

Student/Parent Handbook

2020-2021



Principal:	Mrs. Jennifer Wagner
Assistant Principal:	Mrs. Kari McKay
Assistant Principal:	TBD
Secretary:	Ms. Josephine Wagner
Assistant Secretary:	Mr. Jocko Parrent
Receptionist:	Mrs. Fran Racine
Attendance:	Ms. LaDean Racine

Browning High School Staff

Nurse

Charlene White Quills .5

Student Activities

Everett Armstrong (Director)
TBD (Secretary)

Counselors

Sienna Speicher (9), John Parente (10),
Jack Parrent (11), Lynnel BullShoe (12)
Kathleen Broere-Therapist
Daniella Langlois - Spookinapi

Math

Lucy Muragin, Randall Rivas,
Lester R. Johnson IV,
TBD (2)

Science

Jim Vaile, Melody Small
Meri Gobert, Debra High

Technology

Roger Zentzis

BNAS

Darcy Skunk Cap
Kevin Kicking Woman

Health/PE

Robert Miller
Ross DeRoche
TBD

Business Education

Travis Miller

Instructional Coaches

Andrea Evans, Violet Sinclair

Security/Home School Coordinator/TAs

Carl Little Dog, Sr., Jolene Vance,
John McClure, Gail Oscar

Special Education/TAs/PCAs

Katherine Skunkcap, Jenna Skunkcap,
(Teacher)TBD, Ronnel Goss, Gala Upham,
Edward RunningRabbit, Marjorie LaBuff
Mary Beth Lazy Boy, Susan Racine,
PCA (TBD)

ELA

Brenda Johnston, Cheryl Tailfeathers,
Johanna Hellman-Johnson, Fonatee Blay
Wilma MadPlume

Social Studies

Leo Bullchild, Glenn Castle
TBD (2)

Family Consumer Science

Dr. Lester R. Johnson

Music

June Matt .5
Adrien Wagner .5

Vo-Tech/Vo-Ag

Zebah Burdeau
Richard Hagberg
Travis Blue

Freshman Academy/AVID

Brian Harrell

Art

Francis Guardipee

Library

Amy Conrey Andreas
Glenn Castle .5

Gear Up

Marissa Krupa
Melanie Magee

Custodians

Calvin McKay
Angel DustyBull
Anson Cummins
Wayne Wippert
TBD

Cooks

Kylve Farmer (Head cook)
Ronald MadPlume
Ken Burland

TRIO

Alysa Arrow Top-Upward
Bound

Legend

- Non-instructional day
- Non school day

Key Dates

- We, Aug 18..... Non school Day, In Service
- Th, Aug 20..... Non school Day, In Service
- Fr, Aug 21..... Non school Day, In Service
- Mo, Sep 7..... Non school Day, Labor Day
- Th, Oct 15..... Non school Day, Teacher Convention
- Fr, Oct 16..... Non school Day, Teacher Convention
- We, Oct 28..... Instructional Day, 1st quarter end
- Tu, Nov 10..... Instructional Day, Parent-Teacher Conference
- Th, Nov 12..... Instructional Day, Parent-Teacher Conference
- We, Nov 25..... Non school Day, Thanksgiving
- Th, Nov 26..... Non school Day, Thanksgiving
- Fr, Nov 27..... Non school Day, Thanksgiving
- Mo, Dec 21..... Non school Day, Winter Break
- Tu, Dec 22..... Non school Day, Winter Break
- We, Dec 23..... Non school Day, Winter Break
- Th, Dec 24..... Non school Day, Winter Break
- Fr, Dec 25..... Non school Day, Winter Break
- Mo, Dec 28..... Non school Day, Winter Break
- Tu, Dec 29..... Non school Day, Winter Break
- We, Dec 30..... Non school Day, Winter Break
- Th, Dec 31..... Non school Day, Winter Break
- Fr, Jan 1..... Non school Day, Winter Break
- Mo, Jan 18..... Instructional Day, 2nd quarter/1st semester end
- Tu, Jan 19..... Non school Day, In Service
- Fr, Feb 26..... Non school Day, No School (Make up day if needed)
- We, Mar 24..... Instructional Day, 3rd quarter end
- Mo, Mar 29..... Non school Day, Spring Break
- Tu, Mar 30..... Non school Day, Spring Break
- We, Mar 31..... Non school Day, Spring Break
- Th, Apr 1..... Non school Day, Spring Break
- Fr, Apr 2..... Non school Day, Spring Break
- Tu, Apr 6..... Instructional Day, Parent-Teacher Conference
- Th, Apr 8..... Instructional Day, Parent-Teacher Conference
- Mo, May 31..... Non school Day, Memorial Day
- Th, Jun 3..... Instructional Day, 4th quarter/2nd semester end

July						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30	31	
August						
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30	31					
September						
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25	26	27	28	29	30	31
November						
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29	30					
December						
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27	28	29	30	31		

January						
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24	25	26	27	28	29	30
31						
February						
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28						
March						
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28	29	30	31			
April						
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25	26	27	28	29	30	
May						
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23	24	25	26	27	28	29
30	31					
June						
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Total Instructional
Days: 180
Minutes: NaN

Total Non-Instructional:
Days: 0
Minutes: NaN

Total Non-School:
Days: 185
Minutes: NaN

Dear Parents, Families & Guardians of 9th, 10th, 11th, & 12th grade students at BHS:

Oki! Welcome to the start of a wonderful year!

