

Napi Elementary Parent and Student Handbook

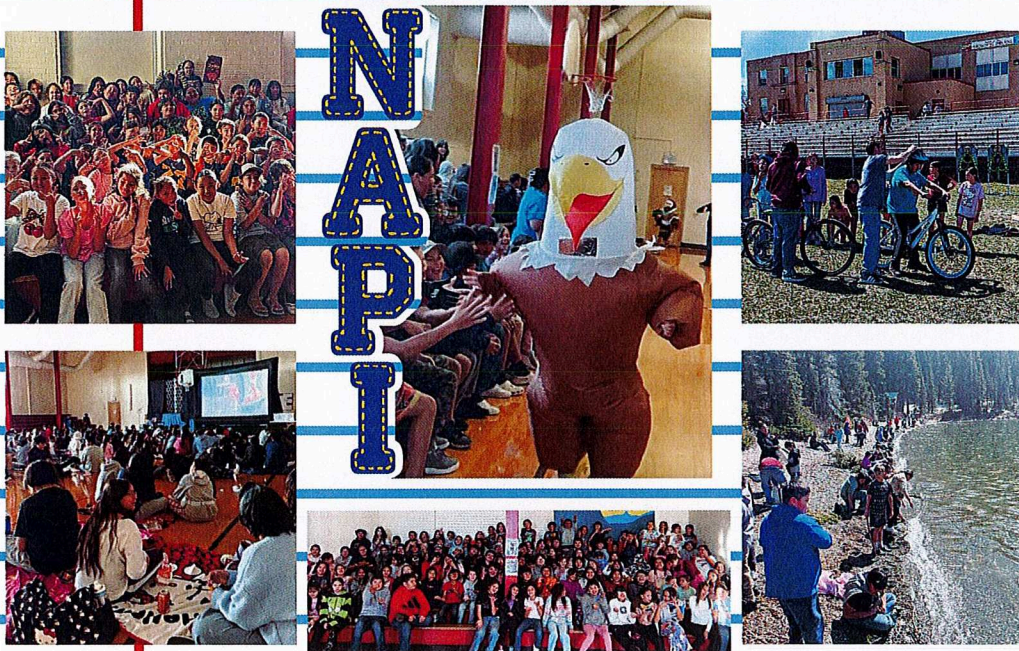
2026-2027

Sicily Bird
Principal

Angela Heavy Runner
Assistant Principal

Kim Birdrattler
Secretary

Racheal Omeasoo-Grant
Attendance

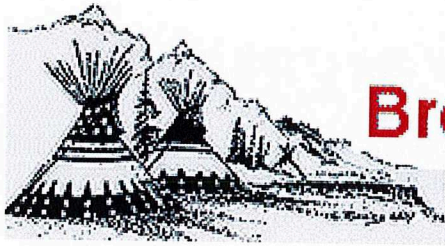


Vision Statement:

Napi Elementary School, a community of families, students, and staff will work to ensure the very best education for all our children through teaching, guidance, support, and structure.

Mission Statement:

Napi Elementary School is committed to providing high-quality instruction and support to promote the highest achievement of all students, both academically and as social-emotional learners.



School District #9, Glacier County, Montana

Browning Public Schools

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

Student and Parent Handbook Receipt Form for Napi Elementary Addendum

2026-2027

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

Parent's or Guardian's Signature_____

Date _____

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

Student's Signature_____

Date _____

Student Signature Page

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



Dear Parents and Students,

On behalf of the Napi Elementary Team, we would like to welcome you and your child into the new school year! We are excited to begin a new school year that is focused on academic and social-emotional learning. For those students who are interested in sports, they will have the opportunity to participate in many activities throughout the year.

To ensure a smooth transition from the summer break, we will spend the first two weeks of school reviewing safety expectations, introducing learning materials, and assessing student needs. Additionally, we ask that parents and guardians take time to review the Student and Parent Handbook with their student and sign and return the signature page to the classroom teacher by August 29, 2025.

We look forward to seeing all of the students and their families throughout the year! We know this will be a positive and exciting school year!

Best Regards,

Napi Elementary Principal, Mrs. Sicily Bird

Napi Elementary Assistant Principal, Mrs. Angela Heavy Runner

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NAPI ELEMENTARY STAFF

PRINCIPAL:

SICILY BIRD

INSTRUCTIONAL COACHES:

EDITH WAGNER

COUNSELOR & 504 COORDINATOR

JASON ANDREAS

SPECIALISTS

MICHELLE HARRELL

EARL TAIL JR.

