<p><u>Severe 4</u> Principal Conference 2 day OSS Re-entry with team Behavior Contract Review Principal Option</p>	<p><u>Extreme 4</u> Principal Conference 5 day OSS + 3 day Lunch Det Re-entry with team Behavior Contract Review Principal Option</p> <p><u>Extreme 5</u> Students who reach this level may be suspended for up to 10 days and may be recommended for change in placement</p>

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

PRINCIPAL OPTION can include the following:

- A. OSS (depending on severity)
- B. Calming Room
- C. Lunch Detention

- D. Timeout with principal
- E. Written letter of apology
- F. Change of placement

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.

Removal of students

- Staff members maybe called to a classroom when a student exhibits extreme overt defiance or is out of control and affecting the safety of themselves or others. The student will have a choice to leave with the staff member. If the student chooses not to leave, the rest of the students in the classroom will be asked to leave the room and de-escalation process will be held so the student can make it to a safe area (counselor room or main office)
- The student maybe placed on the Extreme Level of the Administrative Support Plan or referred to another level of support.