We encourage you to come visit your student's school so you can meet the great staff and we have here at BHS. We will work on assisting your student to be safe, responsible and respectful in their decision making while at BHS.

At BHS 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 BHS addendum at the beginning of the handbook. This outlines some important information directly related to Browning High School.

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 BHS.

We look forward to meeting and seeing you during the 2019-20 school year!

Sincerely - Your Partners in Education,

Mrs. Jennifer Wagner, Principal

Ms. Kari McKay, Assistant Principal

TBD, Assistant Principal

Browning High School

HIGH SCHOOL INFORMATION

STUDENT INVOLVEMENT

We encourage BHS students to become actively involved in a school activity outside of their regular academic schedule. Membership in school clubs is open to everyone.

CLUBS

This list may be changed at any time based on student participation/interest.

Academic Challenge	Random Acts of Kindness	National Honor Society
Science Club	AIBL	Library Club
Art Club	FFA	Shop Club
Hiking Club	Speech, Debate & Drama	Rodeo Club
Student Council	Pep Club	Weightlifting Club
Human Rights Club	Rising Voices Poetry Club	Sewing Club
Coding Club	Spirit of the Buffalo Club	LGBTQ Club
AVID/Chess Club	Gardening Club	

ACTIVITIES

Football	Cheerleading	Softball
Golf	Basketball	Track
Cross Country	Volleyball	Wrestling
Speech, Debate & Drama	HomeComing	Prom
Native American Week	Red Ribbon Week	

SCHOOL HOURS

Browning High School office hours are Monday, Tuesday, and Thursday 8:00 a.m. - 4:00 p.m., Wednesday 8:00 a.m.- 5:00 p.m. and Friday 8:00 a.m. to 3:00.

BUILDING USE AFTER SCHOOL HOURS

Areas of the building may be used after school hours when a faculty member is in attendance and in charge. Students will be asked to report to the most convenient entrance at a definite time. The activity or group sponsor must be with the students or adults and is responsible for the securing of the facility. Unauthorized students in the building will be asked to leave and expected to do so.

STUDENT/PARENT DUE PROCESS

The school district recognizes the rights of all students without regard to race, sex, religion, creed or national origin. The exercise of these rights may not interfere with the rights of others. Students/parents may present complaints to a teacher or the building Administrator. Opportunities shall be provided for students/parents to exercise this right through channels established for consideration of complaints. The following student/parent appeals procedures will be provided:

1st- The complaint shall be brought to the attention of either the teacher or administrator in a scheduled meeting.

2nd-If satisfaction is not reached the student/parent shall be referred to the building administrator.

3rd- If satisfaction is not reached at the building level, the building administrator shall refer the student/parent to the Superintendent.

4th- If satisfaction is not reached at the Superintendent level the matter may be referred to the board of trustees if a violation of law or written School Board policy is alleged.

ACADEMIC INFORMATION

GRADES

The evaluation of student achievement is one of the important functions of the teacher. The accepted marking system is as follows:

- At least one student grade per week will be recorded in the grade book.
- All grades will be posted in the grade book as percentages.
- All grading systems are to include points for daily assignments, testing, and attendance. Grades are cumulative over the semester.
- The semester exam is to evaluate student competence for the semester. Each semester will have a final for each class. Grades will be available for students each semester.
- If a point system of grading is used, the maximum number of points possible for the term must be made known to the students and distributed at the beginning of the term in the course syllabus.
- An incomplete may be given with prior building administrator approval. The work that must be completed and the final due date must be shared with the student, their parent/guardian, and the building principal.

A 100-90 % B 89-80 % C 79-70 % D 69-60 % F 59 % OR BELOW

CREDIT (BOARD POLICY 3020)

Grade level attainment or class status is recognized through credit accumulation. The purpose of class status is to inform the student, parents, administrators and instructors of the prospective graduation year of the student. High school students must have earned the following credits to be affiliated with the appropriate class:

Freshman	0-6 credits
Sophomore	6-12 credits
Junior	13 credit minimum
Senior	18 credit minimum

Credit status will be reviewed at least quarterly by students and their advisors. Credit status for each class will be reviewed by the counseling department and students identified as failing to obtain the next class status will receive individual support from a school counselor which will outline individual intervention/support available to the student.

