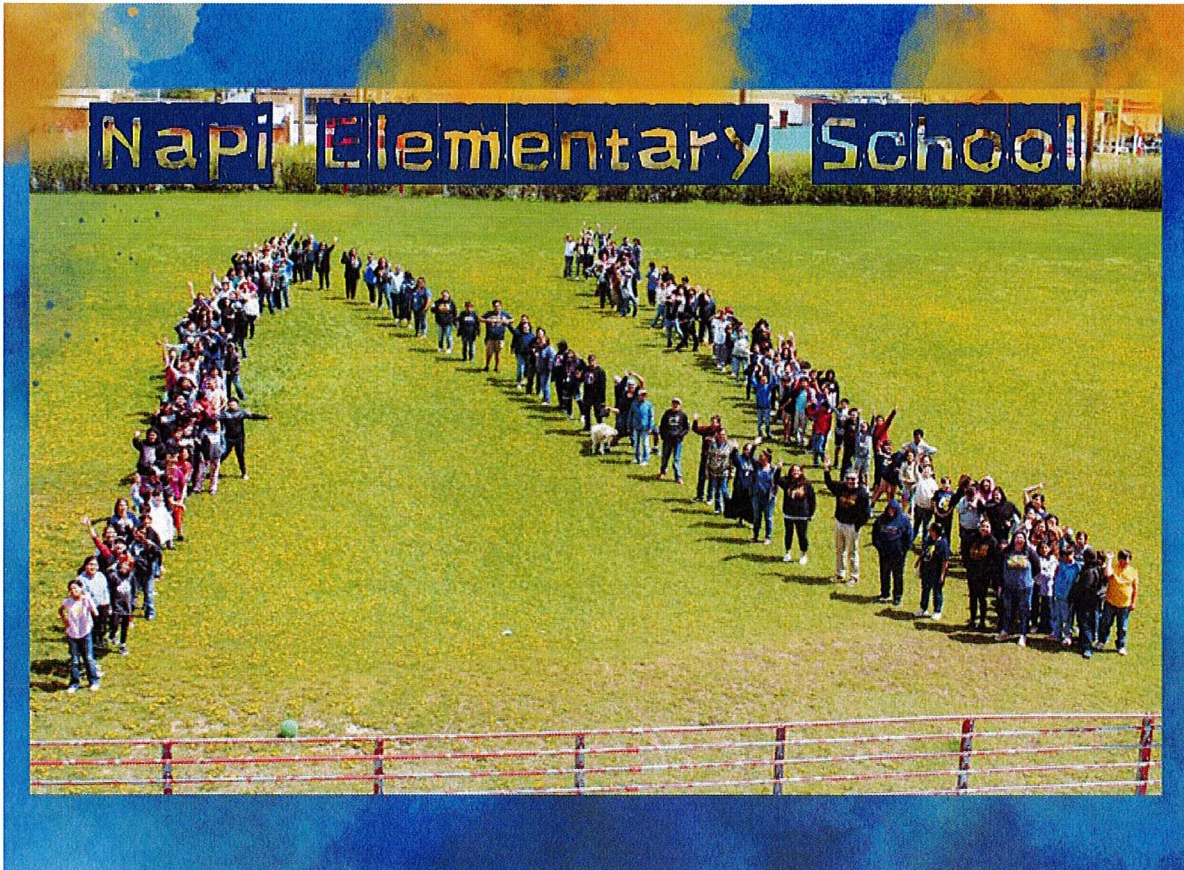


STAFF HANDBOOK

2026-2027

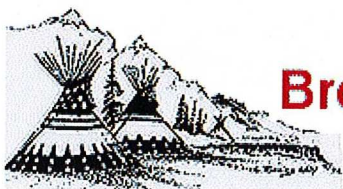


Vision Statement:

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 behaviorally.



School District #9, Glacier County, Montana

Browning Public Schools

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

Staff Handbook Receipt Form for Napi Elementary Addendum 2026-2027

I acknowledge that I have received and read a copy of the Browning Public Schools Staff Handbook. I understand that the policies and practices contained in the handbook govern school procedures and staff expectations for Browning Public Schools. I understand that all staff will be held accountable for reading and abiding by the handbook.

Staff Member's Signature _____

Date _____

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Napi Elementary Staff Handbook Addendum

Office

Only designated staff members are allowed in the office. The office is designed to reflect a high level of friendly customer service and professionalism, as it is the first point of contact for school visitors. Customer service is the number one priority in our school; therefore, having non-office staff engaged in casual conversations in the office does not reflect the desired level of customer service or professionalism.

