

Student/Parent Handbook 2022-23



Principal:	Mrs. Jennifer Wagner
Assistant Principal:	Ms. Kari McKay
Assistant Principal:	Mr. Michael Comes At Night
Secretary:	Ms. Melanie Heavy Runner
Assistant Secretary:	Ms. LaDean Racine
Receptionist:	Mrs. Fran Racine

Attendance: Ms. Ranee Bird Rattler

Browning High School Staff

Nurse

Charlene Harrison (.5)

Instructional Coach

Violet Sinclair-Boggs

Student Activities

Tony Wagner
Josephine Wagner

Security/Home School Coordinator/TAs

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

Counselors

Sienna Speicher (11), John Parente (12),
Jack Parrent (9), Lynnel BullShoe (10)
Daniella Langlois -Mental HealthTherapist
Kiana McClure - Spookinaapi

Special Education/TAs/PCAs

Katherine Skunkcap, **TBD**,
Genevieve Goudy, Gala Upham,
Edward Running Rabbit, Zack Grigsby,
TBD (2)

Math

Lucy Muragin, Randall Rivas,
Sonya Gobert, Whitney Lucke,
TBD

ELA

Brenda Johnston, Julie Hayes
Johanna Hellman-Johnson,
Taylor Crawford, Dawn Jones

Science

Jim Vaile, Abigail Marshall
TBD (2)

Social Studies

Leo Bullchild, Glenn Castle
TBD (2)

Technology

TBD

Family Consumer Science

Dr. Lester R. Johnson

Art

Radium Woolf

BNAS

Kevin Kicking Woman
Leo Bird

Music

June Matt .5
Adrien Wagner .5

Library

Amy Conrey Andreas
Glenn Castle .5

Health/PE

Robert Miller
Ross DeRoche
TBD

Vo-Tech/Vo-Ag

Zebah Burdeau
Jimi Champ
Travis Blue

Gear Up

Melanie Magee
Nathan Stone

Business Education

Travis Miller

AVID/Core Recovery

Brian Harrell

Custodians

Calvin McKay
Angel Dusty Bull
Philip SureChief
Russell Gervais

Cooks

Carlita No Runner(Head cook)
Laura Iron Pipe
TBD

TRIO

Hannah Spotted Eagle -Upward
Bound
Joshlynn Snow- Talent Search

SIGNATURE PAGE - sign & return



School District #9, Glacier County, Montana

Browning Public Schools

P.O. Box 610
Browning, MT 59417

****PLEASE SIGN FRONT AND BACK OF THIS PAGE & RETURN****

(these are the only two pages we require)

Student and Parent Handbook Receipt Form

2022-23

I acknowledge that I have received and reviewed 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 at Browning Public Schools. I understand that I am accountable for my behavior and will be subject to the disciplinary consequences outlined in the handbook.

Student Name (PLEASE PRINT): _____

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____

PARENT-STUDENT-SCHOOL COMPACT BROWNING PUBLIC SCHOOLS

Federal guidelines require that all schools receiving Title I funds develop a School-Student-Parent Compact. A compact is an agreement between participants working together for a common goal. Teachers, students and parents all have the responsibility to contribute to the effort to establish an effective climate for learning for our students.

As a school we promise to:

- Show that we respect each child as an individual
- Respect and enhance the unique culture of each child
- Provide high-quality curriculum and instruction in a supportive and effective learning environment
- Provide quality instruction that meets the State's academic achievement standards
- Provide an intellectually stimulating curriculum that reflects and preserves the cultural integrity of the people by demonstrating high expectations of all children
- Communicate with and involve families in the education process by holding parent/teacher conferences at least twice each year
- Foster a positive working relationship with the Browning School, the community and other education agencies

Administration

As a caring, supportive adult I promise to:

- Provide a safe, nurturing home environment conducive to learning
- Have high expectations of my child by making sure he/she is at school, on time everyday
- Encourage a positive attitude toward school
- Be actively involved in my child's education by making sure s/he completes homework
- Communicate regularly with my child's teacher and volunteer in my child's classroom
- Teach my child respect
- Actively promote literacy in my home by monitoring how much television my child is watching
- Encourage my child to 'try hard'
- Have my child do nightly homework
- Provide adequate school supplies for my child

Parent/Caring Adult: _____

As a student, I promise to:

- Show respect for myself other students and all adults
- Attend school regularly and be on time
- To bring my materials to class daily
- Be responsible for my own actions
- Read at home
- Get homework done
- Try hard
- Respect the grounds and property of my school, realizing that I share it with others
- Do my part to make school a safe place

Student: _____

BHS PRINCIPAL WELCOME



Dear Parents, Families & Guardians of
BHS students:

Ok! We are so grateful to welcome you to BHS! We look forward to meeting and seeing you during the 2022-2023 school year!