TOMMY HEAVY RUNNER

ANDREA SANGRAY

AUTUMN GILROY

JEREMY WELLS

5TH GRADE TEACHERS

DEEDEE PETERSON

CARSON BRYANT

BRANDON BERTHELSON

ANNA ARMSTRONG

KELLI BURKE

MASALA PRELLWITZ

SPECIAL EDUCATION SERVICES

JESSICA SCHAUFF

CARRIE HEAVYRUNNER

DERRICK MEINEKE

CUSTODIANS

BRYNLEE KIPP

CHARLES PREE

TOMMY BEGAY

ASSISTANT PRINCIPAL:

ANGELA HEAVY RUNNER

OFFICE STAFF:

KIMBERLY BIRD RATTLER

RACHEL OMEASOO-GRANT

READING INTERVENTIONIST

JENNIFER HEAVY RUNNER

TEACHER ASSISTANTS

LAURA MADMAN

AMBER STILL SMOKING

DELORA BEAR CHILD

SELMA YELLOW KIDNEY

JACKY MAKES COLD WEATHER

4TH GRADE TEACHERS

KARA DeRoche

RYANA AUGARE

WILLIE TAIL FEATHERS

SHELBY HANNON

TBA

JADE GUARDIPEE

TBA

COOKS

TBA

Office Hours

The office hours for Napi Elementary are 7:30 a.m. to 5:00 p.m. Student absences, tardiness, or homework requests should be called in before classes start at 8:25 A.M. If you have questions concerning the school buses, you may call Transportation for assistance at 338-2952 from 6:00 a.m. to 5:00 p.m.

School Hours

Students are expected to arrive no earlier than 7:45 a.m. and leave no later than 3:30 p.m. unless involved in extracurricular activities. Otherwise, students must have permission from a supervising teacher to remain in the building after school. Parents are advised that playgrounds are supervised from 7:45 a.m. - 3:30 p.m.

School Dismissal

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

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

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

School Nurse

The school nurse is available daily from 8:00am to 12:00pm. The nurse may be reached by contacting the main office. Students directed to return home for the day by the school nurse will have their absences noted as special circumstances. Please contact the school nurse with all questions, concerns, and needs regarding medication.

School Visitors

All parents and visitors must sign in at the office and state their destination, and put on a visitor badge. In most instances, students and staff will be called to the office to meet parents/visitors. Anybody who appears to be angry or requests to see a teacher during instruction time will not be allowed beyond the office. School visitors who demonstrate behavior that is disruptive or negatively impacts the school environment may not be allowed on the premises in the future. This will also pertain to all school activity events.

Attendance

Students are expected to arrive at school on time and stay the entire day. Students are tardy to school if they arrive after 8:20 a.m. Any student who leaves campus without permission or gets off the bus at another school will be considered truant and is subject to discipline.

****ALL ATTENDANCE SLIPS – MEDICAL, DENTAL, SPECIAL CIRCUMSTANCE, ETC MUST BE TURNED IN TO THE OFFICE WITHIN 2 DAYS OF RETURNING TO SCHOOL IN ORDER TO VERIFY AND MEET THE ATTENDANCE POLICY REQUIREMENTS**.**

Please ensure that you sign your documents in with the Attendance Clerk.

100% Exemplar Attendance

- At school everyday (no absences-period, no tardy absences)

Perfect Attendance For The Quarter w/ documentation:

- Zero tardies-attendance is taken at 8:20 a.m.
- Zero absences.
- Zero checkouts before 2:00 pm (M-Th) and 1:00 pm (Fri. or any early out)
- Medical absences will not count against students.

98% Excellent Attendance

- Students can have 1 absence per quarter.
- Can be checked out during the day for no longer than 2 hours and must return by the end of the day.
- School Related absences will not count against the student.
- Medical absences will not count against students (w/ proper documentation).
- Special Circumstances and Culture Activity absences will be excused up to 3 times per year.

95% Attendance For The Quarter:

- Students can have up to 2 absences per quarter.
- Can be checked out during the day for no longer than 2 hours and must return by the end of the day.
- School Related absences will not count against the student.
- Medical absences will not count against students (w/ proper documentation).
- Special Circumstances and Culture Activity absences will be excused up to 3 times per year.

90% Good Attendance for the Quarter:

- Student can have up to 4 absences per quarter.
- Can be checked out during the day for no longer than 2 hours and must return by the end of the day.
- School Related absences will not count against the student.
- Medical absences will not count against students (w/ proper documentation).
- Special Circumstances and Culture Activity absences will be excused up to 3 times per year.

Most Improved Attendance:

- Recognized quarterly at the building level.

Quarterly Awards Students Earn Recognition

- Honor Roll---3.0 GPA
- High Honor Roll---4.0 GPA
- Attendance—Perfect & 95% Attendance
- Behavior Certificate—no referrals—This is a classroom award.
- Student of the Quarter
- Please reference the district calendar for dates for quarterly award assemblies. (Subject to change.)

Perfect-Perfect Attendance For the Year:

- Zero tardies-attendance is taken at 8:20 a.m.
- Zero absences.
- Zero checkouts before 2:00 pm (M-Th) and 1:00 pm (Fri. or any early out)
- Medical absences will not count against students.

98% Excellent Attendance for the Year:

- Students can have up to 4 absences.
- Can be checked out during the day for no longer than 2 hours and must return by the end of the day.
- School Related absences will not count against the student.
- Medical absences will not count against students (w/ proper documentation).
- Special Circumstances and Culture Activity absences will be excused up to 3 times per year.

95% Attendance For The Year:

- Students can have up to 9 absences.
- Can be checked out during the day for no longer than 2 hours and must return by the end of the day.
- School Related absences will not count against the student.
- Medical absences will not count against students (w/ proper documentation).
- Special Circumstances and Culture Activity absences will be excused up to 3 times per year.