Record Keeping

All staff members are expected to meet set deadlines in regards to paperwork and assigned tasks. A friendly reminder will be provided in a good-faith effort to support staff. However, discipline is to be expected for continued negligence in meeting deadlines. The following are established requirements; however, changes may be made pending school initiatives.

These items require **daily** record keeping:

- Attendance is to be taken by 8:20A.M. daily.

These items require weekly record keeping: (Subject to change.)

- Infinite Campus Gradebook—grades are to be entered weekly/Parents have daily access to their student's information.
- Program Assessment Data
- Lesson Plans
- Attendance Data
- PDSA--Intervention Team
- Cruising Clipboard Data---Grade Level Teams

These items require monthly recording:

- Parent Letter
- Parent Contact notes added to Infinite Campus PLP

These items are required per established dates:

- Grades—Midterms and Report Cards will be printed and mailed quarterly.
- Pre and post assessment data.
- Aimsweb Goal Setting & Testing
- PDSAs
- Progress Monitoring
- MAST assessments

Handbook Signature Pages

Please submit the following items to Mrs. Bird per the following dates:

- Staff Signature pages—due by August 21, 2026 if absent from Teacher Orientation Days
- Student Signature pages—due by August 28, 2026. Please provide the date that a handbook was provided to students who have not returned a signed signature page.
- Professional Goals--due by September 18, 2026.
- **Teachers will submit signature pages with a roster. Please highlight all students who have returned signature pages. Please record when students received the handbook, but didn't return the signature pages.**

Sub Lesson Plans

Providing sub-lesson plans is mandatory. If leave is scheduled, detailed sub-lesson plans must be available for the dates you will be out of the classroom. If leave is unscheduled, a sub-lesson plan must be emailed by 8:00AM to Instructional Coaches and the Secretaries. Sub plans should not include the use of technology.

Team Meeting Protocol

Unless otherwise directed, team meetings are intended for grade-level team planning and data analysis. All other topics or concerns are not appropriate in team meetings and should be addressed in separate team meetings. Per District Policy #5150, professional conduct in meetings is expected.

A teacher's prep time is an extension of their work day, and therefore, staff are not to leave the building during this time to run personal errands. It is to be utilized for tasks that support the education process.

Printing/Copying

It is imperative that all printing is completed prior to instruction. Students are not to be sent to the office to request copies or to the staff lounge to pick up copies. Please email 'Napi Tech' if you are experiencing printing issues.

Cell Phones/Electronics

Staff are to refrain from using cell phones during work hours. Electronic devices are to be used strictly for educational purposes.

Staff is to strictly enforce the student cell phone and electronic device policy.

Student and staff usage of computers/internet must reflect identified learning objectives that are documented in the teacher's lesson plans. Staff are expected to closely monitor all computer/internet usage to ensure students are visiting the assigned or appropriate sites.

Teachers will be required to use Apple Classroom when assigning activities that require students to be on iPads.

Birthday Parties/Celebrations

Birthday celebrations will be at the discretion of the teacher. However, the expectation is that instructional time will not be lost. Snacks only will be allowed.

All other celebrations will require pre-approval, especially if they require deviation from the academic schedule.

Movies/Videos

All movies/videos must be approved by the building administration prior to viewing. In the absence of a signed parent permission slip, videos/movies should be "G" rated only. All material shown from the internet needs to be previewed by the teacher to ensure the content is appropriate. Movies and videos must be documented in the teacher's lesson plan.

Hallway Monitoring

All staff members are required to monitor hallways and assigned areas before and after school, and during all building transitions.

During building transitions, teachers must be present in the hallways prior to the bell and greet students.

Supervision of Classes

It is **never** acceptable to leave your students unattended in the classroom. Requiring students to remain lined up outside of the classroom until the teacher is ready to go into the classroom with students is an acceptable practice. This practice is especially required during bathroom breaks.

Supervision of electronic devices

While students are using electronic devices, the teacher must be circulating and supervising their usage. Apple Classroom is to be utilized at all times when students are on electronic devices. This ensures that students are not using this electronic device in a manner that doesn't support the educational learning goals. Use of electronic devices as an incentive should be limited. Electronic device carts are to remain locked when the teacher is absent or when they are not being used. Teachers are to ensure that students take care of all technology, including headsets. Fines will be assessed to staff/students for damage to electronic devices.

Maximizing Instructional Time

During academic blocks, instruction is expected to be bell-to-bell. Nothing else is to take priority over students being engaged in academic learning, and according to the academic schedule.