Since we have been remote, communication has been trying. We encourage you to stay informed-attend meetings, read all correspondence and provide email information to our office staff. Keep in touch with us during the year to clarify any information presented.

We welcome you to visit BHS so you can meet the great staff we have here. 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 logistics.

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.

Sincerely - Your Partners in Education,

Mrs. Jennifer Wagner, Principal

Ms. Kari McKay, Assistant Principal

Mr. Michael Comes At Night, Assistant Principal

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BHS CALENDAR 2022 - 23

Browning Public Schools 07/01/2022 through 06/30/2023	Browning High School 2022-2023 Calendar Year	Calendar Report 06/07/2022 // 04:55:30 PM
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Legend

Non-instructional day

Non school day

Key Dates

Mo, Aug 22..... Non school Day, In Service
 Tu, Aug 23..... Non school Day, In Service
 We, Aug 24..... Non school Day, In Service
 Mo, Sep 5..... Non school Day, Labor Day
 Th, Oct 20..... Non school Day, Teacher Convention
 Fr, Oct 21..... Non school Day, Teacher Convention
 Tu, Nov 8..... Instructional Day, Parent-Teacher Conference
 Th, Nov 10..... Instructional Day, Parent-Teacher Conference
 We, Nov 23..... Non school Day, Thanksgiving
 Th, Nov 24..... Non school Day, Thanksgiving
 Fr, Nov 25..... Non school Day, Thanksgiving
 Mo, Dec 19..... Non school Day, Winter Break
 Tu, Dec 20..... Non school Day, Winter Break
 We, Dec 21..... Non school Day, Winter Break
 Th, Dec 22..... Non school Day, Winter Break
 Fr, Dec 23..... Non school Day, Winter Break
 Mo, Dec 26..... Non school Day, Winter Break
 Tu, Dec 27..... Non school Day, Winter Break
 We, Dec 28..... Non school Day, Winter Break
 Th, Dec 29..... Non school Day, Winter Break
 Fr, Dec 30..... Non school Day, Winter Break
 Mo, Jan 2..... Non school Day, Winter Break
 Mo, Jan 16..... Non school Day, Holiday - Other
 Fr, Jan 20..... Instructional Day, 2nd quarter/1st semester end
 Fr, Feb 24..... Non school Day, No School (Make up day if needed)
 Fr, Mar 10..... Non school Day, No School (Make up day if needed)
 Mo, Apr 3..... Non school Day, Spring Break
 Tu, Apr 4..... Non school Day, Spring Break
 We, Apr 5..... Non school Day, Spring Break
 Th, Apr 6..... Non school Day, Spring Break
 Fr, Apr 7..... Non school Day, Spring Break
 Tu, Apr 18..... Instructional Day, Parent-Teacher Conference
 Th, Apr 20..... Instructional Day, Parent-Teacher Conference
 Mo, May 29..... Non school Day, Memorial Day
 Th, Jun 8..... 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	19	20	21	22	23
24	25	26	27	28	29	30
31						

August

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	19	20
21	22	23	24	25	26	27
28	29	30	31			

September

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	19	20	21	22	23	24
25	26	27	28	29	30	

October

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	19	20	21	22
23	24	25	26	27	28	29
30	31					

November

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	19
20	21	22	23	24	25	26
27	28	29	30			

December

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	19	20	21	22	23	24
25	26	27	28	29	30	31

Total Instructional
Days: 180
Minutes: NaN

Total Non-Instructional:
Days: 0
Minutes: NaN

Total Non-School:
Days: 185
Minutes: NaN

January

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	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

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
19	20	21	22	23	24	25
26	27	28				

March

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
19	20	21	22	23	24	25
26	27	28	29	30	31	

April

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	19	20	21	22
23	24	25	26	27	28	29
30						

May

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	19	20
21	22	23	24	25	26	27
28	29	30	31			

June

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	19	20	21	22	23	24
25	26	27	28	29	30	

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. Please refer to the Activities Handbook for student activities/athletics policies and guidelines.

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	FCCLA	Library Book 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	Pikanii Cycling Club

Activities/Athletics

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

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. Any student caught on campus without supervision may be subject to disciplinary action.

Student/Parent Due Process (Chain of command when filing a complaint)

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 Infinite Campus grade book.
- All grades will be posted in the Infinite Campus grade book as percentages.