CREDIT RECOVERY

If a student fails a course with 45% or higher they may participate in Credit Recovery. Credit Recovery is completed through the use of computer based programs, Odyssey Ware and Google Classroom Courses, and will take place after school, study hall and during summer school. Students will take a pre-test and then have lessons/units assigned based on the results. Students must complete all lessons assigned, and pass the Unit Assessments with a minimum of 70% in order to recover credit. Students who complete Credit Recovery courses will receive a grade of "C" for that course. If students wish to try and raise their grade higher than a "C" they must repeat the entire course as part of their regular course schedule.

GRADE POINT AVERAGES AND WEIGHTED GRADE POINTS

DEFINITIONS

- **Advanced Placement:** courses are those that are approved through the College Board Audit Process. Advanced Placement courses are designated in the Browning High School Course Description Catalog.
- **Grade points:** are the numeric equivalent of a student's grade in a credit-bearing course according to the following scale: A = 4 B = 3 C = 2 D = 1 F = 0 I = 0
- **Grade Point Average (GPA):** is the average number of grade points earned per course in Grades 9 through 12. The cumulative GPA is shown on the student's transcript.

- **cumulative GPA** is calculated by dividing the total number of grade points earned by the total number of course credits included in the computation. The GPA should be rounded to two decimal points by rounding the second decimal position upward if the third decimal position is greater than four.
- **Transcript:** is a report of final grades and credits indicated by course.
- **Weighted grade points:** are similar to grade points except that weighted grade points differentiate between regular courses and Advanced Placement courses (not including Honors courses). Weighted grade points are the numeric equivalent of a student's grade in a credit-bearing course according to the following scale:

<u>Grade</u>	<u>Grade Points</u>	
	<u>Regular</u>	<u>Advanced Placement</u>
A	4	5
B	3	4
C	2	3
D	1	1
F	0	0
I	0	0

- **The weighted grade point average (WGPA):** is a recalculation of the GPA substituting weighted grade points for regular grade points earned in courses designated advanced placement. The WGPA is computed by dividing the total number of grade points earned by the total number of course credits included in the computation. The order of class rank for students above a four point will be determined by an inverse analysis.

Grade Point Average / Weighted Grade Point Average Computations

All credit-bearing courses for which the student is assigned a grade of A, B, C, D, F, or I will be used for GPA and WGPA computations.

The grade earned in a course initially taken in high school and subsequently repeated is included in the computation each time it is taken. Credits granted for approved courses offered by institutions other than Browning High School (classroom, correspondence, or online courses), work study, and transfer courses, if used for graduation credit, are included in the GPA/WGPA computations.

1. Grades and credits for dropped or incomplete courses will be treated for computing the GPA and WGPA as follows:
 - a. Courses which a student does not complete all requirements:

If the student does not complete all course requirements a notation of "I," or "Incomplete," will be entered on the transcript, and report card. The student can follow procedures as per the Student-Parent Handbook to complete courses and have the "I" replaced with a letter grade. Any student who receives an "I" and does not complete all course requirements within the allowed time period, as per the Student-Parent Handbook, will have that grade replaced with an "F".
 - b. Should the student, with prior approval, transfer to a course in the same subject area, appropriate credit is awarded for those courses completed successfully.
2. Transferred credits and grades from other school systems shall be converted by the building administrator/designee into appropriate Browning High School credits and are included in the computations.
 - a. Courses in subject areas not traditionally taught in Browning High School, such as religion, will be included in the computations if grades are earned through an accredited school or program.
 - b. Advanced level courses not taught in Browning High School, but in subject areas taught in Browning High school, are included.
 - c. For transferred credits (non-Browning High School courses) to which marks such as "O" (Outstanding), "S" (Satisfactory), and "U" (Unsatisfactory) or numeric grades or percentages have been assigned, the school must secure or translate such marks to a scale of A, B, C, D, and F. These courses must be entered into the computerized student database separately.

STUDENT TRANSCRIPTS

Transcripts shall include the following:

- Any Browning High School course completed, or in which the student earned an "I" Incomplete, and has not exceeded the time limit to complete the requirements as per the Student-Parent Handbook
- Designation of honors, and advanced level courses;
- Grades and credits earned for each course;
- Cumulative grade point average and the weighted grade point average; and
- Graduation date.

The building administrator/designee is responsible for the following:

- Ensuring that each student's grades have been verified and accurately reflect the record of the student, including approved courses offered by institutions other than Browning High School (classroom, correspondence, or online courses), and transfer courses
- Furnishing transcripts to schools to which the student seeks enrollment, including high schools and institutions of higher learning; and
- Furnishing transcripts to scholarship foundations, technical institutions, and current or prospective employers provided that the release of this information is approved by the student's parents or by the student if the student is 18 years of age or older or married.

HONOR ROLL

The Browning High School honor roll is published at the end of each 18-week period. In order to be on the Honor Roll, a student must earn at least a 3.0 Grade Point Average (GPA).