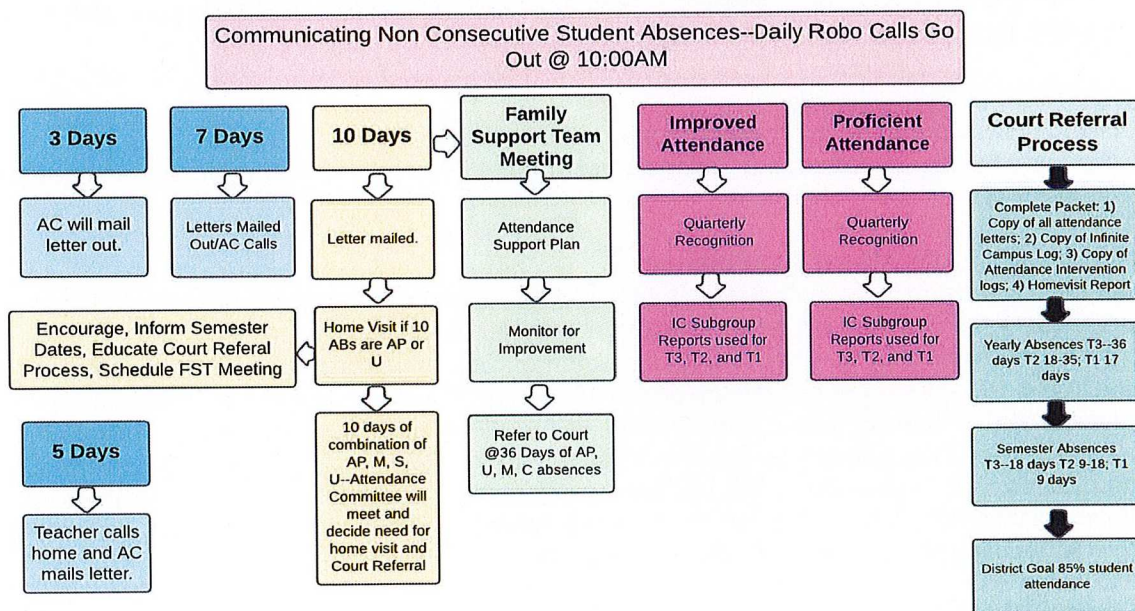
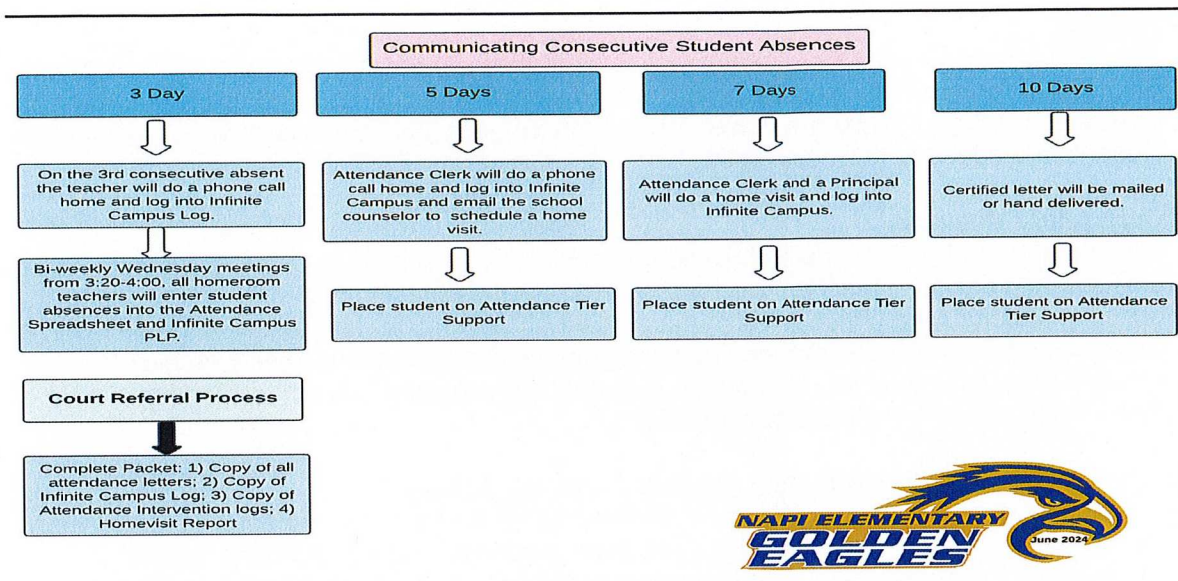
Infinite Campus Gradebook

Teachers are required to give a grade per week per student for each content area. Infinite Campus Gradebook is to be updated and maintained weekly. Parents have access to Infinite Campus and student grades daily. Infinite Campus will be used by all staff for all record-keeping and grading purposes.