90% Good Attendance for the Year:

- Student can have up to 18 absences.
- Can be checked out during the day for no longer than 2 hours and must return by the end of the day.
- School Related absences will not count against the student.
- Medical absences will not count against students (w/ proper documentation).
- Special Circumstances and Culture Activity absences will be excused up to 3 times per year.

Most Improved Attendance:

- Recognized quarterly at the building level (weekly, monthly, quarterly, semester and year end)

Three Quarters of 4.0 GPA

- Students who achieve High Honor Roll 1st, 2nd, and 3rd quarter.

Grading

- 60%---Classwork, and participation
- 25%---Attendance
- 15%---Formal assessments
- Parents may access Infinite Campus Parent Portal through the district website:
<http://www.bps.k12.mt.us>
- Aimsweb Reports will be mailed home three times a year in September, January, and May. These reports will provide your student's academic levels in reading and math. Please contact your student's teacher with any questions.

- Napi's grading system focuses on the effort that students put forth while in attendance at school and not the grade level at which they are currently functioning. It is important that students feel successful while at school, regardless of their academic skill levels.
- Teachers will note the student's current reading and math skill levels on the quarterly report card.

Parent-Teacher Conferences

- November 3rd and November 5th from 4:00-7:00
- April 6th and April 8th from 4:00-7:00
- Teachers will schedule conferences with parents.

Counselor Information

The counseling center is located in Room 6. Mr. Jason Andreas is our Napi Counselor; his office hours are posted on his door. Ms. Joetta Roberts is the Social Emotional Youth Specialist and provides student support services. She is located in Room 10.

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

- Individual counseling
- Group Counseling
- DESSA groups
- Second Step Curriculum
- Community Outreach
- 504 Accommodations
- School Safety Support
- Title 9 Coordinator
- Olweus

Parent Center

The Parent Center is located at the entrance of Napi Elementary. School information is posted in this area for upcoming school activities. Literature or items placed on the tables are meant for the public to take.

Acceptable Use of Electronic Network (BPS Policy # 3612)

Internet access and interconnected computer systems are available to the District's students and faculty. Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

In order for the District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students utilizing school-provided Internet access are responsible for good behavior on-line. The same general rules for behavior apply to students' use of District-provided computer systems. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the District's teachers and other staff will make reasonable efforts to supervise the use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

1. **Educational Purposes Only.** All use of the District's electronic network must be: (1) in support of education and/or research, and in furtherance of the District's stated educational goals; or (2) for a legitimate school business

purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.

2. Unacceptable Uses of Network. The following are considered unacceptable uses and constitute a violation of this policy:

A. Uses that violate the law or encourage others to violate the law, including, but not limited to, transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the District's student discipline policy; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.

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

Extra-Curricular Activities

We encourage Napi Elementary students to become actively involved in school activities outside of their regular academic schedule. Clubs are offered, provided a club sponsor is recruited. Additional changes to clubs may be made throughout the school year, due to staff and student interests. Parents are encouraged to become Club Sponsors by completing the District's Volunteer processes.

Clubs and Activities

Culture Club
Beading Club
Chess Club
Monthly Family Activities
Open House
Christmas Program
Parent Teacher Organization
Science Club
Art Club
Pep Club

Sports Offered

Girls Basketball
Boys Basketball
Volleyball
Football
Cross Country
Track
Softball

Eligibility

Napi Elementary sponsors several extracurricular activities for grades 4-5. All activities are instructional and geared toward fun. In order for Napi Elementary students to be eligible for extracurricular activities, the following requirements must be met:

-Attendance Requirements

Attendance on the day of the game/activity is mandatory. If a student is absent they will not be allowed to participate in the activity for that day.

Exceptions to this will require a medical excuse (See Medical Absence in Napi Parent/Student Handbook).

-Student Behavior Requirements

Student-athletes who receive a Severe 1 and Severe 2 referral during a particular season will be eligible to participate in practice, but ineligible to participate in the next scheduled game.

Student-athletes who receive a Severe 3 referral during a particular season will be eligible to participate in practice, but ineligible to participate in the next two scheduled games.

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

Student-athletes must have no missing or damaged library books, textbooks, or school equipment. Students who are on the Transportation Department's Removal List will not be allowed to attend field trips that require transportation.

All fines are to be paid.

-Academic Requirements

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

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

Make-Up Work

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

Cellular Phones and Electronic Devices

Napi Elementary complies with district policy #3630, which allows for the use of cellular phones and other electronic devices before and after school only. Since the allowance of these items has presented a problem in the past, students are strongly encouraged to leave them at home. If a student chooses to bring these items, they must be turned into the office or the homeroom teacher at the beginning of the instructional day, and will be returned to the student at the end of the school day. If the homeroom teacher elects not to keep cell phones,

students will be allowed to bring their phones to the office. If a substitute teacher is in the classroom, the student is encouraged to bring their device to the office. Electronic devices that are not turned in will be confiscated and only returned to parents/guardians. Napi Elementary or District #9 will not be responsible if these items are lost or stolen. Recording any student or staff member while at school is prohibited. Failure to comply will result in loss of this privilege and/or discipline.