- All grading systems are to include points for participation, 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. This percentage is subject to change at the discretion of the building principal/administration. Credit Recovery is completed through the use of computer based programs, Odyssey Ware and Google Classroom Courses, and will take place after school 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:** When offered, AP 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.
- **Incomplete:** Must be approved by the Principal; Student has a specified amount of time (to be determined by principal) to complete the coursework. If the coursework is not complete in the allotted time, the grade will be changed to an F
- **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 Point 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.

Attendance Incentive Criteria

Students are expected to arrive at school on time and stay the entire 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 in any class period.
- Have no checkouts during the day.
- Zero unexcused/excused absences.
- School Related absences will not count against students.
- Special Circumstance and Medical Absence (with documentation) will not count against students up to 3 days this includes culture days.

Great Attendance:

- Student can have up to 1-3 absences
- Per class, students are counted tardy after the bell rings for up to 10 minutes and counted absent after that.
- Per day, students are counted tardy at 8:30 A.M. and counted absent after 8:40 A.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 absences will not count against students.
- Special Circumstance and Medical Absence (with documentation) will not count against students up to 3 days this includes culture days.

95% Attendance:

- Students can have up to 9 absences per year.
- Per class, students are counted tardy after the bell rings for up to 10 minutes and counted absent after that.
- Per day, students are counted tardy at 8:30 A.M. and counted absent after 8:40 A.M.
- School Related absences will not count against students.
- Special Circumstance and Medical Absence (with documentation) will not count against students up to 3 days this includes culture days.

Most Improved Attendance:

- Selected by building Attendance Committee

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) Students must maintain a 3.0 every semester thereafter to continue their status. A student who falls below 3.0 may be placed on academic probation for one semester; failure to meet the requirement will result in removal from National Honor Society and will have to begin the process over.

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

[4500 Graduation Policy](#)

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 Montana Graduation requirements and/or the Foundational Diploma 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:

Montana Graduation Requirements: (established by the Montana Board of Public Education/ARM 10.55.905)

English.....	4
Mathematics.....	2

Science.....	2
Social Studies.....	2
Health Enhancement.....	1
Practical Arts.....	1
Career/Technical Education.....	1
Electives/Other.....	7
Total Required for Graduation.....	20

Foundational Diploma:

English.....	4
Mathematics.....	2 (Starting 2019-2020 only Algebra 1 and above counts towards math credits)
Science.....	2
Social Studies.....	3.5
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
Science.....	3/4
Social Studies.....	3.5
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 Electives can include world language, computer science, music, fine arts, career, and technical education, dual-enrollment courses.

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**

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 20/20.5/24 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***
- 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) Blackfeet 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 Guidelines

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 Student Employment Program Application prior to the first day of the semester in which they wish to work.**
https://docs.google.com/document/d/1R_JMxxJAmBRiVnP30JqHsqhSlm00raynahCcYcWBm24/edit
 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 the 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 may 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 (8 classes) with the exception of seniors, who qualify and have applied for the Student Employment program in the a.m. or p.m.

If a student wishes to drop/change a class, counselors will have the ability to make changes to student schedules as needed for up to two weeks (beginning the first official day of school). After two weeks, any/all changes to student schedules will

only be permitted per principal discretion up to an additional two weeks. After the aforementioned four week period, student schedule changes will not be permitted.

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(s) 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.

https://docs.google.com/document/d/1wngX_D2YaOfKRsbYadAj6LSct3REUHnAwvOeHrUvLoc/edit

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.

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 hoverboards 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, except during lunch and must be outside within school grounds. Students caught using these items inside the school building may be subject to disciplinary action.

Guest Passes

No guest passes will be given for Students wishing to bring a guest to school during a regular school day. 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. Any student without appropriate documentation will be asked to leave the building immediately.

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.

Student Government

Student Council is the organization which enables the students to express their opinions, assist in the administration of the school, promote/encourage/model respect, responsibility, safety, act as a clearing-house for student activities, and participate in the management of the school. The Student Council promotes leadership, responsibility, 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 / Outside Food

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. If a parent/student chooses to drop off/bring lunch to the school, that is their choice however, students are not allowed to eat their lunch during class time so it is recommended that food be dropped off prior to lunch being served to ensure it is eaten during lunch time.

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 a counselor's phone before and after school only. Students will not be allowed to use the counselor's phone during class.

Cell Phones

There are appropriate times in the day to use your cellphone, and inappropriate/non negotiable times in the day to use your cell phones.

The *appropriate* times to use your cell phone during the school day are: Before class begins, during lunch, and after school. The *inappropriate/non negotiable* times are: During instructional time (lecture, class discussion, etc). Students who continuously use their cell phone during class time will be subject to disciplinary action.