Attendance

Teachers are required to take and post attendance into the electronic database every school day by 8:20 AM. If you fail to complete attendance by this time, the attendance clerk will call your classroom to provide a reminder and to ensure that attendance is accurate. Accurate attendance records are an essential operation of the school day, therefore if not completing attendance by 8:20A.M. becomes habitual, disciplinary action may take place.

The following matrix will be put into place to communicate with parents of students with consecutive and nonconsecutive absences:



Rosters

Teachers are responsible for ensuring that class rosters are correct. Teachers are to notify Mrs. Bird Rattler and the Principals, via email, immediately of any changes and follow up promptly to ensure necessary changes are made. Please inform Instructional Coaches via email when new students are added to the class roster.

Curriculum Materials

All curriculum materials that are checked out to the teacher remain the teacher's responsibility until checked back in. Teachers will be responsible for distributing materials to the students and ensuring materials are checked out to the student. If the teacher fails to follow through with this process, student materials that require a financial replacement will ultimately be the responsibility of the teacher. Curriculum materials are expected to be maintained in a manner that reflects effective organizational practices.

Montana Educator Performance Appraisal System (EPAS)

This performance appraisal system is to be used by all staff to make professional decisions in the following domains: 1) Planning; 2) Classroom Environment; 3) Instruction; and 4) Professional Responsibilities. The classroom is to reflect levels of proficiency and/or distinguished in each domain. Professional goals will be identified that support continued professional growth in these domains.

Staff are encouraged to use walkthrough feedback to make instructional and procedural decisions throughout the academic year.

Classroom Bulletin Boards

Bulletin boards are to reflect the learning objectives of the classroom and the school. Classroom bulletin boards are an extension of student learning and an opportunity to showcase student work.

Wednesday Professional Development

Meetings will start between 3:30-4:00 p.m. every Wednesday. Please do not bring work to meetings. Please do not schedule errands, meetings, coaching obligations, or leave. Cell phone use should only be used to address emergencies during professional development. Electronic devices should only be accessed if they are directly related to professional development. Professionalism is to be displayed at all times. Please refrain from engaging in ongoing sidebar discussions during presentations. In the event a staff member is absent during the professional development, it is 100% the responsibility of the staff member to obtain the materials and information. Napi Staff who are involved in extracurricular activities are to refrain from scheduling these responsibilities during professional development hours.

Arrangements for childcare need to be made to ensure the focus remains on professional development.

Social Media

Teachers are to refrain from accessing social media sites during instruction and planning times. It is the responsibility of teachers to remain current on appropriate social media practices for educators. It is strongly recommended that teachers reference the Montana Federation of Public Employees website for current Dos & Don'ts for Montana Teachers at www.mfpe.org.

TimeClockPlus

1. It is the responsibility of the staff to ensure absences are entered into TimeClockPlus per contract agreements. If leave is unscheduled as a result of illness or emergency, please email the principals to enter leave. In case of a medical emergency that is going to require you to be late, call the office and give a specified time that you will be in. If you arrive at that specified time, your leave will be approved, and classified as sick leave.
2. If you have an emergency that causes you to be late, that is not medical, call the office. If you can provide documentation regarding the emergency your leave will be approved and classified as personal leave. If you do not provide documentation that substantiates your emergency, your absence will be classified as unauthorized leave without pay and is subject to disciplinary action.
3. Failure on the staff member's part to enter the correct leave into TimeClockPlus may result in an inaccurate number of days of leave being reflected on the staff member's paystub, and result in leave without pay status. It is ultimately your responsibility to keep track of the amount and type of leave available.
4. It is the responsibility of the staff member to upload any documents required for ULWOP. **When calling in, a specific time must be identified when you will report to work. If this time changes, it is the responsibility of the staff member to inform the principals before this time lapses.**

Awards

Quarterly and Yearly awards for honor roll, attendance (see the criteria below), behavior (presented in the classroom), IYIKAA' KIMAT' (Try Hard) and one Student of the Quarter will need to be provided. The teacher will be responsible for ensuring students are acknowledged for their achievements at school and celebrated. This is a practice that communicates to students and parents that academic performance, attendance, and behavior are valued in our school. **MEETING ESTABLISHED DEADLINES AND CHECKING FOR ACCURACY NEED SPECIAL ATTENTION TO ENSURE ALL STUDENTS RECEIVE EARNED RECOGNITION IN FRONT OF THEIR PEERS AND PARENTS. The schedule is on the 26-27 Teacher Padlet.**

Attendance Awards Criteria

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:

- Students 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 & 96% 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:

- Students 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.
- **Specialists will only award points for days that the class is in session. Due to the rotation of these classes, each specialist is expected to inform students and parents who have failing grades as soon as they are aware.