Appropriate Dress

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

Personal Space

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

Public Displays of Affection

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

Parties/Snacks

Parties and snacks will be allowed for special occasions. Parties will be at the discretion of school staff. Snacks will need to be left at the front office if brought during instructional times. The front office will contact teachers to schedule a time to deliver snacks. **Please do not go past the office and bring snacks/drinks to your child's classroom.**

Breakfast/Lunch

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

Food and Drink

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

Anti-Bullying

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

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

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

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

Student Council

Students are selected by staff based on their acts of leadership and kindness while at school. Students will attend Student Council meetings at the building and district level. Once a month, students will attend a district meeting at the district office.

Field Trip/Activity Criteria

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

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

1. Attendance field trip/activity-----Determined by district criteria
2. Honor Roll field trip/activity-----3.0 GPA or higher for any three quarters
3. Educational field trip---Referral criteria below:

Students who receive two or more severe referrals or one extreme referral during the second semester may not be eligible to attend field trips. Students who do not attend field trips will still be expected to attend school and will be provided with alternative required work during the school day. Students who are on the Transportation Department's Removal List will not be allowed to attend field trips that require transportation.

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

Drop-Off Safety Expectations

Crosswalk guards supervise the crosswalks from 7:40AM to 3:30PM. Vehicles must remain behind the designated crosswalk signage. Vehicles must remain a safe distance from crosswalk guards. Any vehicle that makes a crosswalk guard feel unsafe will be reported to Law Enforcement and the District Superintendent.



Napi Elementary MTSS Matrix

	N Napi Eagles Are Safe	A Always Respectful	P Participate in their education	I Inspire & Include Others
Schoolwide		-Keep our school clean. -Place trash in cans.	-Come to class prepared. -Pencils only. -Follow directions.	-Be helpful to all students.
Hallway	-Walk in a single line. -Keep your hands to yourself.	-Stop at all corners. -Use Voice Level 0-1	-Move quietly and quickly to avoid disrupting classes. -Stay with class.	-Lead by example. -Do not touch items on the wall.
Cafeteria	-Wash hands before entering cafeteria -Walk quietly & sit first. -Exit quietly.	-Use Voice Level 1 -User manners at all times. -Clean up your area when done. Wipe down tables.	-Follow all directions. -Clean your area.	-Be kind to the people sitting near you.
Playground	-Be aware of others' personal space. -Stay in your own area.	-Be kind to all staff and students. -Lineup when and where expected.	-Follow the rules and schedule for all areas outside. -Show sportsmanship.	-Include others. -Put all equipment away.
Big Toy	-No running or playing tag. -No playing with rocks.	-No Pushing. -One student on the slide at a time.	-No running up the slide or standing on the slide. -No standing on the picnic tables.	-Ensure your actions don't hurt yourself or others.
Blacktop	-Don't climb or stand on the ramps. -No rough play, which includes pushing.	-Be kind to each other. -Stay on the blacktop area.	-Ensure your actions don't hurt others.	-Include anyone that would like to play the same activity as you.
Four Square Game Rules	-One single bounce in your square is allowed. -You can only hit the ball once.	-If the ball bounces twice in the square, you are out. -You can use two hands.	-If the ball bounces on the line it is considered out. -The player who hits the ball out of bounds is out.	-Stay in your square or space.
Lining Up on the Playground	-Stop what you're doing when you hear the whistle the first time.	-Put recess equipment in bags and walk to your designated class area.	-Line up, face forward, and keep your hands to yourself.	-Use a Level 1 voice until your teacher arrives.
Emergency Procedures	-Walk quietly. -Stay in the class line.	-Remain Calm. -Stay in class. -Follow all directions.	-Follow directions. -Listen to adults.	-Make sure everyone in your class is safe.
Restroom Procedures	-Use scheduled bathroom breaks.	-Must have a restroom pass.	-Quickly, Quietly, Cleanly	-No writing tools allowed in the restroom.
Calming Room	-Walk quietly. -Follow directions.	-Be positive and respectful of yourself and others.	-Be on time. -Complete packet respectfully.	-Speak with respect. -Remain in designated area
Gymnasium	-Be safe at all times. -Adult supervision is required to be in the gym at all times, including before and after school.	-Listen to instructions. -Treat everyone with respect.	-Wear proper PE clothing. -Participate and have fun.	-Take care of the equipment.
Stairwell Procedures	-Hands on rail. -Always walk down stairs.	-Refrain from skipping steps. -Keep hands to self.	-Stay in line.	-Stay on the right side of the stairwell. -Leave lights on for safety.
School Bus	-Remain seated -Be on time -	-Keep yourself safe -Use appropriate language	-Wait for driver's directions. -Follow directions the first time	-Keep your hands and feet to yourself. -Greet others kindly.
Lining Up	-Begin putting items away and get ready for a transition.	-Stand up. -Push in your chair.	-Wait for the teacher's directions.	-Line up. -Face forward. -Hands to self.