NATIONAL HONOR SOCIETY

Students may earn the right to apply for Browning High School National Honor Society by receiving a cumulative GPA of 3.0 or better for a minimum of three semesters, consecutively, in high school. (Grades are not weighted when determining GPA for the National Honor Society, all grades are on a 4.0 grade scale)

SEMESTER EXAMS

All students take semester exams as scheduled by the high school administration. Semester exams will be held the last week of each semester, and senior finals will be held the last week before graduation.

TUTORING

Students can receive tutoring services, and are encouraged to participate in the tutoring program throughout the year. Hours for tutoring are scheduled and posted at the beginning of each school year. We highly recommend that students failing any classes participate in this program.

GRADUATION REQUIREMENTS

Graduation requirements shall reflect high expectations and appropriate standards. Students graduating from Browning High School will enter society as adults who are prepared to participate actively and knowledgeably as citizens in their community, tribe, state, and federal government. Students will graduate with prerequisite skills that allow successful entry into and completion of post-secondary education or vocational training opportunities.

No student will be permitted to graduate from Browning High School unless he/she has completed the course requirements prescribed by District #9 Board of Trustees and meets the prescribed course of study for the state of Montana. All graduation requirements must be completed 48 hours prior to the graduation ceremony. All students will enter Browning High School on a "Distinguished Diploma" track; students must opt out in order to graduate according to the "Foundational Diploma" track requirements. You must contact the school principal if you wish to opt out of the Distinguished Diploma.

Course requirements for graduation from Browning High School:

Foundational Diploma:

English.....	4
Mathematics.....	2 (Starting 2019-2020 only Algebra 1 and above counts towards math credits)
Science.....	2
Social Studies.....	3.5
World Geography (.5)	
Blackfeet History (.5) (not including Blackfeet Language, song/dance)	
World History (.5)	
American History (1)	
Government (1)	
Physical Education.....	1
Health Enhancement.....	(.5)
Fine Arts.....	1
Vocational Practical Arts.....	1
Computer Technology.....	(.5)
Electives.....	5 (minimum)
Total Required for Graduation.....	20.5

Distinguished Diploma:

English.....	4	
Mathematics.....	3/4 (Starting 2019-2020 only Algebra 1 and above counts towards math	
Science.....	3/4	credit. Once the student has completed Algebra II, the
Social Studies.....	3.5	option to take a 4 th credit in science or computer science
World Geography (.5)		
Blackfeet History (.5) (not including Blackfeet Language,		
song/dance)		
World History (.5)		
American History (1)		
Government (1)		
Physical Education.....	1	
Health Enhancement.....	(.5)	
Fine Arts.....	1	
Vocational Practical Arts.....	1	
Computer Technology.....	1	
College Prep Electives*.....	2	
Other Electives.....	3	
Total Required for Graduation.....	24	

COLLEGE PREP REQUIREMENTS:

- 4 credits - English
- 3 credits - Math
- 3 credits - Social Studies including World History
- 2 credits - Laboratory Sciences
- 2 credits - chosen from the following: foreign language (preferably 2 years), computer technology, fine arts, or vocational education units which meet OPI guidelines.

***Rigorous Core is 4 credits Math and Science**

*College Prep Electives can include world language, computer science, music, fine arts, career, and technical education, dual-enrollment courses.

Waiver of Requirements/Academic Variance

The building administrator will establish an academic variance committee composed of staff representing both the traditional high school and alternative education program to review all petitions for a waiver. This petition will include a detailed request documenting extenuating circumstances that warrant the waiver. It will also include an information packet regarding the student's school history and performance as documented by a transcript, graduation plan, detailed attendance, and enrollment history. This information packet will also include a projected course plan for the remainder of the student's high school career and a transition plan for the first year beyond high school.

At minimum, all students will have met the basic graduation requirements as specified in A.R.M. 10.55.905. Under special circumstances, the building administrator may recommend modification to local graduation requirements to the District

Superintendent. The Superintendent will have the authority to approve or deny the recommendation. In accordance with A.R.M. 10.55.906 (3), the Superintendent will then make the recommendation to the local board of trustees to accept the waiver.

Diplomas

All graduating students shall receive a diploma. Diplomas may be earned through completing either required credits or criteria identified in an approved IEP. Diplomas may be received prior to 4 years of high school attendance in accordance with District #9 Early Graduation Policy, which requires the expressed recommendation of the Superintendent and the permission of the Board of Trustees.

The high school building administrator shall approve of independent study alternative curriculum offerings prior to credit being applied to the core graduation requirements.

Transfer Student Graduation Requirements

Transfer students must meet the prescribed course of study for the State of Montana and Browning School District #9 in order to graduate. Transfer credits must be congruent with BHS core class requirements as determined by the high school building administrator.

Graduation

The graduation ceremony is an activity of the Board of Trustees to honor graduating seniors from Browning High School each year.