Open Campus

We are an open campus environment which means that students are allowed to leave campus during lunch time only without a pass; please refer to the bell schedule for the approved lunch time schedule. Students who are late returning to campus will be marked tardy and must obtain a tardy slip from the attendance office; multiple offenses will result in suitable disciplinary action by administration.

Driving and Parking

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. Multiple offenses may result in having the vehicle towed at student/parent expense.

Any student driving (licensed and unlicensed) to/from school must obtain a parking permit from the school office.

https://docs.google.com/document/d/1_zp_zL776ovun317yAfSo9LRqLvagNcVoS96so9N8YI/edit

Policy #3230 / Student Drivers

Students may drive their own vehicle or family vehicles to building school sites. Student drivers are to be fully licensed and their vehicles insured. All vehicles in or around the school are subject to search if school officials determine that there is reasonable suspicion regarding the existence of possible contraband in the vehicle.

All vehicles must be registered with the high school office and a sticker/decal will be issued; vehicles that are not registered can be subject to consequences by the local law enforcement.

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.

High School Expectations / MTSS Matrix

	RESPECT ĩĩnāakoōtsiissin	RESPONSIBLE issksskāātūkssin	SAFE kāamoōtsiipii
HALLWAYS	<ol style="list-style-type: none"> Honor others <ol style="list-style-type: none"> Be aware of personal space Greet others positively <ol style="list-style-type: none"> Use inside voice Refrain from cursing 	<ol style="list-style-type: none"> Carry a valid hall pass <ol style="list-style-type: none"> Visible to staff Honor Time <ol style="list-style-type: none"> Go directly to destination Keep areas clean <ol style="list-style-type: none"> Use the trash can 	<ol style="list-style-type: none"> Follow safety guidelines <ol style="list-style-type: none"> Use hand sanitizer Walk on the right side <ol style="list-style-type: none"> Avoid bumping into others Refrain from running/jumping Report incidents <ol style="list-style-type: none"> Refrain from fighting/bullying
CAFETORIUM	<ol style="list-style-type: none"> Exhibit good manners <ol style="list-style-type: none"> Say "Please" and "Thank You" Follow directions Refrain from throwing things Help others <ol style="list-style-type: none"> Clean area Allow elders to eat first 	<ol style="list-style-type: none"> Clean up area <ol style="list-style-type: none"> Pick up after yourself Use the trash can Put tray/silverware in dishwashing area Remain in designated area <ol style="list-style-type: none"> Cafetorium/gym/outside 	<ol style="list-style-type: none"> Follow safety guidelines <ol style="list-style-type: none"> Wash hands before/after eating Use hand sanitizer Wait in line <ol style="list-style-type: none"> Join at the end of the line Refrain from pushing/shoving Hands to self Report incidents <ol style="list-style-type: none"> Refrain from fighting/bullying
RESTROOMS	<ol style="list-style-type: none"> Respect privacy <ol style="list-style-type: none"> Stay in your own area Do not vandalize/deface property <ol style="list-style-type: none"> Refrain from writing on walls/stalls 	<ol style="list-style-type: none"> Honor Time <ol style="list-style-type: none"> Get in/Get out quickly No time to fix hair/ makeup Keep facility clean <ol style="list-style-type: none"> Flush as needed Use the trash can 	<ol style="list-style-type: none"> Follow safety guidelines <ol style="list-style-type: none"> Wash your hands Report incidents <ol style="list-style-type: none"> Refrain from fighting/bullying
CLASSROOM, LIBRARY, OFFICES	<ol style="list-style-type: none"> Allow teacher to teach <ol style="list-style-type: none"> Listen and learn Do not stop the class from functioning Employ active listening Participate actively Use appropriate language <ol style="list-style-type: none"> Use your manners Refrain from cursing 	<ol style="list-style-type: none"> Be Prepared <ol style="list-style-type: none"> Bring Ipad to class - charged Bring paper/pencil Be on Time <ol style="list-style-type: none"> Monitor your time Walk immediately to class Cell phones/Ear buds/Head phones off/put away <ol style="list-style-type: none"> Keep your phone/headphones off and in your bag/pocket Stay in class until the bell rings <ol style="list-style-type: none"> Monitor the bell schedule 	<ol style="list-style-type: none"> Follow safety guidelines <ol style="list-style-type: none"> Use hand sanitizer Enter/Exit Safely <ol style="list-style-type: none"> Walk in/out quietly Go directly to seat Stay seated <ol style="list-style-type: none"> Face forward Feet under desk/table Hands/feet to self Wait for the bell to ring Clean area <ol style="list-style-type: none"> Put desk/chairs away Use trash can
SCHOOL GROUNDS, FIELDS, GYM	<ol style="list-style-type: none"> Use appropriate language <ol style="list-style-type: none"> Refrain from cursing Do not vandalize/deface property 	<ol style="list-style-type: none"> Listen to adults <ol style="list-style-type: none"> Stay in designated area No horseplay <ol style="list-style-type: none"> Use equipment appropriately Keep facilities clean <ol style="list-style-type: none"> Use the trash can 	<ol style="list-style-type: none"> Obey emergency procedures <ol style="list-style-type: none"> Listen to teacher for direction Be aware of your surroundings Report incidents <ol style="list-style-type: none"> Refrain from fighting/bullying