Classroom Expectations	-Be on time. -Be prepared. -Report Bullying.	-Practice Active Listening. -Engage in the lesson. -Follow Directions. -Be positive and respectful of yourself and others.	-Do your best work. -Turn in all work. -Put materials away.	-Represent yourself well. -Remain in assigned location -Clean your area.
Universal Voice Levels	0-No Sound	1-Partner Voice	2-Small Group Voice	3-Classroom Wide Voice 4-Outside loud or Game Voice
Retrieving Materials	-Always walk to retrieve materials.	-Follow teachers' instructions.	-Sit back down and wait for your teacher.	-Learning materials should never be on the floor.
Active Listening	-Eyes on speaker.	-Zero Voice	-Sit upright in a chair.	-Participating in activity.
Group Work	-Stay with your group. -Use Level 1-2 voice.	-Everyone participates.	-Be respectful of your team.	-Do your BEST.
Partner Work	-Stay with your partner. Use Level 1-2 voice.	-Everyone participates.	-Be respectful of your partner.	-Do your BEST. -Follow teacher instructions.
Independent Work	-Stay in your own seat.	-No talking or working together.		-Do your BEST work.
Pencil Use	-Sharpen pencils during break time.	-If pencils break during instruction, get one <u>the from</u> classroom pencil box.	-Pencils are for learning and not used for any other purpose.	-Leave pencils in the classroom. -No pens for instructional activities.
Exiting the Classroom	-Clean up your area. -Put your items away.	-Remain in your seat until directions are given to line up.	-Exit classroom quietly with the adult in charge.	-Stay in line down the hallway.
Dismissal	-Wait for the dismissal bell. -Exit in an orderly manner.	-Respect the people around you. -Walk on the right side.	-Leave a clean area. -Wait for all directions.	-Stay together as a class. -Walk through the crosswalks.

Napi Administrative Behavior Support Plan

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

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

<u>Steps</u>	<u>Severe</u>
Step #1 Principal conference with student 1 Day of lunch detention Parent Contact	Severe #1 Principal conference with <u>student</u> and up to 2 Days in the Indigenous Calming Classroom starting at 11:00* *Start time at Principal's discretion Parent Contact
Step #2 Principal conference with student 2 Days of lunch detention Parent Contact Step #3 Principal conference with student 3 Days of lunch detention Parent Contact	Severe #2 Principal conference with the student and up to 3 Days in the Indigenous Calming Classroom starting at 11:00* *Start time at Principal's discretion Parent Contact Severe #3 Principal conference with the student and up to 3 full days in the Indigenous Calming Classroom *Start time at Principal's discretion Parent Contact
Step #4 Principal conference with student 4 Days of lunch detention Parent Contact	Severe #4 Principal conference with the student and up to 3 full days in the Indigenous Calming Classroom *Start time at Principal's discretion Parent Contact
Progress to Severe #1	Progress to Extreme #1

Extreme Steps

Students reach the extreme level through the following:

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

Extreme #1

Parent contact with a copy of the referral

1 full day OSS and 1 day in the Indigenous Calming Classroom.

Mandatory re-entry meeting with team (homeroom teacher, person who wrote the referral, counselor, administrator, parent, and student) 2 behavior intervention classes with the counselor

Extreme #2

Parent contact with a copy of the referral

2 full days OSS and 2 days in the Indigenous Calming Classroom.

Mandatory re-entry meeting with team (homeroom teacher, person who wrote the referral, counselor, administrator, parent, and student) 3 behavior intervention classes with the counselor

Extreme #3

Parent contact with a copy of the referral

3 full days OSS and 2 days in the Indigenous Calming Classroom.

Mandatory re-entry meeting with team (homeroom teacher, person who wrote the referral, counselor, administrator, parent, and student) 4 classes of behavior intervention classes with the counselor

Extreme #4

Parent contact with a copy of the referral

5 full days of OSS

Mandatory re-entry meeting with team (homeroom teacher, person who wrote the referral, counselor, administrator, parent, and student) 5 behavior intervention classes with the counselor

Extreme #5-Students who continue to receive behavior referrals after reaching Extreme Level #5 may be suspended from school for up to 10 days and may be recommended for expulsion.

Parent contact with a copy of the referral

Up to 10 full days of OSS

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

5 behavior intervention classes with the counselor

Calming Classroom

This room is to support students who may require additional support to be successful in making choices regarding their behavior. This room will include Indigenous activities and will teach strategies to help the student succeed inside and outside of the classroom.

Parent Reporting

Students and parents are encouraged to report all concerns to the building principals, counselor, or teacher. Communication is the key to ensuring student needs are being addressed. Parents are encouraged to always start at the building level to address all concerns, rather than the District Administration Office.