- A. The Superintendent of Schools shall set/approve the date for the graduation ceremony each year.
- B. Only students who have met all credit requirements, both state and local, may be allowed to participate in the graduation ceremonies.
- C. The Board of Trustees may deny any student the honor of participating in graduation ceremonies for infractions of federal, state, or local laws, district policies or school rules.
- D. All graduation requirements must be completed forty-eight (48) hours prior to and approved by the high school building administrator before a student is allowed to participate in the graduation ceremony.
 - Graduation requirements require the student to complete 20.5/24 credits. These students are also required to complete 20 hours of community service and a senior oral examination based on a four-year portfolio.
 - Students receive 1/2 credit for all courses completed during the eighteen-week period.
 - All students must be enrolled for seven periods per day. Exceptions to this rule for students may be made if approved by the Administrator. Exceptions include 504 plan, IEP, college, work release, or parenting responsibilities.
 - Students will complete graduation plans with their counselor each year. Students are responsible for the timely completion of their plan. Documentation of credit earned from an agency other than Browning High School must be provided to the building administrator at least 5 school days prior to the scheduled graduation date for the student to participate in the graduation ceremony. Documentation of completion of all graduation requirements must be provided to the High School building administrator two days prior to the scheduled graduation date in order for the student to participate in the graduation ceremony.
 - Maintaining tradition and pride in our school is very important. One way this can be accomplished is by using our school colors in school ceremonies. Therefore, graduating seniors will choose graduation caps and gowns that are black, white and/or red in color. Valedictorian and salutatorian will be determined after completion of eight semesters of grades earned with attendance at Browning High School for the last two full years.

SENIOR PORTFOLIO REQUIREMENTS

Students have the option of presenting a hard copy of the portfolio (binder) or a digital presentation. The portfolio must have the following items:

Title Page

Table of Contents

Academic Reports

- HS transcript through 1st semester of Senior year
- Detailed Attendance Report through March
- 1 copy of Standardized Tests: ACT, ASVAB, ITBS,
- MCIS Career Assessment from Senior year

Financial Literacy

- BHS will offer Financial Literacy workshops in early spring

Career/College Prep

- 2 Letters of reference ****Ask Early****
- Resume – MUST be in "Resume" format
- Copy of 2 ID's – One MUST be your Social Security card
- Job Application
- Career Profile
- 2 page Life Goal Essay/Scholarship Letter
- College and Financial Aid application (optional, extra points granted)
- Immunization (from the school nurse)

Community Service

- 20 hours documented community service ***Must be pre-approved by counselor***
Job shadowing is NOT considered community service
- 1-page explanation of community service

Academic Highlights

- Writing Samples: (minimum of two) i.e. Term Paper, Writing Assessment
- Math Samples: (a minimum of one) i.e. assignment, test, quiz
- Science Samples: (a minimum of one) from each science taken
- Social Studies Samples: (minimum of two) Blackfoot Studies, World History, World Geography, U.S. History, Government.
- Physical Education/Vocational Ed./Fine Arts: (minimum of one sample) Project, Song, Artwork, etc.

Clubs/Activities/Awards

Include all (optional, extra points granted)

Oral presentation of this portfolio is required for all students

STUDENT EMPLOYMENT PROGRAM POLICY

The administration and staff at Browning High School have a strong commitment for our students to remain in school for the entire four years. However, we understand there are circumstances where a student may need to work. This program is for seniors only.

CRITERIA FOR THE PROGRAM

- Students must be enrolled in four classes at the high school. Students must have at least 21 credits to be eligible for this program and maintain a C average in all classes. The student may not be over the attendance policy in any class.
- **Students must submit a request for work prior to the first day of the semester in which they wish to work.** The request must include:
 - A letter from the student explaining why they wish to work, who they will be working for, and who their direct supervisor will be.
 - A letter from the parents requesting their student be allowed to work, and stating that they have met with the student's counselor to discuss how the student may be affected academically by participating in the program.
 - A letter from the student's prospective employer stating the work hours, and that they understand that they will be required to complete a bi- weekly evaluation form.
 - A copy of their current transcript.
 - A Student Employment Program Checklist signed by their counselor.
- The building administrator will approve or disapprove the student's acceptance into the program.
- Failure to adhere to these requirements may result in the student's termination from this program.
- When the student is out of school on work release, he/she will not be allowed to be on the school grounds during his/her work release period.

INDEPENDENT STUDY PROGRAM

Browning High School provides alternative independent study resources to allow students the opportunities to earn extra credit outside the regular class/curriculum schedule to meet minimum graduation requirements at Browning High School. Teachers may elect to work with a student independently on a course of study within that teacher's certification and that is being offered by the high school during the current semester. All independent courses must be pre-approved by the High School building administrator.

CONDITIONS OF INDEPENDENT STUDY

- Counselors will assist students in determining the need for any independent study courses needed to supplement their regular curriculum to meet graduation requirements and set up the program plan for this extra credit work. This plan will need approval of counselor, parent, student, and building administrator with a copy sent to the parents/guardians.
- The student is responsible for successfully completing requirements of the independent study program and submitting documentation of completion at least 5 school days prior to graduation, or will not be allowed to participate in the graduation ceremony.
- After successfully completing the independent study courses, grades will be entered on the student's transcript at BHS.
- Before the building administrator will approve a course of independent study, a Browning High School cooperating teacher must sign the application to confirm that the course meets curriculum goals and objectives.