Browning High School BEHAVIOR Management Plan

STUDENT: _____

GRADE: _____

****MINOR OFFENSE****

Students are placed on this level when Level Misbehavior in the classroom has Progressed through the steps in teachers *vandalism*: 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/letter)
 ___ 1 day lunch detention
 ___ Administrator Option: _____

2nd Offense: _____ (date)
 ___ Conference w/student
 ___ Parent Contact (Phone/letter)
 ___ 2 days lunch detention
 Referral
 ___ Administrator Option: _____

3rd Offense: _____ (date)
 ___ Conference w/student
 ___ Parent Contact (Phone/letter)
 ___ 4 days lunch detention
 Solutions Teacher Meeting
 ___ Administrator Option: _____

4th Offense: _____ (date)
 ___ Conference w/student
 ___ Parent Contact
 ___ 1/2 day Asynchronous Learning
 Counselor Referral (Tier 1)
 ___ Administrator Option: _____
 A

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

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

****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/letter)
 ___ 2 days Asynchronous Learning
 ___ No school activities
 ___ Administrator Option: _____

2nd Offense: _____ (date)
 ___ Conference w/student
 ___ Parent Contact (Phone/Letter)
 ___ 2.5 days Asynchronous Learning
 ___ No school activities
 ___ Solutions Team Meeting
 (counselor/parent)
 ___ Administrator Option: _____

3rd Offense: _____ (date)
 ___ Conference w/student
 ___ Parent Contact (Phone/Letter)
 ___ 3 days Asynchronous Learning
 ___ No school activities
 Tier 2 Services Referral
 ___ Administrator Option: _____

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

****EXTREME OFFENSE****

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

1st Offense: _____ (date)
 ___ Conference w/student
 ___ Parent Contact (Phone/Letter)
 ___ 3 days Asynchronous Learning
 ___ No school activities
 ___ Administrator Option: _____

2nd Offense: _____ (date)
 ___ Conference w/student
 ___ Parent Contact (Phone/Letter)
 ___ 4 days Asynchronous Learning
 ___ No school activities
 ___ Review for Tier 3 Services

3rd Offense: _____ (date)
 ___ Conference w/student
 ___ Parent Contact (Phone/Letter)
 ___ 10 days Asynchronous Learning
 ___ No school activities
 ___ 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.*

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 Asynchronous
 ___ No school activities
 ___ Parent Contact (phone/letter)
 ___ (Possible) Recommend for
 ___ Administrator Option: _____

2nd Offense: _____ (date)

Learning

___ Notify Police
___ 10 (or more) days Asynchronous

___ No school activities
___ Parent Contact
___ Recommend Expulsion

****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)
___ 3 days Asynchronous Learning
___ Notify Police
___ Insight Class/Tier 2 Services referral
___ Administrator Option: ___

2nd Offense: ___ (date)

___ Parent contact (Phone/Letter)
___ 4 days Asynchronous Learning
___ Notify Police
___ Insight Class
___ No school activities (Possible)
 (dances, home games, etc)
___ Administrator Option: ___

3rd Offense: ___ (date)

___ Parent Contact/team conference
___ 5 days Asynchronous Learning
___ Letter home
___ No school activities
___ Re-entry with team
___ Insight Class
___ Administrator Option/Change
 Of Placement: ___
___ Notify police

4th Offense: ___ (date)

___ Notify Police
___ Parent Contact/team conference
___ No school activities
___ Up to 10 days Asynchronous Learning
___ 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 Asynchronous Learning
___ Recommend for Expulsion

****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 the purpose of this code.*

1st Offense: ___ (date)

___ Parent Contact
 ___ Up to 10 days Asynchronous Learning
___ No school activities
___ 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)

****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: ___

Use/possession of drugs, 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.