Sexual Harassment Continuum

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

SEXUAL HARASSMENT

A Continuum of Unwanted Sexual and Gender-directed Behavior Patterns

VISUAL	VERBAL	WRITTEN	TOUCHING	POWER	THREATS	FORCE
Ogling, Leering Staring Posters, Cartoons Graphics Magazines, Flyers Pin-ups Gestures Extreme Forms (could be criminal) Mooning* Flashing*	Requests for Dates Very Personal Questions Lewd Comments Dirty/Sexual Jokes Whistling, Cat- Calling Obscene Calls Sexual Rumors	Love Letters or Poems Obscene Letters Cards, Notes Graphics	Violation of Space Patting, Rubbing Pinching Bra-snapping Caressing Blocking of Movement Kissing Groping Grabbing	Retaliation Using Position to Request Dates or Sexual Favors Gender-directed Favoritism or Disparate Treatment Hazing Rituals	Quid Pro Quo Demands Conditioning of Grades or References for Sexual Favors Retaliation for Refusal to Comply with Requests Loss of Job or School Position Loss of Promotion	Attempted or Actual Rape Attempted or Actual Assault Panting Stripping Extreme Forms of Hazing Stalking Indecent Exposure* Mooning Flashing

OFFENSIVE CONDUCT (may be illegal).....**DEMANDS** (illegal in all cases)

HOSTILE ENVIRONMENT (if severe and pervasive).....**QUID PRO QUO** (once is enough)

Axioms from Susan Webb: The less severe the form, usually the more it needs to be repeated before it is illegal sexual harassment. The more severe the form, the less it needs to be repeated before it rises to illegal sexual harassment from the perspective of a reasonable victim.

1995 Handbook adaptation for educational settings by The Harpner Consulting Group from sexual harassment training materials developed by GENERAL ELECTRIC in "Sexual Harassment: It's No Game" by the Center for Women in Government, Albany, NY, 1992

Catalyst Resources, 301 South Oakes Street, Helena, MT 59601-4638

APPENDIX B – STUDENT ACCEPTABLE USE POLICY

Browning Public Schools

Policy

Policy Name: *Acceptable Use of Electronic Networks*

Regulation: 036121

At Browning School District #9, we believe that technology can be a powerful tool to enhance learning, enabling students to access information and collaborate with others across the school, community, and the Internet. We believe that all students, staff and parents must be good digital citizens by following standards of *acceptable use* when using either school-owned technology (software, hardware, school network, Internet) or their own personal electronic device¹ for school purposes while enrolled at Browning School District #9. The declaration below outlines these standards of acceptable use. Once signed, it will act as an agreement between Browning School District #9 and

Student's name (printed)

Student's parent/guardian's name (printed)

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

Section A: Student Declaration

As a student at Browning School District #9, I value having access to technology to support my learning. I know that along with this privilege goes great responsibility. To demonstrate my commitment and understanding of the level of responsibility that is required, I agree to each of the expectations and guidelines listed below:

- I understand that having access to technology in school is a privilege and that this privilege may be revoked if I fail to fulfill my responsibilities as a user of this technology. I will comply with all the policies and rules pertaining to the use of technology, which the district has established or may establish in the future.
- When connected to the Internet, I will not reveal personal information such as my age, address or phone number, or those of other students or persons to anyone or any service.
- I will take full responsibility for, and respectfully use, the technology available to me at school. For example, this means I will use proper care if transporting, handling or operating any electronic device (e.g. computer, camera, etc.) while in school, whether it belongs to the school, another student, or myself.
- I understand that the district uses a content filter on its Internet access, yet I know it is possible that I may encounter inappropriate material. I will immediately close the application that depicts this material. I will then inform my teacher. I further understand that attempting to circumvent filtering solutions the district has in place is inappropriate and may result in disciplinary action.
- I understand that personnel from the school and District Technology have access to information about every web page I visit and file I create on school computers. I am aware that this information may be monitored and viewed by my teachers or other district personnel. I understand that this limits privacy as it pertains to the use of the technology that is assigned to me and information that is stored on school-provided (local and web-based) file storage spaces.
- I will not download or install any software, music, movies, or files of any nature unless I have been granted specific permission to do so by my teacher and the copyright holder grants permission.²
- I will always log out of the computer when finished using it, or when moving out of sight of the computer. (Any actions done on a computer when YOU are logged in are directly traceable to you.) I will not access or use the account of another student or teacher. If I notice another student or teacher has not logged out of a computer I am using, I will notify them (if possible) and log out.

- I will use a camera (or any device with a camera, e.g. cell phone, netbook, laptop, etc.) to take photos during school in an appropriate and responsible way both in school and on school supported field trips. School Administration may search my camera/phone/netbook memory if they feel school rules have been violated.
- I will not create, use, display, or store any offensive, obscene, inflammatory or defamatory language or images. I will not use the technology in any way that negatively affects any other student or persons.
- I will complete Internet Safety activities if prescribed by my teacher to learn about online safety and ethical online behavior.

Section B: Students bringing their own personal electronic device to school

Students at Browning School District 9 may bring their own personal electronic devices (including digital cameras, computers, web-enabled phones or personal devices (e.g. iPads, iPod touches, Kindle Fires, Android Tablets, laptops, etc.) which may or may not be able to connect to the school wireless network at the discretion of the buildings administration. When at school, all of the above conditions apply to these student-owned, personal electronic devices, in addition to the following:

- I will only connect to the school wireless network, and NOT to the school's wired network, nor any other (external) wireless network. This includes NOT connecting to 3G/4G or cellular type networks while on school campus.
- The device I am using will have virus protection software which is up-to-date.
- I will turn off all peer-to-peer (music/video/file-sharing) software or web-hosting services on my device while connected to the school wireless network.
- I will use the student owned device in class *only with the teacher's expressed permission*.
- I will use the student owned device outside the class (i.e. lunchroom) *only with the building administration's expressed permission*.
- I understand the security, care and maintenance of my device is my responsibility. I will securely store and charge my device when not in use.
- I understand that the school is not responsible for the loss, theft or damage of my device. I am fully responsible for my property while it is at school. I understand that should I leave my device in the custody of a staff member that they are not responsible for the loss, theft or damage of my device.
- I understand that personnel from the school and district technology may access my personal electronic device if there are reasonable grounds to believe that there has been a breach of school rules or discipline policies and that a search of the device would reveal evidence of that breach whether that search does or does not reveal a breach. This may include, but not limited to, audio and video recording, photographs taken on school property that violates the privacy of others, issues regarding bullying, verification that the student's device is connected to the school network, etc. Students will provide appropriate login credentials to the device if required. Failure to provide access will be deemed satisfactory evidence and notify district/school administrators that the student device contains content that violates this section.
- I will not use an audio/video recording device, to record media or take photos during school unless I have permission from both a staff member, and those I'm recording. School Administration may search my device memory if they feel school rules have been violated.

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Browning School District No. 9
Acceptable Use of Technology Agreement and Student Declaration:

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

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

Student signature Date

Parent/Guardian Endorsement:

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

Parent/Guardian signature Date

Notes:

¹ A personal electronic device includes any of the following that is owned by the student: laptop computer, netbook, iPhone, iPads, tablet computers (or other devices with Internet access - e.g. BlackBerry, Cell Phone, iPod Touch, PDA, Nintendo DSi, etc.) This list is meant to only list possible examples and to include devices with similar type capabilities as they come to market.

² Sites like creativecommons.org and jamendo.com offer content which can be used legally and for free.

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

Parent/Guardian signature Date

Adopted on: 4/25/12

Revised on: 6/26/13

Napi Elementary Schedule---2026-2027

Schoolwide Schedule

8:00-----Pick students up
8:10--8:20-----Breakfast to Go w/teachers in homeroom
8:20--8:35-----SEL (DESSA/OLWEUS) lessons
8:35-8:40-----Bathroom Break
8:40--10:00-----4th Grade's ELA Block--90 minutes of uninterrupted instruction
9:50--11:10-----5th Grade's ELA Block--90 minutes of uninterrupted instruction
8:50--9:40-----5th Grade ELA Intervention
10:10--11:10-----4th Grade ELA Intervention
8:40--11:10-----ELA

ELA 4th Grade:

8:40--10:00-----ELA Core Instruction
10:00--10:30-----ELA Small Group
10:30--11:10-----ELA Writing/Spelling

ELA 5th Grade:

8:40--9:10-----ELA Small Group
9:10--9:50-----ELA Writing/Spelling
9:50--11:10-----ELA Core Instruction

Grade Level Schedules

• 4th Grade Schedule

- o 11:15--12:00---Lunch
- o 12:05--12:55---WTM Math
- o 1:00-----2:00---Specials
- o 2:00-----3:15---Math
- o Dismissal-----3:20

• 5th Grade Schedule

- o 11:15--12:00---WTM Math
- o 12:05-----12:50---Lunch
- o 12:55-----2:15---Math
- o 2:15-----3:15-----Specials
- o Dismissal-----3:20

Friday's Schedule
2026-2027

8:00-----Pick up students

8:10---8:30-----Breakfast To Go w/ Read Aloud

4th Grade:

8:30----9:15-----Specials

9:20----10:00-----Spelling/Writing/Math

10:05 - 11:20 -----Science/Project Based Learning/Incorporate IEFA

11:25---12:10-----Lunch

12:15---1:00-----Science/Project Based Learning/Incorporate IEFA

1:05----2:20-----Social Studies/Incorporate IEFA

2:20-----Dismissal

5th Grade:

8:30----9:20-----Spelling/Writing/Math

9:20---10:05-----Specials

10:10---12:10-----Science/Project Based Learning/Incorporate IEFA

12:15---1:00-----Lunch

1:05----2:20-----Social Studies/Incorporate IEFA

2:20-----Dismissal

Browning Public Schools						
2026-2027 ACADEMIC CALENDAR; 187 Days						
				Number of Days		
				Pupil Instruction	PI Related	Teacher Contract
rk #	Beg.	End	Scheduled Activities/Holidays			
	07-27-26	07-31-26	Principal's/Directors' Week	0	0	0
	08-03-26	08-07-26	SBE Planning Week	0	0	0
	08-10-26	08-14-26	New Teacher Orientation	0	0	0
1	08-17-26	08-21-26	PIR; 08/17-08/19 -- School Starts 8/20/26	2	3	5
2	08-24-26	08-28-26		5		5
3	08-31-26	09-04-26		5		5
4	09-07-26	09-11-26	9/7/26: Labor Day (0H)	4		4
5	09-14-26	09-18-26		5		5
6	09-21-26	09-25-26	BID Friday: 1/2 DAY (D)	5		5
7	09-28-26	10-02-26		5		5
8	10-05-26	10-09-26		5		5
9	10-12-26	10-16-26	10/15-10/16/2026: MFPE Conf. No School	3	2	5
10	10-19-26	10-23-26		5		5
11	10-26-26	10-27-27	End of Q1	2		2
			Q1 Ends 10/27/26	46	5	51
	10-28-26	10-30-26	BID Friday: 1/2 Day (T)	3		3
12	11-02-26	11-06-26	Family-Teacher Conf. 11/03 & 11/05; 11/4/26 Staff Wellness Day	5	1	6
13	11-09-26	11-13-26		5		5
14	11-16-26	11-20-26	BID Friday: 1/2 DAY (D)	5		5
15	11-23-26	11-27-26	Thanksgiving Break: 11/25-11/27/26	2		2
16	11-30-26	12-04-26		5		5
17	12-07-26	12-11-26		5		5
18	12-14-26	12-18-26		5		5
19	12-21-26	12-25-26	No School 12/23/26 -- 12/25/26 Winter Break	2		2
20	12-28-26	01-01-27	No School 12/28/26 -- 01/01/27 Winter Break	0		0
21	01-04-27	01-08-27	No School 01/04/27	4		4
22	01-11-27	01-13-27	Q2 Ends 1/13/27	3		3
			Semester 1 Totals	44	1	45
	01-14-27	01-15-27	BID Friday: 1/2 DAY (T)	2	6	96
23	01-18-27	01-22-27	No School 01/18/27 (L.A. Day)	4		4
24	01-25-27	01-29-27	BID Friday: 1/2 DAY (D)	5		5
25	02-01-27	02-05-27		5		5
26	02-08-27	02-12-27	BID Friday: 1/2 DAY (T)	5		5
27	02-15-27	02-19-27	President's Day: 2/15/27: No School	4		4
28	02-22-27	02-26-27		5		5
29	03-01-27	03-05-27	03/05/27: Wellness Day	5		5
30	03-08-27	03-12-27		5		5
31	03-15-27	03-19-27		5		5
32	03-22-27	03-26-27	Spring Break: No School 3/25 -- 3/26 & End of Q3	3		3
33	03-29-27	03-31-27	Spring Break: 3/29/27	2		2
			Q3 Ends 03/31/27	60		60
	04-01-27	04-02-27	BID Friday: 1/2 DAY (T)	2		2
34	04-05-27	04-09-27	Family-Teacher Conf. 04/06 & 04/08; No School: 4/9/27	4	1	5
35	04-12-27	04-16-27		5		5
36	04-19-27	04-23-27		5		5
37	04-26-27	04-30-27	EOF DAY: 4/30/27 -- No School	4		4
38	05-03-27	05-07-27	BID Friday: 1/2 DAY (D)	5		5
39	05-10-27	05-14-27		5		5
40	05-17-27	05-21-27	BID Friday: 1/2 DAY (D)	5		5
41	05-24-27	05-28-27	Last Day of School: 5/28/27	5		5
42	05-31-27	06-04-27	Leadership Week (Tuesday -- Friday)			
43	06-07-27	06-11-27		40		41
			Q4 Ends 6/28/27; Totals			
			Semester 2 Totals	90	1	91
			Academic Year Totals	180	7	187

(Remote learning - Friday)

(Remote learning - Friday)

NAPI ELEMENTARY | 2026-2027 CALENDAR

August 19- Napi Open
House 3-5

AUGUST '26						
S	M	T	W	Th	F	S
						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 '27						
S	M	T	W	Th	F	S
	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						

February 9- Napi SLT 4-6
February 18- Napi Family Lit
Night 4-5

September 8- NAPI SLT 4-6
September 17- NAPI
FAMILY LIT NIGHT 4-5

SEPTEMBER '26						
S	M	T	W	Th	F	S
		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			

MARCH '27						
S	M	T	W	Th	F	S
	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			

March 9- Napi SLT 4-6
March 18- Napi Family Lit
Night 4-5

October 13- NAPI SLT 4-6
October 28- Napi Lights on
After Dark 4-5
October 29-AWARDS
ASSEMBLY 4th/9:30 5th/10:30

OCTOBER '26						
S	M	T	W	Th	F	S
				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 '27						
S	M	T	W	Th	F	S
				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	

April 13- Napi SLT 4-6
April 15- Napi Family Lit
Night 4-5

November 10- Napi SLT 4-6
November 19- Napi Family Lit
Night 4-5

NOVEMBER '26						
S	M	T	W	Th	F	S
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 '27						
S	M	T	W	Th	F	S
						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					

May 11- Napi SLT 4-6
May 20- Napi Family Lit
Night 4-5
May 27- Napi Awards
4th grade 9:30 5th grade 10:30

December 8- Napi SLT 4-6
December 17- Napi Family Lit
Night 4-5
December 21- Napi Holiday
Program 4th-1:00, 5th-2:00

DECEMBER '26						
S	M	T	W	Th	F	S
		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 '27						
S	M	T	W	Th	F	S
		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			

January 12 Napi SLT 4-6
JANUARY 19-AWARDS
ASSEMBLY 4th/9:30 5th/10:30
January 21 Napi Family Lit
Night 4-5

JANUARY '27						
S	M	T	W	Th	F	S
					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						

JULY '27						
S	M	T	W	Th	F	S
				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