SCHEDULING

Students shall be pre-registered for classes each year. Pre-scheduling for the following year will take place each year between February-August. All students are expected to carry a full schedule of classes. Seniors who qualify may participate in the work release program in the a.m. or p.m. No schedule changes will occur until a conference has been held between the high school building administrator and the parents or guardians of the student requesting the schedule change. All schedule changes must be made by appointment only with the main office head secretary.

PLACEMENT

The goal of Browning Public Schools shall be to place students at levels and in settings that will enhance the probability of both individual and collective student successes. Developmental testing, together with other relevant criteria including, but not limited to health, maturity, emotional stability, and developmental disabilities will be considered in the placement of all students. *Final disposition of all placement decisions rests with the building administrator.*

CRITERIA FOR STUDENT AIDE: OFFICE AND LIBRARY ONLY

- Student must be a Junior or Senior.
- A student aide may not be in credit deficient status.
- Supervisors will have "Duties and Expectations of a Student Aide" available for the student and parent. Duties and expectations will be pre-approved by the building administrator.

TRANSFER

School District policies regulating pupil enrollment from other elementary and secondary schools are designed to protect the educational welfare of the child and of other children enrolled in the Browning School System.

Secondary Grades (9-12), Credit Transfer. Requests for transfer of credits from any secondary school shall be subject to a satisfactory examination of the following:

- Appropriate certificates of accreditation
- Length of course, school day and school year.
- Content of applicable courses.
- The school facility as it relates to credit earned (i.e., lab areas for appropriate science or vocational instruction).
- An appropriate evaluation of student performance leading toward credit issuance.
- Final approval of transfer credits will be determined by the high school building administrator, subject to review upon approval by the Superintendent and Board of Trustees.
- Montana Accreditation Rules and Standards, in accordance with local alternate procedures for earning credit, shall be applied to all credit transfer review.

STUDENT BUILDING INFORMATION

BUILDING PASSES

Students are not permitted to leave the school building or school grounds without an authorized pass to leave the building from the attendance office during the school day. Students who leave the school grounds without a pass will be subject to disciplinary action.

BIKERS/WALKERS/SKATEBOARDS/HOVERBOARDS

Students are to abide by all school rules whether they are walking, riding their bikes, skateboards, or hover boards to and from school. Bikes/skateboards/hover boards are to be checked in to the office in the morning when the student arrives and may be picked up after school. Bikes/skateboards/hover boards may not be used on campus during the course of a school day. Students caught riding any of these in the school will be subject to disciplinary consequences.

BUS SAFETY POLICY/TRANSPORTATION

Students on school-sponsored trips are under the jurisdiction of the school and its policies as outlined in the Activities Handbook, the Student Handbook and the School District #9 policy manual. Students must travel to and from the activities by transportation authorized by the school. Occasionally, circumstances require special travel arrangements. On those occasions, the Parent/Guardian must contact the Athletic Director or building administrator for approval of the travel plan prior to the bus leaving for the event. Parents wishing to have their student ride home with them after an event are to personally notify the coach/sponsor and submit a written request for permission to take the student.

Students are asked to keep in mind that when they travel, they are Browning's "Ambassadors" and are expected to behave in a manner that will reflect positively upon themselves and our community.

Students apprehended breaking the law, such as theft, consuming or having consumed alcohol, drugs, and tobacco or non-prescription drugs will forfeit their opportunity to participate in the present activity, will be sent home and will be subject to further disciplinary action. ***If a student is sent home, the parent/guardian will be required to provide transportation or pay the cost of providing transportation. Furthermore, if a student is detained by Law Enforcement the parent is responsible for penalties and transportation.***

GUEST PASSES

No guest passes will be given for Students wishing to bring a guest to school. No Middle School students are allowed to attend dances at BHS, nor are BHS students allowed to attend dances at BMS. Guests for the prom must be enrolled high school students and they must be approved by the building administrator prior to attending.

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.

OPEN CAMPUS

During the school year, students will be able to leave during their assigned lunch break. However, students who continuously return to school late for 5th period may be subject to disciplinary action.

STUDENT GOVERNMENT

Student Council is the organization which enables the students to express their opinions, assist in the administration of the school, act as a clearing-house for student activities, and participate in the management of the school. The Student Council promotes leadership, initiative, and self-discipline among its members. The student body will elect members in the fall. In addition, each class and club will hold elections prior to Homecoming to elect their officers and representatives to the Student Council.

CAFETORIUM

Browning High School will furnish breakfast and lunch to all students free of charge for the school year. Students are expected to display appropriate behavior while in the cafetorium.