Parent-Teacher Conferences

- Teachers will schedule a time for each parent to attend conferences for their student to ensure all parents have an equal opportunity to meet.
- November 3rd and November 5th from 4:00PM-7:00PM
- April 6th and April 8th from 4:00PM-7:00PM

Appropriate Dress & Friday Casual Wear

Monday thru Thursday, office and certified staff are expected to wear professional dress attire. On Fridays' or early dismissal days, all staff may wear T-shirts with a Napi or BPS logo with their jeans to show school spirit.

Educational Field Trips—Process

See Mrs. Bird Rattler to get the Instructional Field Trip Request form and complete it. All scheduling is the responsibility of the grade-level teams. If there is a cost associated with the field trip, a requisition order must be completed and emailed to the principals for approval. All teachers and staff will be responsible for sending out field trip notices to district staff and parents. Parents will sign the universal permission slip provided in the student handbook for all field trips in the 2026-2027 school year. Parent letters must be sent home to parents to inform them of upcoming field trips.

Requisitions

Requisitions are used to make purchases. This form is on our Google Drive. It is important to complete this form entirely before submitting it for approval. All forms are to be submitted to the principals for signature.

Bullying Incident Report Form

When students report bullying incidents, please complete this form. It is the responsibility of every staff member to address incidents of bullying. An electronic copy is in the Teacher Google Drive.

"Cheryl"

"Cheryl" is the code word used that indicates assistance is needed in the classroom. It should only be used if an unsafe circumstance exists. When calling the office for assistance with students, please only use "Cheryl" if a student poses a threat to others or themselves. Using "Cheryl" is also appropriate if you have a person in your classroom who is making you feel unsafe.

MTSS Universals

Posters with the MTSS School motto and universals will be provided to all staff. Please be diligent in teaching, reminding, and supporting students in practicing these expectations. Staff are naturally looked at as role models and need to ensure students see them visibly practicing the MTSS universals. Specific posters will be expected in all learning areas.

MTSS Matrix



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.

School-wide Behavior Management & MTSS Universals

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

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

Teachers are expected to actively implement the school-wide behavior management plan and MTSS Universals. Throughout the year these plans are to be reviewed with students as needed. All steps must be documented before discipline referrals are sent to the office. Students sent to the office without a referral will be sent back to the classroom. Do not use the office for a time-out. Grade-level detention will only be used for students who reach Step 4 of the school-wide classroom behavior management plan. The school-wide discipline plan is as follows:

Napi Administrative 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 needs to remain with the child for the entire school day, including lunch and recess. Principal discretion will be used.

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

Napi Elementary Behavior Management Plan

Classroom Plan Expectations

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

Positives

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

Example: Extra Recess, Positive Note Home, Tickets for School Store, Napi Game Time, Weekly Shout Outs, Weekly Drawings for Attendance.

Consequences

1. Warning: Student's name written in behavior log on step #1
2. Calming and Refocusing Time in the classroom (Time-Out) Student will be on step #2.
3. Self-Reflection Room: Minimum of 15 minutes and parent contacted as soon as possible. The student will be on step #3.
4. Noon Detention: The assigning teacher will email the student's name to the staff member doing lunch detention. The student will be on step #4.
5. Referral: Documentation of Time-Out, Self-Reflection Room, Parent Contact, and Noon Detention

***Teachers are expected to contact parents before step 5. Depending on the circumstances, parents may be contacted on steps 1 or 2.

Napi Administrative 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 student 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	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
Step #3 Principal conference with student 3 Days of lunch detention 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) 3 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

Sexual Harassment

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

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



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

Browning Public Schools						
2026-2027 ACADEMIC CALENDAR: 187 Days						
sk #	Beg.	End	Scheduled Activities/Holidays	Number of Days		
				Pupil Instruction	PI Related	Teacher Contract
	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: MPE 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 (I)	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 (Remote learning - Friday)
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
				44	1	45
			Semester 1 Total	90	6	96
	01-14-27	01-15-27	BID Friday: 1/2 DAY (I)	2		2
23	01-18-27	01-22-27	No School 01/19/27 - MLK Jr. 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 (I)	5		5
27	02-15-27	02-19-27	President's Day: 2/16/27, 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 (Remote learning - Friday)
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	50		50
	04-01-27	04-02-27	BID Friday: 1/2 DAY (I)	2		2
34	04-05-27	04-07-27	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	EDP 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

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

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