GYM FLOOR

Street shoes are not allowed on the gym floor. Students must wear clean gym shoes used only for P.E., athletics or play in their stocking feet.

TELEPHONES

Students are not to use the telephones in teacher's rooms or the office during the school day. Students may use the counselor's phone before and after school only. Students will not be allowed to use the counselor's phone during class.

DRIVING AND PARKING

All student and staff vehicles must be registered with the high school office. The high school will provide a registration sticker to be placed on the front windshield. Vehicles that are not registered may be towed at the owner's expense. Students are expected to abide by all traffic laws. Students who violate traffic laws may have their driving privileges suspended or terminated on school property. All vehicles in or around the school are subject to searches directed by the School district.

Students who do not have a driver's license are not allowed to drive to school. Students driving to school unlicensed will be subject to disciplinary action and may have their vehicle towed at the owner's expense.

Student parking is located in the South parking lot (by the gym). Students are NOT allowed to park in the staff parking area. Students will be asked to move if they are parked in the staff parking area.

High School Behavior Management Plan/MTSS Matrix

	BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
HALLWAYS	<ul style="list-style-type: none">· Honor personal space· Speak respectfully· Treat others as you wish to be treated· Greet others with a smile and kind word	<ul style="list-style-type: none">· Carry a valid hall pass, monitored by staff· Honor time/people by going directly to your destination· Deposit litter in proper receptacle· Treat our high school with respect	<ul style="list-style-type: none">· Walk on the right side· Be mindful of people and surroundings· Report bullying
CAFETORIUM	<ul style="list-style-type: none">· Follow directions· Listen to others· Exhibit good table manners· Show appreciation like our ancestors	<ul style="list-style-type: none">· Remain in designated area· Clean up your eating area· Pick up after yourself· Use respectful language	<ul style="list-style-type: none">· Wait in line· Join line at the back without stepping in front of anyone· Follow directions

BATHROOMS	<ul style="list-style-type: none"> · Respect privacy · Keep facilities clean 	<ul style="list-style-type: none"> · Flush as needed · Put litter in appropriate receptacle · Wash hands with soap · Conserve faucet water 	<ul style="list-style-type: none"> · Report problems, vandalism, to nearest staff
CLASSROOM, LIBRARY, OFFICES	<ul style="list-style-type: none"> · Follow directions · Practice turn-taking · Use appropriate language · Use appropriate tone · Use inside voice · Leave the space tidy · Employ active listening · Participate actively 	<ul style="list-style-type: none"> · Access only appropriate websites · Use equipment correctly · Follow location rules 	<ul style="list-style-type: none"> · Keep your hands and feet to yourself · Remain in assigned location · Enter and exit in orderly fashion · Report any incidents
BUSES	<ul style="list-style-type: none"> · Be kind · Follow directions · Wait in line · Listen to the bus driver · Share seats · Use appropriate language 	<ul style="list-style-type: none"> · Keep your body and belongings inside the bus · Put litter in proper receptacle 	<ul style="list-style-type: none"> · Enter and exit in an orderly fashion · Stay in your seat · Report any incidents
SCHOOL GROUNDS, FIELDS, GYM	<ul style="list-style-type: none"> · Follow adult directions · Use appropriate language 	<ul style="list-style-type: none"> · Dispose of trash in appropriate receptacles · Use equipment correctly 	<ul style="list-style-type: none"> · Obey fire drill procedures · Use equipment correctly · Keep your hands & feet to yourself

Browning High School BEHAVIOR Management Plan

STUDENT: _____

GRADE: _____

****MINOR OFFENSE****

Students are placed on this level when Misbehavior in the classroom has Progressed through the steps in teachers Classroom management plan. This level is For less severe but consistent infractions And also includes but not limited to:
Rough-housing, leaving campus, Repeated use of electronic devices

1st Offense: _____(date)
 ___Conference w/student
 ___Parent Contact (Phone)
 ___1 day lunch detention
 ___Administrator Option: _____

2nd Offense: _____(date)
 ___Conference w/student
 ___Parent Contact (Phone)
 ___2 days lunch detention
 ___Administrator Option: _____

3rd Offense: _____(date)

****SEVERE OFFENSE****

Once students complete the "minor" level I or for serious misbehavior - Serious misbehavior includes but not limited to:
*-Bullying -Hazing
 -Harassment (any) -Cursing
 -Insubordination -Tobacco/E-cigarette
 -Instigating a fight -Overt defiance
 -Profanity towards staff
 -Stopping class from functioning*

1st Offense: _____(date)
 ___Conference w/student
 ___Parent Contact (Phone)
 ___2 days Study Hall
 ___Administrator Option: _____

2nd Offense: _____(date)
 ___Conference w/student
 ___Parent Contact (Phone/Letter)
 ___1 day OSS and/or 1 day Study Hall
 ___Re-entry/Contract (review)
 ___Solutions Team Meeting
 ___Administrator Referral: _____

****EXTREME OFFENSE****

Students who complete "severe" Level And Includes but not limited to:
fighting, videoing a fight, theft, vandalism:

1st Offense: _____(date)
 ___Conference w/student
 ___Parent Contact (Phone/Letter)
 ___3 days OSS and/or 1 day Study Hall
 ___Re-entry/Contract
 ___Administrator Option: _____

2nd Offense: _____(date)
 ___Conference w/student
 ___Parent Contact (Phone/Letter)
 ___4 days OSS and/or 2 days Study Hall
 ___Re-entry/Contract (Review)
 ___Review for Tier 3 Services Referral
 ___Administrator Option: _____

___ Conference w/student
___ Parent Contact (Phone)
___ 4 days lunch detention
___ Solutions Teacher Meeting
___ Administrator Option: ___

4th Offense: _____(date)
___ Conference w/student
___ Parent Meeting
___ 1/2 day Study Hall
___ Counselor Referral (Tier 1)

5th Offense: _____(date)
___ Conference w/student
___ Parent Contact
___ 1 day Study Hall
___ Administrator Option: ___

6th Offense: _____(date)
___ Move to Severe 1

****ALCOHOL/ DRUGS****

Students who are using, in possession Of, or with another student who is Using and/or in possession of any drug/alcohol/paraphernalia

1st Offense: _____(date)
___ Parent Contact (Phone/Letter)
___ 2 day OSS and/or 1 day Study Hall
___ Re-entry/Contract
___ Insight Class/Tier 2 Services referral
___ Notify Police
___ Administrator Option: ___

2nd Offense: _____(date)
___ Parent contact (Phone/Letter)
___ 3 days OSS and/or 2 days Study Hall
___ Re-entry/Contract Review
___ Insight Class
___ No school activities (Possible)[Office15]
(dances, home games, etc)
___ Notify Police
___ Administrator Option: ___

3rd Offense: _____(date)
___ Parent Contact/team conference
___ 5 day OSS/2 days ISS

3rd Offense: _____(date)
___ Conference w/student
___ Parent Contact (Phone/Letter)
___ 2 days OSS and/or 1 day Study Hall
___ Tier 2 Services Referral
___ Re-entry/Contract Review
___ Administrator Option: ___

4th Offense: _____(date)
___ Move to Extreme 1

****WEAPONS****

Students are forbidden to knowingly and voluntarily to possess, handle, transmit or use any instrument in school or on school grounds that is Ordinarily considered a weapon. Any Object which could be used to injure another person which has no school related purpose for being in school or on school grounds will be considered a weapon for purpose of this code.

1st Offense: _____(date)
___ Parent Contact
___ Up to 10 days OSS
___ Possible recommend Expulsion

*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 20 days pending the school board hearing for the expulsion*

Offense: _____(date)

3rd Offense: _____(date)
___ Conference w/student
___ Parent Contact (Phone/Letter)
___ 10 days OSS
___ Recommend for Expulsion

****ASSAULT****

*PHYSICAL, VERBAL, WRITTEN
Assault is intentional infliction of, or an attempt to inflict harmful/offensive touching or contact upon a person. A student shall not intentionally cause or attempt to cause injury to any school employee or student*

1st Offense: _____(date)
___ Notify Police
___ (up to) 10 days OSS
___ Parent Contact
___ (Possible) Recommend for Expulsion
___ Assault Contract
___ Administrator Option: ___

2nd Offense: _____(date)
___ Notify Police
___ 10 days OSS
___ Parent Contact
___ Recommend Expulsion

****OTHER****

Includes but not limited to bomb threat, false fire alarm, gang activity, cheating/plagiarism, breaking and entering of school property, verbal threat against a staff member, arson, etc.

1st Offense: _____(what)
Date: _____
___ Administrator Option: ___

2nd Offense: _____(what)
Date: _____
___ Administrator Option: ___

3rd Offense: _____(what)
Date: _____
___ Administrator Option: ___

- Letter home
- Re-entry with team
- Insight Class
- Administrator Option/Change
Of Placement: ___
- Possible notify police

4th Offense: ____ (date)

- Notify Police
- Parent Contact/team conference
- Up to 10 days OSS
- Recommend for Expulsion

***Any student who does or is with a student
Who is selling, providing, distributing,
Manufacturing alcohol and other drugs
Or drug paraphernalia are subject to the
Following:***

- Notify Police
- Parent contact/team conference
- Up to 10 days OSS
- Recommend for Expulsion

Use/possession of drug, alcohol, tobacco, e-cigarette is in violation of Montana State Law. As such, It is the Browning High School's procedure to enforce disciplinary action upon any student who violates this. In addition to disciplinary action, students will be required to attend/participate/complete an Insight Class (hours to be determined based on the severity) which is a drug, alcohol, tobacco awareness class. Any student who does not meet or fulfill this requirement will not be allowed to participate in or attend any extracurricular activities including Homecoming, Prom, and clubs.